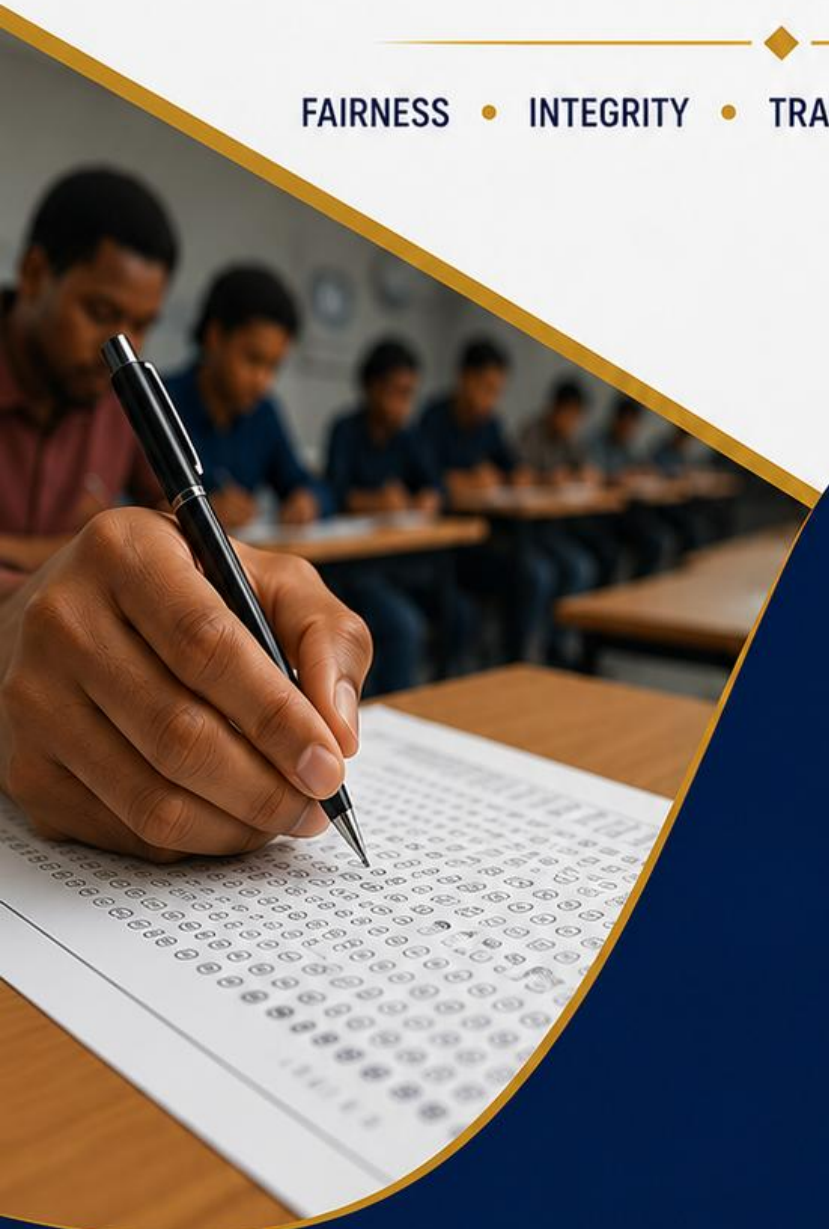
NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

EXAMINATION ADMINISTRATION POLICY

FAIRNESS • INTEGRITY • TRANSPARENCY • EXCELLENCE



- FAIR AND STANDARDIZED PROCESSES
- INTEGRITY AND CREDIBILITY
- SECURITY AND CONFIDENTIALITY
- ACADEMIC EXCELLENCE

OFFICE OF THE REGISTRAR

EXAMINATION ADMINISTRATION POLICY

Policy Number	*14/P/8/COUN/AA*	
Policy Custodian	*OFFICE OF THE REGISTRAR*	
Contact Person and Contact Details	*Assistant Registrar: Examinations, Certification and Timetabling*	
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	Namibia Education Act, 2001 (Act No. 16 of 2001)	*NUST Teaching, Learning and Assessment Framework*
	Higher Education Act (Act No. 2 of 2003)	*NUST Curriculum Framework*
		Namibia University of Science and Technology Act (Act No. 7 of 2015)

Version Control and Change History			
Version	***Date Approved/ Recommended***	***Approved/ Recommended by***	***Amendment/New Policy***
1	16 June 2025	Senate	Amendment
1	25 June 2025	Council	Amendment

AUTHENTICATION

Vice-Chancellor's Signature: _____ Date: 25/06/2026

Registrar's Signature: _____ Date: 09 June 2026

University Seal:



TABLE OF CONTENTS

ABBREVIATIONS AND ACRONYMS 1
DEFINITIONS 2
1. PREAMBLE 3
1.1 Purpose 3
1.2 Background 3
1.3 Objectives 3
2. SCOPE OF APPLICATION 3
3. POLICY STATEMENT 4
4. LEGAL FRAMEWORK 4
5. PRINCIPLES GUIDING PRACTICES AT NUST 4
6. POLICY CONTEXT 4
7. STRUCTURES GOVERNING THE POLICY 5
8. IMPLEMENTATION 5
9. COMMENTS 7
9. REVIEW 7

ABBREVIATIONS AND ACRONYMS

Acronym	Meaning
NCHE	National Council for Higher Education
NQA	Namibia Qualifications Authority
NQF	Namibia Qualifications Framework

Acronym	Meaning
NUST	Namibia University of Science and Technology

DEFINITIONS

Term	Definition
Examination	An official and formal method of assessing the standard achieved by a student in a course. Includes main, supplementary, second opportunity, exit, special, and other examinations as determined by NUST, whether face-to-face or online.
Exit examination	A subsequent opportunity for a final year student who has failed a maximum of two subjects and requires these to graduate, provided they meet the requirements as set out in the Prospectus.
Main examination	The first examination in the course concerned.
Second opportunity examination	The examination opportunity is available to students who have been absent from the main examination, irrespective of the reason.
Special examination	The examination opportunity written by students who missed the second opportunity examination or supplementary examination due to illness/bereavement or due to national duty.
Supplementary examination	The examination opportunity written by students who failed the main examination.
Student	A person whose status as a NUST student is officially confirmed after registration, with all fees paid and biographical/academic data recorded.
University	The Namibia University of Science and Technology (NUST), as duly constituted in terms of the provisions of the Namibia University of Science and Technology Act, No. 7 of201

1. PREAMBLE

The preamble of the Namibia University of Science and Technology (NUST) Examination Administration Policy establishes the foundation for a fair, consistent, and transparent assessment process. It emphasises the importance of academic integrity, standardisation, and accountability, ensuring that all students are evaluated under the same conditions. The policy aims to uphold the university's commitment to excellence in education, research, and service, while fostering a culture of honesty and responsibility among students and faculty. By adhering to these principles, NUST strives to maintain the highest standards of academic achievement and integrity.

1.1 Purpose

An Examination Administration Policy at NUST is essential because it promotes fairness and consistency in student examinations, upholds academic integrity by preventing cheating and plagiarism, and provides clear guidelines for students during exams. This policy standardises the examination process, ensuring efficient administration and management, while holding both students and faculty accountable to established rules and procedures.

1.2 Background

The development of the Examination Administration Policy at NUST was influenced by several internal and external factors. Internally, the need for a standardised and fair examination administration process, the promotion of academic integrity, and the desire to provide clear guidelines for students and faculty were key drivers. Externally, the policy was shaped by the broader educational reforms in Namibia, the need to align with international best practices, and the commitment to uphold the university's reputation for excellence in education and research. These factors collectively contributed to the establishment of a comprehensive examination administration policy at NUST.

1.3 Objectives

NUST Examination Administration Policy aims to achieve a fair, consistent, and transparent examination administration process, uphold academic integrity by preventing cheating and plagiarism, provide clear guidelines for students and faculty, standardise the examination process for efficient administration, and maintain high standards of academic excellence and accountability.

2. SCOPE OF APPLICATION

NUST Examination Administration Policy applies to all students, faculty, and administrative staff involved in the examination process, ensuring that everyone adheres to the established guidelines and procedures.

3. POLICY STATEMENT

It is the policy of NUST to ensure that examinations are always conducted in a proper and orderly manner.

4. LEGAL FRAMEWORK

NUST Examination Administration Policy must conform to several legal and policy frameworks to ensure compliance and uphold academic standards. These include the Namibia University of Science and Technology Act, 2015, the General Rules and Regulations of NUST, the standards set by the Namibia Qualifications Authority (NQA), and the guidelines provided by the National Council for Higher Education (NCHE). These documents and organisations provide the legal and policy context within which NUST's examination policies must operate, ensuring that the university maintains high standards of academic integrity and quality.

5. PRINCIPLES GUIDING PRACTICES AT NUST

NUST Examination Administration Policy is founded on fundamental norms, roles, and values that include:

5.1 Fairness: Ensuring equal treatment and opportunities for all students during examinations.

5.2 Integrity: Upholding academic honesty and preventing cheating and plagiarism.

5.3 Transparency: Providing clear guidelines and procedures for the examination process.

5.4 Consistency: Standardising assessment methods and practices across the university.

5.5 Accountability: Holding students, faculty, and administrative staff responsible for adhering to the policy.

5.6 Excellence: Maintaining high standards of academic achievement and continuous improvement.

5.7 Support: Offering necessary resources and assistance to students and staff to facilitate the examination process.

6. POLICY CONTEXT

NUST Examination Administration Policy is established to promote a fair, consistent, and transparent examination administration process. It upholds academic integrity, provides clear guidelines for students and faculty, and ensures efficient administration of exams. The policy aligns with national educational reforms and international best practices, reinforcing NUST's commitment to excellence in

education, research, and service while maintaining high standards of academic achievement and accountability.

7. STRUCTURES GOVERNING THE POLICY

The institutional structures responsible for implementing the NUST Examination Administration Policy include the Office of the Registrar, the Examinations Department, and the various academic departments. The Office of the Registrar oversees the overall administration of examinations, while the Examinations Department is responsible for organising and conducting exams, examination timetabling, and ensuring the secure storage and distribution of examination materials. Academic departments are responsible for producing quality-assured examination question papers, marking answer scripts, and processing results.

8. IMPLEMENTATION

Roles and Responsibilities

8.1 Policy Approval and Dissemination

Responsibility: Office of the Registrar

Function: Ensure the Examination Administration Policy is approved by the relevant university authorities and disseminated to all stakeholders, including students, faculty, and administrative staff.

8.2 Training and Awareness

Responsibility: Examinations Department

Functions:

8.2.1 Conduct training sessions and workshops to educate faculty and administrative staff about the new policy and its procedures.

8.2.2 Organise orientation sessions for students to familiarise them with the policy.

8.3 Examination Scheduling and Coordination

Responsibility: Examinations Department

Functions:

8.3.1 Develop and publish a comprehensive examination timetable.

8.3.2 Coordinate with academic departments to ensure the smooth scheduling and administration of exams.

8.4 Quality Assurance and Monitoring

Responsibility: Quality Assurance Office

Functions:

8.4.1 Implement mechanisms to monitor and evaluate the effectiveness of the examination policy.

8.4.2 Conduct regular audits and reviews to ensure compliance with the policy.

8.5 Setting quality assured examination papers

Responsibility: Academic Departments

Function: Produce quality assured examination papers, marking, grades and processing results

8.6 Support and Resources

Responsibility: Digital Transformation Business Services Department

Action: Provide the necessary technological support and resources for exam administration, including secure online platforms for digital exams.

8.7 Feedback and Continuous Improvement

Responsibility: Office of the Registrar and Academic Departments

Functions:

8.7.1 Establish a feedback system to gather input from students, faculty, and administrative staff.

8.7.1 Use the feedback to make continuous improvements to the examination policy and its implementation.

8.8 Support and Advice

8.8.1 Office of the Registrar: Email: registrar@nust.na Phone: (+264) 61 207 2008 / 2118

8.8.2 Examinations Department: Email: examinations@nust.na Phone: (+264) 61 207 91118.3

8.9 Integrity and Ethics

8.9.1 Code of Conduct

A code of conduct for students and faculty shall outline expectations for ethical behaviour during examinations.

8.9.2 Reporting mechanism

The anonymous reporting system, according to NUST Whistleblower Procedures, shall be enforced on unethical conduct of both students and staff.

8.9.3 Investigation Procedures

Clear procedures for investigating reported incidences of academic dishonesty shall be defined, including timelines and responsible parties.

8.10 Training on academic integrity

Regular training sessions on academic integrity and ethical standards will be mandated for all faculty and staff by the academic departments and the Student Services Department.

8.11 Communication

Policy accessible via NUST staff intranet and official communication channels. The Department: Examinations, Certification and Timetabling shall conduct awareness-raising workshops to promote policy understanding across the NUST community.

9. COMMENTS

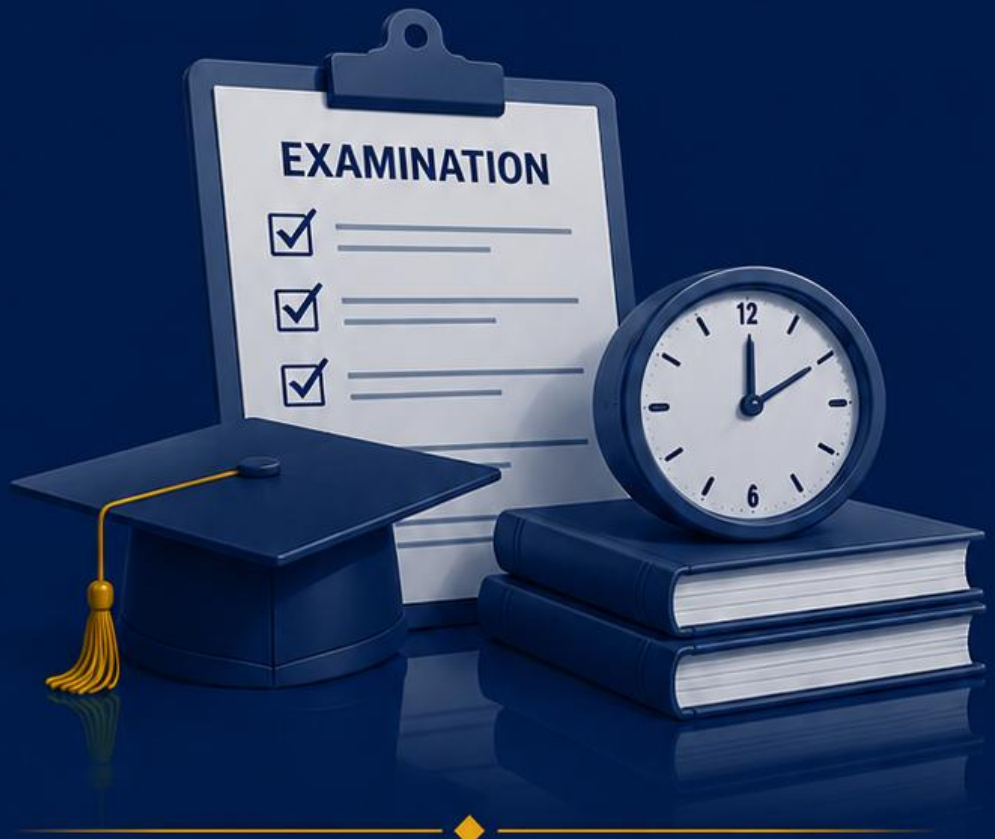
9.1 Stakeholders may submit any proposal for the improvement of this policy to the Office of the Registrar and Examinations Department.

9.2 Any major amendment to this policy, where it implies substantial changes to its objectives, is subject to the approval of the Council.

9. REVIEW

The policy shall be reviewed every five (5) years or as needed.

NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY



Upholding fairness, integrity and excellence in every examination

Central Records and Archives:
EXAMINATION ADMINISTRATION POLICY

Office of the Registrar
13 Jackson Kaujeua Street
Private Bag 13388
Windhoek
NAMIBIA

T: +264 61 207 2118
E: registrar@nust.na
W: www.nust.na