

ULK POLYTECHNIC INSTITUTE
UPI



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EXAMINATION POLICY

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LIST OF ABBREVIATIONS

AGEULK	: Association General des Etudiant de l’Université Libre de Kigali
CAT	: Continuous Assessment Test
CBA	: Competence Based Assessment
CBC	: Competence Based Curriculum
CBT	: Competence Based Training
FAT	: Final Assessment Test
HEC	: Higher Education Council
LU	: Learning Unit
MINEDUC	: Ministry of Education
NYC	: Not Yet Competent
PC	: Personal Computer
RQF	: Rwanda Qualification Framework
UPI	: ULK Polytechnic Institute

1. PREAMBLE

1.1 Creation

Article 1: ULK POLYTECHNIC INSTITUTE (UPI) a high private technical learning institution founded on 2nd October, 2014 and now governed by the law N° 010/2021 of 16/2/2021 determining the organization of Education and the Ministerial order N° 001/MINEDUC/2021 of 20/10/2021 determining standards in Education, and the Ministerial order N° 003/MINEDUC/2021 of 20/10/2021 determining Rwanda Qualification Framework, law N°27/2023 of 18/05/2023 amending the law N° 66/2018 regulating labour in Rwanda, UPI statutes, its internal Regulations and other academic regulations.

1.2 Vision

Article 2: In line with the vision of the Government of Rwanda to promote practical skills, ULK Polytechnic Institute aims to stand out as a remarkable Institute for excellence with hands on skills and highly motivated students endowed with elevated ethical values.

1.3 Mission

Article 3: The Mission of ULK Polytechnic Institute is: to educate, teach, conduct technical projects and serve the community. The fundamental mission of ULK Polytechnic Institute is to provide the students with competitive, creative, innovative skills which will contribute to find solutions on the labor market.

1.4 Philosophy

Article 4: The philosophy of ULK Polytechnic Institute is based on four fundamental principles:

- To have faith in God;
- To know one's mission on earth;
- To live ethical values;
- To have positive thoughts.

1.5 Motto

Article 5: The motto of ULK Polytechnic Institute is “**Science, Conscience and Skills**”.

1.6 Objectives

Article 6: ULK Polytechnic Institute has the following objectives:

- To contribute to capacity building hands on skills based;
- To promote projects innovation for serving the community;
- To provide middle technicians with technical trainings to meet the community needs;
- To provide service to the community; and
- Self-employers; etc....

1.7 Responsibilities of ULK Polytechnic Institute

Article 7: The main responsibilities of ULK Polytechnic Institute are the following:

1. To carry out and promote technological disciplines according to labor market demand at the national and regional level;
2. To collaborate with other institutions to ensure their dissemination in order to contribute to the promotion of development at the national, regional level and worldwide;
3. To provide the student with knowledge, hands on skills, technology and education for innovation and self-employment;
4. To promote the national culture with end-purpose of promoting technical education that meets Rwandan needs; and
5. To contribute to resolution of issues related to national development

1.8 Powers of ULK Polytechnic Institute

Article 8: ULK Polytechnic Institute has the following powers:

1. To award Advanced Diplomas, BTech degrees offered in accordance with the law;
2. To award Diploma and Certificates to candidates who successfully complete training courses;
3. To conclude cooperation agreements with different organs in charge of education, either national or foreign institutions of higher learning;
4. To organize trainings for lecturers in order to be competitive at the international level; and
5. To promote lecturers to academic ranks

1.9 Attributions

Article 9: The attributions of the Founder and President are:

- To represent legally the Institution;
- To designate the Chancellor to be approved by the Governing Body;
- To appoint and cancel the appointment of any member of the Governing Body;
- To designate members of Executive Organ to be approved by the Governing Body;
- To appoint and dismiss ULK Polytechnic Institute authorities;
- To appoint and dismiss members of the auditors committee;
- To ratify activities programs and the ULK Polytechnic Institute budget;
- To decide about the ULK Polytechnic Institute investments and extension;
- To decide about the strategic plan of the UPI.

1.10 Type of Institution

Article 10: UPI is a private education institution which complies with education standards in Rwanda and is subject to regular inspection by the Higher Education Council (HEC).

1.11 Cycles in each category of education

Article 11: UPI comprises two cycles which are the Advanced Diploma, BTech degrees awards

1.12 Establishment

Article 12: UPI is an established private education institution undertaking the education development with a focus on courses (Construction Technology, Land surveying, Electrical Technology, Electronics & Telecommunication Technology). These courses are needed in the country and on the labour market in Rwanda.

1.13 Management organs

Article 13: UPI management organs are the following:

1. The Governing Body,
2. Executive organ,
3. Academic Senate, and
4. Senior management committee.

The chancellor of UPI is designated by the founder and the president of ULK and approved by the Governing Body.

The chancellor of UPI is responsible for presiding over the academic year opening ceremonies, graduation ceremonies and awarding of other merit titles and may also attend other events or meetings if necessary.

1.14 Years, Sessions, Semesters and Terms

Article 14: In these regulations, the following terms shall have the following meanings:

- **Academic Year:** the length of time during which UPI offers studies of full-time Advanced Diploma, BTech degrees equivalent to a minimum of 120 credits. One credit is equated to 10 hours of notional student learning effort; thus, a minimum period of 1200 hours for an academic year;
- **Session:** The part of the academic year during which the UPI holds classes;
- **Semester:** An academic period of a half of the academic year;
- **Term:** A definite continuous period during which instruction is regularly given to students; presently a period of 1/3 of the academic year.
- **Credits:** One of the primary methods used to determine and document that students meet academic requirements
- **Module:** Any unit offered in a programme that has a unique identification code and title.

1.15 Registration

Article 15: A student normally registers for an academic year, on a full-time basis for those taking credits equivalent to different levels as specified in Rwanda Qualification Framework (RQF) which leads to the award of a specific degree, and part time are those awarded certificate (short courses)

1.16 Types of students

Article 16: A full-time student is one who takes a minimum of 120 credits of modules during the academic year, according to the requirements of the programme. A short course student is one who takes a training of 3 months, 6 months or 1 year in a specific trade.

A regular student is the one who:

- (a) complies with the registration requirements;

- (b) has cleared registration and academic fees;
- (c) has registered for the whole range of the academic year course;
- (d) Sits for assessments of the modules programmes.

2. Purpose and Scope

Article 17: The purpose of this policy is to provide a guide on the examinations conduct since the preparation to marking.

3. Definition Key Terms

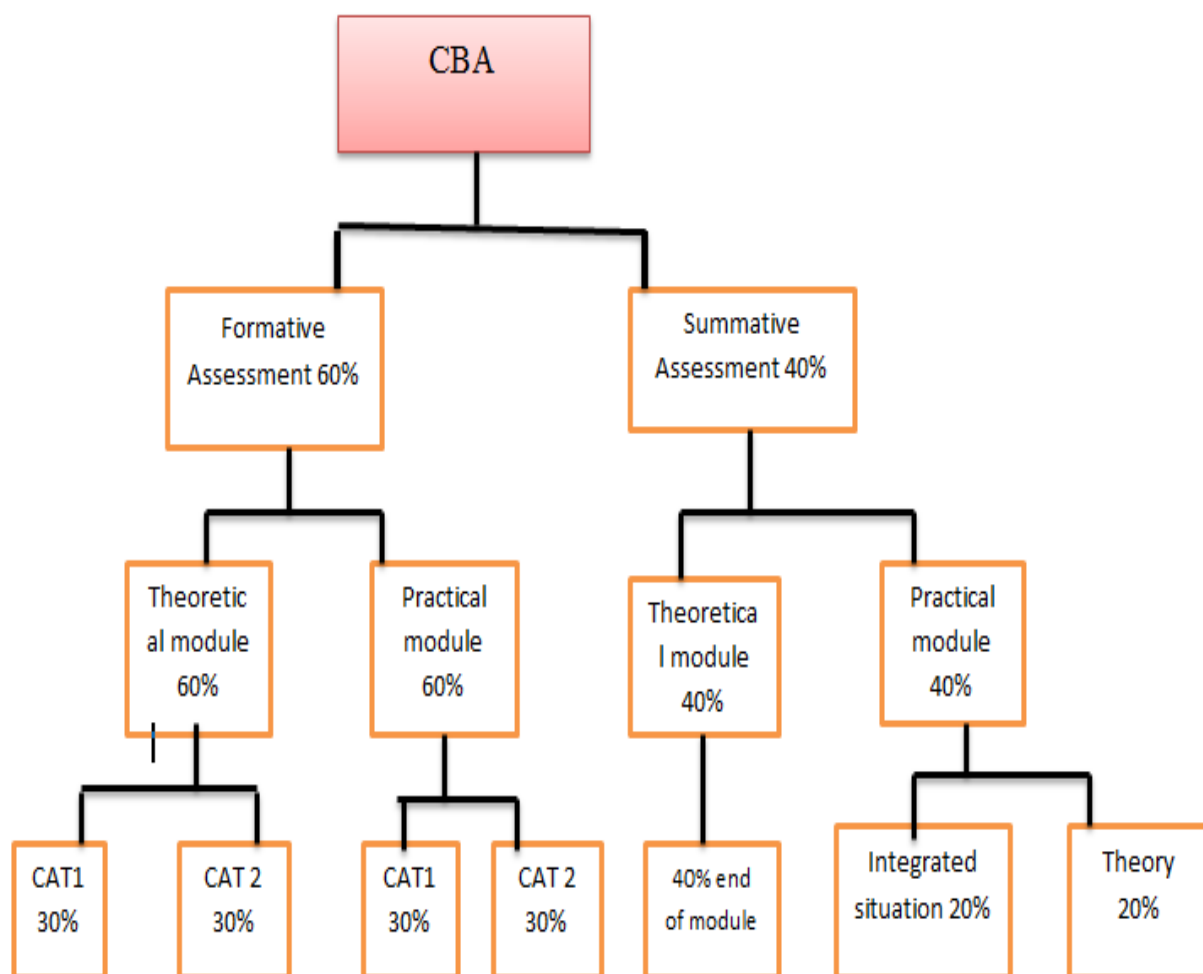
Article 18: The following key terms are defined in this policy:

- ✓ **Assessment** is the process of collecting information as evidence for use in making judgments about learner learning or on whether competence has been achieved.
- ✓ **Competency-based Assessment (CBA)** is a process of assessing the competence of trainee using the standards for skills and knowledge needed at the workplace and provided in a Competency Based Training curriculum (also called training standards).
- ✓ **Competence-based Assessment:** Is an integrated possession of Knowledge, Skills and Attitudes required to perform a task

The assessment is an important task in learning process especially in Competence Based Curriculum (CBC) whereby there is a need to collect and keep evidences.

4. Component of Assessment in CBA

Article 19: The component of assessment is detailed in the chart below:



Note: If a learner misses one of the component of practical module (in part of summative assessment), his/her marks will not be displayed.

5. Types of Assessments

Article 20: The two types of assessments shall be conducted in the module assessment of students. Those assessments include formative and summative/ integrated assessments.

Article 21: Formative assessment is an assessment which is given progressively during the training and it helps to make sure that all performance criteria are achieved. The figure below describes in brief the purpose of formative assessment:



Article 22: Refer to the structure module in CBT, where each module has learning units and learning outcomes and to the assessment guidelines described in curriculum, the assessment shall be organized in the following manner:

1. **CAT1:** During session delivery, group works, quizzes and presentations, and individual assignments shall be applied as learning outcomes formative assessment and will be consider as **CAT1**.
2. **CAT2:** For each end of learning unit Trainer shall organize an individual assessment as it is defined in curriculum, this assessment shall contain all learning outcomes of that learning unit, these end LU assessments are considered as **CAT2**.
3. To sit for summative or integrated assessment a student should have obtained at least 50% for all total formative assessment (LU assessment and quizzes or group works); this is applicable after reassessment

Article 23: A summative/integrated assessment is the process of assessing the competence as the integration of knowledge, skills and attitudes that make it possible to successfully carry out a professional task, for instance by assessing, at once and in a workplace setting, knowledge, skills and attitudes, or several performance criteria. It is given at the end of the module delivery. It helps to make sure that the trainee has successfully acquired the competence and he is able to translate the knowledge, skills and attitude into workplace situation. It counts towards final results in relation to learning outcome.

6. Requirements to sit for Summative/Integrated Assessment

Article 24: For a student to sit for summative/integrated assessment, the following shall be observed:

- The trainee will be allowed to sit for summative assessment only when he/she got 50% of all formative assessment (CAT1&CAT2) with reassessment considered

- Trainee must be competent in all formative assessments
- Passing line for each assessment is 50%

7. Reassessment

Article 25: Under CBA, if learner attempts an assessment item and does not manage to reach the level that is expected, he will be assessed as “not yet competent” or NYC. Then he would be given another opportunity to complete the assessment task and to demonstrate that he is competent.

Referring to the regulations of UPI and decision taken in different meeting the reassessment are structured as follows:

- Passing line is 50% in formative and summative/ integrated assessments. If not, a student is advised to do reassessment of that learning unit and shall be done during learning period.
- Same as summative/integrated assessment if a learner does not obtain 50% he/she shall sit for reassessment.
- In case of reassessment, the same question paper shall be used
- Trainee is allowed to sit for reassessment two (2) times only.
- First reassessment is done after formative assessment (to be paid)
- Second reassessment is done after summative assessment (to be paid)

N.B:

- All evidence of the end-of-learning unit assessment and summative assessment will be retained in the trainee portfolio.
- Teaching staff are requested to submit separate lists for competent trainees (those who achieved a passing score of 50% or higher) and trainees who are not yet competent (NYC), defined as those scoring below 50%. The Head of Department (HOD) is advised to upload only the marks of competent trainees in the Management Information System (MIS).
- The marks of trainees who do not achieve competency (NYC) will be uploaded in the MIS after they have been reassessed and have demonstrated competency.

Article 26: Under CBA, the following shall be observed:

- ✚ **Passing a module:** For a student to pass a module, he/she must have done all the assessments (formative and summative) and get at least 50% in the module
- ✚ **Repeat:** In case a trainee fails in reassessment of summative assessment, he/she shall repeat the module
- ✚ **Special:** In case a trainee misses summative assessment for genuine reason with proof, he/she shall sit for special exam
- ✚ **Cheating case:** A trainee who demonstrates malpractice (cheating) in summative assessment automatically shall be requested to repeat the module
- ✚ None is allowed to progress from one level to another level with a failed module
- ✚ The highest marks after **repeat**, reassessment, special to be awarded to the student is 60%

8. Preparation of the examinations

Article 27: The lecturer should prepare the examination paper and send it to the Examination Office four days prior to the examination to allow all the examination process be followed. The standards examination paper should respect the following criteria (see the examination template in the appendix):

- (i) Questions comprising section A and Section B;
- (ii) Section A is compulsory;
- (iii) Section B comprises of questions from which the candidate selects according to the instructions;
- (iv) All questions carry the same marks;
- (v) The examination question paper will be printed with the logo of UPI;
- (vi) For practical examinations, all questions are compulsory and outputs will be based on demonstration.

9. Formulation of an Integrated Situation

Article 28: Under CBA, the formulation of integrated situation is based on tasks (See a sample of the integrated assessment in the Appendix 1). A 'task' is a complex, contextualised and meaningful situation which forces the trainee to process information and which requires a clearly specified production to be carried out. The two forms used in integrated assessment namely, summary form and synthetic form are found in Appendix 2 and 3 filled with data from sample of the integrated assessment in the Appendix 1.

Article 29: A task is characterised by the following:

- ✓ It involves one or more problems to be solved.
- ✓ It causes trainees to experience a cognitive imbalance; they do not immediately know what they ought to do.
- ✓ It requires knowledge and information from a range of disciplines to be taken into consideration.
- ✓ It must lend itself to a certain form of cooperation.
- ✓ It applies to both learning and assessment.
- ✓ It requires trainees to become aware of their own resources (knowledge, procedure, know-how, attitudes, etc.) that are relevant to complete the task at hand.
- ✓ It gives a sense of the purpose of learning.
- ✓ It is written for the students.

Article 30: A task shall have the following components:

- ✓ A context describing the environment in which the problem is situated.
- ✓ One or more problems to be solved.
- ✓ A clearly specified expected result.
- ✓ Instructions (duration, length, etc.).
- ✓ Constraints or obstacles to ensure that the students do not bypass the desired learning.
- ✓ Information necessary to carry out the task.

10. Security of Examinations

Article 31: All staff involved in the preparation of examinations must ensure that students are not able to see or gain access, either accidentally or deliberately, to examinations questions or related materials. The arrangements to ensure security will depend on circumstances in individual offices but should be in accordance with the following:

Article 32: Each and every staff in the Examinations Office is responsible for the security of information relating to examinations papers.

Article 33: The Examinations Office should keep a record of the progress of each paper, including submission date for typing, typing date, moderation date, date for final version checking, signed and approved for print by the examiner concerned, and delivery date to the chief invigilator.

Article 34: There should be no student access to a room or anywhere else in which examination papers are being prepared. Offices should be locked when unattended and PCs should be 'locked' or staff logged out. Where possible, papers should be typed outside of student hours.

Article 35: The Examination questions should not be transmitted via unsecured network. Instead they should be stored on a portable drive and should be printed only on printers which are connected directly to a PC, not on printers which are attached to a network.

Article 36: Examination papers stored on a portable drive should be password protected to prevent unauthorized access. It is of course important that nobody else knows or can easily guess the password.

Article 37: All examination materials on a portable drive must be locked away securely when not being used. If papers are stored on portable drives, these must not be used for other purposes.

Article 38: Care must be taken when disposing of earlier versions or unwanted copies of examination papers. Hard copies should be destroyed by shredding.

Article 39: Examination questions and papers should not be sent by internal mail or as email attachments within the institution but should always be delivered by hand.

Article 40: Arrangements for the conveyance of examination papers or external examiners' comments should take account of the need for security.

Article 41: The final typed version of an examination paper should be checked carefully by the internal examiner and at least one other person before printing.

Article 42: After printing, papers should be packaged ready for the examination, clearly labelled, and securely stored in the examination office.

11. Examinations Organization

Article 43: All organization of examinations invigilation and recovery shall be done by Examination Follow up Committed appointed by Executive organ. The examinations office will send the information regarding the Weekly Scheduling Meeting to Examination Follow Up committee not later than Thursday every week. Upon receiving all relevant information, the Examination Follow Up Committee shall disseminate the full-time table as follows:

- Publish information on the date, time and place of each examination;
- Draw examination invigilation schedule in consultation with Heads of Departments;
- Ensure that relevant question papers are available at each examination in sufficient quantity;
- Ensure that sufficient examination script books are available and that they are securely stored both before and after any examination; and
- Making the attendance of all students to the examination be taken by finance recovery officers.

Complying with the Finance Recovery Office sitting arrangement drawn for students in the examination room whereby each student shall be allocated a seat number.

12. Accommodation

Article 44: Examinations of different durations should not normally be scheduled in the same rooms. In case this is done, all arrangements to preserve order when some examinations are ending must be provisioned.

Article 45: Where two or more groups of students are undertaking different examinations in the same room, a clear indication of the division(s) between the groups must be communicated and published in advance, under the supervisory of the Directorate of Academic Services.

13. Timing

Article 46: All day examinations and recovery process start from 9:00 a.m. while Evening examinations start from 5:30 pm to 9:30 pm. The examinations duration is 3 hours' maximum. After one hour of the exam duration, no candidates shall be allowed to enter the examinations room, but the candidates who have finished the examination can submit and sign out. During the examination administration in the room, the chief invigilator will prepare the examination attendance list and submit it to the Head of department. The examination attendance list will have sign in and sign out for quick student claim processing. The examination papers are to be submitted to the examination office 4 days before the examination to facilitate any other examination processes.

14. Composition

Article 47: In each module, students will be given both individual and group assignments marked out of 30% while CAT2 will also be administered after 60% of the contents coverage and marked out of 30%. The final examination carries 40% and will be administered 3 days after the module is covered and before any other teaching module is planned.

However for a student to qualify for the final examination, he or she will have done CAT1 and CAT2 and have attended the teaching at least 85%.

15. Invigilation

Article 48: Every lecturer is responsible to invigilate his/her exam for the module he/she has taught and Heads of Departments are responsible to inform those lecturers and submit the names to the Examination Follow Up Committee. If more than two hundred candidates are to be examined in any room, an additional invigilator should be provided. Chief invigilator is responsible of the invigilation throughout the invigilation duration an examination report is signed and kept in the office of the examination office.

Article 49: Examination committee headed by its chairperson should release the examination time table every Friday not later than 12:00 am for dissemination to all concerned people.

Article 50: Sufficient invigilators should be designated to cover all examinations. Under no circumstances whatsoever must the examination room be left unattended during any part of an examination.

Article 51: The Examinations Office together with Examination Follow up Committee should ensure arrangements are in place to designate invigilators in each examination room as well as the Chief Invigilator, with overall responsibility for the conduct of the examination in a particular room. A due invigilation time table will have to be released each Thursday of the week preceding an examination week.

Article 52: Invigilators may delegate their assignment. If an invigilator is unable to fulfil his or her duties because of circumstances beyond their control, he/she should notify his/her Head of Department, who should designate an alternative invigilator.

Article 53: The Chief Invigilator should remind students, at the beginning of an examination of the length of the examination, warn them that they may not talk to each other or look at each other's work during the examination and tell them when they may start. Students should be

told how long remains at the end of each hour and 30 minutes and ten minutes before the end of the examination. When the Chief Invigilator announces the end of the examination, all writing must cease.

Article 54: Invigilators have a responsibility to ensure that the examination for which they are appointed runs smoothly and is conducted in accordance with the present UPI Academic Regulations and any specific institutional rules.

Article 55: The Chief Invigilator should collect all examination stationery, including question papers not later than 30 minutes before the start of the examination and to ensure that an adequate supply is maintained throughout the examination. Recovers are to be in their designated places on time to smoothly, efficiently and effectively carry their e-recovery system.

Article 56: Invigilators must arrive in the examination room or laboratory at least 30 minutes before the planned start of the examination. They should then ensure that the examination room is suitably prepared. They should see that there are sufficient places for the number of candidates expected, that each place is provided with the materials, aids and equipment indicated on the rubric of the paper, and with an answer book where required. Invigilators should also ensure that the correct examination question papers are distributed to candidates before the examination starts and that each question paper is complete.

Article 57: In the event of a candidate becoming ill (or similar emergency), the Chief Invigilator should call immediately upon the UPI or any other Health Personnel or ask that it be done and submit a full report using the Examination Incident Form

Article 58: An examination should be deemed not to have started provided that students have not yet been given the opportunity to read the examination question papers.

16. Students' behavior

Article 59: Students should not be permitted to enter an examination an hour after it has started, nor to hand in their scripts and leave within one hour of the starting of the examination.

Article 60: Any student needing to leave the examination room during an examination for an unavoidable reason with permission and with the intention of returning should be accompanied by an invigilator.

Article 61: Talking among candidates or looking at each other's work will not be permitted in examinations and will be grounds for exclusion from the examination by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating.

Article 62: Candidates should be seated as directed by the invigilators and in accordance with the sitting arrangement provided by Examination Fellow up Committee.

Article 63: Students may not bring into the examination room any books, papers, calculators with text facility or mobile telephones, except where specified in the Module Description. If a candidate reports that he or she has inadvertently brought an unauthorised item to his or her desk, the invigilator should remove the item, make a report on the Examination Incident Form and report the full circumstances to the Head of Department. The candidate should be permitted to continue the examination.

17. Ending the Examinations

Article 64: The Chief Invigilator should announce the end of the examination and instruct candidates to stop writing.

Article 65: The Chief Invigilator should remind candidates that all work, including rough work, must be handed in and that no answer book, official stationery or equipment is to be removed from the examination room. Candidates should be reminded to complete the front of their script(s) (answer book(s)) and, if special loose sheets are used, to attach these to the completed scripts (answer book(s)).

Article 66: Prior dismissing the candidates, the Chief Invigilator must ensure that all completed scripts are collected from each candidate who has signed the candidate list and check that the number of candidates agrees with the number of scripts collected.

Article 67: Candidates should be reminded that they must remain seated and silent until all scripts have been collected, counted and sealed.

18. Management of scripts

Article 68: All examination scripts (completed answer books) submitted to the examination office after they are packed into envelopes and sealed. List(s) of candidates and unused examinations stationery are to be returned to the Office of the Director of Academic Services immediately after the examinations by the Chief Invigilator.

19. Dealing with Emergency Interruptions to the Examinations

Article 69: Where at the designated time of starting an examination, the building in which it was due to be held is closed as a result of an emergency building evacuation, the examination will normally start fifteen minutes after the building has been re-opened or in an alternative room. It is the responsibility of the invigilators to remain in the vicinity of the building so that they may be the first people to (re)enter the building after the all-clear is given. It is the responsibility of the students to ensure that they are present at the time when the building is re-opened. No examination candidates should (re)enter the examination room until authorised to do so by the Chief Invigilator.

Article 70: As soon as possible after the emergency is over, the Chief Invigilator will (re)enter the examination room. Where an examination has been in process and it is disrupted because of an emergency then such an examination may be rescheduled. When the disruption occurs before 75% of the time allocated has passed, the examination will be rescheduled.

Article 71: The Director of Academic Services, in consultation with the examination office, is responsible for communicating the decision to students within 48 hours of the interrupted examination, by means of a notice affixed to the students' notice boards, that the examination will not take place as scheduled. The examination will fix a new date, time and place and display the information on the students' notice board and forward the same to the Department concerned. It is the responsibility of the students to ascertain the revised schedule and to be present at the designated time and place for the examination.

20. Cheating

Article 72: Cheating of any variety is a serious disciplinary offence and may render the student liable to failing an assignment or examination, failing a module, failing a Level or temporarily or permanently being excluded from UPI 'Cheating', here, includes (but is not confined to) plagiarism and passing off another's work as the student's own, collusion between students in the production of submissions which are required to be individually authored (though discussion of their content is permitted), the fabrication of laboratory, practical or observation data, any attempt to obtain copies of unseen examinations or tests beforehand or to influence their contents or the marks given to submissions by threat or inducement, and the impersonation of a candidate by another in an examination. Unsuccessful attempts to cheat are regarded as seriously as successful ones.

In case of cheating and evidence is shown during the examination process by the invigilator or possession of any electronic material, the student will be called in the disciplinary hearing committee 3 days after the examination.

21. Disciplinary committee

Article 73: The student disciplinary committee is made by:

- i) The Vice Principal Academic (the chairperson);
- ii) The Director of student affairs;
- iii) The Head of department;
- iv) The guild president in the AGEULK; and
- v) The Director of Academic services (the secretary)

In the absence of the vice Principal academics, the Director of students affairs will chair the meeting.

22. Malpractice management

Article 74: A student will appear in the disciplinary hearing, and if the committee is not convinced by the facts, and the student is found guilty by copying or exchanging exam booklet or answer with his/her colleagues, the student will retake the module when will be on offer.

Article 75: A student who will be caught with any related written material during the examination or any electronic gadget, will be called in the disciplinary hearing and if there is an evidence from the chief invigilator, the student will retake the module when will be on offer

Article 76: A student who will be caught with a written related exam material with evidence from the chief invigilator during the exam, the guilty student after the hearing committee, will be penalized by the suspension of the trimester.

Article 77: A student who will be caught with a written material and had got another disciplinary sanction previously, will be expelled from the Polytechnic Instit.

Article 78: Students who help or conspire or collude with someone to cheat shall be held equally guilty and shall receive the same penalty.

Article 79: Where a member of staff detects or suspects cheating on the part of a student, the Head of Department responsible for the Programme must be notified in writing as quickly as

possible and in all cases within seven days of the cheating being detected and physical evidence must be provided to support the charge. If the Head of Department is satisfied there is a case to answer, he or she shall send copies of the evidence to Vice Principal Academics and the student within three (3) working days of its receipt. The evidence shall be copied to the student with a covering letter including an explanation of the procedures to be followed. The student shall then have five (5) working days to submit a defence or justification in writing.

Article 80: A Committee made up of the Head of Department (or nominee), the originator of the charge, the Director of Academic Services and another senior academic of the Department shall consider the evidence and the student's reply, decide whether it appears that cheating has occurred and recommend a penalty, which shall be confirmed by the Principal.

Article 81: Any member of staff proved to be complicit in a student's cheating shall be liable to summary dismissal and may be liable to criminal proceedings.

Article 82: A record of any proven charges of cheating, attempted cheating or collusion in cheating, and the penalty awarded, shall be held on the student's file and the record shall be produced to the Committee in any further cases involving the same student.

23. Appeal

Article 83: If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Principal and the Committee and may bring a friend to support him or her. He or she shall be warned, however, that if the verdict is confirmed by this hearing, then the recommended penalty may be increased.

Article 84: If the student makes such an appeal and then fails to attend the hearing, it shall be held in his or her absence, the evidence reviewed, and the penalty reconfirmed or varied.

Article 85: The normal penalty for a student's first offence shall be substituting a mark of zero for the assignment or examination or failure of the module, though in either case a higher penalty (temporary or permanent exclusion from the Institution) may be imposed at the discretion of the Senior Management if the offence appears grave.

24. Plagiarism

Article 86: When plagiarism is proven for any component of a Project on an Advanced Diploma, BTech industrial oriented final year project, the student shall fail without possibility of resubmission.

Article 87: Where plagiarism or other cheating is discovered in a project, advanced project after the award of advanced diploma, BTech industrial oriented final year project, a hearing analogous to an appeal hearing shall be held to consider it in the same way as if it had been discovered before the award. Every reasonable effort must be made to contact the student, but if these efforts are unsuccessful during a six-month period, the hearing shall be held in his or her absence. If the charge is proven, the degree will be withdrawn. In this case the student has a right of appeal to a hearing chaired by the Principal.

25. Assessments Marking

Article 88: Before students sit for their assessments, there should appoint an assessment moderation which is to be done at the level of school. The latter has to appoint the moderation team on rotational basis.

Article 89: Examination scripts will be marked within ten working days. The UPI Marking System has to be taken into account when allocating marks to scripts items. Examination scripts will not be returned to students but rather to the examination office.

Article 90: Grades sheet, evaluation sheets together with their marking schemes are handed into the department offices. In case there appears a marking error, the latter is corrected by the department commission which is composed by three lecturers appointed by the head of department. Hereupon a report is made and handed into the department with a copy to the Vice Principal Academics and concerned students are informed as soon as possible.

26. Claims

Article 91: Within a period of fifteen (15) days after the results have been released to students, any complaint (marks claiming) should be written to Head of Department with a copy to the Director of Quality. The Head of the Department then appoints a commission of 3 teaching staff members to treat the claims within a period of 4 days. The Department Commission examines the claim and a feed-back is given to the student within two working days. Any claim made after 15 days period shall be payable by the candidate.

Article 92: The marks of a module of which a student got an examination dispensation are included in the year's general average calculations. Exemption marks are 10/20 or beyond.

Article 93: The student whose general average marks are below 50% automatically fails.

Article 94: A student who fails to attend a required examination or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that examination or assessment, unless mitigation or leave of absence has been allowed in the light of the student's circumstances.

Article 95: A module is passed if its specified learning outcomes have been achieved. The assessment of each module shall generate a single mark between 0 and 100% expressing the extent to which the learning outcomes have been achieved. The pass mark for all levels shall be 50% on advanced diploma programme and BTech programme.

No supplementary examinations should be allowed in the modular system but special examinations may be considered on merit of individual case.

Article 96: The student whose general average marks are below 50% automatically fails.

Article 97: The jury decision is approved and signed immediately on the deliberation grids. Students are informed of the decision immediately after the deliberation.

Article 98: The deliberation stipulates the following:

- Have succeeded the students who have obtained 50% at least for each module without any failure;
- Are promoted students who obtained at least 50% of general marks in the academic year and failed modules to be retaken in the next academic year.
- No student will be allowed to graduate if he/she has failed two core modules or failed any retakes.

Article 99: A student who will have been unable to sit for the final assessment due to proven unavoidable circumstances will sit for the special exam. Unavoidable circumstances with authentic documents are limited to:

- Being admitted to the hospital at the time of the exam;
- Being on work mission outside Rwanda;

- Being on maternity bed at the time of exam;
- Students who sat for examination with proof and couldn't get marks will be given an opportunity to sit for a special examination at no charge; and
- Any other reason that the Senior Management Committee will judge genuine/relevant.

Article 100: Candidates registered for the coursework and dissertation programme shall sit for course examinations following assessment procedures.

Article 101: Module/Units leaders are responsible for delivering the list of grades to the Head of Department, who will prepare the grades lists for the Central Secretariat of Schools. The Head of Department will then avail the marks grids to the Examination Board for deliberations, by a time to be specified by the Department, in accordance with the Academic Calendar.

Article 102: Marks awarded for each module/unit will be provisional until confirmed by the relevant Board of Examiners and by Senate and be archived. Final copies of confirmed marks will be kept at the Principal Office, the Directorate of Academic Services as well as at the Department.

Article 103: Where a module has more than one assessment, students are normally required to pass them all, but students who have failed one assessment but achieved a grade of at least 40% on undergraduate programmes may be allowed to pass the module provided their overall module average reaches the pass grade of 50%.

Article 104: A candidate who fails to attend a required examination or fails to complete other assessed work by the stated deadline shall be deemed to have failed and shall be awarded a mark of zero for that examination or assessment, unless mitigation or leave of absence has been allowed in the light of the student's circumstances.

Article 105: The minimum average pass mark for progression from level 1 to level 2 and level 2 to level 3 on all programmes shall be 50% at each level for full-time students. Students allowed to progress shall retake any failed modules during the next year.

Article 106: The minimum pass mark for progression from one level to another is also set up to 50% average mark on all programmes. Students allowed to progress shall retake any failed modules during the next semester if available, or next year. At validation, programmes may set additional requirements for progression.

Article 107: Where stated in the validated Programme Specification, certain modules may be designated ‘core’, and progression to the next level will not be permitted until these modules have been passed.

Article 108: Students who are not allowed to progress to the next level will be allowed to register and repeat the modules they have failed. Student’s transcripts will show the mark of succeeded modules.

Article 109: Students who fail retaken modules, or who do not either suspend their registration with permission or retake the failed modules in the next year after the failure, shall be allowed to repeat the modules they have failed.

Article 110: Where a student fails to meet professional requirements other than academic failure as identified in programme specifications for professionally accredited programmes, the Department will normally be expected to make a provision for a further opportunity to satisfy the programme requirements equivalent to that required for academic components of the programme.

Article 111: Where a student’s performance in relation to professional requirements, other than academic failure, is considered irredeemable following a further opportunity to satisfy the programme requirements, but their academic performance merits it, the student shall be eligible for the award of an alternative academic qualification, which will not provide professional status, as documented and approved in the Programme Specification.

Article 112: Due dates for in-course assignments, the proposed content and timetable of the module and its required learning outcomes will be given in writing at the beginning of each module. Examination dates for modules will be announced at by the Department, in line with the students-departments joint set up dates.

Article 113: An application may be made after failure to attend an examination (but within 7 days of it), and must additionally explain, with evidence, why it was not possible to make the application before the date of the examination. Applications later than this will be exceptional and must be made to the Senior Management.

Article 114: Where a student fails to attend an examination and has obtained authorised absence, he/she may request for a special exam to replace the missed exam.

Article 115: Where repeated applications for special assessments due to a failure to attend assessments are based on a chronic, on-going medical condition, they shall not normally be allowed. Instead, the Head of Department shall consult with the student to see what can help the Institution to overcome the effect of the condition insofar as ability to study and deliver coursework is concerned.

Article 116: Student may be awarded only one qualification following completion of a programme of study.

Article 117: Advanced Diplomas, BTech degrees bear obligatorily the signatures of the Founder and President of the University, the Principal, the Academic Director and that of the recipient. The Advanced Diplomas, BTech degrees and Certificate and Testimonials bear the signature of the Vice Principal Academics. Transcripts are signed by Director of Academic Affairs. The seal of the Polytechnic must be put on Advanced Diplomas, BTech degrees, Transcripts, and Testimonials.

Article 118: The allocated mention to the end cycle degree is cumulative.

Article 119: The credit and grade requirements for the award of degrees, diplomas and certificates shall be classified and published as follows (this applies also to any academic progress, if the student has no failure):

- From 80%: First Class (A);
- From 70% : Second Class, Upper Division (B);
- 50-69%: Second Class, Lower Division (C);
- Under 50%: Fail (F).

27. Examination Boards (Jurys of Deliberations)

Article 120: Each UPI Department shall establish an Examination Board to consider student grades and determine whether students may proceed. The Board shall be chaired by the Head of Department (or nominee) and consist of all members of staff, plus all Programme Leaders, plus such appropriately qualified staff members on temporary contracts as nominated by the Head of Department, plus a member of the staff of the Quality Office. The Board shall consider student progression at the end of each Level and shall take note of the progress of part-time students within levels.

Article 121: The quorum for such meetings is three quarters of the potential full attendance, and the Head of Department (or his or her nominee) must be present as Chair. The Head of Department shall set up and chair a commission of three lecturers to work as mini- jury.

Article 122: In cases of dispute, decisions shall be taken by an absolute majority of those present. In the case of a tied vote the outcome most favourable to the student shall be taken.

Article 123: The details of the Board's deliberations are confidential and shall not be conveyed to any student or other person outside the Board, except in the Board's confidential minutes.

Article 124: The Minutes of the Board, duly signed by present members shall be passed to the Principal for onward transmission to and ratification by Senate and publish (physical or electronic)

28. Final Provisions

Article 125: Any member of the ULK Polytechnic Institute (staff and student) acknowledges having read and agreed to the text of the UPI Examination and assessment policy

29. Modification

Article 126: The current policy is susceptible to modification anytime circumstances related to the UPI development will oblige.

Done at Kigali, on June 3rd, 2025

Prof MBEREYAHU Leopold

Chairperson of UPI Governing Body

APPENDICES

Appendix 1: Sample of Integrated assessment

Mr. Peterson has bought Fridge and Ventilator for his living house located at Gisozi Sector. When he connected his appliances to the electrical power supply, the indicator LED was not lighted. He was wondering why his appliances are not operating. You are an electrical technician living at Gisozi Sector and you are called to support Peterson.

You are requested to:

- a) Choose the right measuring instrument needed to check the status of power supply from Peterson's house.
- b) Perform measurement of electrical quantities.
 - ✚ Before performing measurements, the instrumental's performance characteristics (precision & accuracy) have to be checked using adequate methods.
 - ✚ This activity should not last more than 3 hours.

Appendix 2: Summary Form



ULK POLYTEHNIC INSTITUTE

INTEGRATED ASSESSMENT SYNTHETIC FORM

Assessment Detail	Trainee's Detail		
SECTOR:	TECHNICAL SERVICE	Roll Number:	
Sub SECTOR/TRADE:	ELECTRONICS AND TELECOMMUNICATION	Trainer's Name:	
RTQF LEVEL:	6		
Date:			
OCCUPATION TITLE:	Advanced diploma/BTech	Time of Assessment:	
MODULE (Code & Name):		Competence:	

Integrated Situation

Mr. Peterson has bought Fridge and Ventilator for his living house located at Gisozi Sector. When he connected his appliances to the electrical power supply, the indicator LED was not lighted. He was wondering why his appliances are not operating. You are an electrical technician living at Gisozi Sector and you are called to support Peterson.

Task:

You are requested to:

- c) Choose the right measuring instrument needed to check the status of power supply from Peterson's house.
- d) Perform measurement of electrical quantities.
- ✚ Before performing measurements, the instrumental's performance characteristics (precision & accuracy) have to be checked using adequate methods.
- ✚ This activity should not last more than 3 hours.

Criteria	Indicators and Elements of verification		Score	
Quality of process (30 marks)	Indicator 1: tools, materials and equipment's are selected		Yes (Y)	No (N)
	<i>Element 1</i>	Cutting plier is only used for cutting wire		
	<i>Element 2</i>	Stripping plier is used for stripping		
	<i>Element 3</i>	Tape measure is used for measuring wire length		
	<i>Element 4</i>	Electrician hammer id used for fixing Crips		
	<i>Element 5</i>	Phase tester is used for testing voltage		
	<i>Element 6</i>	Screws are fixed or removed using screw drivers		
	<i>Element 7</i>	Components are soldered using soldering iron		
	<i>Element 8</i>	Components are removed using Disordering pump		
	<i>Element 9</i>	Multimeter is used for measuring		
	<i>Element 10</i>	Computer case is opened		
	<i>Element 11</i>	camera is installed		
	Indicator 2: Tools, material and equipment's are arranged in the working area			
	<i>Element 1</i>	Arrangement according to the types		
	<i>Element 2</i>	Arrangement according to the use		
	Indicator 3: installation			
	<i>Element 1</i>	lamp holders are used		
	<i>Element 2</i>	Wires are fixed using Crips		
	<i>Element 3</i>	Junction boxes are used		
	<i>Element 4</i>	Two gang switch is fixed		

	<i>Element 5</i>	Socket outlets are fixed		
	<i>Element 6</i>	Rail is used		
	<i>Element 7</i>	Soldering tin are utilized for fixing components		
	<i>Element 8</i>	Sponge is utilized for cleaning soldering iron		
	<i>Element 9</i>	Electronic wires are used		
	<i>Element 10</i>	Lamps are connected for lighting		
	<i>Element 11</i>	Microcontroller		
	<i>Element 12</i>	Radio		

Checklist

Criteria	Indicators and Elements of verification		Score	
Relevance (10marks)	Indicator 1: Equipment, tools and materials are well used		Yes (Y)	No (N)
	<i>Element 1</i>	Materials are not wasted		
	<i>Element 2</i>	Equipment are not broken		
	<i>Element 3</i>	Tools are not damaged		
	Indicator 2: time is respected			
	Element 1	Required time of 4 hours is respected		

Criteria	Indicators and Elements of verification		Score	
Safety (10 marks)	Indicator 1: Hazards are controlled		Yes (Y)	No (N)
	<i>Element 1</i>	Overcoat /overall is worn		
	<i>Element 2</i>	Safety shoes are worn		
	<i>Element 3</i>	Gloves are used		

	<i>Element 4</i>	Nose mask is used		
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Passing line is 50% of all task, and indicate 1 if is YES and 0 if is NO

Decision of External Assessor/Internal Assessor/Trainer

Competent:

Not Yet Competent:

No.	Panel Member Name	Position	Phone	Email	Signature
1					
2					
3					

Appendix 2: Synthetic Form



ULK POLYTECHNIC INSTITUTE

PRACTICAL EXAMINATIONS – SCHOOL YEAR 2023 - 2024

SUMMATIVE/INTEGRATED ASSESSMENT

Synthetic form/FINAL ASSESSMENT FORM

Assessment Detail		School's Detail	
SECTOR:	TECHNICAL SERVICES	Name of School hosted:	UPI
Sub-SECTOR/TRADE:	ELECTRONICS AND TELECOMMUNICATION		
RTQF LEVEL:	6	Examinations ROOM	ETT WORKSHOP
QUALIFICATION TITLE:	ADVANCED DIPLOMA		
Place of Assessment:	GASABO		
Date of Assessment:			

Integrated Situation

Mr. Peterson has bought Fridge and Ventilator for his living house located at Gisozi Sector. When he connected his appliances to the electrical power supply, the indicator LED was not lighted. He was wondering why his appliances are not operating. You are an electrical technician living at Gisozi Sector and you are called to support Peterson.

You are requested to:

- Choose the right measuring instrument needed to check the status of power supply from Peterson's house.
 - Perform measurement of electrical quantities.
- Before performing measurements, the instrumental's performance characteristics (precision & accuracy) have to be checked using adequate methods.
- This activity should not last more than 3 hours.

Candidates' list:

No	Name	ROLL NUMBER	Integrated Situation Code	Score
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Assessors:

No	Name	Institution	Qualification	Phone	Signature
1					
2					
3					

Verified by Head of department

Name	Institution	Position	Phone	Signature

Note: All pages are signed by all Assessors and head of department

Done on/...../.....

Criteria	Indicators and Elements of verification		Score	
Quality of product (30 marks)	Indicator 1: installation is correctly protected		Yes (Y)	No (N)
	<i>Element 1</i>	Circuit breaker is used to protect the circuit against short circuit		
	<i>Element 2</i>	Earthing wire is connected		
	<i>Element 3</i>	Insulating tape is used		
	Indicator 2: Installation is correctly tested			
	<i>Element 1</i>	Continuity test is done		
	Indicator 3: Installation is correctly done			
	<i>Element 1</i>	Two lamps are turned ON and OFF from two gang one way switch.		
	<i>Element 2</i>	Socket outlet voltage is between 220-240V		
	<i>Element 3</i>	Electrical installation is connected as per instructions		
	<i>Element 4</i>	CMOS is inserted		
	<i>Element 5</i>	Battery is inserted		
	<i>Element 6</i>	Computer is assembled		
	<i>Element 7</i>	Camera is working well		