



NAMIBIA BUSINESS SCHOOL

UNIVERSITY OF NAMIBIA

Examination Department

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Table of Content

- **Introduction**
- **Eligibility for admission to Examination**
- **Continuous Assessment and Final Examination**
- **Dates of Examination**

- **Key Functions**
 - **Supplementary/Special Examination**
 - **Promotional Examination**
 - **Application for Remark/Appeal**
 - **Condonements**

- **Support Functions**
- **Reference**

Introduction: Brief overview

- Examinations officers play a pivotal role in the administration, management and conducting of examinations.
- Exams office staff support teaching Colleagues and Students.

Eligibility for admission to Examination

- Admission to NBS final Examinations will only be granted to students who:
 - Have attained at least **40%** in the **continuous assessment** component (CA).
 - However, if a candidate who does not qualify for admission enters the examination and sits for the paper(s), his/her results in that Module will be declared **null** and **void**.

Continuous Assessment and Final Examination

- The academic performance of NBS Students will be assessed on a continuous basis through written/online tests, research reports, assignments etc.
- **Final mark = CA (40%) + EM (60%)**
(exception: Academic Writing for PG Studies - CA (60%) + EM (40%))
- In order to pass a module, a student must obtain a Final Mark (FM) of at least **50%**, which consists of the continuous assessment (CA) and examination mark (EM).
- In addition, a candidate must obtain a sub-minimum of **40%** in the examination to pass a module.

For example

- Joseph obtained a CA of 50 and an EM of 50.

$FM = 50 * 0.4 + 50 * 0.6$

$FM = 20 + 30$

$FM = 50$ PASS

- Sarah obtained a CA of 90 and an EM of 35.

$FM = 90 * 0.4 + 35 * 0.6$

$FM = 36 + 21$

$FM = 57$ FAIL

Why? Sub-minimum of 40% in the exam was not obtained.

Dates of Examination

- **The Examination of the various modules taught at NBS will take place on completion of each module.**

(i.e. at the end of the semester when the module is completed).

Key Functions

Special Examination

- **Students who missed the normal examination for the following reasons are eligible to **apply** for Special Examination:**
 - Illness or injury immediately preceding, or on the day of the examination (Proof of medical certificate).
 - Domestic circumstances i.e. serious illness; death of a close relative at the time of, or immediately preceding the examination (Provide Proof).
 - An examination schedule that requires a candidate to write a paper in more than 2 consecutive examination sessions.
 - Examination answer scripts **NOT** submitted on time.

Supplementary Examination

- A Supplementary Examination may be conducted in cases where a student has obtained **a fail mark of 45-49%**, provided a candidate has obtained at least **40%** in the examination.

Promotional Examination

- A final-year student who lacks a pass mark in only **ONE** module in order to obtain his/her qualification, may apply for a Promotional Examination if the continuous assessment (CA) mark is **45% or higher**.
- A non-refundable fee of **N\$500.00** will be charged for processing a Promotional Examination.

Application for Remark/Appeal

- A Student recommended for failure in a module, or any other reason, may lodge an appeal if s/he genuinely thinks that there are sound facts in support of his/her appeal (face to face examination).
- Examination mark (EM) must be in the range of **35-39%**.
- A non-refundable fee of **N\$300.00** will be charged for processing such appeals.

Condonements

- A Candidate may be eligible for Condonement in a particular Module if the final mark (FM) is **49%**, provided he/she has passed the examination.
- Condonements occur when the Examination Committee decides to add **1-2 marks** for a Student in order to bring the Final Mark to a **50%** thus, passing the Module.

Support Functions

Support Functions

- **Attending to email/telephonic queries.**
- **Receiving & keeping record of Special/Remark/Promotional applications.**
- **Communication of Supplementary/Special/Promotional Examination dates.**

For more information:

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browse the latest UNAM GENERAL INFORMATION & REGULATIONS
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