



Assessment Services

Forms

Approved by Senate 15th April 2021

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Form A: Formal Examination Cover page



Logo of
Partner
University

UNIVERSITY OF SEYCHELLES
[Name of partner University if applicable]

THIS PAPER IS NOT TO BE WRITTEN ON NOR REMOVED FROM THE EXAMINATION HALL

[Programme]

[Course Title]

[Course Code]

[Day / Date / Month]

[Time]

[Number of hours]

[General Rule]

E.g.

Answer THREE questions, choosing AT LEAST ONE from EACH section (all three questions carry equal marks). Candidates may NOT discuss the same text more than once, in this examination or in any other Advanced Level Unit examination.

Calculators are/are not permitted

TURN OVER

Form B: Late Arrival to Examination Form

Paper of Examination	
Time of Examination	
Examination Date	

Name of Candidate	
Reason for lateness	
Time Arrived	
Evidence of lateness	

Candidate's Signature	Invigilator's Signature

Form C: Template for Head of Programme/Head of Department Letter to student inviting them to a Conference to discuss allegation of academic misconduct

Date

Student Name

Student Number

UniSey's Faculty

Programme

Unit/Module

Dear [Student Name]

An allegation of academic misconduct has been made against you.

The [**Head of Programme/Department/Service**] therefore requests that you attend a Conference to discuss the allegations. You may use this opportunity to offer supporting evidence to refute the allegations against you. Details of this meeting are as follows:

Date	
Time	
Venue	
Chairperson	

You are advised to consult the Student Handbook and Assessment Policy, Guidelines and Procedures for further information on Academic Misconduct.

Following the meeting you may be required to formally accept or refute the allegation of misconduct. Please make sure you understand what this means.

Should you need impartial advice, you are encouraged to contact Student Support Services.

Yours Sincerely,

[HoP or HoD]

Form D: Template for Dean’s Letter to student inviting them to a Faculty Hearing to discuss allegation of academic misconduct

Date

Student Name

Student Number

UniSey’s Faculty

Programme

Unit/Module

Dear [Student Name]

An allegation of academic misconduct has been made against you.

The Dean of the Faculty therefore requests that you attend a **Faculty Hearing** to discuss the allegations. You may use this opportunity to offer supporting evidence to refute the allegations against you. Details of this meeting are as follows:

Date	
Time	
Venue	
Chairperson	

You are advised to consult the Student Handbook and Assessment Policy, Guidelines and Procedures for further information on Academic Misconduct.

Following the meeting you may be required to formally accept or refute the allegation of misconduct. Please make sure you understand what this means.

You may bring someone of your choice to the meeting, but this person may **not** be legal official, as this is not a judicial hearing.

Should you need impartial advice, you are encouraged to contact the Student Support Officer.

Yours Sincerely,

[Name of Dean of Faculty]

Form E: Academic Misconduct Conference - Student's Statement Form

Name of student:	
Student ID:	
Code and name of Course:	
<i>Please provide a written statement which:</i> <ul style="list-style-type: none">• <i>Acknowledges that you have understood the nature of the alleged academic misconduct</i>• <i>States whether you accept or refute the allegations</i>• <i>Provides a brief description of the academic misconduct</i>	
Student's Signature:	Date:

Form F: Moderation of Exam Paper Form

Department:		Name of HoD:	
Programme:		Name of Course Lecturer/Examiner:	
Course Name:		Moderator:	
Course Code:			
Examination Date:			
Examination Duration:			
Total Marks:			

Has the examination question paper been reviewed by moderator / panel?	Yes	
	No	
List revisions made to original examination question paper.		
Has the revised examination paper been approved by relevant HOD?	Yes	
	No	
Is the mark scheme included in the moderator's package?	Yes	
	No	

Examiner Signature: **Date:**

Moderator's Signature: **Date:**

HoD's signature: **Date:**

For Assessment Services Use only:					
Date received:	<input type="text"/>				
Received By:	<input type="text"/>				
Package content:	<table border="1"> <tr> <td>Hard Copy / Soft Copy</td> <td>Y/N</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Hard Copy / Soft Copy	Y/N	<input type="text"/>	<input type="text"/>
Hard Copy / Soft Copy	Y/N				
<input type="text"/>	<input type="text"/>				
Stamp:					

Form G: Receipt Final Project/Dissertation

To be completed by Assessment Services

Name of Student:			
Student ID:			
Faculty:			
Programme:			
Dates(s) of submission – HARD COPY	dd/mm/yy	Signature:	
Dates(s) of submission – Soft Copy	dd/mm/yy	Signature:	

Signature of student:		Date	
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Form H: Course Result Sheet (excel spreadsheet)

University of Seychelles exam Results				
Year :				
Student ID	Registration Name	Results per Unit/Module [Semester 1]		
		<insert Module name > <insert Module Code>	<insert Module name > <insert Module Code>	<insert Module name > <insert Module Code>
		Percentage weighting	Percentage weighting	Percentage weighting
		<insert marks>		
		<insert marks>		
		<insert marks>		
		<insert marks>		
		<insert marks>		

Form I: Examination Yearly Performance Statistics

University of Seychelles exam performance 2019/2020								
Year :								
Registration Module Name	Mode Code	Teaching Institution	Total registration	Sat Exams	Exam passes	Pass rate %	Number of First class	Average Marks 19/20