



# **EMBULBUL EDUCATION AND COUNSELLING CENTRE**

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**REMOTE ASSESSMENT POLICY-  
REGULATIONS AND GUIDELINES 2024**

## **INTRODUCTION**

EECC was started in 2002 after the realization that evangelization and pastoral care provided in the Diocese of Ngong, Embulbul Parish needed to be complemented by Education, Healthcare and mental health services.

EECC is hosted under the Catholic Diocese of Ngong (CDoN), Embulbul Parish, and provides Education, Counselling and Outreach services in the entire Diocese and beyond. The Centre is managed by a competent Board of Governors (BOG) with a wide variety of skills set.

EECC works in partnership with other organizations and institutions among them Missio Aachen, Kenya Counselling and Psychological Association (KCPA) and Counsellors and Psychologists Board. It is affiliated to Catholic University of Eastern Africa (CUEA) for certification of its academic programs. The Centre is registered as a TVET institution under the Ministry of Education and licensed to offer both Certificate and Diploma programs in Counselling Psychology . With 22 years of experience in education and counselling services provision, EECC has an intimate understanding of both the complexities and unique opportunities that skills development and knowledge transfer can provide to local populations, families and the underprivileged groups.

Through a strong education, counselling and outreach programmes, EECC has been able to cater for its target beneficiaries that include both the clergy, religious and the population that needs psychosocial interventions. It has provided relevant and practical skills for those pursuing certificate and diploma courses in Counselling while still facilitating on-going formation of the clergy, religious, teachers and catechists. This is besides provision of counselling services to walk-in clients and learning institutions. EECC is therefore strategic in providing a platform for skills development, building resilient communities and enhancing peaceful coexistence among different groups in Kenya and the larger East Africa.

### *Vision statement*

A model centre for training, counselling, and psychosocial services for enhanced community holistic wellness

### *Mission statement*

To provide high quality and professional training, research, counselling services, and psychosocial support through research for the holistic wellbeing of the community

### *Motto :*

Exploring possibilities

### *Philosophy*

EECC recognizes that every person is unique and deserves a dignified life and an opportunity to exploit their environment to fulfil their potential

### *Organizational values*

- Integrity
- Professionalism
- Transparency
- Responsiveness
- Accountability
- Ethical Standards

### **Situation analysis**

Currently, Embulbul Education and Counselling Centre utilizes a combination of onsite and remote teaching methods. On assessment, EECC has in the past required candidates to avail themselves onsite during exams. When situations have demanded that students sit for exams remotely, questions have arisen on the reliability and quality of the systems of administration. Onsite candidates have at times felt disadvantaged since the Centre did not have an effective monitoring system that would keep cheating to the minimum. With the increasing number of students who do their classes online, and the expanding catchment area of the student population, EECC found it prudent to procure an eLearning and Assessment platform to address the emerging needs of the Centre. However, even the best platforms may not always guarantee credible outcomes without proper regulations. It is with this in mind that EECC has developed the Remote Assessment Policy - Regulations and Guidelines 2024.

#### **1.1 Purpose and Scope**

The purpose of this policy is to guide Embulbul Education and counselling Centre's management and students in effective administration of online examinations. It is geared towards ensuring reliability, fairness and credibility in assessment processes and outcomes.

These rules and regulations contain the provisions on how students should conduct themselves while taking examinations remotely.

Embulbul Education and Counselling Centre's Examination Rules and Regulations are applicable to both face to face and remote assessment methods of exam administration. Engagement in any form of examination malpractice will result to disciplinary action taken against those violating the rules and regulations.

## **1.2 General Examination Provisions for Remote Assessment**

All Students should observe the following regulations:

- i. Adhere at all times to the EECC Examination Rules and Regulations and the guidelines for Remote Assessment. If you are found to be in breach of the regulations and guidelines, you may become liable to disciplinary action which could result in your suspension from the Centre.
- ii. Comply in all respects with all instructions issued before, during and at the submission of an exam.
- iii. Desist from gaining unfair advantage in the exam (whether by breaching an exam regulation or otherwise).
- iv. Allow their work to be subjected to verification and inspection in the event of detection of any form of examination malpractice.
- v. Familiarize yourself with the examination timetable to confirm the date and time for the online exam and open-book assessment.
- vi. Avail yourself for all examinations in person. In case for a good cause, you may be unable to attempt the exams, you may seek for special examinations which may be offered at a later date and at the discretion of the Centre at a cost of KSHS 2000 per paper for end term exam and KShs 1000 for CATS per paper.
- vii. Examinations will be available on the dates and time indicated in the timetables and will not be accessible once the time has elapsed.
- viii. Agree to the installation and use of Safe Exam Browser. The browser is only available for Windows and macOS. It is primarily designed for desktop and laptop computers.
- ix. Sign a declaration of commitment to adherence to the Remote Assessment Regulations and Guidelines as set out in this document.

## **1.3 Method for the Conduct of Examinations**

- i. The Centre will conduct Remote Assessment through the EECC Moodle (e-learning platform) and other remote assessment procedures.
- ii. Examinations on Remote Assessment may be conducted in writing, ticking/selection, or may be typed using a computer or electronic device which has good interface to support the exercise.

1. Examinations with an automatic grading key (including multiple choice) may be conducted through selection of answers.

2. Short answer examinations with essays or open questions may be conducted both in writing on answer scripts or typing on the computer.

3. Open Book examinations may be conducted through writing on answer scripts and typing on the computer. Submission timelines should be observed strictly. Open Book exams may be restricted to specific reference materials and textbooks. Any cases of cheating will be detected by subjecting the work to cohort cheating checks, turn it in plagiarism checks as well as other detection methodologies hence students are advised to uphold high levels of integrity while taking these examinations.

iii. Online assessment will be conducted within two hours as stipulated in the Exam Time Table. This is a timed exam.

iv. Open Book assessment should be done and submitted within the stipulated time guidelines as issued by the Centre's lecturers from time to time.

#### **1.4 Examination Dates**

All examinations will be conducted on the dates as set in the timetables by the Education Coordination Office. The Centre reserves the right to change examination dates already set in case of any compelling reasons.

## **2 General Examination Rules**

All candidates must observe the Centre's Examination Rules and Regulations and the Remote Assessment Regulations and Guidelines as spelled out in this policy.

The test environment in which the Candidate takes the Examination must meet the following requirements:

### **2.1 Before start of the examination**

i. The Candidate should clear all the outstanding fee balances and clear with the accounts office. Failure to do so will result to disabling of the candidate's log-in credentials. Please clear your fees at least a week before exam dates.

Late payment may have inconveniences

ii. The candidate must ensure that they have a computer that is in good working conditions and are well versed with the basics of IT and use of office packages. Save exam browser does NOT work on a smart phone.

iii. The candidates must download and install the safe exam browser (SEB) in their computer (Laptop or desktop).

- iv. The Candidate's test environment must be quiet and tranquil. There may not be sounds from music, television or any other sounds.
- v. Make sure you have a good internet connectivity (having an alternative source is recommended) and fully charged computer.
- vi. There may not be any other persons in the room. Impersonation and/or outsourcing individuals to attempt the exam on your behalf is a breach of examination rules and regulations. The Centre reserves the right to investigate suspicious cases.
- vii. The examination desk/table should have the computer for timed online examinations and no other equipment or access materials. This will only be allowed during Open Book examination.
- viii. Ensure you sign in the exam waiting room at least 15 minutes before the exam time using the provided link and log-in credentials.
- ix. Only one browser window needs to be open, that of the exam. All other browser windows should be closed during the exam.
- x. There may not be other computers or similar devices running concurrently during the timed online examination.
- xi. Ensure that the physical location for examination is well lit and adequately ventilated.

## **2.2 During the Examination the Candidate's conduct must meet the following requirements:**

- i. The timed online examination must be completed in one sitting. The exam will be accessible only once.
- ii. The Candidate should not communicate with anyone during examination. In the event that the candidate faces technical challenges, communication will be allowed to seek helpdesk support from the Centre. The ICT office help desk will assist the student and record the technical issue for follow-up. Where it has been determined that the candidate has intentionally unplugged the System / Peripherals / Network etc., time will not be extended and the exam will be terminated at the original time.
- iii. The candidate should not open or use any programs such as Instant Messaging, chat rooms, email, etc. or "Web Surfing" while taking the exam.
- iv. The Candidate may not leave the room after starting the Examination. Breach of the Centre's Examination Rules and Regulations will apply in case of non-compliance.
- v. The Candidate must face the computer screen and have their cameras on during the examination to confirm his/her identity at all times. Constant shifts and changes in sitting position will be registered as cheating.
- vi. The Candidate should not take screenshots during the Examination.
- vii. After you have completed your online exam, you must save all answers and click "Submit" button.

### **3 Fraud**

- i. Committing Fraud, offering others the opportunity to commit Fraud or stimulating Fraud is a punishable offense. Candidates found culpable will face disciplinary action from the Centre's disciplinary committee.
- ii. Candidates are advised to present their original work for the Open Book examination. Any cases of plagiarism will be subjected to disciplinary action by the Centre.

#### **3.1 Additional Measures and Sanctions for Deviations or Irregularities**

- i. Any deviation or irregularity in relation to the Remote Assessment regulations and guidelines and /or on the Centre's Examination Rules and Regulations may lead to sanctions as described in this document and on Academic Misconduct Policy as stipulated by the Counselling Centre.
- ii. Irregularities may lead to nullification of the examination.
- iii. The Candidate will be subjected to disciplinary action and may be required to face the Students Disciplinary Committee in case of breach of examination rules, regulations and guidelines