



Manual for examinations

2009/2010

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Perspectives

For the purpose of this manual the following definitions shall apply:

- Lecturer: a person, man or woman that teaches any approved course of study in the University.
- Head of Department: the administrative and academic head of a Department of a College.
- Invigilator: a person duly designated to oversee the orderly conduct of an examination.
- Chief Invigilator: the head of a group of invigilators overseeing the orderly conduct of an examination.
- Internal Examiner: a lecturer teaching the particular course in which students are being examined.
- External Examiner: The External Examiner is an expert in a discipline or an aspect of it invited by the University to moderate the examination process.
- Board of Examiners: The Board of Examiners is a statutory body comprising all Full Time lecturers engaged in teaching and research in a College or Department.
- Examination Officer: The Examinations Officer is a representative of the University whether at the Departmental, College or University level assigned to oversee the conduct of examinations in the University.
- Records Officer: The Records Officer is a representative of the Registrar assigned to see to the safe keeping of records and the dissemination of such records to the public.
- Time table Committee: a Committee established by Senate charged with the orderly preparations for all lectures and examinations in the University.

- Disciplinary Committee: an establishment by Management charged with the handling of all disciplinary matters involving staff and students in the University.
- Dean: Administrative and Academic Head of a College or the Students' Affairs Department in the University. There is also a Dean for the School of Postgraduate Studies.
- Vice Chancellor: Administrative and Academic Head of the University.
- Departmental Examination Committee: Body approved by a Head of Department charged with the responsibility of preparing and conducting examinations at the Departmental level.
- College Examination Committee: Body of the College charged with the duty of overseeing the conduct of all examinations in the College.
- University Examination Committee: Organ of the University charged with the responsibility to monitor or oversee the conduct of all University examinations.

INTRODUCTION

Covenant University operates a Course Unit Credit system of academic programming as done in all Nigerian Universities. Students will register for and take lectures in a number of courses during each semester and will be examined in these courses at the end of the semester. The University operates, in addition, a system of continuous assessment of the students through assignments and Mid-Semester Examinations, all designed to ensure a better training for the students and produce a better and more comprehensive assessment of their capabilities. End of semester examinations are held after fifteen weeks of lecturing in the particular semester.

The conduct of examinations remains therefore a very important business of Covenant University and one for which no compromise may be made either by students or by staff. Indeed, the sanctity of examinations may not be compared with any other thing except the sanctity of being found to be of good character. The following notes are designed to show the importance which the university attaches to all its examinations and to admonish staff and students to recognize the sacrosanct nature of examinations and ensure that they are done without blemish.

2.0 DUTIES OF STAFF

Covenant University expects all its staff, be they academic or non-teaching, to actively participate in the conduct of examinations in the different roles assigned to them.

2.0.1 Heads of Departments are the Chief Examiners for all courses in their departments while all lecturers who hold regular appointments with the University are Internal Examiners. Lecturers can also be appointed as Invigilators and Chief Invigilators for courses they have taught, or for other courses in the university. Administrative and technical staff will join the academic staff as invigilators and chief invigilators.

2.0.2 The Deans of Colleges and Heads of Departments shall inform the Registrar in writing of all their requirements, preparations, hopes and aspirations for the particular examinations not later than two weeks before the commencement of the examinations

2.0.3 The success of the students in examinations constitutes largely the success of the university. Colleges and Departments shall therefore

ensure the best atmosphere is provided for examinations and render every legitimate assistance, to the students to ensure smooth conduct of the examinations.

2.1 THE UNIVERSITY TIMETABLE COMMITTEES

- 2.1.1 The Timetable Committee shall publish the draft Examinations Timetable at least three weeks to the date of the examinations. Students' reactions to the time table must be harnessed and necessary adjustments made before the final time table is published.
- 2.1.2 The Committee shall interact with all persons and, or Departments/Colleges, Students' Affairs etc. for a smooth conduct of Examinations, and assign specific responsibilities to them so as to eliminate ambiguities, confusion, clash of interests, time wastage etc.

2.2 THE UNIVERSITY EXAMINATIONS COMMITTEE

- 2.2.1 The Examinations Committee shall draw students' attention to the rules governing examinations in the University. Such rules shall be posted on Notice Boards to avoid every shadow of doubt.
- 2.2.2 The Examinations Committee shall ensure that all materials necessary for the success of each examination are available, prepared, and ready for use.
- 2.2.3 The Examinations Committee shall ensure that a conducive atmosphere for examinations is in place within the university. The responsibility for overall success of examinations lies with this Committee.

2.3. DUTIES OF LECTURERS BEFORE EXAMINATIONS:

- 2.3.1 Lecturers teach students in the courses for a minimum of fifteen weeks per semester.
- 2.3.2 Lecturers prepare the students by intimating them with the examination requirements in a particular course.

2.3.3

Lecturers must ensure that students attend lectures, practical/field work regularly in the course. Students require at least 75% attendance of lectures and course assignments before they can be allowed to write examinations.

2.3.4

Lecturers must inform students about the materials to bring to examination halls.

2.3.5

Lecturers must also ensure that examination materials and equipment are ready for students' use in laboratories, studios, workshops or field projects.

2.3.6

Lecturers are not expected to discuss contents of examination questions with students

2.3.7.

Lecturers prepare examination questions at the stipulated time and forward same under confidential cover to the Heads of Departments.

2.3.8

Where it is necessary for an external examiner to contribute to the preparation of question papers, such external examiner's inputs should be obtained before papers are sent for printing.

2.3.9

Examination questions should be proof-read before printing.

2.3.10

The Grading System adopted is as stipulated by the National Universities Commission. Under this system, continuous assessment (including assignments, quizzes and mid-semester tests) accounts for 30 percent, while the main examination is 70 percent.

2.3.11

The grading format is as follows:

70 -100	A
60 – 69	B
50 – 59	C
45 – 49	D
0 44	F

2.4 Production of Question Papers

2.4.1. Each course lecturer shall submit to his/her Head of Department, the Examination Paper in each course he/she teaches not later than two weeks to the beginning of each examination.

2.4.2 Any special materials such as graph papers, drawing Sheets, and other tables required for the Examination shall be clearly indicated or attached to the question paper.

2.4.3 The Head of Department shall be responsible for the security and reproduction of all question papers (of the Department) submitted to him/her. He/she shall cause these to be moderated at least two weeks before the beginning of the examinations.

2.4.4 No written examination shall last for less than 1 (one) hour or more than 3 (three) hours. A one credit course shall be examined in not more than one hour, while a two unit course will be examined in a maximum of two hours. A Three hour duration may only be permitted for three credit unit courses.

2.4.5 Continuous Assessment marks shall be submitted to the Head of Department and keyed in before the start of examinations.

2.5 RESPONSIBILITY OF STAFF DURING EXAMINATIONS:

The responsibilities of Examiners/Invigilators include ensuring:

2.5.1. That all examinations are conducted in designated halls and within the stipulated period only.

2.5.2 That students are seated in the hall at least 15 minutes before the start of the examination.

- 2.5.3 That students are properly searched before they enter the hall and that no student brings to the hall any unauthorized bags, books, journals, sheets of paper, equipment, clothes etc.
- 2.5.4 That students are not allowed to communicate with one another once the examination starts, either in verbal forms, gestures or any other form of body language.
- 2.5.5 That all students have Examination questions and necessary materials for the examination.
- 2.5.6 That examination envelopes are opened in the presence of all students.
- 2.5.7 That no student is allowed out of the hall within the first 30 minutes of the commencement of the examination.
- 2.5.8 That student who report in the Examination halls after thirty minutes of commencement should not be allowed into the hall.
- 2.5.9 That students who seek permission to go to toilet during an examination, are accompanied by a staff.
- 2.5.10 That students who have completed their examination should submit the answer scripts and every rough sheet to the Chief Invigilator.
- 2.5.11 That students must sign after submitting their answer scripts before leaving the hall.
- 2.5.12 That all answer scripts are checked and forwarded to the Chief Examiner immediately after the examination under confidential cover.
- 2.5.13 That Chief invigilators should submit a written report on every examination to the College Examination Officer, who shall forward same to the Chair, University Examinations Committee, for onward transmission to the Vice Chancellor.

2.6 Responsibility of Staff after Examination and Processing of Examination Results

- 2.6.1** It is the responsibility of the course/lecturer/coordinator who is the internal examiner to collect the answer scripts from the Chief Invigilator at the examination hall within thirty minutes of the end of examination.
- 2.6.2** If the course lecturer/coordinator is not available at the end of the examination, the Chief Invigilator shall deliver the packaged answer scripts to the Head of Department offering the course.
- 2.6.3** The marks obtained for each course in an examination shall be recorded manually by the course lecturer (or the course coordinator) in the prescribed Score Sheet obtainable from the Centre for Systems and Information Services.
- 2.6.4** Only students' Matriculation Numbers shall be entered serially in each Score Sheet.
- 2.6.5** The Internal Examiner shall within a time frame of not later than two weeks after the conduct of the examination, submit all the marks or scores sheet), answer scripts, and the Marking Scheme for the Courses to the Chief Examiner. The scores sheets should be duly signed by the Internal Examiner, Co-Examiner and the Chief Examiner who is the Head of Department.

In order to ameliorate problems arising from the marking of scripts for large classes, the examination for such courses shall be held early in the examination period.

- 2.6.6** Under no circumstances shall the Head of Department accept Score Sheets without the Students' Answer Scripts and the Marking Scheme.
- 2.6.7** After authenticating the results, the Head of Department then sends copies to:
- The Dean of Colleges from which students took the courses from the Department.
 - The Head of Departments from which students came to take the courses
- 2.6.8** The Centre for Systems and Information Services shall be charged with the responsibility of quickly processing the results of all

examinations in the university and the maintenance of students' records.

2.6.9 Deans shall ensure that all score sheets in their Colleges are collated and submitted on schedule. The Director of the Centre for Systems and Information Services shall liaise with the Deans to process results in readiness for Departmental and College Boards of Examiners' meetings.

2.6.10 Any alterations of marks arising from the Board of Examiners meeting either at the Departments or College level must be duly recorded in the Minutes of meetings book of the Board of Examiners and must be properly signed on the hard copy version of the results and passed by the Dean to the Centre for Systems and Information Services through the Chairman, Senate Business Committee.

2.6.11 The Centre for Systems and Information Services shall carry out all alterations arising from discussions at the Departmental and College Board of Examiners Meetings and with the assistance from the Dean of Colleges prepare the versions for the meeting of Senate on Examinations.

2.6.12 The Dean as the Chief Examiner shall ensure that the Board of Examiners' comments and decisions on students results are prepared and transmitted to Senate on time before the Senate Meeting on Examinations.

2.6.13 After results have been finally approved by Senate, the Centre for Systems and Information Services shall produce copies of the Approved Results and distribute to the following:

- All Heads of Departments
- All Deans
- The Registrar, and
- The Vice Chancellor

2.6.14 Under no circumstance should marks be communicated to students and unauthorized persons until Senate has approved the results.

2.6.15 The Registry is the only authority empowered to issue Official Results and Transcripts to students after the request has complied

with procedure that has been put in place. This is without prejudice to the publication of Senate Approved Results on Notice Boards.

2.7 Instructions to Invigilators and Chief Invigilators

Invigilators shall:

- 2.7.1** Arrive at least 30 (thirty) minutes before the start of any examination and sign the invigilators' attendance register.
- 2.7.2** Ensure that all the seats are in order and that no pieces of paper are left on the floor.
- 2.7.3** Allow the students to enter the examination hall with only permissible writing materials which shall include current identity cards, examination clearance card, pens, pencils, non-programmable calculators, rulers and erasers.
- 2.7.4** Allocate seats to the students, ensuring where possible that two students taking the same examination do not sit next to each other.
- 2.7.5** Distribute answer booklets and advise students to fill the front page strictly as required and on additional sheets if used.
- 2.7.6** Cause each student to sign the Students Examination Attendance Register at the start of each examination and after submitting the answer script.
- 2.7.7** Distribute the question papers face down and placed under the answer booklet.
- 2.7.8** Make all announcements at the start of the examination and as much as possible, do not disturb the candidates during examinations.
- 2.7.9** Boldly write the examination start time and stop time on the White Board in front of the examination hall.
- 2.7.10** Instruct the students to write only their matriculation numbers on the question paper.

- 2.7.11** Not allow any student either to leave the examination hall within the first 30 (thirty) minutes of the examination or to enter the hall 30 (thirty) minutes after the examination has started.
- 2.7.12** Not allow or assist the students to exchange or borrow any material whatsoever during the examination.
- 2.7.13** Promptly document any case of suspected examination misconduct on the prescribed form. The student(s) involved shall complete the form before they can continue with the examination. Failure of the student to do so may result in his/her expulsion from the examination hall.
- 2.7.14** Not be engaged in any other work such as marking scripts, reading newspapers or other materials not relevant to the examination, or engaged in any other activities that may distract his/her attention from invigilation.
- 2.7.15** Not leave the examination hall without prior permission from the Chief Invigilator.
- 2.7.16** Not remove or use the answer booklet for personal work. Examination booklets are intended for no other purpose than the writing of examinations by students.

The Chief Invigilator shall:

- 2.7.17** Warn the students not to tear off any piece of paper from either their question papers or answer booklets.
- 2.7.18** Note the time when all students must have received the answer booklets and question papers and allow the students to start the examinations.
- 2.7.19** Complete the Examination Misconduct Report Form for students that engaged in any form of Examination Malpractice and have every affected student sign it.
- 2.7.20** Package the completed Examination Misconduct Report Forms along with the relevant answer script(s) and any supporting material(s) in a separate envelope and dispatch to the Dean of the College through the College Examination Officer.

2.7.21 At the beginning and end of each examination paper make the Invigilators Attendance Register available for the Invigilators to sign in and out.

2.7.22 Hand over the packaged answer scripts with a copy of attendance list and Question paper to the course lecturer/coordinator at the end of each examination.

2.7.23 Count and indicate the number of answer booklets in each packaged envelope.

2.7.24 Account fully for all examination materials supplied to him/her for each examination not later than one working day after the examination.

3.0 EXAMINATION MISCONDUCT BY STAFF

An action of any staff (academic and non-teaching) which prejudices the integrity and sanctity of the University Examination shall be considered to be an academic misconduct and shall be punishable by an appropriate disciplinary action. Any teaching or non-teaching staff who is found to have ignored, encouraged, aided or abetted any student or group of students to violate any of the regulations above will be charged with examination offence. Without limiting the generality of the foregoing, examination misconduct shall be deemed to include, but not limited to the following:

3.1 Assisting Students: No staff should assist students to answer examination questions during or after the examination.

3.2 Impersonating: No staff should sit for examinations for any student, that is, impersonating a student.

3.3 Writing on Students Answer Scripts: Staff should not help students or write on their answer scripts.

3.4 Keeping of Question Papers: Examination question papers and answer scripts should be kept under confidential cover especially before the examination is taken.

3.5 Amending Answer Scripts: After the examination period, staff should not permit students to amend, add, delete or change their answers either

immediately after the examination or later in the lecturer's office. Staff should not assist students to do same.

- 3.6 Acceptance of Additional Examination Papers from Students: No staff should permit a student to submit additional write-ups, notes or any other attachments to answer scripts after the examination is over.
- 3.7 Use of students in Marking: Staff should not engage undergraduate students to assist in the marking of examination scripts.
- 3.8 Recording of Answer Scripts: All answer scripts should be recorded and kept safely by the Chief Invigilator or Examiner.
- 3.9 Loss of Answer Scripts: An Examiner will be held responsible for answer scripts that are lost, especially if the scripts have been confirmed as having been given to the Examiner after the examination.
- 3.10 Marking of Answer Scripts: Examiners should send all marked answer scripts to the Chief Examiner or any officer responsible for keeping marked answer scripts.
- 3.11 Lateness in Marking: Failure of an Examiner to complete marking or submit marks to the Chief Examiner by the end of the stipulated period after the examination was taken will be considered as irresponsible act.
- 3.12 Release of Examination Results: No staff should release examination results to students or any unauthorized persons within and outside the University, until the results have been duly processed through the College Board of Examiners and approved by the Senate.
- 3.13 Amending Results: Any unauthorized attempt by any staff to alter, amend or change the marks of any student after the approval of the result by Senate is a punishable offence.

Any form of violation of these guidelines provided by the University, from time to time, on the conduct of university examinations, will be dealt with as a very serious offence. The case of any member of staff, found contravening these regulations will be referred to the University Staff Disciplinary Committee for investigation and recommendations for appropriate disciplinary action.

a) Offences that carry other forms of penalty as determined by the staff Disciplinary Committee

- Administering special/private and unauthorized examination
- Failure to report suspected cases of examination misconduct.
- Partiality in handling cases of examination misconduct
- Failure to adhere to the relevant marking scheme
- Failure to return on time examination answer scripts along with the Score Sheets and the Marking Scheme
- Absence from invigilation
- Failure to submit examination questions as required
- Late submission of examination results
- Non-compliance with the examination time-table
- Interference in the investigation of an examination misconduct case
- Misuse of examination booklets

4.00 EXAMINATION MISCONDUCT BY STUDENTS

The actions of any student which prejudice the integrity and sanctity of the university examination shall be considered to be an academic misconduct and shall be punishable by appropriate disciplinary action. The “*students’ Handbook*” contains information about examination misconduct and offences for which students would be penalized. It is important for all staff to be familiar with these rules so that they can be knowledgeable enough to be able to detect erring students. Various penalties ranging from warning to expulsion exist for violating examination rules

Covenant University stands out to promote integrity both in and outside the classroom. Thus every student has been advised to study these rules and the penalties. Examination malpractices not covered in this code shall be addressed by the appropriate Disciplinary Committee and if found guilty, the violator shall face the penalty. Without limiting the generality of the foregoing, academic misconduct shall be deemed to include, but not limited to the following:

4.1 Plagiarism

Plagiarism, is the act of presenting the ideas or words of another as one’s own. The use of other people’s ideas or words must be properly acknowledged and referenced. This applies to all written materials such as essays, laboratory reports, term papers, designs and other projects,

statistical data, computer programmes and research results. The properly acknowledged use of sources is an accepted form of academic behaviour.

4.2 Falsification of Medical Certificate

Submitting a false medical or any other certificate or obtaining such certificates under false pretences for examinations or any academic purpose whatsoever is an offence. This case will be referred to the Disciplinary Committee which will determine the severity of the offence and recommend appropriate disciplinary measures.

4.3 Re-submission of Used Materials

This is the submitting an essay, report or assignment to satisfy some or all of the requirements of a course, when that essay, report or assignment has been previously submitted or is concurrently being submitted for another course without the express permission of the lecturer(s) involved.

4.4 Disruption, Harassment, etc

Behaving in an unreasonable manner, which infringes on the right of other students to engage in their scholarly work. This shall include: disruption of classes, examinations, harassment and and/or intimidation of students or staff.

4.5 Anti Safety Behaviour

Behaving in a workshop, studio room or laboratory; in a manner which is a serious or repeated violation of safety regulations and thereby creating a situation that constitutes a threat to the safety of the individual or other occupants of the workshop, studio room or laboratory. Such a case will be referred to the Disciplinary Committee to determine the severity of the offence and recommend appropriate disciplinary measures.

4.6 Unauthorized Communication

If a student is found engaging in unauthorized communication (oral or written sign), while an examination is in progress, constitutes a violation of the integrity of our examination process.

4.7 Influencing Examination Official

If a student is found attempting to gain favour by influencing an Examiner, Invigilator or Staff through writing or unauthorized numbers, names, marks, notes, etc. on answer books.

4.8 Writing on an Unauthorized Material

If a student is found writing on any unauthorized paper or material(s) during an examination solutions to questions other than on the answer script. Students are not to write anything on the question paper except where corrections to questions are pronounced by an invigilator.

4.9 Unauthorized Changing of Sitting Position

If a student is found changing the sitting position in the examination hall without the permission of the Invigilator.

4.10 Possession of Written Materials

If a student is found having in his/her possession any written or photocopies of note or any printed materials or notes written on any part of the body, clothing, instruments such as set square, slide rules, calculator etc, or having notes written on chairs, tables, desk or drawing board during the examination.

4.11 Copying from unauthorized materials

If a student is found while the examination is in progress copying or has copied any paper, book or note written on any part of his/her clothing, body, table, desk, or instruments, like the set square, slide rule, protractors, calculators etc.

4.12 Consulting Recommended Books or Lecture Notes

If a student is found, while the examination is in progress consulting lecture notes or recommended textbooks inside the examination hall.

4.13 Passing Unauthorized Materials to others

If a student is found, while the examination is progress, passing any material containing the solution to a question to any other student.

4.14 Receiving Unauthorized Help from Others During Examination

If a student is found, while the examination is in progress, receiving from or giving help to another student through any/some written material, relevant to the examination.

4.15 Aiding & Abetting Others to Copy

If a student is found, while the examination is in progress, aiding and abetting any other student to copy from unauthorized material or his/her script.

4.16 Soliciting for Favour

If a student is found, while the examination is in progress, communicating or attempting to communicate directly or indirectly with the examination officials (Internal Examiners) with a view to soliciting undue advantage from them.

4.17 Destruction of unauthorized Materials

If a student is found, while the examination is in progress, destroying any unauthorized note or paper found on him/her.

4.18 Disobeying Examination Instructions

If a student is found, while the examination is in progress, disobeying lawful instructions from examination officials.

4.19 Refusal to complete Malpractice Forms

If a student, where apprehended, refuses to complete examination misconduct form.

4.20 Possession of Examination Materials

If a student is found, being in possession of examination materials such as answer booklets before and /or after examination.

4.21 Making Previous Arrangements for Help

If a student is found, to have made, makes, or is making any prior arrangements to obtain help in connection with the question paper.

4.22 Smuggling of answer Scripts

If a student is found smuggling in or out of the examination hall an unauthorized answer script or continuation sheet.

4.23 Impersonating another student

If a student is found impersonating another student by writing the candidate's name, and /or number.

4.24 Attacking Invigilators or Lecturer(s)

If a student is found attacking an invigilator or any examination officer in or outside of the examination hall.

4.25 Collaborative Copying, Refusal to submit or Destruction of Materials

If any student is involved in collaborative copying, exchanging of answer scripts or written materials in the examination hall, or refuses to hand over suspected offending material(s) or destroys the suspected offending material(s) or tenders any unauthentic document relating to the examination e.g. I.D card, evidence of payment, medical certificates.

4.26 Failure to stop Writing, or writing before the start of an Examination

Writing before the start, or after the call for stop of examination or writing things including the registration number on the question/answer paper administered constitutes an offence.

4.27 Failure to Submit Answer Script.

If a student deliberately refuses or fails to submit his/her answer script to the invigilator of an examination, such a student shall be recommended for appropriate disciplinary action.

4.28 Other types of Examination Malpractices

If a student is found committing any other related offence(s) connected with examinations; which may not be specifically mentioned above, the student involved shall face the penalty recommended by the Students' Disciplinary Committee.

4.29 To further assist invigilators in monitoring the conduct of examinations, CCTV cameras and other surveillance instruments shall be deployed to all examination venues

5.0 HANDLING CASES OF EXAMINATION MISCONDUCT

All staff should be conversant with time-tested procedures for reporting examination malpractices. It shall be an offence for any staff to claim ignorance of, or fail to follow these laid down processes. Furthermore, any departure by either staff or student from laid down examination regulations constitutes examination misconduct for staff as well as for students in and outside the examination hall.

5.1 EXAMINATION MISCONDUCT REPORT PROCEDURE

- 5.1.1** Every alleged case of examination misconduct arising during an examination shall be recorded on the prescribed Examination Misconduct Report Form filled in duplicate. Any student accused of an Examination Misconduct shall be given opportunity to state in writing his or own side of the story
- 5.1.2** The Examination Misconduct Report Form shall be completed and duly signed before the student involved is allowed to continue writing. The student's examination time shall not be extended.
- 5.1.3** An allegation of a case of Examination Misconduct shall not constitute enough grounds for a student not to be allowed to complete writing the examination except where his continued presence within the examination hall endangers peace and good order.
- 5.1.4** All cases of examination malpractice against any student must be reported to the Chief Invigilator for the course. He is the appropriate person designated to report such cases to the university authority.
- 5.1.5** At the end of the examination in which a malpractice is suspected, the Chief Invigilator shall package the completed Examination Misconduct Report Forms along with the relevant answer scripts and any supporting materials including the student's version on accusation, in a separate envelope to the Chair, College Examination Committee, who will send these to the Chairman, University Examinations Committee, through the Dean of the College of the Student involved for the attention of the Vice Chancellor.

5.1.6 The Vice Chancellor shall direct the appropriately disciplinary Committee to investigate each case of Examination Misconduct.

5.1.7 On no account shall a report on an alleged case of examination misconduct be delayed for more than one working day in the custody of any forwarding officer.
Cases of examination misconduct are serious offences that must be treated with utmost dispatch.

5.1.8 Any suspected case of examination misconduct detected outside the examination hall shall be promptly reported by that person through the Head of Department to the Dean of College who shall forward the case to the Vice Chancellor within one working day of the receipt of the report. Such a report will be promptly investigated and culprits brought to book.

6.0 Grading of Examination Scripts and Processing of Examination Results

6.1 Grading of all examination scripts are expected to be completed by lecturers two weeks after the last day of every semester's examinations.

6.1.1 The results must undergo a thorough scrutiny at the departmental level, including a review by another lecturer in that department.

6.1.2 All the results must be approved by the Head of Department, in exercise of his oversight function, before lecturers upload them on the University Portal for processing at the Center for System and Information Services (CSIS). The CSIS thereafter generates the spreadsheet of such result for every programme of study in the University.

6.1.3 The spreadsheet must be considered at a meeting of the Departmental Board of Examiners, constituted for that purpose. All corrections and omissions discovered at this stage must be promptly attended to.

6.1.4 Following the Departmental Board of Examiners is the College Board of Examiners meeting, to be constituted to consider results from the various departments in the College.

- 6.1.5** Recommendations from the College Board of Studies are taken by the Senate Business Committee, before the final approval of Senate of the University.
- 6.1.6** Once the results are approved by Senate, the results are released to the students. Copies of the results are to be forwarded to parents or guardians of students.
- 6.1.7** All lecturers are required to comply fully with the various lifeline set for the processing and consideration of examination results. Failure to discharge this obligation shall attract some penalties as stipulated by the University Senate. These include loss or denial of privileges, such as annual salary increment, conference sponsorship, study leave, fellowship or promotion.
- 6.1.8** Heads of departments are required to report to the Deans of Colleges through the Deputy Deans of schools cases of non compliance by lecturers to the different lifelines set for processing examination results. The Dean shall immediately bring up such cases for the attention of the Vice Chancellor.
- 6.1.9** A Head of Department who refuses to report any erring lecturer shall be held culpable. He/she shall be deemed to have failed in the discharge of his/her oversight function. Such dereliction of duties may in addition to the penalties listed in 6.1.7 lead to the removal of such Head of Department from office.