

# RIFT VALLEY UNIVERSITY



*Hub of Excellence*

## Assessment Guideline

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**Addis Ababa, Ethiopia**

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## **Acronyms**

CODE:	College of Open and Distance Education
HERQA:	Higher Education Relevance and Quality Agency
RVU:	Rift Valley University
TVET:	Technical and Vocational Educational and Training

# CHAPTER ONE

## 1. PREFACE TO RIFT VALLEY UNIVERSITY

### 1.1. Background of Rift Valley University

Rift Valley University initially conceived as College, was established in Adama City of East Shewa Zone, Oromia National Regional State in October 2000 G.C, foreseeing the core values of *good governance, commitment to quality services and community development, gender sensitivity, secularism and non-partisan, creativity, responsiveness, team work spirit, and work culture* parallel to the nation's development goals along with the purpose of producing competent, ethical and skilled manpower without making any distinction between people of different ethnic, religious, social, economic and political backgrounds.

After securing its legal personality, the then Rift Valley College strongly worked on the accreditation processes of its training and education programs from all regulatory bodies, and managed to get full accreditation from Higher Education Relevance and Quality Agency and Regional States TVET Agencies. Taking its flourishing capacity and quality service into account, the Ministry of Education, in collaboration with HERQA, granted the rank of University College in August 2007 G.C. This was not an easy task and a simple success story for the institution. The two regulatory bodies had conducted rigorous evaluation of the systems of the institution, physical facilities and learning resources of its campuses and faculties to come to decision of such status change. Afterwards, Rift Valley University College rigorously worked towards becoming a full-fledged university and realized itself as Rift Valley University in August 2014 G.C.

Currently, Rift Valley University being a pioneer and the largest Private Higher Learning Institution in Ethiopia has been delivering quality education to the citizens and foreigners who have lived in the country for different purposes. Furthermore, the University has 50 Campuses, 3 TVET Colleges and College of Open and Distance Education (32 accredited branches) with diversified fields of study across the country. Over the last two decades, thousands have joined and graduated with Technical and Vocational Education and Training (TVET), Bachelor's degree, and Master's degree that enabled them to support themselves and their families. Others have also

managed to create their own jobs whereby they exhibited the merits of their training and education at Rift Valley University in fostering the already established development goals of the country.

## **1.2. Mission, Vision and Values of Rift Valley University**

### **1.2.1. Mission**

Rift Valley University exists to produce graduates who are competent, committed and ethical citizens; to engage in innovative and problem solving research; and to deliver sustainable community services.

### **1.2.2. Vision**

RVU aspires to be one of the leading universities in teaching, research and community engagement in Africa and beyond by 2030.

#### **Motto of RVU**

*“Hub of Excellence”*

### **1.2.3. Values of RVU**

The following are the values cherished by RVU:

1. Quality and Excellence
2. Responsiveness to customer needs
3. Good Governance
4. Professionalism and Academic Freedom
5. Team Spirit
6. Professional Integrity and Ethical Practices
7. Creativity and Innovativeness
8. Commitment to Community Services
9. Recognition of Diversity and Gender Sensitivity
10. Social Responsibility

## CHAPTER TWO

### 2. INTRODUCTION OF THE GUIDELINE

#### 2.1. Introduction

This assessment guideline is prepared in response to the need for a comprehensive code of practice that can serve as a guideline on matters pertaining to assessment and its implementation. Assessment is a generic term used to describe a set of processes that are employed to *evaluate learners' performance in mastering the learning outcomes of a course*. It plays a significant role in the Educational process:

- It provides information about the progress that learners make in acquiring knowledge and gaining skills,
- It furnishes information on the academic achievement of learners, and thereby helps to decide on their academic achievement: i.e., pass or fail.

It is, therefore, of paramount importance for RVU to develop a clear and comprehensive assessment guideline.

#### 2.2. Purpose of the Guideline

The Purpose of the guideline is to ensure that:

- Assessment practices reflect appropriate academic standards;
- Assessment practices are applied consistently across the programs in all coordinating centers;
- The learner evaluation trend is *fair* and clear as per the courses' *objective* vis-à-vis to promote academic standards; and
- The learner's academic performance maintains uniformity across all programs.

## **CHAPTER THREE**

### **3. DEFINITIONS OF TERMS**

#### **3.1. Assessment**

Systematic method of obtaining evidences from attendance in tutorials, self-assessment, assignments, project works, practical exams (for selected programs) research work, final examinations, etc. as stated in the course modules based on the learning outcomes.

#### **3.2. Assessment Activity**

Tasks and activities designed to evaluate learners' performance in achieving the learning outcomes of a course.

#### **3.3. Assessment Methods**

Methods used to assess the performance of learners in a particular course, in group or individually during the tutorial/ face- to- face/ programs or through distance mode by using all the necessary assessment tools as stated in the curriculum.

#### **3.4. Assessment Record**

It is a set of records of both the formative and summative assessments.

#### **3.5. Course**

It is the smallest entity carrying a credit, value and an evaluation. The identification keys for a course shall be

- The Course Title
- The Course Code
- The Credit Hour / Contact Hour

##### **3.5.1. Course Examiner(s)**

Professionals selected by RVU based on set selection criteria are authorized to set examination for a course.

### **3.5.2. Course Tutors**

Tutors selected and assigned by RVU to provide tutorials.

### **3.6. Examination**

It is an examination which the official exam of RVU

The official examination periods shall be duly announced in the academic calendar. All courses given in *RVU* shall have at least one official final examination.

#### **3.6.1. Grade**

It is a summary evaluation of a learner's proficiency or competency expressed alphanumerically.

#### **3.6.2. Grading System**

It is the process by which the course examiner arrives at the symbol, or number to represent a learner's achievement in a course.

### **3.7. Invigilator**

An academic staff authorized by the examination committee to invigilate an examination.

### **3.8. Incomplete (I)**

It indicates that a relatively small part of the term's work remains undone. Learners are allowed 8 weeks after the beginning of the next term to remove the incomplete grade. Failing that, the incomplete grade shall be changed to an F or a mark of zero.

### **3.9. No grade (NG)**

A grade that is awarded to a learner who fails to have a complete assessment record, and the grade shall not be used in the computation of the grade point average or the total grade

This indicates that some part of the term's work remain undone.

## CHAPTER FOUR

### 4. COURSE ASSESSMENT METHODS

#### 4.1. Courses Assessment Types

Courses shall be assessed in continuous assessment form out of 50% and Final Exams out of 50%.

- Continuous Assessment includes;
  - Minimums of two assignment
  - Project work:- based on the nature of the course
  - Quizzes :-will be given and marked by tutors
- Final Examination
- Practical work (optional)
- Research works (for graduating class)

#### 4.2. Managing Assessment Process

Continuous assessment package is administered at the campuses. There will be two assignments and quizzes should be given during in class as per the curriculum of the course. The result of all continuous assessment should reach department at the end of the semester. And then serve as an immediate reference in case if the students complain the grade. Moreover, the final exam result should be hold from a semester at department. Similarly, learners have the right to get feedback of their assignments before the final exam is conducted. The final exams are handled centrally by the department, under exam committees of the campus.

## CHAPTER FIVE

### 5. PREPARATIONS OF EXAMINATIONS

#### 5.1. General Procedures

Examination preparation encompasses the setting, typing, printing/duplication editing, counting, packaging, sealing and dispatch of the examination to the campuses. Examination preparation is conducted centrally by the respective departments.

#### 5.2. Examination Committee

The committee shall be established by the Academic Commission of the campus as one of its standing committees to scrutinize the set assessment tasks. There are shared responsibility in implementing this assessment guideline to ensure assessments are of an appropriate standard and consists, learning outcomes and assessment methods.

##### 5.2.1. Membership

- a. Vice Dean
- b. Department heads of the campus
- c. Officer of Quality Assurance for the campus
- d. Head, Registrar and Alumni
- e. Respective program coordinators,
- f. If necessary other additional one AC members elected by the campus –  
Academic commission

##### 5.2.2. Duties and Responsibilities

The committee

- Shall establish its own working rules and procedures;
- Shall be responsible for setting standards for examinations,
- Shall be responsible for developing detailed guidelines for the setting and administration of examinations,

- Shall be responsible for developing detailed rules and regulations pertaining to grading, and regarding,
- Shall be responsible, within the bounds of the University legislation, for instituting acceptable grading, and alternative grading system(s), and
- Shall assess periodically the academic performance of the campus's learners.
- The committee can establish exam supervision team to manage the overall final examination processes.

### **5.3. Academic Calendar**

The calendar for each year shall be implemented by the registrar office. The University Calendar shall contain the following,

- Admission, readmission and registration, Adding and dropping of courses, examination periods beginning and end of terms, inter-term breaks, the regular meeting of the senate, graduation date, etc.
- The academic calendar has two semesters for regular, and **summer program** for extension students.
- A three-term calendar of six tutorial program classes for CODE which has four months duration each.

### **5.4. Examination Period**

- ✓ Final examinations shall be conducted in the periods stated in the academic calendar;
- ✓ When sufficient grounds exist, however, the campus can change the examination period after making a series of essential notification.
- ✓ Under no circumstances shall tutorial classes be conducted during the final examination period for CODE students.

### **5.5. Principle of Exam**

- There shall be **continuous assessment** for a course in a semester or a term;
- Examinations should be prepared in such a way that they measure the achievement of the learners appropriately.

- Examinations should be carefully constructed, using range of question types, to assess both lower and higher order learning;
  - Objective type questions to assess lower order learning, i.e., learners ability to recall factual information from tutors ,modules and text books, e.g., multiple choice, matching, and true or false; filling the blank and work out
  - Essay and compressive related type questions to assess higher order learning, i.e., learners' ability to interpret, analyze, apply, synthesize, and evaluate.
- Final examination manuscript shall contain; such as
  - The name of the University
  - The name of the program;
  - The name of the department offering the course;
  - The Course title (Course Code);
  - The Semester / term;
  - The learner full personal information (Name, Id. No., and department)
  - General instructions with the time allotted for the examination; and
  - The total marks (percentile) for each examinations item compositions;

### **5.6. Exam Setters selection for CODE**

- The exam committee shall be in charge of announcing the exam setting work to qualified professionals.
- The committee shall select qualified exam setter among the candidates applied for the work, based on their CV.
- The exam committee shall handover the work to the selected professionals after entering agreement with the service providers.
- Exam setters shall submit draft examinations paper, together with the answer key in soft and hard copies; within 10 days from the date of signing agreement.
- In submitting the examination papers, the setters are expected to fulfill all the examination formats and answer sheets;
- The examination shall be made ready for duplication 35 days before the commencement of the examination date and it shall be dispatched to coordination center 5 days ahead of time.

- An examination shall clearly include the following information on the sealed envelope;
  - The Course Title and RVU;
  - The term that is taking the examination;
  - The date of the examination and time (session) round;
  - The name of Department;
  - The name of the study/ exams center.

## CHAPTER SIX

### 6. EXAM ADMINISTRATION

Exam question papers shall be submitted **three days for regular and extension students before scheduled exam date but three months for CODE students** ahead of the stated exam date.

The exam committee shall check the exam papers to make sure that they are prepared as per the agreement and that they contain all the five items:

- The exam is typed, edited by professionals and duplicated
- The duplicated exam papers shall be, counted, put in pockets, sealed by official seal of RVU and be ready for dispatch 15 days before the stated exam time.
- The exam committee members, typists, editors, duplicators and all stakes shall be responsible for any mistake likely to come out during the process.
- The exam committee, with RVU academic team shall supervise the proper transportation and security of the exam.
- The exam shall be transported by the vehicles of and reaches the campus and study centers 3(three) days before the exam date.

#### 6.1. Exam Security

Keeping the exam security is the responsibility of RVU, all campuses and study center

##### 6.1.1. Exam Security at RVU

- ❖ The exam is typed and edited by professionals in special room
- ❖ Professional duplicators are selected by the committee
- ❖ Exams are duplicated securely in special room
- ❖ The exam room is sealed by exam committee each day when workers go to their home and tear each morning until work accomplish
- ❖ The duplicated exam should be stored in separate room and the room will be seal in front of organized committee **untill dispatch to concerned department.**

- ❖ Exam paper should be packed based on requisition, course and terms and sealed by official RVU stamp.
- ❖ The committee monitors the process of the exam security.

### **6.1.2. CODE Exams security at Campus level**

- As the exam reaches the campuses, it will be stored in a separate room and the office will be sealed in front of the organized committee.
- Dean of the campus, Vice dean for distance education, module distributor, Student support and service, representative from police and representative from educational office shall be members of the aforementioned committee
- The Campus Dean and Vice Dean for Distance Education together with the academic team of the campus shall oversee all processes of the exam in their respective campuses.

### **6.1.3. The Main Duties and Responsibility Campus Exam Committee and departments:**

- Classify exam papers according to their term and program
- Assign qualified invigilators for each session
- Check whether each exam is packed or not
- Assign exam room for examinees according to term and program.
- Assign examinees in one session
- Shall give orientation for the invigilators before exam administration.
- **For CODE exams**, after the exam administration the Campus Dean, Vice Dean for Distance Education, campus/center/ supervisors including the assigned supervisors from head office shall take a minute on the whole process of the exam and this shall be reported to RVU.
- If in case there are leftover exam papers they shall be collected and burnt in front of the committee.

In addition, the assigned supervisor **or instructor of the course's exam** has the responsibility to prevent any malpractices on the exam and be an eye witness of the exam process as a whole.

#### 6.1.4. Final Examination Schedule

- The Office of the Registrar in consultation with academic wing shall be responsible for drawing up the timetable for final examination;
- The Office of the registrar shall announce the final examination timetable 10 days before the commencement of the exam;
  - Copies of the timetable shall be posted at appropriate places **on the notice board** where it is easily accessible to all learners;
  - **For CODE exam schedules**, Copies of the timetable shall be sent to the RVU units, campuses and coordinating centers or **It could be also announced by using mass media**
- All examinations, unless a special permission is given by the exam committee, shall be conducted according to the timetable, i.e., on the dates, times and rooms indicated in the timetable.

#### 6.1.5. Invigilator

The campus exam committee/**Departments**

- Shall announce and recruit qualified invigilators.
- Shall select qualified invigilators using set selection criteria.
- shall agree with selected invigilators

The Office of the Registrar is responsible for drawing up a list of invigilators for each examination room. The list shall clearly state the department, the term, the course, the room, and the time of the examinations against the invigilator.

On the invigilation date, invigilators are generally expected to report to the coordinating centers at least 15 minutes before the commencement of the examination.

Invigilation is a very serious duty, and invigilators are expected to demonstrate the utmost professional conduct while on duty.

### **6.1.6. Examination Room Regulations**

- Learners are allowed into an examination room only in the presence of the invigilator(s). However, learners are expected to arrive at examination rooms well ahead of time;
- Invigilators are expected to arrive at examination rooms at least 5 minutes before the beginning of the examination;
- Learners must take their seats within the rows / columns of desks allocated to them by the Invigilator;
- Learners arriving thirty minutes after the examination are not allowed to their examination room without the permission of the invigilator. The invigilator, however, must report the circumstance to the supervisor, and should inform the late comers that they are not entitled to any additional time;
- Learners must wait for the announcement of the invigilator before they start the examination. They must also stop writing immediately when the end of the examination is announced;
- Learners should sign an examination attendance sheet distributed at the start of the examination. The sheet is collected by the invigilator after thirty minutes have elapsed from the start of the examination
- Learners are not allowed to leave an examination room before thirty minutes after the commencement of an examination;
- Modules, Books, papers, and other materials relevant to the examination, unless authorized by the course examiner, are not allowed in to the examination room or must be left at the front of the examination room. Possession of these materials constitutes academic offence;
- Learners are prohibited from deliberately doing anything that might distract other learners. Learners wishing to attract the attention of an invigilator shall do so without causing a disturbance. Any learner who causes a disturbance in an examination room may be required to leave the room, and shall be reported to the Chairman of supervisor team;
- Answers should be written on an answer sheet that is provided by the invigilator. Answer sheets together with the examination paper must be left in the examination room;
- Learners will be permitted to use only reference books, computers, calculators and other electronic technology as have been authorized by the course examiner.

- Learners are not allowed to use mobile phones during examinations, and mobile phones must be switched off during an examination;
- It is an offence against the University discipline for any learner to knowingly
  - Make use of unfair means in any University examination,
  - Assist a learner to make use of such unfair means,
  - allows another learner to copy his / her works,
  - Do anything prejudicial to the good conduct of the examination, or
  - Impersonate another learner or allow another learner to impersonate him/her.
- Learners will be required to display their ID card together with the cash receipt showing payment of the latest tuition fee on the desk throughout all examinations;
- If an invigilator suspects a learner of cheating, she/he shall impound any prohibited material and shall inform to the supervisor team as soon as possible;
- Cheating is an extremely serious offence, and any learner found to have cheated or attempted to cheat in an examination may be deemed to have failed that examination shall be subjected to penalty.

## **6.2. Academic Integrity Committee at RVU**

RVU shall have one Academic Integrity Committee. The Committee is responsible for the investigation of academic misconduct.

### **6.2.1. Membership**

1. Vice Dean, Chairman
2. Program Coordinator member
3. Department Head, Registrar and Alumni

### **6.2.2. Duties and Responsibilities**

- Shall establish its own working rules and procedures
- Investigates serious and repeated violations of academic misconduct if reported, and
- Assess and decide academic misconducts

### **6.2.3. Academic Integrity Committee At campus level for CODE program**

*Campus Distance Education center shall have one Academic Integrity Committee. The Committee is responsible for the investigation of academic misconduct.*

#### **6.2.3.1. Membership**

- Vice Dean of CODE, Chairman
- Program Coordinator member
- Head, Registrar and Alumni

#### **6.2.3.2. Duties and Responsibilities**

- Shall establish its own working rules and procedures
- Investigates serious and repeated violations of academic misconduct if reported, and
- Assess and decide academic misconducts

## **6.3. Academic Misconduct**

### **6.3.1. Principle**

Academic Institutions are *high seminary of learning*. Fundamental to this vision is the commitment of the academic community Academic staff and learners alike in truthfulness, responsibility, and respect for others. In order to meet this vision, every distance learner is expected to adhere to the highest standards of academic integrity.

### **6.3.2. Academic Dishonesty**

It includes cheating, plagiarism, collusion and failure to comply with examination instructions. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the learner who accepts such assistance and shall be subject to the same sanctions.

#### **6.3.2.1. Expulsion from Examination Room**

1. A learner shall be expelled from an examination room for any of the following academic misconducts;

- If she / he disturbs the orderly conduct of an examination;
- If she / he tries to copy the works of another learner;

- If she / he tries to use unauthorized material.
2. Before expelling a learner from an examination room, the Invigilator should give the learner a verbal warning to desist from his/her unacceptable activity. If the learner fails to listen to the warning and continues with the misconduct, the Invigilator shall have no choice other than expelling the learner from the examination room;
  3. At the end of the examination, the invigilator shall report the circumstances that led to the expulsion to the supervisor team.

#### **6.3.2.2. Impounding Unauthorized Material**

- When a learner is caught using unauthorized material in an examination room, the invigilator
  - Should impound the material;
  - Should give the learner a verbal warning, and sign on the learner's answer sheet to indicate that he/she has been caught using unauthorized material;
  - 7Should attach the impounded material to the learner's answer sheet at the end of the examination, and report the incident to the supervisor.
- If a learner is caught using unauthorized material for the second time in the same examination session, she/he shall be expelled from the examination room.

#### **6.3.2.3. Cheating**

- ❖ The use of unauthorized assistance during any assessment activity;
- ❖ The acquisition, without permission, of assignments or other academic material not his /her belongings;
- ❖ Giving or receiving information which is prejudicial for the fair conduct of the examination during the conduct of the examination;
- ❖ Acquiring or attempting to acquire, possessing or distributing materials not specifically authorized for use in the assessment process by the examiner;
- ❖ Impersonating or attempting to impersonate another learner in assessment activity.

#### **6.3.2.4. Plagiarism**

It is presenting someone else's work as one's own without properly acknowledging the source. Literally, it is characterized as theft, and it encompasses unacknowledged use of information, words, ideas, figures, etc.

### **6.4. Procedure in Handling Academic Dishonesty or Offence**

All activities that deal with academic dishonesty, i.e., reporting, hearing, penalty, and appeals shall be conducted in strict confidentiality.

#### **6.4.1. Reporting**

If an incident of academic dishonesty is suspected, any member of the academic community can report the incident, in written, either to

- the exam supervisor concerned,
- the assessment /coordinating Unit

#### **6.4.2. Process**

Upon receiving a report of academic dishonesty, there are two options to handle the allegation:

1. The concerned invigilator may choose to conduct his / her own investigation,
2. The concerned invigilator may direct the allegation to the supervisor

#### **Option A:**

The supervisor conducts the investigation of the allegations:

1. The supervisor shall collect and assess all relevant information in determining whether an academic dishonesty has occurred,
2. In case the supervisor identified an academic dishonesty,
  - (a) She / he notifies **Campus** assessment office about the charges,

(b) She /he assign the penalty commensurate with the offence and in accordance with the assessment guideline,

(c) She / he notifies the learner about the charge, the penalty, and her/his right for appeal,

3. If the learner accepts the charge against her / him and the penalty, the case shall be closed;

4. If the learner contested the charge or the penalty, the case shall be referred to the Academic Integrity Committee.

### **Option B:**

The Invigilator refers the case to Academic Integrity Committee: If the invigilator chooses to directly refer the case to the Academic Integrity Committee:

- ❖ The Committee chairman shall contact the learner and inform him/her about the alleged academic dishonesty;
- ❖ In case the learner accepts the charges, a penalty is imposed and the case is closed.
- ❖ Whereas the learner contests the charges
  - The Committee chairman shall convene the Academic Integrity Committee;
  - The invigilator, as well as the learner shall present their cases with supporting evidences to the Committee;
  - The Committee delivers its verdict, and if it finds the learner to be guilty of the charges, it will impose a penalty. The learner can appeal the verdict or the penalty to the coordinating centers.

## **6.5. Penalties**

### **6.5.1. Minimum Penalty**

The minimum penalty for academic dishonesty is a mark of 0 for the assessed work.

### **6.5.2. Minimum Penalty for a Repeated Offence**

The minimum penalty for a repeated dishonesty for a given course is a grade of “F”.

In addition to the aforementioned penalty, the Academic Integrity Committee may impose additional penalties.

Some of the penalties may include

- educational sanctions (restriction of library access);
- restriction of computer access;
- suspension;
- expulsion;

## **6.6. Rights and Obligations**

To ensure that the method of assessment in every course reflects appropriate academic standards and fairness to learners, the following rights and obligations of learners are laid down.

### **6.6.1. Learner’s Rights**

- ❖ Learners have the right for a fair assessment;
- ❖ Learners have the right to know the assessment method(s) used for the courses they have registered;
- ❖ Learners have the right for a timely feedback for assessed works;
- ❖ Learners have the right for a timely notification of grades;
- ❖ Learners have the right for a remarking or regarding;
- ❖ Learners have the right for privacy concerning their grades.

### **6.6.2. Learner’s Obligations**

- ❖ Learners are required to observe the RVU attendance requirement;
- ❖ Learners are required to know the assessment methods of all the courses for which they have registered;
- ❖ Learners shall observe the rule for submission of assignments, course and project works;
- ❖ Learners are required to know the Assessment procedures of RVU;
- ❖ It is learners’ responsibility to be aware of the details of the examination timetable.

## CHAPTER SEVEN

### 7. MANAGEMENT OF ASSESSMENT MATERIALS

#### 7.1. Remedial Measures for Missed Assessed Works

##### 7.1.1. Late Submission and Missed Course Works

1. RVU campuses are required to set deadlines for submission of course works, i.e. project, assignment, essays, and inform these to learners, together with the consequence of failing to do the course works or meeting the deadline.

2. When a learner has failed to submit a course work timely or missed a course work altogether due to conditions that are beyond his/her control and the learner has informed timely about the condition, the coordinating center is expected to understand and arrange for the learner to submit the course work in a specified period without a penalty; arrange a substitute course work.

3. When a learner has failed to submit a course work timely or missed a course work, i.e., project, assignment, for no good cause, a campus or CODE coordinating center:

- can extend the submission date of the course work by two weeks with a penalty of a loss of 15% of the mark for each passing week. Failing to submit in the stated period would automatically result in a mark of 0 for the course work;

- is at liberty to award the learner a mark of 0 for the course work, in case the learner is habitually missing course works or submitting late.

##### 7.1.2. Missed Final Examination

1. The Assessment Unit shall, at the earliest opportunity, present the cases of all learners who have missed their final examinations to the RVU Academic Council;

2. Learners whose cases for missing the final examinations are accepted by the RVU Academic Council shall have the right for a Make-up Examination;

3. Learners shall be informed of the decision of the Academic Council through the assessment Unit via the coordinating centers;

4. The examination period for the Makeup Examinations shall be in accordance with the Academic Calendar.

### **7.2. Retention and Destruction of Assessment Material**

A procedure where by a learner may appeal an examination result is essential that relevant assessment materials are retained until the outcome of the appeal. Accordingly,

- Learners assessment material for a course shall be retained in the Assessment Unit for a period of one term after the end of the term in which the course is given,
- **corrected exam papers will be return to the learners and collected back by the course instructor/coordinating center**, retained for a term and will be discarded (burnt) after a term by the examination committee.

## CHAPTER EIGHT

### 8. MARKING AND GRADING OF EXAMINATIONS

#### 8.1. Marking Principle

Marks earned from examinations usually constitute a major component of the total mark for a course.

- Markings should be carried out deliberately, exercising the utmost professional judgment and care to avoid the possibility of random and systematic errors;
- Marking should be carried out in such a way that it is transparent and defensible, and should be done in accordance with the criteria that are already published for that assessment;
- Marking is a time intensive activity. It may take from few hours to several days. Markers are, therefore, required to apply procedures that ensure consistent marking for all learners.

#### 8.1.1. Marking

A. When the corrector, due to factors beyond his/her control unable to mark the examinations, or if the examination committee finds sufficient reason, RVU can exclude the corrector from marking the examination and as per the contractual agreement made the corrector shall be liable to the law of the country.

B. In marking the examinations

- The exam corrector is expected to mark based on RVU model answer for the examination questions.
- Examinations should be marked in such a way that the exam corrector is not aware of the learner's identity.

#### 8.1.2. Submission of Corrected Final Examination Papers to RVU

1. In order for the corrected final examination papers to be accessible to all learners, course correctors should submit the corrected examination papers together with the answer keys to RVU.

2. In order for learners to have a reasonable time for reviewing their corrected papers, course examiners should submit the corrected examination papers one day before the last day for the submission of grades.

### **8.1.3. Learners Access to Corrected Assessment Papers**

- The examination papers shall reach RVU **Campuses/Departments at the same date of the exam date and** within three days after the exam administrated **for CODE exams.**
- The exam papers will be dispatch to the respective corrector within two days
- The **course instructor/correctors** shall return the corrected exam papers and results/grade / within 8days **to the registrar.**
- The registrar also shall process the grades /encodes/by a computer and **post on notice board or online within 10 days**
- **For CODE exams,** the assessment unit in collaboration with the registrar shall send the grades and corrected exam papers to campuses/**CODE Centers** within 5 days
- Corrected assessment and project work shall be returned to learners within two days
- RVU **CODE** coordinating centers should disclose the final exam assessment results to the respective learners per the academic calendar
- A learner who, after having reviewed the corrected assessment work, remains dissatisfied with the outcome should use the appeal process.

### **8.1.4. Appeal of Examination Result and Remarking**

1. A learner who wishes to have his examination paper remarked

(a) Should collect the grade complain form.

(b)Should fill the form and return it to the center coordinators' office and;

(c) The branch center coordinating offices shall send the respective learner(s) appeal to the main center within five days.

2. The appeals of the respective learners of all centers shall be presented for Complaint settlement committee for investigation and final decision shall be given on the case in consultation with the respective program coordinator

If the remarking result is lower than the one previously obtained, the lower mark shall be recorded;

If there is a change in grade, the changed result shall be submitted to the assessment unit within three days of the investigation date.

3. A learner is allowed only one remarking in a term;

4. Appeals for remarking are accepted during the first 6 weeks since the announcement of the grade.

## 8.2. Grading System

Once a judgment on the performance of a learner has been made, the following grade scales are to be used.

Learners who join this program will be given grades the following grading scale:

Raw Mark Interval [100 %]	Corresponding Number Grade	Fixed	Corresponding Letter Grade
[90,100]	4.0		A+
[85, 90)	4.0		A
[80, 85)	3.75		A-
[75, 80)	3.5		B+
[70, 75)	3.0		B
[65, 70)	2.75		B-
[60, 65)	2.5		C+
[50, 60)	2.0		C
[45, 50)	1.75		C-
[40,45)	1.0		D
Below 40	0		F

## **8.2.1. Administration of Grades**

### **8.2.1.1. Principles**

A grade is a measure of the overall performance of a learner in a course.

1. The award of grades should be carried out deliberately, exercising the utmost professional judgment to avoid the possibility of random and systematic errors;
2. The award of grades for a course should be carried out in such a way that it shall indicate the achievement of a learner in that particular course only, and the course corrector shall exercise the utmost care to avoid any kind of prejudice that will inadvertently affect the correct evaluation of the learner's performance on that course.

### **8.2.1.2. Designations Used in Reporting Grades for a Course**

**A Excellent** Indicates work of a very high character, the highest grade is

**B Very Good** Indicates work that is definitely above average, though not of the highest quality;

**C Good** Indicates work of average or medium character;

**D Poor** Indicates work below average and unsatisfactory, the lowest passing grade;

**F Failed** indicates that the learner knows so little of the subject that it must be repeated in order that credit can be received "F".

**I Incomplete** Indicates that a relatively small part of the term's work remains undone. Learners are allowed 8 weeks after the beginning of the next term to remove the incomplete grade. Failing that, the incomplete grade shall be changed to an F or a mark of zero;

**W Withdraw** indicates that the learner withdrew from the course following the withdrawal procedure of the office of the registrar;

**DO Dropout** indicates that the learner has dropped out for unknown reason.

**NG No Grade** indicates that a learner does not have a complete assessment record. No Grade (NG) and Incomplete (I) Such as:

- a) If the learner misses any of the assignments, project works, etc.
- b) If the learner misses the final examination;
- c) If the learner is expelled from examination room for academic misconduct.

### **8.2.2. Award of Grades/ Grade Issuances**

1. Unless stated otherwise, the course corrector shall be responsible for awarding grades for the course;
2. When the examination committee finds sufficient reason to exclude the course correctors from awarding grades, the examination committee, in consultation with assessment unit, can assign another corrector (s) to award the grades for the course;
3. In awarding grades
  - (a) The course corrector shall consider the complete assessment record, i.e., shall consider the marks earned for each assessment components. The total mark for the course, which is the basis for the grade, shall be the sum total of the marks of all assessment components;
  - (b) The course corrector shall strictly use the grading system stipulated in this guideline;

### **8.2.3. Submission of Grades**

1. Unless stated otherwise, a course corrector is responsible for the timely submission of grades.
  - (a) A course corrector shall submit two copies of learners' grades directly to the assessment unit using the standard Grade submission Sheets provided by the Office of the Registrar.
  - (b) Together with the grades, the course corrector shall submit the corrected exam papers.
  - (c) The Examination Committee, after examining the assessment record, shall certify learners' grades for a course;
  - (d) The assessment unit shall approve the certified grades and submit one copy to registrar office and retains the second copy at the unit.

2. The grade submission period shall be announced by the Office of the Registrar based on the academic calendar.

3. The Office of the Registrar shall be responsible for the timely dispatching of grades to campuses/centers in order to timely reach the learner. The procedure should protect the privacy of learners.

## **Communication Means of RVU with Its Students and Other Stakeholders**

Communication is very important in teaching learning processes.

It enables the sharing of information with students, institution and tutors. Regularly face-to-face interaction is difficult to distance learners. The college in order to overcome these challenges developed the following means of effective communication .These are:-

- Academic calendar
- Print materials
- Telephone
- P.O.Box
- Fax
- FM radio
- TV
- Electronic media
  - Email
  - social media
  - website
  - Telegram