



KMTC is ISO 9001:2015 Certified

Kenya Medical Training College



EXAMINATION POLICY

MAY 2019

TABLE OF CONTENTS

PREFACE	i
FOREWORD	ii
ABBREVIATIONS	iv
DEFINITION OF TERMS	v
1.0 INTRODUCTION	1
1.1 Charter and Statutes.	1
1.2 Scope	1
1.3 Overall Authority	1
2.0 POLICY GUIDELINES	1
2.1 Programmes	1
2.2 Continuous Assessment	1
2.3 Weighing of Subjects	1
2.4 Mean Grade	1
2.5 Formula	1
2.6 Percentage	1
2.7 Grading System.	2
2.8 Scores.	2
3.0 EXAMINATION RULES	2
4.0 KMTC EXAMINATION PROCESS	3
5.0 COLLEGE EXAMINATIONS	3
6.0 APPEALS BY STUDENTS AGAINST CONTINUOUS ASSESSMENTS RESULTS	4
7.0 RECORDING OF MARKS	4
8.0 STUDENTS PERFORMANCE IN CONTINUOUS ASSESMENT TESTS (CATs)	4
8.1 Pass mark.	4
8.2 Results for the end of Semester one Examination.	4
8.3 Results for the end of Semester two Examination.	5
8.4 Supplementary Examination	5
8.5 Results after Supplementary Examination.	5
8.6 Special Examination	5
8.7 Discontinuation	5

8.8 Deferments	5
9.0 FINAL QUALIFYING EXAMINATION	6
9.1 Eligibility/criteria for sitting Final Qualifying Examination	6
9.2 Administration of final qualifying examination	6
9.3 Final Qualifying Examination format	6
9.4 Final Qualifying Examination administration.....	6
9.5 Marking of Examination Answer Scripts	7
9.6 Cretarium for Passing the Final Exam.....	7
10.0 DECLARATION OF RESULTS.....	7
11.0 SUPPLEMENTARY FOR FINAL QUALIFYING EXAMINATIONS.....	7
12.0 APPEALS BY STUDENTS AGAINST FINAL EXAMINATION RESULTS.....	8
13.0 RETENTION AND DISPOSAL OF EXAMINATION SCRIPTS.....	8
14.0 DEFERMENT	8
15.0 MONITORING AND EVALUATION	8
16.0 REVIEW OF THE POLICY.....	8
APPROVAL	9

PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board of Directors, I am delighted to approve this Policy for use by Management. The KMTc Board is determined to improve access to and equity of quality medical training and to ensure that the institution plays its role in the realization of Sustainable Development Goals (SDGs), Vision 2030, health sector policies and the government agenda on the “Big Four”. The Board continues to realize the set milestones which contribute to improving the quality and quantity of essential health care providers. Inadequate numbers of skilled care providers have had a negative impact on efforts to expand access and improve the quality of health services. This situation is compounded by continued high prevalence of communicable and non-communicable diseases in the country.

Towards this end, the KMTc Board of Directors under my leadership is determined to critically address the task of defining long-term strategies for addressing the constraints to training and development of quality health care providers through:

- i. Improved policy and corporate governance for enhancing accountability and decision making.
- ii. Enhanced access, quality, relevance and equity in medical training.
- iii. Prudent resource utilization and good infrastructural management.
- iv. Increased visibility of Kenya Medical Training College nationally and internationally as a premier institution focusing on training, research and consultancy.
- v. Improved resource base, partnership and linkages.

In response to the 2010 Constitutional agenda, the Board will continue to direct efforts at advancing community – oriented programs that respond positively to the country’s social and economic development agenda. This Policy therefore provides an analysis of the internal and external environment, and makes strong statement on the role KMTc will play in supporting the Government to realize sustainable growth in the health sector. The Board is dedicated to offer oversight on the operations and management of the College to ensure sustainable delivery of health coverage in the country and beyond. I believe successful implementation of the Policy will be realized through total commitment of the entire staff, students and other key stakeholders.



Prof. Philip Kaloki, MBS,

Chairperson, KMTc Board of Directors.

FOREWORD

This document stipulates guidelines for KMTC campuses Examinations. They govern the students, lecturers and administrators on how the examinations are conducted. They are meant to be observed and adhered to strictly to enhance a uniform and standardized way of examining KMTC students. KMTC shall maintain consistency and quality assurance on all the processes of examinations. The Policy is anchored from the functions of the Academic Board as stipulated in the in the KMTC Act Cap 261.

The Policy is therefore expected to promote professionalism, accuracy, integrity, as well as to enhance efficiency and uphold moral and professional ethics. It is envisaged that when Policy is implemented, it will:

- i. Promote equality, social justice and foster honesty and dedication to improve results.
- ii. Under the general direction of College Academic Board and the supervision of the Campus Principal, help in decentralization of the examinations processes to KMTC Campuses.
- iii. Portray uniform practices in conduct of the examinations.
- iv. Enhance the process of release of results, production of transcripts and
- v. Ensure examinations will be similar in face and content validity.

It is in this way that ALL stakeholders will be confident of our products because of the process, conduct and standardization of our instruments. We are also stating that the grading should result in uniform production of the same calibre of students.

If for any reason circumstances arise that are not covered by these regulations, the College Academic Board shall give direction accordingly.



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

ABBREVIATIONS

CATs	Continuous Assessment Tests
CEO	Chief Executive officer of the College
FQE	Final Qualifying Examination
KMTC	Kenya Medical Training College

DEFINITION OF TERMS

For the purpose of these Regulations:

College Examinations:	Are all those examinations, assessments or evaluations that are considered in determining whether or not a candidate shall proceed to the following year of study or qualifies to graduate.
Regular College Examinations:	Are those examinations held at the end of each Semester or end of each Academic year or as may be determined by College Academic Board.
Special Examinations:	Are those examinations, which, after approval by College Examination Board, are administered to candidates who did not sit regular examinations for a special reason.
Supplementary Examinations:	Are those examinations, which, after approval by College Examination Board, are administered to candidates who have failed College examination after first attempt.
A Continuous Assessment Test:	Is any form of evaluation, such as tests, graded practicals, projects and assignments, during a semester/term and count towards College Examinations.
A Course:	Is the smallest unit in which a student can receive an assessment normally taught over a semester, and may comprise one or more units of study.
A Unit of Study:	Is a one-hour lecture per week per semester or two hours of tutorials/seminars per week per semester or three hours of practical per week per semester.
A Leakage:	Is any act, which results in a candidate, or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examination, before the scheduled date and time of the examination.
Discontinue to show cause:	Is to show why one should not be de-registered from the College.
Examiner(s):	Are persons appointed to set examinations, mark or give such opinion on examinations or performance of candidates in examinations.
Internal Invigilator:	Is a teaching member of staff of KMTC who has been a signed to supervise an examination within own campus.
External Invigilator:	Is a teaching member of staff of KMTC who has been a signed to supervise an examination in another campus outside own campus.

1.0 INTRODUCTION

1.1 Charter and Statutes

All matters concerning KMTC Examinations shall be conducted under the general control of the College Academic Board rules and regulations governing the students of KMTC.

1.2 Scope

The rules shall apply to all KMTC examinations.

1.3 Overall Authority

The College Academic Board shall have the overall authority in all matters concerning and affecting examinations as per Statutes, which include the setting, moderation, conduct and marking of examinations as well as the declaration of examination results.

2.0 POLICY GUIDELINES

2.1 Programmes

All the programmes shall have approved curricula.

2.2 Continuous Assessment

Continuous assessment shall be undertaken by all students as stipulated by respective curricula. The performance of each student shall be determined on the basis of his /her score in percentage.

2.3 Weighing of Subjects

The weighting of subjects shall be based on total number of hours allocated as per the curriculum.

2.4 Mean Grade

In calculating the mean grade, the final percentage mark for the entire study period shall be considered by summing the percentage mark for each course, multiplied by the number of units in that course, divided by the total number of units.

$$\text{Final Percentage} = \frac{\sum \% \text{ Marks} \times \text{Units}}{(\text{Total Units})}$$

2.5 Formula

In using the formula above to calculate the final percentage aggregate for the entire study period all prescribed courses for the student for all academic years are used.

2.6 Percentage

The percentage mark for each course shall be multiplied by the number of units for the course to get a product. The products for all prescribed courses shall be summed up and divided by the total number of units for the entire study period and rounded off once to the nearest whole number to get the final percentage aggregate.

2.7 Grading System

Grading System for each individual course shall be as follows;

Scores	Grade
1 75-100%,	A
2 65-74%	B
3 50-64%	C
4 40-49%	D
5 0-39%	E

2.8 Scores

Every student shall be required to attain a score of 50% and above in all assessments.

3.0 EXAMINATION RULES

- i KMTC Examinations shall take precedence over external or any other examinations.
- ii There shall be established departmental and campus committees, and the College Examination Board.
- iii There shall be established Departmental Secretariats whose members shall be drawn from the various campuses offering similar programs
- iv Only candidates who are enrolled on courses at KMTC and have attained the 90% attendance and must have achieved the requirements as stipulated in the curricula shall be eligible for sitting the examinations.
- v Candidates who absent themselves from examinations will be required to submit a written explanation and attach evidence to the departmental examination committee for determination.
- vi Once an examination has started its management shall rest with the Chief Invigilator.
- vii Candidates who cause disturbance during the examinations will be required to leave the examination room and face the College disciplinary process.
- viii Candidates who commit examination malpractice shall be disqualified from the whole examination and shall be suspended for a whole academic year.
- ix Mobile phones and other communication gadgets shall not be allowed in the examination room. Those found guilty will be disqualified from the examination and shall be suspended for a whole academic year.
- x Candidates shall use official material provided. Unused material shall be submitted to the invigilator/examiner at the end of the examination.
- xi Candidates shall not remove from the examination room any examination aids provided by the College.
- xii In the event of an examination leakage, the entire examination shall be cancelled. If only one paper has leaked, then the paper in question shall be cancelled.
- xiii Malpractice in examinations shall be considered as gross misconduct and shall be promptly dealt with as provided for in the Code of Conduct for employees.
- xiv Candidates should be in the examination room at least fifteen (15) minutes before the scheduled time ready to start the examination.
- xv No candidate will be allowed in the examination room fifteen (15) minutes after the examination has started.
- xvi No extra time shall be extended at the end of the examination period for any candidate who reports late for the examination

4.0 KMTC EXAMINATION PROCESS

The entire KMTC examination process presupposes responsibility, integrity and confidentiality on the part of all KMTC personnel involved. Kenya Medical Training College Act, 1990, mandated KMTC to conduct examinations for and to grant Diplomas, Certificates, and other awards of the College. It starts with the drafting of question papers prepared by Internal Examiners and terminates with the publication of results approved by College Examination Board.

Examination processing shall be as follows:

- i Setting of examinations shall be carried out at the Department.
- ii Typing shall be done at a designated examination room under the office of the Head of Department by the Internal Examiner (lecturer).
- iii The examinations and the marking schemes will be deposited with the Registrar Academics.
- iv The Registrar in consultation with the Deputy Director Academics, shall appoint internal and external examiners to constitute and moderate the test items.
- v The Registrar shall keep the moderated examination papers and marking schemes in the examination bank.
- vi The Registrar shall be responsible for safety and selection of the examination papers to be done, production and transportation of examinations to the examination centres.
- vii The Registrar in consultation with the Deputy Director Academics, shall appoint the External Invigilators who shall oversee the examination administration process.
- viii Members of staff who are KMTC employees are prohibited from handling all examinations relevant to their programme of study.
- ix Non-academic KMTC Staff are prohibited from handling all examinations except those appointed to work in the examination office.
- x All copies of draft examination papers except the moderated ones, which go for typing, must be destroyed by shredding by HoD.
- xi All examinations dispatched from one campus to another shall be properly sealed and personally received by authorised officer at the receiving examination centre.
- xii Adequate security must be provided during transportation of examinations to other centres.

5.0 COLLEGE EXAMINATIONS

- i The Campus Principal shall be responsible for all examinations conducted at campus level.
- ii The College Examinations shall be conducted by means of any one or combination of the following:
 - a. Written Examinations
 - b. Oral Examinations
 - c. Practical Examinations
- iii Examination timetable shall be ready by the eighth week of the semester.
- iv The scheduling and administration of Continuous Assessment Tests shall normally be spaced between 4th and 8th week of the semester.
- v The results of the Continuous Assessment Tests shall normally be given to students and submitted to the Heads of Department before the final examinations.
- vi The records for Continuous Assessment Tests marks and shall be made available to the External Examiners together with the final examinations.

- vii Continuous assessment tests shall be undertaken as stipulated in the respective curricula.
- viii In order to maintain consistency, each department shall have an examination officer to handle examination issues.
- ix Each Head of Department through the respective departmental examination officers shall handle examination issues in the department.
- x The release of results should be within four (4) weeks after the last date of the examination.
- xi The examination results will be declared in one forum and any complaints handled within that forum.
- xii The end of semester examination results shall be declared and published by the Campus Examination Committee.
- xiii Release of examination results shall be formally communicated to the student in writing.

6.0 APPEALS BY STUDENTS AGAINST CONTINUOUS ASSESSMENTS RESULTS

- i. A student who disputes his/her results in the continuous assessments has a right to appeal in writing within one week from the date of release of results to the Campus Examination Committee.
- ii. The College Examinations Committee shall communicate its decisions to the affected student within a period of 14 days of its deliberation.

7.0 RECORDING OF MARKS

7.1 There shall be

- i. Examination recording sheets
- ii. Subject score sheet
- iii. Consolidated mark sheet
- iv. Individual Student Score Sheet
- v. Academic Transcripts

7.2 Academic Transcripts

The Academic Transcript shall have the individual students total scores in the course and the institution shall endeavour to format and code the transcripts in line with international standards for ease of cross boarder absorption of KMTC students.

8.0 STUDENTS PERFORMANCE IN CONTINUOUS ASSESMENT TESTS (CATS)

8.1 Pass Mark

- i. A student shall be deemed to have passed if the score is at least 50% in both theory and practical.
- ii. Any candidate whose mean score falls below 50% at any given academic year shall be made to repeat a whole academic year and sit for the whole examination.

8.2 Results for The End of Semester One Examination

- i. Any candidate who attains less than 50% in any subject/module will sit for supplementary examination.

- ii. A candidate who attains less than 50% in any subject/module/ shall be allowed to proceed to the second semester and shall sit the supplementary examination at the end of the Academic Year.

8.3 Results for the End of Semester Two Examination

- i. Any candidate who attains less than 50% in any subject/module will sit for supplementary examination.

8.4 Supplementary Examination

- i. Supplementary Examination shall be administered within two weeks after the release of the semester two exam results.
- ii. A student shall sit for a supplementary only once.

8.5 Results after Supplementary Examination

- i. Scores greater than 50%, in the supplementary subject/paper shall be adjusted to 50% and the mean score adjusted accordingly.
- ii. A student who fails a supplementary exam shall be made to repeat a whole academic year and sit for the whole examination regardless of the mean score.

8.6 Special Examination

- i. A special exam shall be administered to candidates as advised by the Campus Examination Committee.
- ii. Special examinations shall normally be held once in any one academic year unless otherwise approved by College Examination Board.
- iii. No Special Examinations shall be administered to candidates except under the following circumstances:
 - a. For medical reasons, as certified by the College Medical Officer and approved by the College Examination Board.
 - b. For compassionate reasons, based on events such as bereavement within the candidate's immediate family, which occur prior to and/or during the examination period verified by the Dean of Students/Deputy Registrar (Student Affairs) who shall communicate to the respective Heads of Departments.
- iv. The decision on whether or not special examinations shall be administered shall be taken by Campus Examination Committee upon request from the departments.
- v. Special and Supplementary Examinations shall normally be held simultaneously, and shall be of the same standard as Regular Examinations.
- vi. Continuous Assessment Tests marks shall count towards the grading of Special Examinations.

8.7 Discontinuation

A student who fails to attain the stipulated academic standards at the end of the repeated year shall be discontinued from training.

8.8 Deferments

- i. A student who wishes to defer shall write to the Departmental Examination Committee within two weeks prior to the date of examination except in special situations.

- ii. A student shall be allowed to defer an examination after deliberations by the Campus Examination Committee.
- iii. A student shall be allowed to defer an examination only once within an academic year.

9.0 FINAL QUALIFYING EXAMINATION

9.1 Eligibility/Criteria for Sitting Final Qualifying Examination

- i. Candidates shall be required to have at least 90% attendance of both theory and practical work.
- ii. The candidate shall be required to have a mean score of 50% and above with passes in all examinations/papers and assignments in the course work including research project

9.2 Administration of Final Qualifying Examination

- i. The Final Examination process shall be coordinated by the Registrar Academics under the direction of the Deputy Director Academics.
- ii. Candidates undertaking common courses in various campuses will sit for the same examination.
- iii. The Principal shall provide the Registrar Academics with a list of eligible candidates one month before the Final Qualifying Examination.
- iv. The Registrar shall prepare examination cards and deliver to the campus Principal.
- v. The Principal shall be responsible for keeping and issuing the Examination Cards to candidates.
- vi. A candidate shall be admitted into the examination venue upon production of the Examination Card.
- vii. The Final Qualifying Examination shall be conducted in June/July, January/February and September.

9.3 Setting and Moderation of FQE

- i. The Campus Principal shall initiate the process by ensuring that each department set and deposit the exams and marking schemes with the Registrar.
- ii. The Registrar shall appoint internal and external examiners to constitute and moderate exam drafts.
- iii. The Registrar shall keep the moderated examination papers and marking schemes in the examination bank.
- iv. The Registrar shall be responsible for safety and selection of the examination papers to be done, production and transportation of examinations to the examination centres.

9.4 Final Qualifying Examination administration

- i. The candidates shall sit for the examination in the campus where they were registered.
- ii. The Principal shall receive verify and ensure safe custody of the examination package/ seal.
- iii. The Principal in consultation with Registrar Academics, shall appoint internal invigilators who shall assist in administering and invigilating the examination.
- iv. The Head of Department shall be the chief invigilator during final examination in the respective department.

- v. The Head of Department and the External Invigilator shall be responsible for collection, sealing and delivery of the scripts to the Principal for safe custody.

9.5 Marking of Examination Answer Scripts

- i. The Registrar in consultation with the Head of Departments shall be responsible for planning and coordinating the marking exercise.
- ii. The Registrar in consultation with the Head of Departments shall ensure that the results are moderated by the internal and external examiners.
- iii. The results shall be presented to the College Examination Board for declaration.

9.6 Cretarium for Passing the Final Exam

Candidates shall be deemed to have passed the final examination if they obtain a score equal to or greater than 50% in each examinable subject /module/course.

10.0 DECLARATION OF RESULTS

The following constitutes the process of declaration of examination results:

- i. The Departmental Examination Secretariat shall prepare the results in a stipulated Consolidated Mark Sheet which shall be accompanied by departmental declaration minutes and present to the College Examination Board.
- ii. The College Examination Board shall receive, verify, approve and declare the results.
- iii. The College Examination Board shall forward the declared examination results to the CEO for signing and publishing.
- iv. The published results shall be communicated in writing to the individual candidates by the Registrar in the respective campuses.
- v. Candidates who shall have met the criteria as stated in 4.0 shall be awarded with the relevant certificate.
- vi. Candidates who shall have failed 50 % and below of the examined papers shall be required to sit for supplementary examination after six months.
- vii. Candidates who fail more than 50% of the examined papers shall repeat the whole academic year and shall sit for the whole year's examination.
- viii. The performance of candidates in KMTC Examinations shall be determined by grades from both Continuous Assessment Tests, and Regular College Examinations, unless otherwise approved by College Academic Board.
- ix. Each course shall be marked out of a maximum of 100 marks, unless otherwise approved by College Academic Board.
- x. The final mark for each course shall be rounded off to the nearest whole number.

11.0 SUPPLEMENTARY FOR FINAL QUALIFYING EXAMINATIONS

- i. Candidates due for supplementary shall report to the Principal in their respective campuses at the beginning of the semester upon publication of the results and pay the prescribed tuition and examination fees.
- ii. Supplementary candidates shall be required to attain 90% class attendance.
- iii. Candidates who shall not have attained 90% class attendance will not be eligible to sit for respective supplementary examination.
- iv. The Registrar shall be responsible for supplementary examinations, which will be held during the prescribed College examination period.

- v. Supplementary examinations shall be held in prescribed Centres determined by the registrar.
- vi. Scores greater than 50%, in the supplementary subject/paper shall be adjusted to 50 % and the mean score adjusted accordingly.
- vii. A candidate who fails a supplementary examination shall repeat the academic year and will be required to attend 90% of both practical and theory classes and sit for the whole examination.
- viii. A student who fails to attain the stipulated academic standards at the end of the repeated year shall be discontinued from training.

12.0 APPEALS BY STUDENTS AGAINST FINAL EXAMINATION RESULTS

- i. A candidate who disputes his/her results in the Final Qualifying Examination shall have a right to appeal in writing to the CEO within four (4) weeks after the publication of the results.
- ii. The CEO shall forward the appeal to the Deputy Director Academics.
- iii. The Deputy Director Academics shall direct the Registrar Academics to convene a meeting of the College Examination Board within fourteen days
- iv. Re-marking of the disputed examination shall be conducted after the candidate has paid the prescribed fee and shall only be for the disputed papers within fourteen (14) days.
- v. The remarking shall be done by appointed independent examiners.
- vi. If the candidate decides to withdraw his/her appeal before it is considered by the College Examination Board, such withdrawal shall be done in writing to the CEO.
- vii. The outcome of the appeal shall be made known to the candidate in writing by the CEO and shall be final.

13.0 RETENTION AND DISPOSAL OF EXAMINATION SCRIPTS

- i. The Registrar shall store/retain all assessment and examination scripts of students for a period of ten years with effect from the date of release of the results.
- ii. It shall be the responsibility of the Registrar to ensure that Examination Scripts are disposed off in a secure and appropriate manner at the end of the defined period

14.0 DEFERMENT

- i. The Registrar shall approve deferment of the candidates as stipulated in the procedure.
- ii. A candidate will only be allowed to defer an exam once within one academic year.
- iii. A candidate who fails to attend deferred examinations will repeat the academic year.

15.0 MONITORING AND EVALUATION

- i. The College shall conduct monitoring and evaluation of this Policy to ensure quality of examinations.
- ii. The College shall develop tools for monitoring and evaluation.
- iii. The College shall carry out regular and annual evaluation on the implementation of the Policy.
- iv. The College shall use the information for planning and management.
- v. The College shall propose areas for review.

16.0 REVIEW OF THE POLICY

This Policy shall be reviewed from time to time but not later than five (5) years.

APPROVAL

Title : Examination Policy

Contact : Deputy Director Academics

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.

15th May 2019
Date



KMTC is ISO 9001:2015 Certified.

Kenya Medical Training College

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