



**UGANDA MANAGEMENT INSTITUTE**

**SOME SECTIONS OF THE UMI EXAMINATION REGULATIONS  
(JULY 2019)**

#### **4.0 EXAMINATION MODALITIES**

UMI examinations shall comprise; take home assignments, module tests, module final examinations, VLE forum discussions, and on certain programs, there shall be internship examinations, Proposal defence, viva voce and under special circumstances examinations for special needs as shall be approved by Senate.

##### **4.1 Coursework Assessment**

- a) Coursework shall comprise of either group or individual take home assignment equivalent To 20% and face to face test(s) equivalent to 20%, totalling to 40% of the entire examination except for modules and or programs as shall be approved by Senate.
- b) For the Distance Learning programmes, coursework shall comprise of VLE forum discussions equivalent to 10% and 30% take home individual assignment totalling to 40% of the entire examination except for modules and or programmes as shall be approved by Senate.
- c) A participant who scores less than 15 marks out of 40 in total coursework assessment shall not be permitted to sit the final examination for the module.
- d) A participant who has not done course work shall not be allowed to sit for the final examination of that module.
- e) A participant who shall not be permitted to sit the final examination in any module may re-register for the module during subsequent cycles within the stipulated years.
- f) A participant shall notify the Institute Registrar of his/ her inability to write an examination 14 days prior to the start of examinations save for exceptional circumstances that must be communicated to IR prior to examination commencement or immediately after the examination.
- g) The Administration of group or individual assignment and face to face tests will be the responsibility of the Module Leader under the supervision of the Program Manager and Head of Department.
- h) In reference to face to face tests, it is incumbent upon the relevant Departmental Academic Board to decide whether or not the use of dictionaries, other reference books and calculators may be permitted in an examination. The Departmental Board shall determine the type of calculator to be used. Where the use of such aids has been permitted, the Institute Registrar must be informed in writing at least 2 weeks before the face to face test and

arrangements must be made with the Institute Registrar, if necessary, to ensure that such a test can be appropriately administered.

- i) Both soft and hard copy signed course work marks pertaining to a particular module shall be submitted by the Deans four weeks after the end of the module to the Institute Registrar.
- j) If discovered, four weeks after end of module assessment, that participants' performance in coursework is generally poor, the module leader in consultation with the Course Manager and Head of Department administer a remedial coursework for those interested for that particular module.
- k) A remedial coursework shall be permitted only once and the new mark taken. Where 50% of the participants score less than 12 marks out of 20 in course work, the module leader, course manager and Head of Department may set a remedial for those affected.
- l) The course work marks for the last taught module in a Semester may not be readily available before that particular examination is done but the module leader must ensure that marks are handed in not more than four weeks after the examination.
- m) Departments shall hand in to candidates at the start of each course a clear hand out of how each of the modules will be assessed, clearly specifying what pieces of coursework are or are not to be counted in the final assessment. The weighting of each piece of coursework shall clearly be spelt out to the candidates. In any case, Departments shall not set less than two coursework assessments in each module *of which one must be a test and the other individual or group take-home assignment. For Distance Learning programmes, Departments shall not set less than two coursework assessments in each module of which one must be a VLE forum discussion and the other individual take-home assignment.*
- n) If oral performance is to be assessed, there shall be specific assessment guidelines which should be availed to participants prior to the assessment.
- o) Coursework that is used for assessment shall, in principle, be of a type that could be made available for re-evaluation by an External Examiner. When required, the Head of Department shall make readily available copies of coursework assessment questions, marking guides, checklists, video recordings, and any other mode of assessment.
- p) If a participant misses a coursework he/she shall *not be given a special coursework* but instead attempt another *coursework when it is next offered*. In exceptional circumstances a participant could be allowed to sit a missed test or do a missed coursework provided there is prior approval from the *Institute Registrar*.
- q) Departments should provide candidates with the assessed coursework marks, at the time

that the assessment is marked, as a guide to each candidate's performance, together with guidance on the meaning of the marks. Where such marks count towards the overall result of the course and are released prior to confirmation by the Board of Examiners, candidates will be advised that the marks are provisional and may be modified by the Departmental Academic Board

#### **4.2 Group Assessment Modalities**

- a) The maximum number of candidates in a group should not exceed 10.
- b) The total mark earned from group work should not exceed 10%.
- c) Presentation of individual group members should be encouraged.
- d) VLE discussion forum marks should not exceed 10%.

#### **4.3 Assessment of Final Examination**

- a) Candidates are only eligible to sit Examinations, if they have been certified by the Institute Registrar to have dully accomplished class work, attended at least 75% of the module and have duly accomplished class tasks and assignments, and scored at least 15 marks out of the maximum 40 marks in the module course work. Those candidates who do not fulfil the module requirements will be excluded from the module examination.
- b) For Distance Learning programmes, candidates are only eligible to sit Examinations, if they have been certified by the Institute Registrar to have dully accomplished class tasks and assignments, and scored at least 15 marks out of the maximum 40 marks in the module course work. Those candidates who do not fulfil the module requirements will be excluded from the module examination.
- c) The final written examinations shall be undertaken at the end of each Semester and shall carry 60% of the entire examination mark except in special circumstances as approved by Senate.

#### **4.5 Examination Timetables**

- a) A master timetable indicating dates of examinations shall be distributed to all stakeholders at the beginning of every Semester. A draft examination timetable shall be displayed at least six (06) weeks prior to examination commencement. The final examination timetable shall be given four (04) weeks before the start date of an examination diet.

- b) It is the candidate's own responsibility to ascertain his/her examination times and locations from the Institute Registrar's office.
- c) Candidates with special needs known by the Institute Registrar shall receive separate notification of the times and locations from the Institute Registrar.
- d) Candidates shall appear for examinations on designated days and times, except in cases of serious illness, injury or physical handicap or unavoidable overlapping of examination hours, or in other exceptional circumstances, and in each case only with the express approval of the Institute Registrar after consultation with the Chairperson, Directorate Academic Board.
- e) There shall be no special examinations unless a particular module is no longer offered.
- f) For candidates to appear at examinations at times or places other than those prescribed, detailed arrangements must be made in consultation with the candidate, Department and the Institute Registrar, at least five (05) working days prior to the date of the examination.
- g) A candidate who, because of handicap or injury, suffers from serious disability in writing may be allowed extra time, or may be permitted to provide someone who takes down the candidate's answers in longhand. In all such cases, arrangements must be approved in advance by the Institute Registrar and the examiners notified accordingly. The Institute Registrar must see and accept a medical certificate relating to the candidate's disability.

#### **4.6 Absence from an Examination**

- a) In cases where a candidate is unable to sit for an examination, a notification should be given to the Registrar before the exam commencement and request to sit with another group when the examination is next offered. The candidate shall be requested to pay all associated costs.
- b) A distressed or sick candidate may ask and be permitted to leave the Examination Hall temporarily during an examination, accompanied by an Invigilator, and subsequently return to complete the examination, provided the continuity and quality of supervision is not affected. The Chief Invigilator may, following consultation with the Institute Registrar, and the Internal Examiner if deemed necessary, give a time extension to such a candidate at the

end of the examination equal to the period of absence, or arrange for such a candidate to complete the examination in a separate room under separate supervision.

- c) If in the course of an examination, the candidate is unable to continue due to medical reasons, the invigilator should refer the candidate to the UMI officer in charge of health services, who should furnish the Institute Registrar with a report about the candidate(s) health.

## 8.0 GRADING AND CLASSIFICATION OF DEGREES, DIPLOMAS AND CERTIFICATES

### 8.1 Grading of UMI Awards

- a) *The degrees and post graduate Diplomas and Certificates of UMI shall be graded as illustrated in Table 1 below:*

Marks	Letter Grade	Grade Point	Interpretation
80-100	A	5	Excellent
75-79	B+	4.5	Very Good
70-74	B	4.0	Good
65-69	C+	3.5	Fair
60-64	C	3.0	Pass
55-59	D	2.5	Compensatory Pass
0-54	F	0	Fail

- b) The Ordinary Diplomas of UMI shall be graded as illustrated in Table 2 below;

Marks	Letter Grade	Grade Point	Interpretation
80-100	A	5	Excellent
75-79	B+	4.5	Very Good
70-74	B	4.0	Good
65-69	C+	3.5	Fair
60-64	C	3.0	Fair
55-59	C-	2.5	Pass
50-54	D+	2.0	Pass
45-49	D	1.5	Compensatory Pass
0-44	F	1.0	Fail

## 8.2 Classification of UMI Awards

- a) Post Graduate Certificates and Diplomas shall be classified as follows;

**Table 3: Classification of Post Graduate Diplomas and Certificates**

Class	CGPA-range
First Class	4.50-5:00
Second Class (Upper Division)	4:00-4:49
Second Class (Lower Division)	3.50-3.99
Third Class (Pass)	3:00-3.49

- b) Ordinary Diplomas shall be classified as follows;

**Table 4: Classification of Ordinary Diplomas**

Class	CGPA-range
First Class (Distinction)	4.40-5:00
Second Class (Upper Division)	4:00-4:39
Lower Second (Lower Division)	3.00-3.99
Third Class (Pass)	2:00-2.99

- 8.2.1 The overall pass mark for the award of an Ordinary Diploma of Uganda Management Institute shall be 50% or a GPA of 2.00.
- 8.2.2 The overall pass mark for Postgraduate Diplomas, Masters and PhD Degrees of Uganda Management Institute shall be 60% (GPA of 3.00).

A candidate who fails to obtain an award within the stipulated period shall be liable to be terminated. Upon termination, such a candidate shall be de-registered and required to apply afresh and pay full tuition. Before the termination, a letter shall be sent to the concerned candidate to show cause in writing why the provisions of this clause should not be invoked and applied to him/her.

- 8.2.3 **Certificate of Attendance:** A participant who registers to attend classes with post graduate students but who right from course commencement declares his/her intentions of not sitting for examinations, shall be awarded a 'Certificate of Attendance of Uganda Management Institute.' Such candidates must have 80% attendance requirement. A separate certificate of attendance shall be awarded for every module studied for those intending to study specific modules for skills improvement.

8.2.4 **Certificate of Merit:** A candidate who has satisfied the attendance requirements for all the modules on a programme, done coursework and sat examinations and passed the required level (currently at 50% for Ordinary Diploma and 60% for graduate programmes) shall be entitled to earn a certificate of merit. The Institute shall retain the grading for individual scores but the final grading of awards shall be in accordance with NCHE guidelines which are as follows:

<b>Marks</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Interpretation</b>
80-100	A	5	Excellent
75-79	B+	4.5	Very Good
70-74	B	4.0	Good
65-69	C+	3.5	Fair
60-64	C	3.0	Pass
55-59	D	2.5	Compensatory Pass
0-54	F	0	Fail

#### **Certificate of Competence**

A candidate who fails to complete a programme shall be de-registered from that particular programme and given a Certificate of Competence for the modules attempted and the classification shall be done as stipulated in section 8.2.5. Before the de-registration, a letter shall be sent to the concerned candidate to show cause in writing why the provisions of this clause should not be invoked and applied to him/her.

#### 8.2.5 **Awards**

According to the NCHE, all higher educational institutions shall observe and use the following scheme of awards. Therefore UMI shall comply and adopt the standards indicated in the table here.



STANDARD TYPE OF AWARD									
Classification Criteria		Certificate	Diploma	Advance Diploma	Postgraduate Diploma	Bachelor Degree	Masters Degree	Ph.D	Post Doctorate Award
1	Minimum Years spent in school	2	2	2	1	3	1 - 2	3	
2	Number of Credit Units	45	45	80	45	120	120	240	120
3	Internship and or requirement for practicals	Y	Y	Y	Y	Y	Y	Y	Y
4	Term/Semester Paper or Research Report	Y	Y	Research Paper	Research Paper	Major term paper			
5	Dissertation/Thesis required						Y	Y	Research Report

**8.2.7 Grade point Average (GPA) shall be calculated as illustrated below:**

- Multiply the grade points for each course by the number of semester credit hours (SCH) assigned to the course to arrive at the weighted score for the module.
- Add the figures for each of these modules to arrive at the grade point total. In case of the Cumulative Grade Point Average, the weighted scores for all modules taken up to the given time are added together.
- Divide the grade point total by the total number of credit units for which a grade was received.
- Example: If a candidate completed the following six modules in a given semester with the following scores:

Course	% Score	Letter Grade	Grade Point	SCH Value	Grade Points Earned
Modern Public Management	60%	C+	3.0	3.0	9.0
Quantitative Methods	50%	C-	2.0	3.0	6.0
Management Skills Improvement	70%	B	4.0	3.0	12.0
Economics and Public Finance	65%	B-	3.5	3.0	10.5
Management Information systems	75%	B+	4.5	2.0	9.0
Managing NGOs	55%	C	2.5	2.0	5.0
<b>TOTAL</b>				<b>16.0</b>	<b>51.5</b>

$$\text{GPA: } \frac{51.5}{16.0} = 3.20$$

8.2.8 Assessment of proposal, dissertation and viva voce shall follow the guidelines on proposal and dissertation writing. To pass a proposal, dissertation and viva voce, a candidate must obtain at least 60% in each.

## **10.0 EXAMINATION MALPRACTICES RELATING TO CANDIDATES AND PENALTIES**

### **10.1 Malpractices in Relation to Take Home Assignments**

It shall be an offence for a participant/candidate to avail to another Participant/Candidate his/her prepared assignment with a view to assisting the latter to do his/her coursework or to negligently expose his/her assignment to another candidate to use.

#### **Penalty**

Any student/candidate found guilty of the offence in 10.1 above shall be liable to:

- i. Caution and Cancellation of his/her take home assignment, or
- ii. Caution and Cancellation of his/her assignment and suspension from his/her studies for a period not exceeding one academic year.

### **10.2 Fraud in Relation to Take Home Assignments**

It shall be an offence for a candidate to:

- (a) Submit an assignment not prepared by him/her.
- (b) Substantially plagiarise the work of any other person.
- (c) Solicit/purchase any assignment from any other person.
- (d) Falsify/alter marks awarded on a take home assignment script.
- (e) Plagiarise (the Research policy on dissertation guidelines shall apply)

#### **Penalty**

Any candidate found guilty of involvement in fraudulent conduct related to take home assignments as set out in 10.2 above shall be liable to:

- (i) Caution and Cancellation of his/her assignment, or
- (ii) Cancellation of his/her assignment and suspension from his/her studies for a period not exceeding one academic year, or
- (iii) Cancellation of his/her assignment and dismissal from the Institute.

### 10.3 Malpractices during Tests and Examinations

It shall be an offence for a candidate to:

- (a) Sit or attempt to sit a test or an examination without valid documentation.
- (b) Enter an examination hall/room later than 30 minutes after the test/examination has commenced.
- (c) Leave the examination hall/room before the end of the test or examination save for exceptional circumstances approved by the invigilator.
- (d) Engage in any conversation or any other communication with another candidate once the test or examination has commenced.
- (e) Indulge in any disruptive conduct including, but not limited to, whispering shouting, assault of another candidate, using abusive and/or threatening language, destruction of Institute property or the property of another participant/candidate.
- (f) Take out of the examination room/hall answer booklet(s), used or unused.
- (g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- (h) Physically assault or insult an Invigilator or any Institute Official involved in the conduct of the test or examination.

#### Penalty

Any candidate found guilty of contravening 10.3 above, shall be liable to:

- (i) Caution and/or Cancellation of the relevant test or examination, or
- (ii) Cancellation of the relevant test or examination and/or suspension from the Institute for a period not exceeding two years, or
- (iii) Cancellation of the test or **entire examination** and/or dismissal from the Institute.
- (iv) Any candidate found guilty of physically assaulting an Invigilator or an Institute Official shall be dismissed from the Institute.

### 10.4 Cheating in a Test or Examination

It shall be an offence for any candidate involved in a test or examination to:

- (a) Take into the examination room unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is

written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment, offensive weapon such as gun, pistol grenade, etc.

- (b) Copy from any other candidate.
- (c) Plagiarise
- (d) Aid a candidate to copy from a script/book of another person.
- (e) Exchange answers or swap test or examination scripts with another candidate in or outside the examination room.
- (f) Collaborate with another candidate in the examination room to use telephone discussions and share material including calculators and other electronic equipment.

### **Penalty**

Any candidate found guilty of cheating in a test or an examination as defined in 10.4 above shall be liable to:

- (i)
  - (a) Cancellation of the test or the examination and resit at a cost as approved by Senate
  - (b) Dismissal from the Institute.
- (ii) For avoidance of doubt; on the offence of plagiarism as defined in 10.4 (c) above;
  - (a) the examination shall be cancelled and the candidate failed.
  - (b) Where the entire material has been lifted from another source verbatim or with only slight alterations the candidate shall be dismissed from the Institute.

### **10.5 Fraud in Tests or Examinations**

It shall be an offence for a candidate involved in a test or an examination to:

- (a) Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet.
- (b) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.
- (c) Falsify or alter marks awarded on a test or an examination script/book with intent to gain undue advantage.
- (d) Impersonate another candidate.
- (e) Procure or induce another person to sit for him/her.
- (f) Falsify official documents in relation to eligibility to sit Institute Examinations.
- (g) Sit or attempt to sit an examination without authority.

- (h) Deliver to the Examiner's office or his or her residence an examination script/booklet outside the scheduled time for delivery without due authority.
- (i) Fraudulently receive test or examination papers/questions which have been illegally procured or made available.
- (j) Fraudulently access or attempt to access test or examination questions before the test or examination is due.
- (k) Intent to procure test or examination questions/papers.

### **Penalty**

Any candidate found guilty of fraudulent conduct as defined in 10.5 above shall be liable to:

- (i) Cancellation of the relevant test or examination and dismissal from the Institute.
- (ii) Publishing the culprits' names in the media.

### **10.6 Offences Relating to the Investigation and Hearing Process**

It shall be an offence for any candidate whether or not he /she has been accused of any malpractices to:

- a) Interfere with Senate's investigations and hearing into the matter i.e. influence, shout, harass intimidate.
- c) Destroy evidence relating to an alleged malpractice.
- d) Forge or utter false documents in relation to an alleged malpractice.
- e) Bribe or attempt to bribe an Institute official witness or any other person in relation to an alleged irregularity.
- f) Harass or procure others to harass on his /her behalf an Institute official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

### **Penalty**

Any participant/candidate found guilty of interference with the conduct of an

Irregularity hearing as defined in Rule 10.6 above shall be liable to:

- (i) Cancellation of the relevant test or examinations, or
- (ii) Cancellation of the relevant test or examinations and suspension from the Institute for a period not exceeding one academic year, or
- (iii) Cancellation of the relevant test or examination(s) and dismissal from the Institute.

### **10.7 Other forms of misconduct**

- a) Manipulating registration forms in order to sit for a test or an examination which the candidate does not qualify to sit.
- b) Colluding with a medical doctor in order to obtain dully medical certificate on grounds of infringed illness or producing a fake medical certificate.
- c) Colluding with a member of staff in order to submit a newly prepared answer script as a substitute for the original script after a test or an examination.
- d) Writing examination related materials on one's body parts and/or clothing.
- e) Escaping from the examination venue without permission from the invigilator.
- f) Gaining entry into the examination by force.
- g) Bribing /influencing/terrorising examination staff, invigilators and internal examiners.

### **Penalty**

Any participant/candidate found guilty of offences stated in 10.7 above shall be liable to

- i) Cancellation of the test or examination
- ii) Cancellation of the test or examination(s) and suspension from the Institute for a period not exceeding two years.
- iii) Cancellation of the relevant test or examination and dismissal from the Institute

### **11.5 Mitigating and Aggravating Factors**

Where there is range of penalties for a given offence, the Committee may take into account the following mitigating and aggravating factors in determining the appropriate penalty.

#### **(a) Mitigations factors**

- (i).Remorsefulness on the part of the participant/candidate.
- (ii).Truthfulness
- (iii).Lack of substantial benefit from the malpractice
- (iv).Participant/candidate first offender
- (v). Plea of guilty therefore not wasting the Committee's time.

#### **(b) Aggravating Factors.**

- (i). Substantial benefit from the malpractice.

- (ii). Lack of credibility.
- (iii). General misconduct.
- (iv). Frivolous and vexatious denials.
- (v). Allegations of misconduct on the part of the Institute staff which are subsequently proved to be false.
- (vii). Second conviction.

### **13.0 HANDLING ACADEMIC GRIEVANCES**

- a) Candidates shall appeal in writing to the Chairperson of Directorate
- b) The Chairperson of Directorate shall refer the matter to the relevant Senate Sub-Committee.
- c) The Chairperson of the relevant Senate Sub-Committee may co-opt any external stakeholder from within or outside the Institute to the Committee in (b) above. And submit to Senate for final approval.

#### **13.1 Conditions of Appeal**

- a) Participants can appeal if a staff is not delivering quality higher education;
- b) A staff involved in academic mal-practice; and
- c) General academic complaints.

#### **14.2 Rights of Appeal against examination assessment**

- i. A candidate can lodge a complaint of examination assessment to the Institute Registrar within three (3) months after the announcement of provisional results by the Schools. Only in exceptional circumstances may an appeal be received three (3) months after the results of an examination have been available to the appellant. The decision as to whether or no exceptional circumstances exists rests with Directorate Academic Board. The appellant shall make his/her request in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:
  - (a) Miscomputation of marks;
  - (b) Bias on the part of the assessor;
  - (c) Marks generally out of step with one's overall performance;
- ii. IR shall convene a Departmental Meeting to ascertain whether the grounds for appeal are provided for and whether they are within the time limits;
- iii. If the case does not have merit, IR shall write to the appellant explaining the grounds for refusal;

- iv. If the case has merit, IR shall forward the case to the respective training Department to take appropriate action;
- v. The appellant may withdraw in writing an appeal before it is considered by the IR;
- vi. The decision of the training Department shall be forwarded to the School, Directorate Academic Board, Senate Sub-Committee on Examinations and shall be approved by the Senate or the Chairperson of Senate in exceptional circumstances. Senate's decision on appeals shall be communicated to the candidate by the Institute Registrar;
- vii. The candidate shall only pay when the complaint merits remarking; and
- viii. The decision of Senate on any appeal shall be final.
- ix. If the candidate(s) re-sit (s) examinations, the new mark takes precedence

#### **15.0 FAILURE TO COMPLETE A DEGREE, DIPLOMA OR CERTIFICATE EXAMINATION**

- a) Candidates who fail to complete a program within timelines as stipulated in the admission letters for reasons of illness or other circumstances beyond their control may be granted study extensions in accordance with UMI Council Guidelines on Study Extensions.
- b) A candidate who fails to complete a programme shall be de-registered from that particular programme and given a Certificate of Competence. Before the decision to de-register the candidate is taken, a letter will be sent to him/her to show cause in writing why the provisions of this clause should not be invoked and applied to him.
- c) **Posthumous degrees, diplomas or certificates:** Senate may authorise the conferment of posthumous degrees, diplomas or certificates in appropriate circumstances. Each such conferment shall require a proposal from the Department concerned.
- d) Normally a posthumous degree, diploma or certificate is conferred only where the candidate was fully qualified to receive the award at the time of death.
- e) A candidate/participant who dies before completing at least 85% of the examinations of the course for which s/he registered shall be automatically de-registered from the Institute otherwise he/she will be entitled to a posthumous qualification.

#### **16.0 REGULATIONS FOR CANDIDATES WITH SPECIAL NEEDS**

- a) On a case by case basis the Institute may make possible arrangement for candidates with special needs who will have declared their requirements prior to admission.



- b) The candidates shall have provided information at the time of application, on the nature of the special needs and the assistance required.
- c) In the unlikely event that a participant develops a special need during his/her study period, the Directorate Academic Board shall handle.
- d) During admission, the Admissions Board shall decide the outcome of the applicant taking into consideration the resources available at the Institute.
- e) Once admitted, the Institute shall compensate as much as possible for any disadvantage the candidates with special needs experience in taking an examination, so that their work can be solely assessed on merit.
- f) If any candidate has any problem attending or taking the exam, they shall write to the Institute Registrar through their module leaders and the lecturer/consultant as soon as possible about the available options.
- g) Candidates with specific special needs may be granted additional writing time, rest breaks, alternative exam rooms, papers in alternative formats such as large font print, timetabling of examinations in the morning or afternoon sessions only Or allowed to use an amanuensis (scribe), braille, reader, PC, coloured overlays, red answer booklets, specialist equipment e.g. chair/ writing slope and specialist software provided the IR is notified at least two weeks before examination commencement.
- h) Where these arrangements do not meet the candidate's special needs, the IR will discuss alternative arrangements with the respective Department.