



Examination Policy

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Examination Policy^[SEP]

1. Purpose

Africa Health Sciences University (AHSU) is committed to maintaining high academic standards and ensuring that all assessments and examinations are conducted fairly, securely, transparently, and consistently across all programs and training sites.

This policy establishes the principles, procedures, and responsibilities governing examinations and assessments at AHSU. It is intended to protect the integrity of the University's qualifications, ensure that students are assessed validly and reliably, and support compliance with the requirements of the Higher Education Council (HEC), East African Community (EAC), and other relevant regulatory bodies.

The policy also aims to promote academic honesty, accountability, professionalism, and equal opportunity for all students.

2. Scope

This policy applies to all undergraduate and postgraduate programs offered by AHSU, including all affiliated teaching and training sites.

It covers all forms of formative and summative assessments, including admission and entrance examinations, continuous assessments, written examinations, practical and clinical assessments, oral examinations, portfolios, logbooks, assignments, and final qualifying examinations.

The policy applies to all students, faculty members, external examiners, invigilators, examination committees, administrators, and any individual involved in the preparation, administration, moderation, supervision, or management of examinations.

3. Guiding Principles

All examinations and assessments at AHSU shall be guided by the following principles:

Academic Integrity

- All students and staff are expected to uphold honesty, professionalism, ethical conduct, and respect for examination rules and procedures.

Fairness and Equity

- Students shall be assessed using transparent and standardized procedures that provide equal opportunity to demonstrate competence and achievement.

Validity and Reliability

- Assessments shall reflect approved learning outcomes and curriculum objectives and shall be designed to consistently measure the intended competencies.

Confidentiality and Security

- Examination materials, student records, and results shall be securely managed and protected from unauthorized access or disclosure.

Regulatory Compliance

- All examination processes shall comply with AHSU regulations and relevant national and regional standards, including HEC and EAC requirements.

4. Types of Assessments and Examinations

AHSU recognizes multiple methods of assessment to evaluate knowledge, clinical competence, communication skills, professionalism, and practical performance.

These include:

- Admission (entrance examinations and interviews)
- Written examinations, including Multiple Choice Questions (MCQs), Short Answer Questions (SAQs), structured written assessments, and case-based questions
- Practical and clinical examinations, including OSCEs, OSPEs, bedside examinations, simulations, and clinical case assessments
- Oral examinations and viva voce assessments
- Continuous assessments, including quizzes, assignments, presentations, portfolios, logbooks, and workplace-based assessments
- End-of-module, end-of-semester, end-of-year, and end-of-program examinations

All written examinations at AHSU shall be conducted electronically through the official University examination platform, Populi, using an approved LockDown Browser or any other approved secure examination software.

In line with AHSU's competency-based medical education approach, assessment shall not depend only on one final examination. Students shall be assessed progressively throughout the academic year through coursework, clinical learning activities, workplace-based assessments, logbooks, assignments, presentations, and other approved formative and summative assessment methods.

5. Examination Planning and Development

All examinations shall be developed based on approved curricula, module outlines, competency frameworks, and learning objectives.

Examination content shall reflect the approved weighting of topics and learning outcomes.

Faculty members responsible for examinations shall ensure that:

- Questions are clear, relevant, and appropriate to the level of training
- Examination content adequately reflects expected competencies
- Marking schemes and answer guides are prepared before administration
- Examinations are free from bias or discriminatory content

All electronic examinations shall be developed and uploaded into the secure examination platform by authorized faculty members.

Examinations shall undergo internal moderation and, where applicable, external moderation before activation or release to students.

Final approval for scheduling and publication of examinations shall be granted by the relevant School Examination Committee or authorized academic body.

6. Eligibility to Sit Examinations

Students shall only be eligible to sit examinations if they:

- Are officially registered in the program or module
- Have fulfilled attendance requirements
- Have completed required coursework and assessments
- Have met financial and administrative requirements, where applicable
- Are not under active disciplinary sanction restricting examination participation

The University reserves the right to deny examination access to students who fail to meet eligibility requirements.

7. Conduct of Examinations

All examinations shall be approved by the examination committee before administration.

All examinations shall be conducted in a secure, professional, and well-supervised environment that promotes fairness and minimizes disruption.

For in-person exams, all students are expected to arrive on time and comply with all examination instructions.

Identity verification shall be mandatory before the commencement of any examination.

For online examinations, they must all be conducted through Populi:

- Students must use the approved LockDown Browser
- Students shall not open unauthorized applications, tabs, websites, or communication platforms during the examination
- Students shall ensure that their devices are functional and adequately charged before the examination begins

- Students are responsible for securing a stable internet connection for online examinations
- Webcam activation may be required for online invigilation and identity verification

The following items and actions are strictly prohibited during examinations unless specifically authorized:

- Mobile phones or smart devices
- Smart watches or communication devices
- Unauthorized notes, books, printed materials, or handouts
- Use of another person's account or credentials
- Recording, photographing, copying, or sharing examination content
- Communicating with other students during examinations

Invigilators and examination administrators shall have authority to enforce examination regulations and address any suspected irregularities.

8. Admission and Entrance Examinations

Admission and entrance examinations are conducted to assess the preparedness and suitability of applicants for admission into AHSU academic programs.

All entrance examinations shall be approved by the examination and admission committees before administration.

Entrance examinations may be conducted online or in-person depending on the approved modality for the specific intake.

For online entrance examinations:

- Candidates must use a laptop or approved computer device
- Mobile phones shall not be permitted for sitting examinations
- Candidates must have a stable internet connection
- Identity verification shall be required before access to the examination platform
- Examinations shall be conducted through Populi using the approved LockDown Browser
- Webcam activation may be required for online invigilation and identity verification

Any candidate found engaging in examination misconduct during an entrance examination may have their application cancelled and may be disqualified from future admission processes at AHSU.

9. End-of-Year Examinations

At the end of each academic year, all eligible students shall sit for the End-of-Year Examination. The End-of-Year Examination is intended to assess whether students have achieved the required knowledge, clinical skills, professional attitudes, and competencies for progression to the next level of training.

The End-of-Year Examination shall normally include both a written examination and an Objective Structured Clinical Examination (OSCE), or any other approved practical or clinical assessment method relevant to the program.

The written examination shall assess applied knowledge, clinical reasoning, and understanding of key concepts covered during the academic year. The OSCE shall assess clinical competence, communication, professionalism, practical skills, and safe patient care.

End-of-Year Examinations shall be conducted by approved internal and external examiners. Internal examiners shall normally include faculty members involved in teaching, supervision, or assessment within the program. External examiners shall provide independent review, support fairness and quality assurance, and ensure that assessment standards are aligned with institutional, national, regional, and professional expectations.

In accordance with AHSU's competency-based medical education approach and as further detailed in the Promotion Policy, the final year mark shall be calculated using both progressive assessment and the End-of-Year Examination.

Progressive assessment shall account for 70% of the total final year mark, while the End-of-Year Examination shall account for 30% of the total final year mark.

The End-of-Year Examination mark shall include the written examination and OSCE components according to the weighting approved by the relevant School, program, or Examination Committee. Students must satisfy the academic and competency requirements set out in the Promotion Policy in order to progress.

10. Examination Irregularities and Academic Misconduct

AHSU considers academic misconduct to be a serious violation of academic integrity and professionalism.

Academic misconduct includes, but is not limited to:

- Cheating or attempted cheating
- Plagiarism
- Impersonation
- Unauthorized collaboration or communication during examinations
- Possession or use of unauthorized materials
- Copying or sharing examination content
- Accessing unauthorized electronic resources during examinations
- Falsification of examination records or results
- Use of another student's identity, login credentials, or examination account

Any student suspected of academic misconduct shall be reported immediately and may be temporarily suspended from the examination pending investigation.

Cases of suspected misconduct shall be reviewed by the relevant Academic Integrity or Disciplinary Committee in accordance with University procedures.

Sanctions may include:

- Warning or reprimand
- Cancellation of the examination
- Award of zero marks
- Requirement to repeat the assessment
- Suspension from the program
- Dismissal or discontinuation from the University in severe or repeated cases

Students involved in impersonation, organized cheating, examination leakage, or deliberate compromise of examination systems may face immediate suspension and possible dismissal.

Faculty members, invigilators, or staff found facilitating examination misconduct shall also be subject to disciplinary action.

11. Marking, Moderation, and Approval of Results

All examinations shall be marked using approved marking guides or rubrics.

Where feasible, anonymity of scripts and impartial marking practices shall be maintained.

Internal moderation shall be mandatory for all major assessments.

External moderation may be conducted for selected examinations as required by University policy or regulatory standards.

For End-of-Year Examinations, external examiners shall participate in the review, conduct, moderation, or validation of examination processes as determined by the relevant academic body.

Examination results shall be reviewed and approved by the relevant Examination Board, School Committee, or authorized academic body before official release.

No examination result shall be released to students before formal approval.

12. Release of Results and Feedback

Results shall be communicated within approved timelines through official University channels.

Results shall remain confidential and shall only be accessible to authorized individuals.

Students shall receive constructive academic feedback where appropriate to support learning improvement and academic progression.

The University shall take reasonable measures to ensure the accuracy and security of all published results.

13. Progression, Re-sits, Remedial Examinations, and Appeals

Student progression shall follow the regulations of each academic program.

Progression decisions shall be based on approved pass marks, credit requirements, competency achievement, and completion of required assessments.

Students who fail assessments may be eligible for remedial or re-sit examinations according to program regulations.

Re-sit and remedial examinations shall assess the same learning outcomes as the original examination.

Students have the right to appeal examination results or academic decisions through official University procedures.

Appeals must:

- Be submitted in writing within 1 week after results release
- Clearly state the basis for appeal
- Follow the established institutional process

Appeal decisions made by the authorized University body shall be final.

14. Special Considerations and Accommodations

AHSU is committed to ensuring reasonable accommodations for students with documented disabilities, medical conditions, or exceptional circumstances.

Students requesting accommodations must submit supporting documentation before the examination period.

Approved accommodations may include adjusted examination timing, alternative examination arrangements, assistive support, or other reasonable measures determined by the University.

All accommodation decisions shall maintain academic standards while promoting equity and accessibility.

15. Examination Records and Archiving

The University shall securely maintain examination records, scripts, grades, moderation reports, and related documentation.

Electronic examination records shall be securely stored within approved institutional systems.

Access to examination records shall be restricted to authorized personnel.

Records shall be retained according to institutional policies and applicable regulatory requirements.

16. Quality Assurance and Continuous Improvement

AHSU shall regularly review examination processes to ensure quality, fairness, reliability, and compliance with institutional and regulatory standards.

Feedback from students, faculty, external examiners, and accrediting bodies may be used to improve assessment practices and examination systems.

Periodic audits and reviews may be conducted to strengthen examination integrity and institutional quality assurance.

This policy may be revised periodically based on institutional needs, technological developments, regulatory changes, or quality improvement recommendations.

17. Roles and Responsibilities

University Leadership and Academic Governance Structures : Provide institutional oversight, policy approval, and quality assurance.

Deans and Academic Leadership : Ensure implementation and monitoring of examination processes within schools and programs.

Examination Committee: Oversee examination planning, moderation, approval, and governance.

Faculty Members & HODs : Develop examinations, participate in moderation, mark assessments, provide feedback, and maintain examination confidentiality.

Invigilators and Examination Administrators : Supervise examinations, enforce regulations, document irregularities, and support examination integrity.

Students : Comply with all examination regulations, maintain academic honesty, and follow official examination instructions at all times.

18. Effective Date and Review

This policy shall take effect upon approval by the appropriate University authority.

The policy shall be reviewed every 3 years to ensure continued relevance, effectiveness, and compliance with HEC, EAC, and other applicable standards.

19. Policy approval

This Examination Policy was reviewed and approved by the School Council of Africa Health Sciences University.

Names	Role	Signature	Date
Dr Belise Uwurukundo	Registrar		13 July 2024
Dr Mugaba Michel	Examination Committee Chair		
Dr Edgar Kalimba	Dean of School of Medicine		13 July 2024
Kara L.Neil, Ed D	Ag. Deputy Vice Chancellor / Academic & Research		13 July 2024
Dr. Zerihun Abebe	Ag. Vice Chancellor	 	10 August 2024

19. Appendix

[MMed Assessment and Promotion Policy](#)