

# **KUMASI TECHNICAL UNIVERSITY**



## **EXAMINATION AND ASSESSMENT POLICY**

**October, 2020**



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## 1.0 Preamble

This policy deals with the systems, infrastructure, invigilation responsibilities, student responsibility and other aspects of the examination process for examinations within Kumasi Technical University (KsTU). It aims to achieve coordinated and consistent examination practices across the University (KsTU). Academic staff are responsible for setting the appropriate assessment through formal examinations that will foster learning and meet the overall teaching objectives.

While the focus of this policy targets the end of semester examinations, which are administered outside the normal teaching periods, the following basic principles shall apply to all tests and examinations. The framework of this policy rests to a considerable extent on four principles.

- i. The examination environment in which examinations are conducted should be one in which students are able to concentrate, reflect, and generally demonstrate what they have learned, with a minimum of disruption and distraction.
- ii. The integrity of the examination process depends upon the willingness of everyone involved to respect some basic rules of conduct and to accept certain responsibilities, and to do so in a consistent manner.
- iii. The examination process, which is inherently stressful, should be managed in such a way as to minimize extraneous sources of confusion and uncertainty.

- iv. Every effort must be made to ensure that the responsibilities, rules of conduct, and regulations governing the administration of examinations are well publicized so that the responsibilities of Examiners, Students, Invigilators, Faculties, Departments, and the University as a whole are clearly understood before the examination period begins.

This document is divided into sections that outline procedures, responsibilities and roles of various stakeholders.

## **2.0 Policy Scope**

This policy applies to all forms of assessments and examinations that are part of the assessment process for the University's award programmes.

## **3.0 The University's Responsibilities**

The University has ultimate responsibility for the successful completion of the examination session, the maintenance of examination integrity, and for assisting students, examiners, invigilators, departments and faculties/institutes to carry out their respective roles.

The University will:

- i. Develop and communicate clear policies and procedures to deal with examinations;
- ii. Take actions to maintain academic integrity, in cases where the examination policy is breached, whether by cheating, disruptive behavior, or in any other way deemed unacceptable by this policy or the University Statutes;



- iii. Make every effort to ensure that examination rooms are supportive environments that are:
  - (a) Quiet and free from unnecessary and unreasonable disruption; and
  - (b) Suitable in terms of temperature, work spaces, cleanliness, safety and configuration.

#### **4.0. Definitions**

All definitions provided for in the University Statutes and Student's Handbook shall apply to this policy. However, for the purposes of this policy, the following definitions shall apply to the following specific terms:

**Assessment** - any form of student activity in a course to which a grade is to be granted by the Instructor/Examiner.

**Assignment** - refers to any form of assessment other than the mid-semester and the end of semester examinations.

**Continuous Assessment** - refers to all forms of interim examinations asidetheendofsemesterexaminations. It includes mid-semester examinations, assignments, class tests, quizzes, etc.

**Course** - means any educational activity for which credit may be earned by a student.

**Examination** - is defined as a comprehensive form of testing for the purpose of assessing a student's level of proficiency in some combination of the following domains: knowledge, comprehension, application, analysis, synthesis, and evaluation.

**Examination centre** - means a collection of examination venues in the same classroom block/building. For instance, all examination venues in the C-Block shall form one Examination Centre

**Examiner** - means the member of the academic staff (including contract academic staff) who is responsible for the mode of assessment and the grades to be granted in a course.

## **5.0 The University Examination**

- i. A University examination shall be:
  - (a) Set to curricula and syllabuses approved by the Academic Board;
  - (b) Taken at the times prescribed by the Academic Board, normally December for the First Semester and May for the second Semester;
  - (c) Assessed by examiners approved previously by the Academic Board.
- ii. A programme indicating period of examination and arrangement for examination shall be suggested at the beginning of each Semester.

## **6.0 Programme of study**

Programmes of study for the award of Higher National Diploma/Degree shall consist of courses each of which a number of credit hours shall be prescribed. With the exception of project work, each module shall cover a period of not more than one semester.

Heads of Departments shall submit to Academic Board through the Faculty/Institute Boards, details of course credit hours and

total credit hours for the courses on their programmes classified as required courses and open electives.

## 6.1 Structure of Programme

- i. A programme shall be divided into semesters with each course falling within one semester only. Courses in each semester shall consist of:
  - (a) Required Courses
  - (b) Open Electives (e.g. as on the Entrepreneurship programme)
- ii. Open electives may be selected from any Department of the University while required courses have to be selected from the Department where the programme is offered for approval by the Academic Board.

## 6.2 Required Credit Hours

- i. The total number of credit hours required by a student to qualify for a diploma or degree shall be determined by the Faculty/Institute/Department within the following ranges:

<b>Programme</b>	<b>Minimum</b>	<b>Maximum</b>
1 <sup>1/2</sup> - 2 Year Top-up degree	63	84
4-Year Degree	120	168
3-Year Higher National Diploma	90	126
2-Year Diploma	*	*
1-Year Certificate	*	*

\* Refer to the Departments as approved by Academic Board.

- ii. The above credit hours are inclusive of lecture time, practical work, Industrial visits/attachment, projects, thesis writing, seminars and workshops. Two hours of practical work is equal to one credit hour.

### 6.3 Duration of Studies

- i. A student shall be enrolled as a full-time student for the minimum period allowed for the programme of study.
- ii. A student may be allowed the following maximum number of semesters beyond the prescribed period to complete the requirements for the award of the certificate for which he/she is studying.

<b>Programme</b>	<b>Maximum Number of Extra Semesters allowed</b>
1 <sup>1/2</sup> - 2 Year Top-up degree	2
4-Year Degree	4
3-Year Higher National Diploma	4
2-Year Diploma	2
1-Year Certificate	2

- iii. A student who fails to qualify for the award of the certificate after exhausting the maximum number of extra semesters allowed shall be deemed to have been withdrawn.

### 7.0 Registration

- i. Every student must be admitted into a Department for a programme of study and must be properly registered for courses during the official registration period at the beginning of each semester. The student shall plan

his/her courses in consultation with his/her Head of Department.

- ii. Students shall report on the day that the University re-opens and register within two (2) weeks from that day. It shall be permissible for those who are unable to register within the said period to undergo late registration with a fine.
- iii. A fine to be determined by the Academic Board shall be imposed on students for late registration. No registration shall be allowed after two weeks of closure of registration.
- iv. (a). A student who is unable to register within the formal registration period on grounds of ill-health, shall on provision of a Medical Report issued or endorsed by the Medical Officer of the University's Clinic be allowed to register within five (5) working days from the day of closure of formal registration.  
  
(b). In the event of the inability of such a student to register within the five (5) working days stipulated in paragraph 'd (i)' above, he/she will be allowed a deferment for a semester. In a situation where some of the first semester courses, are prerequisite for the second semester courses, the deferment shall be for the whole academic year (i.e. two (2) semesters).
- v. (a) There shall be no registration by proxy.  
  
(ii) A student who does not duly register within the registration period shall lose his/her student status.

(a) Registration for the appropriate courses shall qualify a student to write an examination. Where a student registers for a course, but fails to write the examination, the student shall be deemed to have failed the course unless reasons acceptable to the Faculty Board and the Academic Board can be advanced. In this case, the student shall be graded incomplete ('I') and be expected to take part in the next available main examination.

(b) Students shall not be permitted to change their elective courses after one (1) month of re-opening.

(c) In order to qualify as a full-time student, the student must take courses equivalent to the following range of credit hours, both limits inclusive, per semester. In this case the total credits per semester shall end at 18/19 to make room for the open electives. The total credit hours will be prescribed by the Department with the approval of the Faculty/Centre and Academic Board.

<b>Programme</b>	<b>Credit Hours</b>
1 <sup>1/2</sup> - 2 Year Top-up degree	15 - 21
4-Year Degree	15 - 21
3-Year Higher National Diploma	15 - 21

(d) A student shall attend at least 75% of lectures, seminars, workshops and practical sessions prescribed for the courses for which he/she has registered as a precondition for writing an examination.

## **8.0 Attendance at Lectures**

- i. Attendance books shall be kept by all lecturers.
- ii. A student shall be expected to attend lectures, tutorials, seminars, practical and other activities prescribed for the course for which he/she has registered, and to execute all assignments given as approved by the University.
- iii. A student who absents himself/herself for eight (8) cumulative lecture sessions, tutorials, practical and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to write the end of semester examinations in that course. He/she is deemed to have failed the paper and would have to write it as a main paper.
- iv. A student who absents himself/herself for four (4) consecutive lecture sessions shall be cautioned by the Head of Department.

## **9.0 Deferment of Programme**

- i. A student could interrupt his/her programme for whichever reason for a maximum period of one year, but he/she shall be granted permission by his/her Dean/Director through his/her Head of Department. The decision of the Dean of the Faculty/Director shall then be communicated to the student and copied the Registrar.
- ii. Such request for interruption of the programme will normally be granted within the first four (4) weeks of the start of the semester.

- iii. After the first four (4) weeks, a student shall give a good reason for the deferment to be granted.
- iv. Where the interruption is for one semester, the student shall be required to defer for a whole academic year.
- v. A first year student shall only defer his/her programme on medical grounds.

### **9.1. Deferment of Programme by fresh students**

- i. An applicant who has been offered admission is required to take up the offer in that particular academic year to which he/she has been admitted.
- ii. An applicant offered admission but desires to commence study in a year other than that in which an offer has been made shall be required to apply afresh for admission.

### **9.2. Deferment of Programme on grounds other than ill-health**

- i. student who wishes to defer his/her programme shall first discuss the matter with his/her Head of Department.
- ii. He/she may then apply in advance to his/her Dean of Faculty/Director of Institute through the Head of Department stating reasons why he/she wants to defer his/her programme. Such letters should be signed by the applicant.
- iii. The decision of the Dean of the Faculty/Director of the institute shall then be communicated to the student and copied the Registrar.



- iv. A student may defer his/her programme but may not defer for more than two (2) continuous semesters.
- v. A student who defers his/her studies for more than two (2) continuous semesters shall be deemed to have lost any accumulated credits. Consequently his/her studentship shall be cancelled.
- vi. Any student who returns to the University after deferring a programme shall continue from where he/she left off.

## **10.0 Submission of registered candidates and courses**

- i. Departmental Examination Officers shall submit all registered Candidates and courses to the Academic Affairs Office with a copy to the Faculty Examinations Officer and University Examination Officer two weeks after the close of registration.
- ii. The list shall include students who failed courses during the re-sit and are rewriting as main papers; as well those redeeming papers within their grace periods in the Department.
- iii. The Department shall ensure that all first year students have laminated Examination Cards (with passport pictures) using a standard format from the Publication Unit. These cards are strictly for candidate placement in Examination rooms and not to be issued out to students as identity cards.

## **11.0 Appointment of Examiners**

- i. University examinations shall be conducted by University Examiners comprising Internal examiners/Moderators and External Examiners where appropriate.
- ii. An Internal Examiner must be an academic staff of Senior Member Status appointed by the Appointments and Promotions Board of the University.
- iii. An External Examiner/Moderator must be an experienced academic staff member of a recognized academic institution which is not part of the University.
- iv. An experienced professional or consultant may also be engaged as an external examiner.
- v. Lists of internal and external examiners/moderators shall be presented to the Academic Board for approval on recommendation from a Faculty Board before the main semester examinations.
- vi. In nominating an External Examiner for the first time, a brief indication of the background of the examiner shall be provided to the Faculty Board.
- vii. An External Examiner may serve for three (3) consecutive years after which the examiner shall not be engaged again till a period of three years has elapsed.
- viii. A person who has retired or resigned from the University may not be appointed external examiner until a period of three (3) years has elapsed since leaving the service of the University.

## **12.0 The Setting, Submission and Review of Papers**

- i. Each Faculty shall designate one senior member as Faculty Examination Officer and his/her duty shall be to assist the Dean in examination matters (Section 32.2).
- ii. Each Department shall designate one senior member as the Examination Officer for the Department and his duty shall be to assist the Head of Department in examination matters (Section 32.3).
- iii. The draft examination questions shall be typed personally by the examiner using University formats (Appendix A).
- iv. The draft End of Semester questions and marking schemes (hard and soft copies) shall be submitted by the examiner to the Head of Department personally or through the Examination Officer, in line with the date stated in the Academic Calendar.
- v. If the soft copy of the draft question is to be sent to the department through email or on any storage device, the document shall be password protected.
- vi. The questions shall be reviewed by the First and Second Internal Examiners together in the Department. The Second Internal Examiner shall ensure that questions are clear, concise, understandable, and unambiguous; and are fairly distributed according to the syllabus.
- vii. The reviewed questions shall be approved by the Department and the Head of Department shall

countersign each question paper to signify endorsement by the Department.

- viii. The drafts, where applicable shall be delivered by the Head of Department or representative, who is a senior member, to the Dean of Faculty or the designated representative for transmission to the Academic Affairs Office of the University.
- ix. The Academic Affairs Office shall be responsible for the transmission of the draft question papers to the External Examiners/Moderators for moderation.
- x. The External Examiner/Moderator shall review the draft questions submitted, providing comments as appropriate and both internal examiners shall be invited through the Head of Department to review the external examiner's comments and approve the draft.

### **13.0 Venue of Examinations**

- i. University examinations shall be taken only at approved premises. Practical or oral examination will normally be conducted in the Departments concerned.
- ii. Approval by the Academic Board may be given for University examinations to be taken outside the University for the benefit of a student in hospital or others who cannot report at the University.
- iii. The Faculty Examination Officer (FEO) shall liaise with Municipal Services Department to ensure that there are enough seats in each Examination Room for the number of Candidates for the scheduled paper and shall organize the seating arrangement in the Examination Room.

## 14.0 Time-Tables/Scheduling for Examinations

- i. The Composite examination time-table shall be prepared by the University Examination Officer in consultation with the Faculty/Departmental Examination Officers.
- ii. The draft examination time-tables for the end of semester examinations shall be put up on the University Notice Board not later than the eighth week of every semester.
- iii. Candidates will be advised to consult these notice boards for the details of their Examinations.
- iv. Suggestions for amendment may be made through the Heads of Department.
- v. The final composite time-tables indicating day and hour of each examination shall be posted on the University Notice Board normally at least three (3) weeks before the commencement of the end of semester examinations.
- vi. The timetable for the end of semester examinations shall be such that, no student shall write more than one (1) paper in one examination session. Mid-semester examinations shall be conducted at a period prescribed by the Academic Board (mostly the seventh week of the semester).
- vii. For the duration of the examination, a daily timetable indicating day, hour and venue of each examination will be issued at least twenty-four (24) hours in advance.
- viii. Notice of at least forty-eight (48) hours shall be given if the venue, time and hour given on the general time-table has to be changed on the time-table.

- ix. The University's Examination may be rescheduled under the following conditions, among others:
  - (a) Leakage of examination question paper;
  - (b) Strike action/demonstrations;
  - (c) Force majeure/natural disaster; and
  - (d) Political instability.
- x. The Academic Board shall in the event of (j) above, shall constitute an emergency meeting for the purpose of determining modalities for same.
- xi. The date, duration and venue of each paper shall be indicated on the examination time-table and must correspond to that on the sealed envelope containing the questions. If there is a discrepancy between these dates, time and venue, the one indicated on the examination time-table must be accepted as correct and the examination arranged accordingly.

## **14.1 Re-sit Examination**

- i. Re-sit examinations shall be conducted once every academic year. It shall be organized at the end of the academic year (mostly during the long vacation in August).
- ii. Only those students who failed papers in the end of semester examinations for that particular academic year shall qualify to write the re-sit examination. Such students must register for the trailed course(s) within the re-sit registration period suggested on the Academic Calendar, after paying the required fee per paper.

- iii. Without prejudices to (b) above, the Academic Board has the power to allow a student who is unable to take the end of semester examinations on grounds of ill health, to take the re-sit examination as his/her main examination.
- iv. The final time-tables indicating day and hour of each examination shall be posted on the University Notice Board at least one (1) week before the commencement of the re-sit examinations
- v. Where a student has to write more than one (1) paper in one examination session due to clash of papers per the re-sit timetable, such a student shall be given the chance/time to write those papers. The time shall be equal to the total duration of the paper.
- vi. Re-sit examinations shall be marked as 100%,
- vii. A student who fails to redeem a paper in a re-sit examination must meet all preconditions to qualify to take the paper during the respective
- viii. End of Semester Examinations in the ensuing Academic Year.

## **14.2 Special Examinations Requirement**

- i. Candidates who have a disability and/or medical conditions and who may require special examination arrangement must ensure that they have registered with the Office of Dean of Students' Affairs at least two (2) weeks after re-opening of the semester.
- ii. Failure to register with the Dean of Students' Affairs prior to these deadlines may result in the examination officer

being unable to provide the candidate with special examinations arrangements.

iii. (i) It is the responsibility of the Office of the Dean of Students' Affairs to liaise with the Head of Department of the student about arrangements for candidates with special needs. The Dean of Students' Affairs will supply the Head of Department with information about each candidate with special needs.

(ii) The Dean of Students' Affairs will inform the Head of Department of the arrangements which candidates may be granted during the course of the examinations.

(iii) The student with special needs may be granted any of the following special arrangements;

- (a) Extra time for course work and examinations
- (b) Rest periods
- (c) A reader
- (d) An amanuensis/scribe/ stenographer
- (e) Enlargement of the font on the question paper/  
an aid to enlarge the font (magnifying glass)
- (f) Alternative venues/invigilator

## **15.0 Deferment of Examination**

A student who wishes to defer his/her examination shall first discuss the matter with his/her Head of Department.



## **15.1 Deferment of examination on grounds of ill-health**

- i. A student who is unable to take the end of semester examinations on grounds of ill-health shall, apply through the Head of Department, to the Dean/Director, copied to the Registrar; such a student shall provide a medical certificate issued or endorsed by a Medical Officer of a Government Hospital or a recognized Medical Officer or the University's Medical Officer, shall take the re-sit examination as his/her main examination.
- ii. Where the number of courses involved are not many (up to 4 courses), and without prejudices to (a) above, the department shall in consultation with the Dean organize special examination for the student involved and report to the Academic Board.
- iii. Subsequent application for deferment, on grounds of ill-health, shall be subjected to a medical certification issued by the Medical Officer of the University. She/he may consult other specialists if need be.

## **15.2 Deferment of examination on grounds other than ill-health**

- i. A student who wishes to defer his/her examination shall apply, in advance, to the Academic Board, through the Head of Department and the Dean/Director, and copied to the Dean of Students Affairs, stating reasons why he/she wants to defer his/her examination. It shall be the student's responsibility to satisfy the University beyond any reasonable doubt why he/she wishes to defer the

examination. Permission should be duly granted before he/she leaves the University.

- ii. The decision of the Academic Board shall then be communicated to the student before he/she leaves the University.

### **15.3 Illness in the Course of Examination**

- i. If a candidate is prevented by illness from taking the entire or part of an examination paper, he/she should immediately report to the University Clinic for a medical report on the state of his/her health.
- ii. The Medical Officer shall state in the report to the Registrar, the name and the examination number of the candidate, the nature of the illness and whether, in his/her opinion, the candidate is capable of taking the examination at the examination hall or clinic. Where so recommended, the University Examinations Officer, on the advice of the Medical Officer, will arrange for the candidate to take the examination at the examination hall or clinic under the supervision of an invigilator.

## **16.0 Guidelines for Examination Candidates**

### **16.1 Admission to Examinations**

- i. A candidate for a University examination must have registered and studied for the course over the required period.
- ii. Since attendance at lectures, tutorial, laboratory and workshop practical, studio sessions etc., is compulsory,

all such candidates are required in addition to actively participating in class, to have a minimum of 75 percent class attendance, in the course to be examined to qualify for examination.

- iii. A candidate shall not be admitted to a University examination if:
  - (a) The candidate has not registered for and followed the course in accordance with the University regulation;
  - (b) The candidate owes fees to the University; and
  - (c) The candidate is under suspension or has been dismissed from the University.
- iv. Entry to the examination shall be by registration on a form on which the papers to be written shall be indicated by title, and the registration form duly endorsed by the Head of Department shall be submitted to the Head of Academic Affairs not later than six weeks before the commencement of the semester examination.

## **16.2 Identification of Candidates (ID)**

- i. Candidates are obliged to have their University Identification Card (ID) with them at every examination session.
- ii. A candidate shall, for the purpose of identification by the invigilator, place the University ID card on the examination table to enable the invigilator ascertain the identity of the person writing the examination.

### **16.3 Attendance at all Examinations**

- i. It is the duty of the candidate to consult the daily timetable regularly to ascertain the papers to be written each day.
- ii. Any candidate who receives any information through social media, SMS, etc. concerning the University examination should verify the information from the Department as soon as possible.
- iii. All students shall present themselves at the examination hall thirty (30) minutes to the commencement of all examinations.
- iv. A candidate shall not enter the examination room until the candidate is invited or requested to do so by the invigilator.
- v. A candidate must ensure to be properly seated at least thirty 30 minutes before the start of the session. (No candidate shall be allowed to enter an examination room later than thirty (30) minutes after the beginning of a session).
- vi. The candidates shall sit where their respective examination cards have been placed by the invigilator.
- vii. A candidate taking an examination shall sign his/her name in the register of candidates for the examination.
- viii. A candidate who fails to be present at an examination without satisfactory reason shall be deemed to have failed the paper. A mark of zero and grade X shall be awarded to the student and he/she shall not qualify to write the re-sit. The award of grade X in a required

paper means a failure not just in that paper but in the examination as a whole.

- ix. The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:
  - (a) Mis-reading the time-table;
  - (b) Forgetting the date or time of examination;
  - (c) Inability to locate the examination hall;
  - (d) Inability to rouse oneself from sleep in time for the examination;
  - (e) Failure to find transport;
  - (f) Loss of a relation; or
  - (g) vii. Pregnancy

## **16.4 Materials not Allowed in Examinations**

- i. A candidate who enters the Examination Centre must be decently dressed. Caps/hats, slippers, tattered jeans, shorts, etc., shall not be entertained.
- ii. No student shall be allowed to enter into any examination hall with unauthorized materials such as bags, books, papers or electronic aids unless specially authorized by the Examiner.
- iii. Unauthorized material(s) shall not be deposited at the entrance or corridors of the Examination room or the washroom.
- iv. Candidates bringing pencils, pens, and other such items have the option to carry them in a transparent pencil case

- or bag. Other pencil cases must be left in designated areas.
- v. No candidates may bring any food and drink into the examination venue, with the exception of water in a transparent plastic bottle from which all labels have been removed (unless specific arrangements have been made by the Office of the Dean of Students Affairs with the Examinations Officer).
  - vi. (Smoking or drinking of alcoholic beverages is not allowed in the examination room.
  - vii. The use of programmable calculators and those with text, symbolic or graphic capabilities is not permitted at examinations unless requested by the Examiner.
  - viii. Any unauthorized material will be removed by invigilators and may be retained at the end of the examination as evidence in any potential academic misconduct case.
  - ix. A candidate who is seen with notes, books, cellular or mobile phones, unauthorized electronic devices or any other unauthorized material in the examination centre shall be deemed to have engaged in examination malpractice and appropriate sanctions may apply if found. A candidate who is suspected of hiding unauthorized material on the candidate's person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct. (Section 19.2)

## **16.5 Electronic Devices prohibited in Examinations**

- i. Electronic device/gadgets prohibited within the examination hall include (but are not limited to) mobile phones, music players, bluetooth devices and smart watches.
- ii. Candidates are not permitted to keep any electronic devices on them during examinations (unless with the prior written permission of the Examinations Officer).
- iii. The University accepts no responsibility for any loss or damage to mobile phones or other electronic devices while in the examination venue. For this reason, the University recommends that students do not bring any electronic devices to the examination venue at all.
- iv. It is a breach of the examination rules for candidates to have in their possession any form of electronic device during an examination, even if the device has not been accessed during the examination. If any candidate breaches this rule, this conduct will constitute academic misconduct/examination malpractice and will be dealt with under the Statutes and/or any other relevant policy documents of the University (Section 19.2).

## **16.6 Handling of Examination Question papers and Answer booklets**

- i. Candidates are obliged to fill in all the information on the front page of the Examination answer booklet as well as on the question paper.

- ii. The names and signatures of Candidates are not required on the Examination answer booklet.
- iii. Candidates are also obliged to write their index numbers and sign (in ink) on the question paper at designated spaces.
- iv. During the Examination session, supplementary sheets may be issued to Candidates on request. Special materials, such as statistical tables, graph sheets etc. specified in the question shall be issued to Candidates.
- v. Candidates should not in any way interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the invigilator.

## **16.7 Communication between Candidates in the examination hall**

- i. Communication between candidates in any form is not permitted in the examination hall.
- ii. A candidate shall not pass or attempt to pass information or an instrument from one to another during examination.
- iii. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity
- iv. A candidate shall not disturb or distract any other candidate during an examination.
- v. There shall be no lending or borrowing at any time between candidates during an examination.



## **16.8 Candidates leaving the Examination Room**

- i. No candidate shall be allowed to leave an examination room earlier than thirty (30) minutes after the beginning of a session.
- ii. Candidates may leave the examination room temporarily, and only with the express permission of the invigilator. In which case the invigilator shall be satisfied personally that a candidate does not carry along any unauthorized material.
- iii. A candidate who is allowed to leave the examination room temporarily will be accompanied while outside the examination room by an invigilating assistant designated by the invigilator.
- iv. A candidate who finishes an examination ahead of time may leave the examination room after submitting his or her answer booklets. Such a candidate shall not be allowed to return to the examination room.
- v. At the end of each examination, candidates should ensure that they do not take away any answer booklet, whether used or unused, from the hall. No material supplied for examination shall be taken out without authorization.

## **16.9 Breach of a provision**

- i. A breach of a provision of the regulations made for the conduct of University examinations may attract one or more of the following sanctions (Section 19.2):
  - (a) A reprimand;

- (b) Loss of marks;
  - (c) Cancellation of a paper in which case zero shall be substituted for mark earned;
  - (d) Withholding of results for a period;
  - (e) Award of score zero marks
  - (f) Suspension from the University, and
  - (g) Expulsion from the University.
- ii. A candidate may be excluded from the Examination if the examination authorities are satisfied that a candidate is behaving in a manner that prejudices the quiet and orderly conduct of the examination. The Disciplinary Committee based on a written report by the immediate examination authority (e.g. an invigilator) to the Vice-Chancellor must review such incidents which must subsequently be endorsed by the Academic Board.

## **17.0 Invigilation**

University examinations shall be held under the supervision of appointed invigilators.

### **17.1 The University Examinations Officer**

- i. (A University Examinations Officer, who is a senior academic member with considerable experience of the administration of University examinations, shall be appointed by the Academic Board to coordinate all examination activities in the University.

- ii. He shall serve as the Head of Examinations in the University.
- iii. He shall be responsible for preparing and publishing the timetable for the end of semester examinations in accordance with the prescribed schedule of the Academic Board.
- iv. He shall be the head of the invigilators and shall be responsible for keeping the records of all appointed invigilators.
- v. He must be present at the Examination hall at least one hour to the examination and ensure that the examination begins and ends on time.
- vi. He shall ensure that the examination is effectively supervised from the beginning to the end.

## **17.2 Chief Invigilators**

- i. A Chief invigilator, who is a senior member with considerable experience in invigilation, shall be appointed for each examination centre.
- ii. The Faculty Examination Officer shall serve as the only Chief invigilator, if only one examination centre is involved in the examination; however, where two or more centres are involved, the University Examinations Officer shall in consultation with the Dean of Faculty and the Faculty Examination Officer, appoint others.
- iii. He must be present at the Examination hall at least one hour to the examination and ensure that the examination begins and ends on time.

- iv. He shall be responsible for the collection of examination questions, answer scripts, attendance registers, mark sheets, etc. from the Dean at least thirty (30) minutes before the examination.
- v. He shall ensure that the students sign the attendance register before the end of the examinations.
- vi. He shall ensure that all blank spaces on the attendance register are crossed out for accurate records.
- vii. He shall receive answer scripts and other materials from invigilators for onward submission to the Dean of Faculty.
- viii. In the event that a student is caught cheating or found in any form of examination malpractices, the related material(s) shall be taken away from him/her and the appropriate procedure shall begin as per section 19.0 of this policy.
- ix. The Chief Invigilator is expected to submit a daily report to the Dean of Faculty and the University Examinations Officer on the examination written at the examination centre under his/her charge.

### **17.3 Guide for Invigilators**

- i. An Invigilator, who is a senior member, shall be appointed to each examination room and shall be required to:
  - (a) Check ID cards bearing examination number and student's name and class.
  - (b) Arrange the examination cards and ensure that the candidates sit where their index numbers are placed.

- (c) Ensure that candidates are searched and assigned to their seats.
- (d) Ensure that candidates have the materials required for each examination including the correct question papers and answer booklets.
- (e) See to it that candidates are seated in such a way that they are not tempted to copy one another's work or make use of any unauthorized aids.
- (f) Ensure that any printed or written matter, which may assist the candidates in their examinations, are removed from the room before the examination.
- (g) Invite candidates to start work allowing a 5-minute preview of the questions; but in the objective structured questions no time shall be allowed for preview.
- (h) Ensure that verbal warnings are issued to discourage students from copying and remind them of the implication of examination malpractice.
- (i) Ensure that no borrowing of any kind is allowed (invigilators should make sure this is enforced to the letter). Any invigilator caught not enforcing this order shall be queried.
- (j) Ensure that no student shall be allowed to leave the examination hall within the first 30 minutes or the last 10 minutes to the end of the examination.
- (k) Ensure that no talking or whispering is allowed. A student wishing to ask for any explanation shall

raise his/her hand to attract the attention of the invigilator who will offer the required assistance, if necessary.

- (l) Ensure that the attendance sheet is taken to every student to sign and must confirm that the student signs against his/her number.
- (m) Ensure that the register agrees with the physical count of the candidates present.
- (n) Write the names and index number of candidates whose names do not appear on the lists and submit a full report to the Chief Invigilator immediately after the end of the paper.
- (o) Collect the answer scripts from students who finish before the end of the examination and make sure he/she signs the attendance register a second time as evidence that he submitted his answer script.
- (p) See to it that candidates stop work at the appointed time.
- (q) Ensure that, at the end of the examination, all candidates remain on their seats while the invigilator collects the answer scripts; this must be resolved before permitting the candidates to leave the examination hall.
- (r) Remind candidates about the expiration of time allowed for examination at intervals of 10-15 minutes before the scheduled end of the examination.

- (s) Remove any answered scripts utilized outside the examination room. In such an event, the script must be marked in writing by the invigilator in the presence of the candidate involved.
  - (t) Submit the answer scripts arranged in a chronological order and return other examination materials to the Chief invigilator.
- ii. The invigilator is responsible for ensuring that a candidate does not have unfair advantage in the course of the examination, for which purpose, the invigilator:
- (a) Will need to walk round the examination hall periodically;
  - (b) Should be personally satisfied that a candidate who needs to leave the examination room temporarily does not carry any notes to which the candidate can refer while outside the hall;
  - (c) Will accompany or designate an invigilating assistant to accompany a candidate who has permission to leave the examination room temporarily;
  - (d) Without stopping a suspect from completing the examination, shall submit a report on an instance of examination malpractice to the Academic Affairs Officer through the Chief Invigilator; and
  - (e) Shall report any other unusual incidents that come to his attention to the University Examination Officer.
- iii. An invigilating assistant who may be a teaching assistant or any other person approved by the Dean shall be appointed to assist the invigilator.

- iv. For the avoidance of doubt, it is the responsibility of all academic senior members to provide invigilation services, when so required by the University.
- v. The following instructions shall be observed by invigilators:
  - (a) An invigilator shall not under any circumstances intimidate candidates;
  - (b) An invigilator shall not abandon his invigilation duties by leaving his/her designated venue, unless with express permission from the Chief invigilator;
  - (c) An invigilator shall not engage in any activity that may distract his/her attention from doing proper invigilation. Such activities include marking of scripts, reading newspapers or books, playing with electronic gadgets, long conversations with colleague invigilator(s) or on mobile phone etc.; and
  - (d) No staff shall be allowed to enter any examination centre without the prior approval of the Invigilator of the venue.

## **18.0 Handling of Examination Scripts**

- i. The examination scripts shall be sent to the Dean's Office by the Chief invigilator immediately after the end of the examination.
- ii. The Faculty Examination Officer or Assistant Registrar shall receive and secure the examination scripts on behalf of the Dean. This shall be recorded in an 'Examination Script Submission Form' and signed by



- both the Invigilator and the Faculty Examination Officer or Assistant Registrar.
- iii. The examination scripts shall not be handled or submitted to the Dean's office by the invigilating assistant.
  - iv. The Head of Department shall ensure the collection of scripts from the Dean's office for marking.
  - v. The scripts collected for marking shall be kept under security at the Head of Department's office to be released to the examiner immediately.
  - vi. Marking of scripts shall be the sole responsibility of the examiner.
  - vii. All scripts shall be marked according to the approved marking scheme.
  - viii. All computer-based practical examinations shall be kept on external drive and submitted to the Head of Department for safekeeping and onward submission to the Planning and Quality Assurance Directorate.
  - ix. Marked scripts shall be sent to the Head of Department by the examiner along with the results/scores (duly signed) for the course. Hard and soft copies of all submitted results must be properly filed at the Department for easy retrieval.
  - x. The marked scripts showing the marks may be passed directly to the external examiner, if visiting, or sent to the external examiner through the Dean of Faculty and the Academic Affairs Officer.

- xi. The marked scripts shall be audited by the Planning and Quality Assurance Directorate.
- xii. The Department Examination Officer shall ensure that all marked scripts are properly kept in a secured place for at least five (5) years.

## **19.0 Procedures for Handling Examination Malpractices**

The following steps shall be adhered to when handling examination malpractice:

- i. As soon as any examination official (invigilator) suspects a candidate of having resorted to any form of examination malpractice, the relevant evidence(s) shall be seized by the invigilator.
- ii. The invigilator and the candidate shall record any relevant materials found on the candidate immediately.
- iii. These should be attached to a written statement.
- iv. The invigilator shall make a written statement immediately on the examination malpractice and ask the student also to make a written statement.
- v. The two statements together with the other material(s) found on the student and a photocopy of the student's ID card shall then be forwarded through the Chief Invigilator to the University Examination Officer.
- vi. The University Examination Officer shall compile a list of all examination malpractices and report to the Registrar

- as soon as practicable and in respect of offences occurring outside the precincts of an examination room.
- vii. The Registrar shall forward the compiled list and reports to the respective Dean(s) who shall cause an enquiry to be made into the reports through a constituted Faculty Examination Malpractices Committee (Section 19.1).
  - viii. The Faculty Examination Malpractices Committee shall submit the report of its finding together with necessary recommendations to the Registrar within ten (10) working days after the completion of the whole examination.
  - ix. The University's Examination Board shall review the reports received in connection with an examination malpractice or an offence.
  - x. On the basis of its review, the University's Examination Board may impose a sanction involving loss of marks in a particular paper.
  - xi. A grade Z shall be awarded where it is established that a candidate had attempted to gain an unfair advantage in an examination whether in a principal subject or in an ancillary or any other paper and the candidate may be debarred from taking a University examination for a stated period or indefinitely or expelled from the University.
  - xii. In all instances of examination malpractices or offences a formal report shall be made to the Academic Board as soon as practicable by the Examination Board.

- xiii. The Academic Board may review all the reported cases and may vary the sanctions as it deems fit.
- xiv. Any candidate(s) charged with any examination malpractice shall be required to remain on campus and be available to the Examination Malpractices Committee until the investigation is completed.
- xv. In the event of misconduct likely to threaten the quiet and orderly course of the examination, the attention of the University Disciplinary Committee shall be drawn to this for a suitable action to be taken. A candidate may be excluded from the examination when it is considered necessary by the Chief Invigilator or University Examinations Officer.
- xvi. Sanctions applied to any student shall be communicated to him/her immediately after the Academic Board meeting.

## **19.1 Faculty Examination Malpractice Committee**

### ***i. Membership***

- (a) A senior member from Cognate Faculty – Chairperson
- (b) A senior member of the Faculty
- (c) A senior member from Cognate Faculty
- (d) HOD of the affected student (Co-opted member)
- (e) Assistant Registrar - Secretary

**ii. Meetings and Quorum**

Fifty percent (50%) of the membership

**iii. Functions**

- (a) To conduct investigation into reported Examination Malpractices.
- (b) To recommend sanctions in line with provisions of the statutes.

**19.2 General Disciplinary Action for Examination Malpractices or Offences**

Examination offences include an attempt on the part of a candidate to gain an unfair advantage and a breach of the Examination Regulations and Instructions to candidates.

Participation or candidates who indulge in any part or combination of parts of the following offences shall constitute a malpractice.

Categories of specific examination malpractices by students before, during and after examinations and the corresponding categories of sanctions are spelt out in the Table 1.0.

Table 1.0 Categories of specific examination malpractices and the corresponding sanctions

<b>No</b>	<b>First Category Offences</b>	<b>Sanctions for First Category Offences</b>
1	Engaging in unauthorized communication (oral, verbal and non-verbal, written, sign etc.), while examination is in progress.	Reprimand resulting in the student signing a bond of good behaviour.
2	Writing anything apart from the candidate's index number, on the question paper(s) except instructed otherwise.	Reprimand resulting in the student signing a bond of good behaviour.
3	Changing of one's sitting position in the examination hall without permission.	Reprimand resulting in the student signing a bond of good behaviour.
4	'Giraffing', disturbing, noisemaking and leaving the examination room without the permission of the invigilator.	Reprimand resulting in the student signing a bond of good behaviour.
5	Using pencil to answer questions with the exception of diagrams, drawings etc. that require the use of pencil.	Reprimand resulting in the student signing a bond of good behaviour.
6	Copying from other candidates during examinations and allowing or exposing one's work to be copied with or without collaboration.	Cancellation of Paper(s) amounting to failure i.e., Award of Grade Z.
7	Any attempt to influence any examination official (s) with a view to gaining an undue advantage (e.g. writing (un)authorized names, marks or notes, etc. on answer booklets)	Cancellation of Paper(s) amounting to failure i.e., Award of Grade Z.

	<b>Second Category Offences</b>	<b>Sanctions for Second Category Offences</b>
8	Disobeying lawful instructions from examination officials.	a. Rustication for one year
9	Refusing to give a written statement when engaged in examination malpractice(s).	b. If the offence for which the student refused to write a statement merits expulsion then it shall apply.
10	Repeated first category offence(s)	c. Withholding candidates results for one year in the case of final years if the offence was committed in the second semester.
	<b>Third Category Offences</b>	<b>Sanctions for Third Category Offences</b>
11	Being in possession of mobile phones, programmable calculators, smart watches, bluetooth devices etc., in the examination Hall.	Expulsion from the University.
12	Being in possession of any written or photocopied notes or any printed material(s) or notes written on any part of the body, clothing, and instruments such as set-square or drawing board during the examinations.	Expulsion from the University.
13	Consulting unauthorized notes or books inside or outside the examination hall during examination	Expulsion from the University.
14	Passing on of examination questions and their solutions thereof to other candidates during examinations.	Expulsion from the University.

15	Being in possession of, or transmission of examination questions or solutions.	Expulsion from the University.
16	Influencing any staff or examination official with a view of gaining more marks.	Expulsion from the University.
17	Assisting another candidate in execution of a practical work.	Expulsion from the University.
18	Illegally possessing, or smuggling in or out an answer booklet/sheet.	Expulsion from the University.
19	Impersonation.	Expulsion from the University.
20	Failure to submit an answer booklet/sheet.	Expulsion from the University.
21	Tampering with one's or another's answer booklet(s) or its content.	Expulsion from the University.
22	Insults, assault and threats to invigilators or others before, during and after the examination.	Expulsion from the University.
23	Stealing or taking away a colleague's answer script.	Expulsion from the University.

### 19.3 Right of Appeal

- i. (Any candidate against whom the Examination Malpractices Committee makes an order, may within seventy-two (72) hours after receiving the order appeal to the Academic Board.
- ii. However, any candidate who is not satisfied with any decision carried out in accordance with the rules



and regulations on examination malpractices by the Academic Board shall have the right to appeal to the University Council.

- iii. Any student who has any grievance on the conduct of any examination is free to make representation to the Dean/Director through the Head of Department within 24 hours of the examination. Such representation must state clearly the facts.

## **20.0 Assessment**

- i. Assessment of candidates' work in a University Examination shall include continuous or interim assessment where provided for.
  - (a) Mid-semester examination shall be part of the continuous assessment and shall be conducted at the middle of the semester.
  - (b) No mid-semester examination shall be conducted a month to the main examination.
- ii. Marks from continuous or interim assessment shall be submitted to the Head of Department before the commencement of the main end of semester examinations.
- iii. The weightings for the two modes of assessment are as follows:
  - (a) Continuous Assessment (Class Assignments, Quizzes and Tests, Mid-semester examination) .....40% (Mid-Semester: 20%; others Continuous Assessment: 20%).

- (b) ii. End of Semester Examination .....60%
- iv. A student who does not earn a Continuous Assessment mark does not qualify to take part in the End of Semester Examinations.
- v. Apart from these general weightings, Faculties/Institute may have modification according to the programmes and this must be approved by the Academic Board.
- vi. The overall assessment reflecting marks earned from continuous or interim assessment and the main examination, paper by paper, shall be approved by the Departmental Board and signed by the examiner before they are forwarded to the Faculty Examiners Board.
- vii. A print-out of details of candidates performance indicating averages, appropriately weighted, the grade point average and provisional classification wherever applicable shall be made available to each Department at least twenty-four hours before the meeting of the Board of Examiners, the details of which shall be kept under the strictest confidentiality.

## **20.1 Assessment and evaluation (Grading System of Courses) for Diploma/Higher Diploma/Degree**

Student performance in a course shall be graded as follows:

<b>Letter Grade</b>	<b>Mark Range</b>	<b>Numerical Equivalence</b>
A+	85 – 100	5
A	80 – 84	4.5
B+	75 – 79	4.0

B	70 – 74	3.5
C+	65 – 69	3.0
C	60 – 64	2.5
D+	55 - 59	2.0
D	50 - 54	1.5
F	Below 50	0
X		0
Z		0

Pass Grades: Grade A to D constitutes Pass grades.

Failure Grades: Grade ‘F’ and ‘X’ constitute Failure grades.

Grade Z constitutes cancellation of results due to examination malpractice.

Each grade is assigned a numerical equivalence as indicated above.

Grade Point (GP) is computed as a product of credits for the course and the numerical grade obtained in the course.

Cumulative Grade Point Average (CGPA) is calculated by dividing the total number of grade points obtained, up to any specific time, by the number of credits of all courses for which the student has registered up to that time.

### **20.1.1 Non-Completion of Course**

- i. A grade ‘I’ (for Incomplete) shall be awarded to a student who is unable to complete a course for medical reasons adjudged by the Faculty/Institute Board as satisfactory. Such a student shall be expected to take the course as a main paper the next time the course is available.

- ii. A grade 'F' shall be awarded to a student who is unable to complete a course for reasons adjudged by the Faculty/Institute Board as unsatisfactory. It shall be deemed that she/he has failed the course.
- iii. A grade 'X' shall be awarded to a student who is unable to complete a course for reasons adjudged by the Faculty Board as satisfactory.

### **20.1.2 Disqualification**

- i. A grade Z denotes Disqualification from an examination as a result of examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination, be it in an end of semester examination or continuous assessment or any other mode of assessment.
- ii. A candidate awarded a grade Z shall be debarred from taking any of the University examinations for a stated period, or indefinitely, or may be expelled from the University altogether.
- iii. A grade Z may be awarded only by the Faculty/Institute Board and subsequently approved by the Academic Board.

### **21.0 Progression from year to year**

- i. For progression, the student is required to maintain a minimum cumulative grade point average (CGPA) of 1.50.

- ii. All semester examination results including supplementary examinations shall be taken into account in the computation of Cumulative Grade Point Average (CGPA).
- iii. The Cumulative Grade Point Average of less than 1.50 at the end of a semester shall attract probation. If a student has to be put on probation a second consecutive time after re-sit, he/she shall be withdrawn from the programme.
- iv. A student who obtains a CGPA of less than 1.0 at the end of the first year after re-sit shall be withdrawn from the programme. In subsequent years a student who obtains a cumulative grade point average (CGPA) of less than 1.5 after re-sit shall be withdrawn from the programme. A CGPA of more than 1.0 but less than 1.50 at the end of the academic year after re-sit shall attract a repetition, if the student is not trailing in four (4) or more courses.
- v. There shall be only one re-sit examination at the end of every academic year. For a student to qualify for a re-sit examination, he/she should have taken the main semester examination and failed during that academic year.
- vi. A student who trails more than four (4) courses after taking the re-sit examination at the end of the academic year shall repeat the whole academic year. However, if in addition, the cumulative grade point average (CGPA) obtained is less than 1.50 he/she shall be withdrawn from the programme.

- vii. A student who fails four or more courses at the end of any semester (except in the first semester, first year) shall be put on probation provided the cumulative grade point average (CGPA) obtained is not less than 1.50. However, if the CGPA is less than 1.50 he/she shall be withdrawn from the programme.
- viii. Courses in a module designated as prerequisites to more advance courses must be passed before the latter courses are offered.
- ix. Transcripts shall reflect all grades and marks a candidate obtained for all courses. All grades for courses taken shall be used in the computation of a students' CGPA.

## **21.1 Qualification for the award of Higher National Diploma/Degree**

- i. The University and the Faculty require that a pass in every required course shall be obtained by a student to qualify for the award of a Higher National Diploma/Degree.
- ii. A student is expected to earn a minimum CGPA of 1.5 to qualify for certification.
- iii. All semester examination results shall be taken into account in the computation of the Cumulative Grade Point Average (CGPA) for certification.
- iv. A final year student who fails the required course(s) shall have a specific maximum period to redeem himself/herself (refer to 6.3) within which to pass the failed course(s) and qualify for certification. However, if he/

she had taken advantage of any deferment, then he/she shall have one academic year.

## **21.2 Classification of Certification for Certificate Degree / Higher National Diploma / Higher Diploma / Diploma**

The full scheme of the classification of Degree/Higher National Diploma/Higher Diploma/Diploma shall be as follows:

<b>Classification of Certification</b>	<b>CGPA</b>
First Class	4.0 and above
Second Class (Upper Division)	3.0 – 3.99
Second Class (Lower Division)	2.0 – 2.99
Pass	1.5 – 1.99
Fail	less than 1.50

## **22.0 Definitions: Trail, Deferred, Probation, Repetition, Withdrawal and Grace Period.**

### **22.1 Trail**

A student trails a course when he/she fails to obtain a pass mark or is graded incomplete (I).

- i. Fail – A student fails a course when he/she obtains a mark of less than 50% or fails to write an examination after registration without any tangible reason.
- ii. Incomplete (I)
  - (a) A student is graded Incomplete (I) for a course when he/she is unable to write an examination on grounds

of ill-health and the medical report is acceptable, provided he/she registered for the course.

- (b) ii. A student is graded Incomplete (I) for reason(s) other than (a) above which is acceptable to the Academic Board.

## **22.2. Deferred**

A deferred course is an unregistered course which is neither fail (F) nor incomplete (I) and for which the student is required to register.

## **22.3. Probation**

A student shall be put on probation in any of the following situations:

- i. A student with Cumulative Grade Point Average of less than 1.50 at the end of a semester; and
- ii. A student who fails four or more courses at the end of any semester (except in the first semester, first year) with cumulative grade point average (CGPA) obtained not less than 1.50.

## **22.4. Repetition**

A student shall be required to repeat the academic year in any of the following situations:

- i. A student on obtaining a CGPA of more than 1.0 but less than 1.50 at the end of the academic year after the re-sit examination. The student must take the cluster of courses in that academic year again. The credits obtained for the failed academic year shall be cancelled.



- ii. A student on trailing more than six courses as incomplete (I) at the end of the first semester examination or a total of more than six courses as incomplete (I) at the end of the re-sit examination.
- iii. A student who trails more than four (4) courses after taking the re-sit examination at the end of the academic year (with CGPA obtained not less than 1.50).
- iv. A student having to do the same semester as a result of deferring his/her programme for one semester.

## **22.5. Withdrawal**

A student shall be withdrawn from the programme in any of the following situations:

- i. A student who fails four or more courses at the end of any semester (except in the first semester, first year) with cumulative grade point average (CGPA) obtained less than 1.50.
- ii. A student who obtains a CGPA of less than 1.0 after re-sit.
- iii. A student who obtains a CGPA of less than 1.50 and trailing more than four (4) courses at the end of the re-sit examination.
- iv. A student whose performance is such that he/she has to repeat for the second consecutive time in the programme.
- v. A repeated student failing to obtain a CGPA of 1.50 or above.

- vi. A student on probation for the second successive time whose CGPA is less than 1.50.
- vii. A student who is expelled from the University on grounds of examination malpractice.
- viii. Any student upon absenting himself/herself from all courses for a semester examination without permission shall be deemed to have abandoned the programme.

## **22.6. Grace Period**

It is the maximum period as indicated in Section 6.3(ii), immediately after the second semester examination, granted to final year students to correct their deficiencies in the following situations:

- i. A final-year student who at the end of the second semester examination still trails any course(s).
- ii. A final-year student whose performance is such that he/she has to repeat the whole third year.

## **23.0 Students' Assessment of Lecturer(s) and Course(s)**

In each semester, students, shall assess lecturers and Courses registered before the End of Semester Examination. A student who fails to do so cannot view his/her semester results. Lecturers are also required to register for their assigned courses per semester.

## **24.0 Processing of Results**

### **24.1 Submission of Results**

- i. Examiners shall submit the results/scores to the Department on or before the date as scheduled by the Academic calendar.
- ii. Marked scripts shall be submitted to the Department along with the results/scores which have been duly signed by the Examiner.

### **24.2 Upload of scores into the System**

- i. Examiners shall upload their results through the institutional virtual class system after submitting both hard and soft copies to the Department.
- ii. Heads of Departments shall ensure that all results have been submitted to the Department on or before the deadline.
- iii. Heads of Departments shall see to it that all lecturers or the Examination Officer upload their examination scores online through the institutions virtual class system on or before the deadline.

## **25.0 Board of Examiners**

- i. There shall be Departmental Board of Examiners consisting of all examiners in the Department chaired by the Head of Department. If present the External Examiner may also attend.

- ii. There shall be a Faculty/Institute/School Board of Examiners consisting of all examiners chaired by the Dean of the Faculty. If present the External Examiner may also attend.
- iii. Faculty and Departmental Examination Boards are responsible for appraisal, determination and provisional approval of the results of University Examinations in accordance with the Regulations approved by the Academic Board.
- iv. The Academic Board shall publish a time-table for Examiners' Board meetings.
- v. While retaining the final word the Board of Examiners shall give due right to the views of an External Examiner.
- vi. The quorum of a Board of Examiners shall be one-half of the membership of the Board. If however all departments are represented business may proceed.
- vii. A report of the proceedings of the Board shall be submitted to the Academic Board for approval.

## **26.0 Declaration of Results**

- i. Results of Semester Examinations shall be provisionally approved by the Faculty/Institute/School Board of Examiners.
- ii. The provisionally approved results of each semester's examination shall be published by the Department before the commencement of another semester.
- iii. The Academic Board shall finally approve all semester examination results.

- iv. The results of University examinations shall be posted on the Departments Notice Board, and it is the responsibility of the candidate to consult the Department Notice Board for the results of an examination taken. Alternatively, the candidate may check results online or contact the Departmental Examination Officer to enquire about the results or request details of the results.
- v. A statement of results indicating a student's performance in the examination shall be made available to the student by the Head of Department before the middle of the following semester.
- vi. Final examination results (end of programme) shall be compiled by the Faculties/Institutes and published during congregation by the Registrar after approval by the Academic Board at the last academic year of the group/batch.
- vii. (a) Once the final year results have been approved by the Academic Board, the Registrar shall compile a list of failed students and inform them accordingly.  
  
(b) The Registrar shall also remind them of the specific maximum period within which they will be expected to pass the failed courses.
- viii. A student may obtain a transcript from the Faculty/Institute after the payment of the appropriate fee.

## **27.0 Dissatisfaction with Results of Examination**

- i. A student has the right to petition the Academic Board for review of his/her examination scripts if he/she believes that his/her academic performance has been

- wrongly assessed in any part or parts of a course, tests, course work, etc., that form part of an examination.
- ii. A student shall submit a petition with a copy of the receipt showing payment of the review fee through the Head of Department to the Registrar.
  - iii. An application for a review shall be submitted to the Registrar not later than twenty-one (21) days after release of the results by the Academic Board and shall state the grounds for review.
  - iv. An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained.
  - v. An action shall not be taken on an application which is submitted outside the time stipulated in subsection (c), and a review shall not proceed unless the review fee is fully paid.
  - vi. The grade awarded to the student in the examination shall remain valid until the result of the review is received and approved by the Academic Board if different from the original award.
  - vii. The Vice-Chancellor shall appoint an External Assessor, drawn from persons who had not participated in the marking exercise, to review the script.
  - viii. The result of the review shall be subject to approval by the Academic Board.
  - ix. The Academic Board may authorize the Registrar to amend the results as released in the light of the review.

- x. Where it emerges that a complaint is frivolous or ill-motivated, the Academic Board may prescribe further sanctions which may include suspending the complainant for a stated period or an indefinite period.

## **28.0 Procedure for changing examination scores**

- i. To change any score/results that has been submitted and uploaded, marks amendment form shall be filled by an examiner and forwarded to the Head of Department for consideration.
- ii. The completed form should be submitted to the Head of Department along with supporting document showing the basis for the changes of scores.
- iii. The Head of Department shall recommend for approval or disapproval based on legitimacy of the request, and forward the request to the Dean for consideration.
- iv. The Dean shall approve or disapprove the request based on recommendation(s) made by the Head of Department.
- v. The Departmental Examinations Officer upon receiving the approval from the Dean shall make the necessary change to the score in the system and file records appropriately.
- vi. The original copy of the endorsed form with marked scripts attached, shall be submitted to the Planning and Quality Assurance Directorate, with a cover letter duly signed.

## **29.0 Request for Transcript**

Academic transcript shall only be given to institutions of higher learning, scholarship boards and employers on request made by students.

- i. A request for academic transcript shall be honoured only on application by the student on a prescribed form. A student has to pay the prescribed fee determined by the Academic Board.
- ii. A student shall be entitled to statement of result at the end of each semester.
- iii. A copy of each student's transcript and statement of result shall be sent to the Dean of Faculty and the Head of Department, respectively.

## **30.0 Change of Programme of study.**

### **30.1. Transfer/Change of Programme**

Students who wish to transfer from one department to another in the University shall apply at the end of each academic year. Such students must satisfy the following conditions:

- i. Have a minimum CGPA of 2.50.
- ii. Meet admission requirements for the proposed new programme.
- iii. Must not trail more than two courses. The total work load to be carried as a result of the transfer in any semester shall not exceed 30 contact hours per week.



- iv. Obtain change of programme form from the Academic Affairs Office.
- v. Complete the relevant sections thereafter.
- vi. Forward the form through the HOD to the HOD of the intending department and thereafter to the Registrar.
- vii. Transfer shall be subject to vacancy existing in the new department.
- viii. The transfer is subject to approval by the Academic Board.

### **30.2. Transfer from Other Institutions**

- i. Students transferring from other institutions to the University must:
  - (a) Meet the University specified admissions requirements.
  - (b) Transfer to the relevant programme.
- ii. Not transfer to the first year of any programme.
- iii. Have a minimum CGPA of 2.0
- iv. Abide by the rules and regulations of the University.
- v. Submit transcript and clearance certificate from his/her former institution.
- vi. Submit an application to the Registrar who shall refer it to the appropriate Head of Department for action.
- vii. All cases of change of programme/transfer shall be reported to the Academic Board for approval.

### **31.0 Visiting and exchange students**

- i. The same examination arrangements as adopted for home students shall normally be adopted for visiting students attending the full academic year.
- ii. Special arrangements may be made for visiting/exchange students who study at the University for part of a year, such that they cannot follow full modules and complete the normal assessment tasks.
- iii. Visiting/Exchange students whose first language is not English are permitted to use a bilingual dictionary during University examinations, except that bilingual dictionaries may not be used in certain examinations in which their use would negate the purposes of the examination. Such examinations will be publicized by the Academic Affairs office.

A bilingual dictionary is defined as a single-volume, non-specialist, general-purpose bilingual translation dictionary covering English and the student's first language. Permitted dictionaries shall give only equivalent words and phrases in English and the first language and shall include further explanatory text or appendices, other than that of a trivial nature. Encyclopedic, pictorial or specialist/subject-specific dictionaries (e.g. legal or business dictionaries) are not permitted.

- iv. The Academic Board may approve requests from departments concerning a variation in assessment method for visiting/exchange students attending for less than a full academic year.

- v. Once a particular variation in assessment method has been approved for a given module under paragraph 4 above it shall be deemed a precedent for future cases which need not be submitted again
- vi. Examination marks for each visiting and exchanging student shall be approved by the Faculty/Institute/School Board of Examiners. Transcripts of academic records shall be prepared by the appropriate faculty and forwarded to the Directorate of International Affairs and Institutional Linkages.
- vii. If the examination marks of a visiting or exchange student need to be released to the student's home University before the meeting of the Academic Board, a clear statement shall be included to the effect that these marks are provisional and subject to approval.
- viii. A special re-sit examination shall be organized for visiting and exchange students.

## **32.0 Examinations Officers**

### **32.1 University Examinations Officer (UEO)**

- i. There shall be an Examinations Officer who shall have oversight responsibility for the functions of the internal examiners.
- ii. The Examinations Officer shall be appointed by the Academic Board with prior approval from Council.
- iii. The Examinations Officer shall not be below the rank of a Lecturer who has served for not less than seven (7) years.

- iv. He/she shall be responsible for the implementation of the decisions of the Examination Board.
- v. He/she shall submit comprehensive reports to the Examinations Board.
- vi. See to the implementation of the Examination Policy Document.

## **32.2 Faculty Examinations Officer**

Each Faculty shall designate one senior member as Faculty Examination Officer and his/her duty is to assist the Dean in examination matters.

The duties of the Faculty Examinations Officer shall include, but not limited to, the following:

- i. Responsibility for ensuring that all arrangements for the Faculty Examinations are made;
- ii. Preparation of Faculty Examinations time-table in consultation with the University/Departmental Examinations Officer, allocation of Examination Rooms and assignment of Invigilators;
- iii. Collection and collation of draft Examination Questions from Heads of Department;
- iv. Supervision of proof-reading of processed Examination Questions;
- v. General supervision of Examinations in the Faculty;
- vi. Assisting in the preparation of Examination Results for submission to the Faculty Board;

- vii. Preparation of Examination Results for Academic Board and
- viii. Any other duties that may, from time to time, be assigned by the UEO/Dean.

### **32.3 Department Examinations Officer**

Each Department shall designate one senior member as the Examination Officer for the Department and his/her duty shall be to assist the Head of Department in examination matters.

The duties of the Departmental Examinations Officer shall include, but not limited to, the following:

- (a) Assist UEO during the End of Semester Examinations;
- (b) Collection and collation of Examination marks from their Heads of Department;
- (c) Computation of GPAs for students in the Department;
- (d) Preparation of Examination Results for Departmental Examiners Board meetings;
- (e) Preparation of Examination Results for Faculty Board meetings;
- (f) Liaison between the Department and Academic Affairs Unit on collation of students data for Examinations and other purposes; and
- (g) Any other duties that may, from time to time, be assigned by the Head of Department.