



MALBAG INTERNATIONAL TRAINING COLLEGE Examination Policy		No. of Pages: 4	
		Policy No:	
Title: Examination Policy		Date of Approval: 29/09/2025	
		Effective Date: 01/10/2025	
		Date of Next Review : 01/10/2026	
Academic Policy		Version No: 01	
	Print Name	Signature	Date
Prepared by:	Head of Examination committee		
Reviewed by:	Head of Academic		
Authorized by:	College Principal		

Examination Policy

1. Purpose

The Examination Policy of Malbag International Training College aims to ensure fairness, integrity, and transparency in the examination process. It establishes guidelines and regulations for conducting examinations and evaluating student performance accurately.

2. Examination Methods

2.1. Written Examinations: The assessment of courses will include written examinations, which may consist of multiple-choice questions, short-answer questions, essays, or a combination thereof. The weightage of written examinations will be communicated for each course.

2.2. Practical Examinations: Practical assessments will be conducted to evaluate the practical skills and knowledge of students. These examinations may include clinical assessments, laboratory tests, simulations, or other practical evaluations.

2.3. Group Work/Project: Group work may be used from time to time to evaluate students' knowledge and skills.

3. Conditions for sitting for Fine Fees for Final Exams and Clinical Assessments

3.1. To be eligible to sit for the final college exam and clinical assessment, students must have cleared their full school fees.

3.2. Students with outstanding fees may be restricted from participating in these assessments until full payment is received.

3.3. Students must present a clearance slip from the finance office which he or she will present to the invigilators or the assessors before been allowed to take their exams or practical assessment.



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4. Examination Administration

- 4.1. Examination Schedule:** The examination schedule will be published well in advance, providing students with the dates, times, and venues for each examination.
- 4.2. Examination Rules:** All students must familiarize themselves with the Examination Rules and Regulations provided by the college. Violation of these rules may lead to disciplinary action.
- 4.3. Examination Eligibility:** Students must meet the prerequisites and eligibility criteria specified for each examination. Failure to meet the eligibility requirements may result in disqualification from the examination.
- 4.4. Examination Registration:** Students must register for examinations within the designated registration period. Late registrations may not be accepted.
- 4.5. Examination Materials:** Only authorized materials, such as pens, pencils, erasers, and calculators (if permitted), are allowed in the examination hall. Any unauthorized materials found during an examination will be confiscated.
- 4.6. Examination Instructions:** Clear instructions will be provided to students before the commencement of each examination regarding the format, duration, and any specific guidelines or restrictions.
- 4.7. Examination Conduct:** Students must conduct themselves in a proper manner during the examinations. Any form of cheating, plagiarism, or misconduct is strictly prohibited.
- 4.8. Examination Security:** Measures will be in place to ensure the security and confidentiality of examination papers, answer scripts, and other related materials.
- 4.9. Invigilation:** Trained invigilators will oversee the examination process to maintain order, enforce examination rules, and address any concerns or issues raised by students

MINDS TO THE WORLD



5. Examination Procedures

- 5.1. Scheduling:** Exam schedules will be distributed to students well in advance, along with the format (e.g., multiple choice, essay) and duration of each exam.
- 5.2. Seating Arrangements:** Seating charts will be provided to ensure proper spacing and prevent cheating.
- 5.3. Identification:** Students are required to show a valid college ID before entering the examination hall.
- 5.4. Permitted Materials:** Only authorized materials, as specified by the instructor, will be allowed in the examination hall. Electronic devices (except calculators where permitted) and unauthorized notes/study materials are strictly prohibited.
- 5.5. Starting and Ending Procedures:** A clear signal will be provided at the beginning and end of the exam.
- 5.6. Submission of Exam Papers:** Students must submit their completed exam papers at the designated location before leaving the hall.

6. Code of Conduct

- 6.1. Academic Integrity:** Cheating, plagiarism, or any attempt to gain an unfair advantage is strictly prohibited. Any student suspected of such behavior will be subject to disciplinary action, which may include failing the exam, failing the course, or suspension from the college.
- 6.2. Mobile Devices:** All mobile devices must be switched off and stored away during the exam.
- 6.3. Communication:** All communication with other students or unauthorized individuals is strictly prohibited during the exam.
- 6.4. Respectful Behavior:** Students are expected to conduct themselves in a respectful and professional manner towards invigilators and fellow students.
- 6.5. Leaving the Examination Hall:** Students must obtain permission from the invigilator before leaving the examination hall and only during designated breaks.



7. Protocols for Unforeseen Circumstances

7.1. **Medical Emergencies:** In case of a medical emergency during the exam, students should inform the invigilator immediately. Medical personnel will be contacted, and the exam may be postponed for the affected student.

7.2. **Fire Alarm or Evacuation:** In case of a fire alarm or evacuation, students must follow the invigilator's instructions calmly and evacuate the building. Exams will be resumed or rescheduled as deemed necessary.

7.3. **Power Outage:** If a power outage disrupts the exam, the invigilator will instruct students to stop writing. The exam will resume once power is restored, with additional time provided if significant time was lost.

7.4. **Test Mishap:** If there is a problem with the exam paper or instructions, students should immediately notify the invigilator.

7.5. **Disruptions:** In case of any other disruptions during the exam, students should inform the invigilator immediately.

8. Examination Grading and Evaluation

8.1. Marking Scheme: Each examination will be graded according to a predetermined marking scheme or rubric, which will be communicated to students beforehand.

8.2. Result Declaration: Examination results will be declared within a reasonable timeframe, and students will be notified of their individual scores.

8.3. Grade Calculation: Grades will be calculated based on the overall performance of students in the examinations, taking into account the established grading scale or criteria.

8.4. Result Review and Appeals: Students may request a review of their examination results or lodge an appeal if they believe there has been an error or an unfair assessment. The college will have a specified process for handling such requests and appeals.



9. Supplementary Examinations

9.1. Supplementary Exams: In cases where students fail to meet the minimum requirements for a particular examination, they may be eligible to sit for supplementary examinations. These supplementary exams will provide an opportunity for students to improve their grades or meet the passing criteria.

9.2. Supplementary Exam Guidelines: The guidelines and regulations for supplementary examinations, including registration deadlines, fees, and limitations on the number of attempts, will be communicated to students separately.

9.3. Passing Criteria: The passing criteria for supplementary examinations will be determined based on the college's policies and the specific course requirements.

10. Special Considerations

10.1. Accommodations: Students with documented disabilities or special needs may request reasonable accommodations for examinations. The college will provide necessary support and make appropriate arrangements in compliance with applicable laws and regulations.

10.2. Medical or Extenuating Circumstances: In case of documented medical emergencies or extenuating circumstances that prevent a student from attending an examination, the college may consider special arrangements or alternative assessments. Such requests must be supported by valid documentation and submitted within the specified timeframe.

11. Policy on Missed Final Examinations

11.1. Missed Final Examinations: If a student fails to sit for their final college exam or assessment at the designated time, they will be required to take the exam with the next class.

11.2. The college will provide guidelines and communication regarding the process for such instances.

11.3. It will be the sole responsibility of the student to follow up any missing exams or assessment not taken.