



UNIVERSITY OF EASTERN AFRICA, BARATON ONLINE EXAMINATION REGULATIONS AND GUIDELINES

I. PURPOSE

While UEAB has the academic dishonesty policy stipulated in its academic bulletin, the purpose of these regulations and guidelines is to outline guidelines on how students should conduct themselves while taking online examinations. The University Academic dishonesty policies as stipulated in Section 11.0 of the university academic bulletin are applicable to both face to face and online examinations. In addition to these policies, violation of online examinations regulations and guidelines will result in appropriate disciplinary measures.

II. GENERAL GUIDELINES FOR ONLINE EXAMINATIONS

The following guidelines shall be observed:

1. Examinations will be available on the dates and time indicated in the timetables and will not be accessible once the time has elapsed.
2. You are advised to familiarize yourself with the examination timetable to confirm the date and time for both objective and subjective examinations.
3. You are required to avail yourself for all online examinations in person.
4. The online examination will be proctored (supervised) by Respondus lockdown browser and screen monitor.
5. Ensure that you have installed the Respondus lockdown browser and screen monitor on your device that you want to use for the examinations.
6. In order to sit for the examinations, you need to present your university ID card all the time.
7. The Respondus lockdown browser and screen monitor will require you to scan your ID card, and your environment before you access your examination.
8. Once you access your examination, the browser continues recording all activities that you engage in during the examination. So you need to be cautious of what you are doing during the examination.
9. Wearing hoodies, hats, or eating are not acceptable during the examinations.
10. Your face should be clearly visible while writing your examinations.
11. Ensure your mobile phones, smart watch, and any other electronic device is switched off.
12. No revision notes, papers, books, and suspicious materials during the objective examination.
13. Avoid movements during the examinations.
14. Your work may be subjected to verification and inspection including checking for plagiarism in the event of detection of any form of examination malpractice.

15. You are required to adhere at all times to the University academic dishonesty policies.
16. Violations of these policies may result in disciplinary action which could result in suspension from the university.
17. Read and follow the instructions at all the times and comply with them in all respects before, during and at the submission of the examination.
18. In case of justifiable reasons that you are unable to write your examinations, you have to report to your course lecturer and head of the department in writing explaining your reasons.

III. ADMINISTRATION OF ONLINE EXAMINATIONS

1. All your online examinations will be conducted through the University Moodle (e-learning platform) only.
2. Online examinations are timed examinations and you are required to complete them within the given time.
3. The online examination consists of subjective and objective type questions.
4. For objective type questions, you need to have a laptop/desktop with a webcam. If you want to use an iPad or a tablet please check if they are supported by the Respondus lockDown browser and screen monitor.
5. Objective examinations are set with an automatic grading key. Specific instructions will be provided by course instructors.
6. Subjective questions may be conducted in typing on the computer.
7. Any cases of cheating during objective examinations will be detected by replaying the recordings of the Respondus lockdown browser and screen monitor as well as other detection methods.
8. Any cases of cheating in subjective examinations will be detected by subjecting the work to Turnitin plagiarism checks as well as other detection methods.

IV. BEFORE YOU START YOUR EXAMINATION

1. The examination desk should have the desktop/laptop computer/tablets for timed objective online examinations.
2. There may not be any other computers or similar devices running concurrently during the timed objective online examination.
3. You are required to ensure that the examination environment is quiet and calm. There may not be sounds from music, television or any other sounds.
4. Make sure you have a good internet connection and fully charged desktop/laptop computer/ tablet (device used for examination).
5. Ensure that you have installed the Respondus lockdown browser and screen monitor on your computer/laptop or any device used for examination.
6. You must face the desktop/laptop computer screen/tablet during the examination to confirm your identity at all times.
7. There should not be any other people in the room.
8. Impersonation and/or contracting individuals to write the examinations on your behalf is violation of the university academic dishonesty policy.
9. The University reserves the right to investigate suspicious cases.

V. DURING THE EXAMINATION

1. The objective examination will be accessible only once. You must complete it in one sitting.
2. You should not communicate with anyone during examination.
3. In the event that you face technical challenges, you need to seek for assistance from the university online helpdesk, eLearning support team, or your lecturer and head of department.
4. The University helpdesk, eLearning support team will assist you and record the technical issue for follow-up.
5. If you intentionally unplug the System / Peripherals / Network etc., time will not be extended and the examination will be terminated at the original set time.
6. Once you start your examination, you do not have to leave the room. If you do so, the university academic dishonesty policy will apply.
7. You should not take screenshots during the examination.
8. After you have completed your online examination, you must save all answers and click **“Submit”**

VI. ACADEMIC DISHONESTY

1. Any form of deception, offering others the opportunity to involve in deception will result in disciplinary action.
2. You have to present your original work for the subjective examination. Any cases of plagiarism will be subjected to disciplinary action.
3. Any irregularity in online examination may lead to nullification of the examination and subsequent disciplinary measures.

Note: The University reserves the right to review, modify, or change these guidelines and regulations.