ADMINISTRATION OF THE STUDENT EXAMINATION ADMINSTRATION QUALITY EVALUATION FORM

The Directorate of Quality Assurance (DQA) is conducting a University-wide evaluation of the Examination Administration Process as part of ongoing efforts to strengthen quality assurance mechanisms across the institution. This initiative aligns with the Vice-Chancellor's approval for enhanced monitoring and continuous improvement of critical academic processes.

An anonymous digital Student Evaluation Form has been created to collect feedback immediately after each examination. The form is accessible through the following link: https://forms.gle/6fLKEfL9obb3HPCR6

A QR code is also provided below for easy access and should be posted at the entrance/exit of all examination venues. Students may scan the QR code or use the link to submit their feedback within a few minutes after the exam.

Responsibilities of Units
1. Ensure the QR code/poster is displayed at all examination venues.
2. Inform students at the end of each exam that they are required to provide feedback.
3. Allow students 3-5 minutes after the session to complete the form.
4. Support DQA focal persons who may visit venues for monitoring.
5. Report any challenges encountered during implementation to the Directorate.

Purpose of the Evaluation
- To assess the quality, fairness, and effectiveness of examination administration;
- To identify and address inconsistencies across venues;
- To strengthen mechanisms for examination integrity and student satisfaction;
- To produce a data-driven Examination Quality Report for the Vice-Chancellor.

Your full cooperation is kindly requested to ensure the success of this important quality assurance initiative.

Thank you.

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Registrar and Secretary to Senate