

**C. K. TEDAM UNIVERSITY OF TECHNOLOGY AND APPLIED SCIENCES,
NAVRONGO**



REGULATIONS ON THE CONDUCT OF UNIVERSITY EXAMINATIONS

REVISED, MAY 2024

EXAMINATION RULES AND REGULATIONS FOR UNDERGRADUATE AND POSTGRADUATE STUDENTS OF THE C. K. TEDAM UNIVERSITY OF TECHNOLOGY AND APPLIED SCIENCES

Rules and regulations affecting the conduct of examinations shall be revised from time to time by the Academic Board in accordance with the University's Act (Act 1000) and the Statutes of the C. K. Tadam University of Technology and Applied Sciences.

These Rules and Regulations apply to all students of the University and is without prejudice to the application of the general laws of Ghana.

CKT-UTAS EXAMS

CONTENTS

INTERPRETATION	4
PART I: GENERAL PRINCIPLES	5
1. Formal University Examinations	5
2. Duration of Study Programmes	5
4. Registration of Courses	6
5. Course Credits Units	7
6. Coding and Numbering of Courses	7
7. Minimum and Maximum Load	7
8. Industrial Attachment	8
9. Project/Long Essay/Thesis	8
10. Time and Duration of Examinations	8
11. Requirement for Graduation	8
PART II: GRADING SYSTEM FOR DIPLOMA, UNDERGRADUATE AND POSTGRADUATE STUDENTS	9
1. Grading System	9
2. Minimum Pass Grade	10
3. Computation of Grade Point Average	11
4. Good Standing	11
5. Repeat	11
6. Withdrawal of Students	11
7. Classification and Award of Degrees and Diploma	12
8. Grade Re-evaluation	12
9. Re-marking of Examination Script	12
10. Retake Policy	13
11. Grace Period	13
PART III: RESULTS REVIEW PROCEDURE	14
1. Department Board of Examiners	14
2. Faculty/School Board of Examiners	14
3. Academic Board	14
PART IV: DUTIES OF THE UNIVERSITY ADMINISTRATION	15
1. Deans/Heads of Departments	15
2. Internal Examiners	15
PART V: RESPONSIBILITY/CONDUCT OF CANDIDATES	17
1. Responsibilities of Candidates	17
2. Conduct During Examinations	18

PART VI: MISCONDUCT IN EXAMINATION AND SANCTIONS	22
1. Penalties/Sanctions	22
2. Investigation of Misconduct.....	23
PART VII: GENERAL CONDUCT OF EXAMINATIONS	25
1. School/Faculty Examiners Board.....	25
2. Department Examiners Board.....	25
3. Faculty Examinations Officer	25
4. Department Examinations Officer	25
5. Chief Invigilators	26
6. Invigilators	26

CKT-UTAS EXAMS

THE REGULATION to govern the conduct of University Examinations for Diploma, Undergraduate and Postgraduate students is made by the Academic Board pursuant to the C. K. Tedam University of Technology and Applied Sciences, Navrongo Act 1000 and the Statutes of the University.

INTERPRETATION

In these Regulations, unless the context otherwise requires,

“**academic offence**” means any dishonest act undertaken with the intent of achieving undue advantage in any assessed piece of work.

“**candidate**” is a student who has duly registered at the beginning of an academic year, for a programme of study and has the permission of the University to take part in the examination conducted by the University;

“**continuous assessment**” includes quizzes, assignments, oral and written reports for field or lab-based practical courses as well as mid-semester examinations;

“**course**” refers to diploma, undergraduate or postgraduate registered course;

“**examination**” refers to any formal test of a person’s knowledge or proficiency in a subject or skill;

“**examination venue**” can mean examination hall, centre or room where an exam is conducted;

“**examiner**” refers to a lecturer/research fellow who prepares examination questions of the course s/he lectures;

“**plagiarism**” means the deliberate incorporation into a student’s work of material derived from work (published or unpublished) of another person without due acknowledgement;

“**resit examinations**” is a special examination organised for final year students who have failed one or more courses;

“**retake examinations**” is an examination taken by continuing students in the next available opportunity;

“**university**” means C. K. Tedam University of Technology and Applied Sciences, Navrongo.

PART I: GENERAL PRINCIPLES

1. Formal University Examinations

- i. The University shall organise Formal Examinations in all programmes of study throughout the semester.
- ii. Continuous assessment forms an integral part of the formal university examinations and as such, forty percent (40%) of the total marks for a semester shall be awarded for continuous assessment of the candidate.
- iii. There shall be End of Semester Examinations or Term Papers, which shall account for the remaining 60%. In either case, there shall be internal and external moderations for all programmes in 100/200 and 300/400 respectively. The Departmental Postgraduate Board however, shall do moderation of Postgraduate programmes.
- iv. The scope of the end of semester examination shall cover the contents of the course. The term paper shall be written on specialised topics with corresponding depth comparable to that of the end of semester examination.
- v. The University reserves the right to conduct examinations on any particular day of the week.
- vi. The assessment of students shall be as follows;
 - a. Assignments/ Term Papers/ Projects Work/ Reaction papers/ Essays 10 Marks
 - b. Quizzes/Field/Lab-based practical work 10 Marks
 - c. Mid-semester examination 20 Marks

2. Duration of Study Programmes

The duration for all study programmes in the University are:

Degree Programme	Minimum Years	Maximum Years
Bachelor's	4	6
Part-Time Bachelor's	4	8
Top up Bachelor's	2	5
Diploma	2	3
Post Graduate Diploma	1	2
Research Masters (MSc/MPhil)	2	4
Non-Research Masters	1	2
Top Up Research MSc/MPhil	1	2
Part-Time Doctorate	4	7
Doctorate	3	6

These minimum and maximum periods are calculated from the date of first registration. Any student who fails to complete his/her programme within the maximum period allowed shall lose all credits accumulated and have his/her studentship terminated. Such a student can reapply for admission to the University without prejudice. In special cases, extension may be granted not exceeding one academic year.

3. Interruption/Deferment of Programme

A student may be permitted to interrupt his/her study programme by applying through his/her department. Such a student should receive approval, in writing, before leaving the University temporarily. Such Application shall be done within the first four weeks of the Semester. Any student who does not go through the approved procedure before interrupting his/her programme shall be deemed to have abandoned his/her studentship.

A student may interrupt his/her study programme for two continuous semesters only. A student who interrupts his/her study programme beyond four (4) semesters is deemed to have forfeited his/her admission and all credits accumulated by him/her shall be lost. Such a student may re-apply for admission into the University.

With approval from the University's Medical Director, a student may be granted permission to interrupt his/her study programme by the Director of Academic Affairs on medical grounds.

4. Registration of Courses

- i. The University shall, at the beginning of each semester, register students for programmes of study and permit them to take the requisite examinations.
- ii. There shall be no registration by proxy.
- iii. All students shall register for the group of courses approved by the Department/School/University for the semester during the official registration period.
- iv. Registration may be extended for additional one-week period at a fee to be determined by the University.
- v. Students who fail to register beyond this time shall be precluded for the academic year and deemed to have interrupted their programme of study. In this case, such a student will have to apply for deferment of programme.
- vi. A student who is unable to register during the period on medical grounds, shall be allowed to register on provision of a medical report approved by the University's Medical Director within two (2) weeks after the close of registration. In the event of a

student's inability to register within this period, he shall be allowed to defer the programme.

5. Course Credit Units

One (1) course credit per week shall mean a one (1) hour lecture or tutorial, one practical session of two to three (2-3) hours or field work for six (6) hours.

6. Coding and Numbering of Courses

All course codes have three (3) letters signifying the Department or course subject followed by a three-digit number in one of the following ranges:

a. Undergraduate

Level	Range
100	100 – 199
200	200 – 299
300	300 – 399
400	400 – 499
500	500 – 599
600	600 – 699

b. Post Graduate

Level	Range
PGD	500 – 599
MSc/MPhil	600 – 799
PhD	800 – 999

The third digit in the course code shall be odd (1, 3, 5, 7 or 9) for courses offered in the first semester and even (2, 4, 6 or 8) for courses offered in the second semester.

7. Minimum and Maximum Load

A student shall register a minimum of fifteen (15) credit units and a maximum of nineteen (19) credits units. Final year students with referred courses may register a maximum of twenty-two (22) credit units.

Any final year student carrying more than twenty-four (22) credit units will have to defer the rest of the courses to the next year. In such situations, the student will pay the appropriate fees for the semester (s).

8. Industrial Attachment

All level 200 and 300 students shall be required to undertake a minimum of four (4) weeks and a maximum of eight (8) weeks of work internship continuously in their study areas. This internship shall be scored by a 'Pass' or 'Fail' grade but will not count towards the students' CGPA. A student who fails in the industrial attachment will have to retake it and pass before s/he can graduate. However, students in any other level may undertake the internship voluntarily or as prescribed by the Department.

9. Project/Long Essay/Thesis

All final year students shall be required to write and submit a Project/Long Essay/Thesis.

10. Time and Duration of Examinations

- i. All registered courses shall be examined at the end of the semester in which the course is offered.
- ii. The duration of such an examination shall not be less than two (2) hours. Practical examinations should not exceed 6 hours.
- iii. The duration of all other forms of assessment (Continuous Assessment) shall be determined by the Examiner.

11. Requirement for Graduation

To graduate, a student must fulfil all Department, School and University requirements. Detailed information on Department and School requirements can be found in the School's Handbook.

PART II: GRADING SYSTEM FOR DIPLOMA, UNDERGRADUATE AND POSTGRADUATE STUDENTS

1. Grading System

The performance of Diploma, Undergraduate and Postgraduate students shall be graded at the end of every Academic Semester using a 4.0 scale Grade Point Average (GPA) grading system.

- (i) The students' performance shall be recorded in letter grade after due conversion from a percentage score. Each course shall be graded out of 100 marks (including continuous assessment marks).
- (ii) For all taught courses, the continuous assessment and the final examinations marks shall account for forty percent (40%) and sixty (60%) respectively of the total marks.
- (iii) Continuous assessment should comprise online or in-class quizzes, essays, short tests, reaction papers, Field/Lab-based practical work; take home assignments and mid-semester examinations. There are at least two examinations per semester: mid-semester and end-of-semester examinations. Examinations should be taken only at the appointed time.
- (iv) The performance of a Diploma or Undergraduate student in a course shall be assigned letter grades after due conversion from percentage score as follows:

% Score	Letter Grade	Grade Point	Remarks
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Above Average
60-64	C	2.0	Average
55-59	D+	1.5	Pass
50-54	D	1.0	Weak Pass
< 50	F	0.0	Fail
-	I		Incomplete
-	Z	0.0	Examination Malpractice

- (v) The performance of a Postgraduate student in a course shall be assigned letter grades after due conversion from percentage score as follows:

% Score	Letter Grade	Grade Point	Remarks
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Above Average
60-64	C	2.0	Average
<60	F	0.0	Fail

- (vi) A student who fails a prerequisite course shall retake it before taking the next higher-level course in the sequence.
- (vii) A student cannot pass a course in any semester s/he did not take part in the continuous assessment or the end of semester exams of that course. If the Board of Examiners finds reasons adduced by the student as justifiable, then such a student will be given an incomplete grade **I** and would be expected to complete it within two (2) weeks of the next semester.
- (viii) A score of **zero (0)** and a letter grade **F** will be given to a student who fails to register prescribed course(s) for a semester.
- (ix) A student involved in examination malpractice shall be awarded a score of **zero (0)** and a letter grade **Z** in that subject. Such student may be debarred from taking the University Examination for a stated period. A grade Z may be awarded only by the School Board of Examiners.

2. Minimum Pass Grade

- (i) Diploma and Undergraduate Students are required to obtain a minimum pass letter grade of **D** for each examination taken.
- (ii) Postgraduate students are required to obtain a minimum pass letter grade of **C** for each examination taken.

3. Computation of Grade Point Average

The Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of a student shall be computed using the total score obtain for each course and the corresponding credit hours (units) assigned to the course as a weight. For the avoidance of doubt, the GPA and CGPA shall be computed to two (2) decimal places. For each semester, the following shall be computed using the student's course score:

- (i) **Total Credit Units (TCU):** It is estimated by summing all credit units of all courses taken by the student.
- (ii) **Total Grade Points (TGP):** It is estimated by multiplying the grade point for each course with the corresponding credit unit, and then summed up.
- (iii) **Grade Point Average (GPA):** It is computed by dividing the **TGP** by the **TCU**. That is:

$$GPA = \frac{TGP}{TCU} .$$

- (iv) **Cumulative Grade Point Average (CGPA):** It is computed by summing all the **TGP** and dividing it by the sum of **TCU** for all semesters. It is worth noting that the **First GPA** computation for each student shall be the same as the **CGPA**.

$$CGPA = \frac{\sum TGP}{\sum TCU}$$

4. Good Standing

A student shall be in good standing if s/he passed all the courses in a semester.

5. Repeat

A student who fails more than three (3) courses in each of the two semesters of an academic year shall repeat the academic year.

6. Withdrawal of Students

- (i) A diploma or undergraduate student who trails more than four (4) papers in a given semester or has CGPA of less than 1.0 shall be withdrawn from the university without prejudice to being admitted to another programme.
- (ii) A postgraduate student who trails more than two (2) papers in a semester or has CGPA of less than 2.0 shall be withdrawn from the university without prejudice to being admitted to another programme.

7. Classification and Award of Degrees and Diploma

- (i) The class of an undergraduate student who satisfies all the requirements for the award of degree of the University shall be on the basis of the student's CGPA at the end of the programme as follows:

Class of Degree	CGPA
First Class Honours	3.60 - 4.00
Second Class Honours (Upper Division)	3.00 - 3.59
Second Class Honours (Lower Division)	2.00 - 2.99
Third Class	1.50 – 1.99
Pass	1.00 - 1.49
Fail	<1.00

- (ii) A diploma student who satisfies all the requirements shall be awarded a Diploma on the basis of the student's CGPA at the end of the programme as follows:

Class of Diploma	CGPA
Distinction	3.60 - 4.00
Pass	1.00 - 3.59
Fail	<1.00

- (iii) All postgraduate students who satisfy the minimum requirement for graduation shall be awarded the degree without any classification.

8. Grade Re-evaluation

A student who has justified reasons can request for a grade re-evaluation of his/her performance by first meeting with the course lecturer (or the appropriate Head of Department). If the Head of Department is the lecturer involved, the case should be referred to a senior Lecturer in the Department. If the request for change in grade is justified, the Lecturer will fill out a grade change form and submit it to the Head of Department for action. It is then forwarded to the School/Faculty Dean. The Dean must approve the result before it is forwarded to the Examination Unit.

9. Re-marking of Examination Script

A student who is not satisfied with his/her score in an examination has the fundamental right to request for re-marking of his/her script within twenty-one (21) days after the release of that

particular semester's results. The student is required to follow the following procedure when requesting for re-marking:

- (i) S/He shall write to the Registrar requesting for the re-marking of his/her script through the Head of Department and Dean of the School.
- (ii) S/He shall pay a re-marking fee determined by the University. However, the fee will be refunded to the student if s/he is vindicated. A student is vindicated if his/her new score after the re-marking raises his/her grade.

10. Retake/Resit Policy

- (i) There shall be one resit examinations at the end of each academic year for final year students;
- (ii) A student who fails a course shall have the opportunity to retake it as long as he/she has not exhausted the allowable duration of the programme;
- (iii) Weighted averages of present and previous grade points obtained in a course will be considered in the computation of the final CGPA.

11. Grace Period

Without prejudice to the Retake Policy, all final year students of the University shall have a maximum period of two academic years (on a fee-paying basis) to rectify their deficiencies in the following situations:

- (i) A final year student who at the end of his/her last semester's examination still trails any course(s).
- (ii) A final year student whose CGPA is less than 1.0 and has to improve his/her grade in some courses in order to meet the requirement for the award of a Degree or Diploma.

PART III: RESULTS REVIEW PROCEDURE

1. Department Board of Examiners

- (i) The Departmental Board of Examiners shall hold a meeting to consider all the results in their respective Departments before they are sent to Faculty Board of Examiners.
- (ii) The Departmental Head shall not accept any mark sheet not accompanied by the marked scripts and s/he shall keep the marked scripts for a minimum period of six (6) years after which they can be destroyed.

2. Faculty/School Board of Examiners

- (i) The Departmental Examinations officers shall prepare consolidated results (i.e. Broad Sheet) of all courses in their respective Departments for each semester, and submit them to the Departmental Boards for vetting. The vetted results shall be forwarded by the Head of Department to the Dean.
- (ii) The vetted consolidated results which shall identify candidates only by their registration numbers shall be presented to the Faculty/School Board of Examiners for consideration.
- (iii) The Dean of the Faculty/School shall forward to the University Examiners Board all the results from their Faculties/Schools for auditing after the Faculty Board has considered the results from the Faculty/School Board of Examiners.

3. Academic Board

The Academic Board shall meet at least four (4) weeks after the end of every semester examination, upon receipt of all the results from the Schools to consider and approve them.

PART IV: DUTIES OF THE UNIVERSITY ADMINISTRATION

1. Deans/Heads of Departments

- i. Every Head of Department shall submit the list of Internal and External Examiners to the Departmental Board for consideration at its first meeting in the semester, which should be held in the second week of the semester.
- ii. A panel made up of two Internal Examiners not below the rank of Senior Lecturer, Departmental Quality Assurance Officer, Departmental Examination Officer and by Chaired by the Head of Department, shall be constituted in the 9th week of the Semester to vet all examination questions.
- iii. Deans, (where applicable) shall ensure that every Head of Department submits the list of the Examiners approved by the Departmental Board for consideration by the Faculty Board at its meeting which is normally held in the third week of the semester.
- iv. The College/School Board shall consider the list at its meeting normally held in the fifth week of the semester and submit it to the Registrar to be considered by the Academic Board at its meeting which is normally held in the sixth week from the beginning of the first Semester.

2. Internal Examiners

The Internal Examiner shall;

- i. monitor attendance of lectures by students by keeping up-to-date records of attendance. A separate attendance sheet for re-take students shall be necessary.
- ii. keep an up-to-date record of all course assignments and examinations given and the grades obtained by the students during the course.
- iii. submit to the Head of Department at the end of the semester, the attendance record of students during the semester.
- iv. set their questions and make them ready for vetting by the end of the tenth week of the Semester.
- v. mark all assignments and scripts for all examinations of his/her course.
- vi. upload score sheets into the MIS on or before a deadline specified by **Director of Academic Planning and Quality Assurance**.
- vii. for the avoidance of doubt, the internal Examiner has the first line responsibility for the safety and security of examination questions.

- viii. would be held particularly responsible in the event of any leakages of examination questions till subsequent evidence prove otherwise.
- ix. be required to make appropriate arrangements to collect his/her scripts at Examinations Office.

3. External Examiners

The External examiner shall

- i. report on the structure, content, academic standards and teaching of programmes.
- ii. evaluate all forms of assessment which contribute to students' degree results.
- iii. evaluate examination questions, marking schemes and other assessment tasks to ensure they meet academic quality standards.
- iv. evaluate students' projects and conduct oral and practical examinations where necessary.
- v. submit a detailed report of his/her assessment to the Dean/VC within three weeks after the assessment exercise.

PART V: RESPONSIBILITY/CONDUCT OF CANDIDATES

1. Responsibilities of Candidates

A candidate for a University Examination shall:

- i. formally register for a course (usually at the beginning of the semester) and have followed the approved course over the required period, before s/he shall be permitted to write examination on the course.
- ii. attend all lectures, tutorials, practicals, seminars and undertake all activities including assignments as prescribed by the course.
- iii. be deemed not to have qualified, in terms of attendance, to write examination for a course in a semester if s/he absence him/herself for a period of 25% of cumulative lecture hours (or more) or from all lectures, tutorials and practicals, seminars without proper permission. Such a student shall not be allowed to participate in the assessment of the course.
- iv. not be allowed to write examinations for a course if s/he fails to meet all course requirements determined by the Department.
- v. consult Student's Notice Boards for details on Examination Timetables, such as time periods and centres etc. for at least 24-hours ahead of time, taking due notice that the University reserves the rights to, where appropriate, make changes in the timetables and inform candidates accordingly;
- vi. report at the Examination Centre at least thirty (30) minutes before start of an examination;
- vii. responsible for locating his/her seat according to the Student Identification (ID) Number clearly written on the desk. He shall display his/her valid CKT-UTAS Student ID card on his/her desk which shall remain available for verification purposes by the Invigilator. A defaced student identity card shall not be deemed valid for the purpose of identification.
- viii. provide for him/herself pen, pencil, calculator, an eraser or other approved materials as needed. It is also the candidate's responsibility to ensure that s/he is given the right question paper and other materials needed for the examination.
- ix. Sign the attendance register in duplicate for each course taken.

2. Conduct During Examinations

A candidate for an Examination shall:

- i. present him/herself, at the entrance of the examination room, for inspection by the Invigilator before being allowed into the room.
- ii. not bring to the examination centre or to the washroom of the Examination Centre or the immediate vicinity of the Examination Centre any book, paper, written information or cellular/mobile phones, tablets or any other material, device or instrument not expressly authorized for the purpose of the examination. Any such material shall not be deposited at the entrance of the Examination Room or in the washroom or within a 50-metre radius of the Examination Centre.
- iii. not enter an Examination Hall or leave thirty (30) minutes after the start of the examination but shall be permitted to do so an hour after the commencement of the examination;
- iv. call the attention of the Invigilator by raising a hand but shall not communicate with or borrow any material from any other candidate;
- v. leave Examination Hall on finishing examination ahead of time after handing over answer booklet(s) and shall not be allowed to return to the Examination Hall;
- vi. not commence writing in answer booklet(s) until the Invigilator has issued instructions to that effect;
- vii. use Index Numbers, not names, throughout the examinations;
- viii. not disturb or pass notes or any instruments or seek any other information or solicitation from other candidates;
- ix. not plagiarize, copy or attempt to copy from a prepared material or from other candidates;
- x. not position answer booklet(s) in such a manner that another candidate may be able to read them;
- xi. not mutilate, tear, deface an answer booklet or part thereof or substitute answer booklet with prepared scripts during examination. Any complaints about the answer booklet should be brought to the attention of the Invigilator;
- xii. not, at the end of each examination, take away any material supplied for the examination such as used or unused answer booklet, supplementary sheet, scannable form etc.;
- xiii. use only the answer booklets provided by the Invigilator. All rough work must be done in the answer booklets and crossed out neatly. Supplementary answer sheets

even if they contain only rough work, must be tied together with the answer booklets.

- xiv. shall comply with the instructions to candidates set out on a question paper, answer booklet; supplementary answer sheets or any other materials supplied to him/her. S/He shall also comply with any directive given to him/her by the Invigilator.
- xv. gather his/her scripts neatly and shall hand them over to the Invigilator at the end of the time allotted for the examination. It shall be the personal responsibility of a candidate to ensure Invigilator collect his/her answer booklet.
- xvi. be responsible for providing adequate examination writing materials and aids, including pens, pencils and erasers. Borrowing of materials shall not be allowed.
- xvii. be responsible for maintaining order, by observing silence in the examination room. S/He shall not be permitted to eat or drink unless on health grounds.
- xviii. be accompanied by an Invigilator, in case s/he has to leave the examination room temporarily.
- xix. be expected to stop work as soon as the 'Stop work' order is issued, and he shall not be allowed any extra time if s/he arrived late at the examination room.
- xx. be expected to sign attendance sheets at least 15 minutes during the commencement of examination.
- xxi. automatically be awarded grade 'F', if s/he fails to appear for an examination without any valid reason and without written permission to/from the Registrar.

Candidates are to note that:

- i. A candidate who arrives late i.e. within 30 minutes of commencement of paper, shall not be allowed extra time.
- ii. A candidate who reports for an examination more than half an hour after its commencement shall be refused entry to the examination.
- iii. A candidate who seeks to enter an examination room after the first 30 minutes but before 45 minutes may be allowed entry only at the discretion of the Invigilator(s). Such cases shall be reported in writing by the Invigilator(s) to the appropriate authority (Examination Office).
- iv. The Chief Invigilator shall refuse any candidate without a valid CKT-UTAS identity card and/or Examination Card entry to the Examination. The candidate

shall take steps to apply to the ICT directorate, through Student/Academic Affairs Office, for his/her misplaced student ID card before commencement of End-of-Semester Examinations, for a new ID card to be issued.

- v. A candidate who is suspected of hiding unauthorized material (paper, inscriptions on skin etc) on his/her person maybe asked by the Invigilator to submit to a body search.
- vi. taking into an examination room or having in his/her possession during an examination any book, material, hat, headgear, bag, mobile phone, programmable calculator, palm-top computer, scanner, radio, etc. not specifically authorized is an offence. Where the rubric of the question paper demands the use of a calculator, the following guidelines shall apply:
 - a) The calculator must be kept off until start of examination;
 - b) Only one calculator per student is allowed;
 - c) Candidates shall make available for inspection by invigilator(s), their calculators on entry into the examination hall and at any time during the examination;
- vii. A candidate may leave the Examination Room temporarily, only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy him/herself that the candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the Examination Room by an Attendant designated by the Invigilator.
- viii. Smoking and drinking alcoholic beverages are not allowed in the Examination Room/Centre.
- ix. Candidate shall uphold the highest standard of civility and courtesy in the Examination Room/Centre and shall not flout the instruction(s) of a Chief Invigilator or Invigilator or misconduct themselves in any manner.
- x. A candidate who finishes an examination ahead of time may leave the Examination Room but not earlier than 30 minutes from the commencement of the examination and not later than 15 minutes to the end of the examination, and only after surrendering his/her answer book(s) and signing the attendance register. The candidate shall not be allowed to return to the Examination Room.
- xi. A candidate who tries to conceal his/her identity by wilfully writing the wrong index number on the answer booklet as against the one signed on the Attendance Sheet commits an offence.

xii. A candidate who fails to be present at an examination without any satisfactory reason shall receive a Failure grade in that paper. Reasons which may not normally be accepted as excuses for being absent from any paper at a University Examination include but not limited to:

- Misreading the time-table
- Forgetting the date or time of examination
- Inability to locate the examination hall;
- Inability to rouse oneself from sleep in time for the examination;
- Failure to find transport;
- Any medical condition which has not been certified as such by the Director of Medical Services.

PART VI: MISCONDUCT IN EXAMINATION AND SANCTIONS

A candidate shall be expected to uphold highest standards of civility and courtesy in the examination room. A candidate who breaches any of the foregoing section shall be regarded as having misconducted him/herself in the examination and shall be alleged to have committed an **academic offence** or involved in an **examination malpractice**. In addition, a candidate commits an Academic Offence if s/he;

- i. misrepresents his/her identification number or impersonates.
- ii. signs the attendance sheet and fails to submit his/her paper, or submits foreign paper(s).
- iii. involves in any written communication, gesturing, craning or 'giraffing' during examination.
- iv. attempts to bully, threaten, manipulate the Invigilator/Chief invigilator.

1. Penalties/Sanctions

Any irregular conduct on the part of the candidate or a contravention of any of the foregoing provisions will result in the application of the following sanctions;

- i. warning.
- ii. withholding of results for a specified period.
- iii. cancellation of candidate's examination paper (and award of grade 'F').
- iv. rustication from the Halls of residence or University for a specified period.
- v. expulsion from the Halls of residence or University.
- vi. withholding of award of certificate for a specified period.

Specifically, the following penalties among others shall apply to the following offences

S/N	OFFENCE	PENALTY
1.	Leakage	Rustication/Dismissal of students' involved and possible prosecution.
2.	Refusal to make statement when required	Rustication/Dismissal of students' involved and possible prosecution.
3.	Fabrication of data and/or	Cancellation of entire Thesis/Examination

	Plagiarism	result and withdrawal of certificate
4.	Possession of unauthorized Material	Cancellation of the candidate's paper(s) Rustication for one academic year if the material has content related to the course being written.
5.	Copying from prepared notes	Cancellation of the candidate's paper and rustication for one academic year.
6.	Impersonation	Dismissal of candidates involved and prosecution of the candidates or impersonators.
7.	Communication	Cancellation of the candidate's paper.
8.	Persistently disturbing other candidate(s)	Stopping candidate from continuing examination, cancellation of paper.
9.	Verbal or physical assault on invigilator or other students	Cancellation of the candidate's examination paper and referral to the Vice-Chancellor for appropriate disciplinary sanctions.
10.	Destroying materials suspected as evidence	Cancellation of candidate's paper and referral to the Vice-Chancellor for appropriate disciplinary sanctions.
11.	Not carrying a valid student ID card	Refuse entry of student into examination hall.
12.	Sneaking out an answer script	Cancellation of candidate's examination paper and rustication for one year.

2. Investigation of Misconduct

- i. If an invigilator has a reason to believe that a candidate is involved in an examination malpractice, the Chief Invigilator shall immediately inform the candidate that s/he will be reported to the Faculty/University Disciplinary Committee as soon as after the examination.

- ii. The Invigilator shall duly sign on the script immediately below the last line written by the candidate. Any prohibited materials shall be taken from the candidate but s/he shall be permitted to complete the examination.
- iii. The Invigilator shall present him/her with an Examination Malpractice Form, where the candidate shall write his/her report of the alleged examination malpractice. The Invigilator shall also fill the Invigilators part of the Examination Malpractice Form. Both forms shall be submitted to the Faculty Examinations Office.
- iv. The Examination Malpractice Report shall be made available to the Faculty/School Dean who shall constitute a committee to initiate investigation process and copied to the Pro Vice-Chancellor.
- v. The candidate shall be informed in writing to appear before the committee only as a subject of the investigation. S/He shall exercise the right to be accompanied by a lawyer and a witness.
- vi. The committee shall recommend the appropriate sanctions and write them along with the minutes of the meeting, to the Pro Vice-Chancellor.
- vii. The Pro Vice-Chancellor is the final decision-making authority on sanctions for misconduct.

3. Request of Appeal

A candidate shall exercise the right to appeal a decision by a Faculty/University Disciplinary Committee. Such an appeal shall be directed to the Vice-Chancellor within a week.

PART VII: GENERAL CONDUCT OF EXAMINATIONS

1. School/Faculty Examiners Board

- i. The board shall recommend the class of degree to be awarded to each student based on the grades obtained by the students in accordance with the degree regulations of the University.
- ii. Ensure that results are released before resumption of the next Semester.

2. Department Examiners Board

- i. The Chair of the Board (Department Examinations Officer) shall be responsible for the submission of End-of-Semester examinations question papers to the Examinations Office, and provision of answer booklets required for all practical examinations.
- ii. Approve all Department examinations questions set by Internal Examiners.
- iii. Approve examinations results for the Department by the Faculty's deadline.

3. Faculty Examinations Officer

- i. Arrange and organize the main examinations of the faculty.
- ii. Prepare and publish time table, arrange examination rooms for examinations
- iii. Distribute question papers, answer booklets, attendance sheet, to Invigilators 30 minutes before examinations begin.
- iv. Communicate to the Dean any matters relating to the examinations which require disciplinary action.
- v. Present End-of-Semester Examinations reports to the Dean.
- vi. Ensure that results are published on Faculty Notice Board before resumption of the next semester.

4. Department Examinations Officer

- i. Shall determine, in consultation with HoD/Department Board and subject to Academic Board approval, requirements for the courses they offer.
- ii. Ensure that all Continuous Assessment (CA) account towards Continuous Assessment score in a course.
- iii. Ensure that examinations questions for Levels 100-200 are moderated internally and Levels 300-400 by externally.
- iv. Ensure that lists of students who took courses in the Department are approved/endorsed by the Head of Department and the Internal Examiner who taught the courses.

- v. Ensure that results are published on Department Notice Board before resumption of the next Semester.

5. Chief Invigilators

- i. The Chief Invigilator shall be responsible for coordinating all examinations activities at the designated venues/centres
- ii. S/He shall report earlier, at least one hour, at the Examinations Centre to collect from the Examinations Officers question papers, answer booklets, attendance sheets, Examinations Malpractice Forms, and any other material required for the examinations.
- iii. S/He shall ensure Invigilators administer the signing of attendance sheets (in duplicates) to mark students' attendance during examinations.
- iv. The Chief Invigilator shall submit the examinations scripts to the Internal Examiner.
- v. The Chief Invigilator shall have the right to retain examinations materials used by candidates after they have left the examination room. Such shall be handed over to Faculty Examinations Officer.
- vi. Submit examination report to the Examinations Office.

6. Invigilators

- i. An Invigilator shall inspect candidates at the entrance of examination room before they are allowed in to the room.
- ii. An Invigilator shall use his/her discretion not to allow a candidate who seeks to enter an examinations room after the first 15 minutes but before 45 minutes. Such cases shall be reported to the Chief Invigilator.
- iii. An Invigilator has the authority to confiscate any unauthorized documents and items which shall be handed over to the Chief Invigilator.
- iv. The Invigilator shall reserve the right to refuse entry of a candidate who is without valid Student ID Card or who refuses to present his/her Card upon request.
- v. Invigilate courses assigned to him/her by the Examinations Officer, keep time and must ensure students sign attendance register.
- vi. Distribute examination materials, collect scripts and submit same to Examinations Office.