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**EXAMINATIONS POLICY**

**PROFESSIONAL MEDIATOR CERTIFICATION FINAL EXAMINATION**

***Successful completion of the exam is a pre-requisite for Certification as a Professional Mediator***

**Core Values**

The professional mediation Examinations promotes the following core values.

* Integrity
* Professionalism
* A spirit of continuous improvement

The professional mediation Examination shall be graded out of 100 marks and the pass mark shall be 40 marks, unless stated otherwise. The marks are translated into letter grades as follows:

**Undergraduate Courses**

|  |  |
| --- | --- |
| 70% to 100% | A  |
| 60% to below 70% | B  |  |
| 50% to below 60% | C  |  |
| 40% to below 50% | D  |  |
| Below 40% | E  |  |

**Retake and Repeat Examinations**

* A Participant, who fails in the aforementioned examination, shall be allowed to apply to the examination board for retake examination.

 Such a candidate shall apply for the retake examination within a period of not more than 14 days inclusive of Saturday and Sunday after the candidate has been notified of the result. A candidate for retake examination shall be required to register and pay the prescribed fee for the retake examination after being notified of the success of his/her application but not later than one month before the date of the retake examination.

* The maximum marks in a retake examination shall be 40%

**Appeal for Re-assessment**

A candidate who is not satisfied with the grade, which he/she has been awarded in the examination , may appeal to the examination board for a re-marking of the written examination paper upon payment of the appropriate fee, which shall be determined by the board from time to time. The grade and mark recommended by the examiner(s) after remarking shall be the final grade and mark awarded to the candidate for the unit.

No appeal for re-marking of the examination shall be entertained in cases where the appeal has been submitted later than **fourteen** calendar days after the candidate has been notified of the result.

 For further information, contact our program officers **Hesbon** Peterson **+254714390371** and **Emma Oyando** **+254725538320**