

UNIVERSITY OF EDUCATION, WINNEBA (UEW)



A
HANDBOOK ON EXAMINATIONS AND REVIEW OF
ACADEMIC PROGRAMMES

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Division of Academic Affairs

UNIVERSITY OF EDUCATION, WINNEBA (UEW)

PREFACE

The University has gone through tremendous academic transformation to meet the challenges of the time and to fulfill its vision and mission. The University started with a very small student population, which has increased astronomically. This increase in student numbers throws more challenges to management and staff in the area of examinations.

In this era of technological advancement the conduct of examinations has become quite a challenging task, and needs very pragmatic measures to safeguard their credibility. To meet this challenge, the University needs to develop policies and guidelines to regulate the activities of all those connected with the conduct of examinations in the University. This document is designed to serve that purpose. It spells out the duties and responsibilities of both internal and external examiners, Deans, Heads of Department, Examination Officers and students. The major issues concerning the conduct of University's examinations have been captured, and will serve as point of reference in all matters of examination. Guidelines with regard to review of academic programmes by departments have also been spelt out.

The University of Education Winneba is grateful to Mr. Rexford Abedi-Boafo, the Deputy Registrar (Operations), whose initial work has served as a foundation to be built on. It equally expresses much gratitude to Mr. Alexander Wilfred Essah (Senior Assistant Registrar, Examinations) for his effort to prepare this handbook to reflect the current structures and practices of the University. Suggestions from members of the Academic Board to help shape the document are also appreciated.

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Vice-Chancellor

UEW - Winneba

2nd February, 2009

INTRODUCTION

The increasing desire for higher education which has resulted in a tremendous increase in student enrolment has made the conduct of examinations in academic institutions very challenging in recent times. This calls for the development of effective strategies that will guarantee the credibility of examinations. This document which aims at addressing the afore-mentioned, provides guidelines to regulate the activities of examiners, candidates and staff who are connected with the conduct of examinations in the University of Education Winneba (UEW).

This booklet is prepared taking into consideration the University's Statutes, decisions of the Academic Board, recommendations of committees, and the structure and operations of the University. The document focuses on the following: nomination and appointment of Internal and External Examiners, nomination and appointment of Examination Officers and Examination Attendants including their roles, and assessment of students' course work. Guidelines for end-of-semester examinations and rules governing invigilation of examination papers are also dealt with. Provision also has been made for the handling of issues concerning students with disabilities. Matters concerning the writing of examination reports, making of scripts, discussion and publishing of students' results have all been clearly stated. The document has equally provided ways of handling problems of students' academic records as well as the review of curriculum or academic programmes.

The document is handy, precise and concise, and shall serve as a source of reference in all matters concerning examinations and review of programmes in UEW.

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VISION STATEMENT

The University shall become a pre-eminent teacher education university in Ghana, one of the best in Africa, and a higher institution of learning, recognised world-wide.

MISSION STATEMENT

The University shall serve as a centre of excellence which will inculcate in its products the requisite academic ability and professional competencies, and imbue them with humanistic values for teaching at the pre-tertiary level, conduct research, disseminate relevant knowledge and skills, and influence educational policy.

1.0 NOMINATION AND APPOINTMENT OF INTERNAL AND EXTERNAL EXAMINERS

1.1 INTERNAL EXAMINERS

Departments shall constitute Internal Examiners who shall handle Examination questions in the department. The nomination and appointment of Internal Examiners shall be as follows:

- 1.1.1 The Head of Department shall nominate such number of internal examiners as he/she considers appropriate for each paper.
- 1.1.2 The person nominated as an Internal Examiner shall be an officially appointed lecturer in the department.
- 1.1.3 All nominations of internal examiners shall be made to the appropriate Faculty Board on the recommendation by Heads of Department.
- 1.1.4 The Faculty Board shall recommend to the Academic Board for approval of appointment of the Internal Examiners.

1.2 RESPONSIBILITIES OF THE INTERNAL EXAMINERS

The internal examiners shall perform the following responsibilities:

- 1.2.1 Moderate examination questions submitted by examiners to ensure that all questions conform to standard.
- 1.2.2 Ensure that all suggestions made are complied with by the examiner.
- 1.2.3 Ensure that all examination questions are vetted before they are administered.

1.3 DURATION OF APPOINTMENT

Internal Examiners shall serve for a term of four years. Where in the department there are no other senior lecturers to replace those whose term have ended, their appointment can be extended.

1.4 EXTERNAL EXAMINERS

The University shall have External Examiners for each course of study in the University. The nomination and appointment of External Examiners shall follow these procedures:

- 1.4.1 Heads of Department shall nominate candidates and submit their curriculum vitae for the consideration of the Faculty Board.
- 1.4.2 The person nominated as an Internal Examiner shall be of a rank not lower than a Senior Lecturer.
- 1.4.2 The Faculty Board if satisfied with the nomination of the candidate shall recommend to the Academic Board for approval of the appointment.

1.4.3 No nomination should be directly forwarded to the Academic Board by Heads of Department without passing through the Faculty Board.

NOTE: A lecturer who has been appointed as Part-time lecturer in the university shall not be nominated as External Examiner. Such a lecturer can only be nominated after the batch of students s/he taught has completed its programme.

1.5 Responsibilities of External Examiners.

The responsibilities of External Examiners shall include the following:

1.5.1 Moderate examination questions and vet the scripts submitted by the Examiners.

1.5.2 Has the final say in drafting the examination questions and in marking the scripts.

1.5.3 Assist in the conduct of examinations for which s/he has been appointed.

1.5.4 If required, must attend Examiners' Meeting and participate in the final determination of results.

1.5.5 Submit to the Vice-Chancellor a confidential report containing his/her observation on:

- i. the general standard of the questions set by examiners, the conduct of the examination and the performance of candidates.
- ii. the standard of marking by the examiners.
- iii. the conduct of the examination with suggestions for improvement, if necessary.

1.6 DURATION OF APPOINTMENT

1.6.1 An External Examiner shall be appointed for two terms but not more than a period of four years.

1.6.2 An External Examiner may, on account of sickness, or other urgent cause, obtain from the Vice-Chancellor permission for the suspension of his/her duties. If such permission is granted, a person qualified to examine in such examination shall be appointed by the appropriate body or bodies to act as a substitute.

An External Examiner who has served his/her two terms can be re-nominated four years after his/her term has ended.

1.7 SUSPENSION OF EXAMINERS

The Vice-Chancellor may at any time, order the suspension of an External Examiner for conduct which s/he considers prejudicial to the proper conduct of the examination for which that person is appointed. An External Examiner who may have misconducted him/her self professionally shall not be eligible to be nominated again for such position.

1.8 REPLACEMENT OF EXAMINERS

If an examiner dies, or resigns his/her appointment, or is removed, or suspended from office for misconduct, a new appointment shall be made in the manner prescribed under item 1.4.

2.0 APPOINTMENT OF EXAMINATIONS OFFICERS

2.1 EXAMINATION COORDINATOR

The Registrar, in consultation with the Vice-Chancellor, shall appoint an Examination Coordinator from amongst the senior members of staff in his/her department who are not below the rank of an Assistant Registrar to head the Examinations Unit for such period as s/he may decide.

2.1.1 RESPONSIBILITIES OF THE EXAMINATIONS COORDINATOR

The Examinations Coordinator shall, among others, perform the following functions:

- i. Be responsible for all arrangements connected with, and related to the conduct of University examinations.
- ii. Appoint on the recommendations of the Heads of Department, invigilators for each examination room for the general courses and issue the necessary instructions to them; (see Annex I).
- iii. Ensure that invigilators so appointed perform their assigned duties and sign appropriate certificates to that effect (see Annex iv).
- iv. Compile the list of examination materials needed by departments and submit to the Procurement Unit for supply.
- v. Liaise with Departmental Examinations Officers to ensure up-to-date academic records of students.
- vi. Report all examination irregularities to the Pro-Vice-Chancellor through the Deputy Registrar (Academic) for further investigation.
- vii. Submit report on all examinations within twenty-one (21) days to the Pro-Vice-Chancellor through the Deputy Registrar (Academic) for the consideration of the Academic Board.
- viii. Perform such other duties as may be assigned to him by the Registrar in consultation with the Vice-Chancellor.

2.2 DEPARTMENTAL EXAMINATION OFFICER

The Vice-Chancellor upon the recommendation of the Head of Department, Dean and Principal (where applicable) shall appoint the Departmental Examination Officer. The Officer so appointed shall among others perform the following responsibilities:

- i. Submit to the Examination Coordinator a list of examination materials needed by the department for a particular examination.
- ii. Print examination questions under the supervision of the Head of Department.
- iii. Coordinate all examinations in the department.
- iv. Assign invigilators to all examination rooms.
- v. Ensure that examination scripts get to the appropriate examiners.
- vi. Assign assessment sheets on-line to examiners for the entering of students' marks.
- vii. Report all examination irregularities to the Head of Department by completing the appropriate form (see Annex v)
- viii. Ensure up-to-date academic records of students.
- ix. Compile a comprehensive summary of Departmental results for Faculty Board Meetings.

2.3 FACULTY EXAMINATION OFFICER

The Vice-Chancellor shall appoint a Faculty Examination Officer upon recommendation by the Dean. The Faculty Examination Officer shall among others perform the following functions:

- i. print out result slips for students in the Faculty at the beginning of every semester.
- ii. print out students' academic broadsheets for Faculty Examination Board meeting.
- iii. Submit to the Deputy Registrar (Academic) the list of students to be withdrawn on account of poor academic performance and those to be warned (see Annex vii).
- iv. Ensure smooth conduct of examinations in the Faculty.
- v. Liaise with Departmental Examination Officers to ensure up-to-date academic records of students.
- vi. Print out final year students' broadsheet for Academic Board consideration.

2.4 EXAMINATION ATTENDANTS

The Deputy Registrar (Academic) shall select Senior High School graduates with reputable character as Examination Attendants to assist departments in the conduct of examinations. The Examination Attendants shall:

- i. Help in the arrangement of furniture in examination rooms.
- ii. Write/place candidate's index numbers on the desk.
- iii. Carry to the examination room, examination materials such as answer booklets, supplementary sheets and the like under the supervision of the Departmental Examination Officer.
- iv. Accompany students who may want to go out in the course of the examination.

- v. Perform any other duties prescribed by the Head of Department or the Examination Officer.
- vi. Under no circumstance shall an Examination Attendant be made to invigilate examination papers.

3.0 ASSESSMENT OF COURSE WORK

3.1 CONTINUOUS ASSESSMENT AND END-OF-SEMESTER EXAMINATION

Assessment of students' performance shall be by a combination of Continuous Assessment and End-of-Semester Examinations. The weightings for the two modes of assessment shall be as follows:

- i. Continuous Assessment (class assignment quizzes, projects and test) - 40%
(At least two entries a semester)
- ii. End of Semester Examination - 60%

3.2 DURATION FOR END-OF-SEMESTER EXAMINATION PAPERS

Examination papers for under graduate students shall be between two (2) hours and three (3) hours.

3.3 USE OF ASSESSMENT SHEETS

- 3.3.1 The assessment score sheet, which contains the list of registered students for a particular course, shall be generated from the UEWOSIS and used by Examiners to record students' marks for all exercises and end-of-semester examinations. The list generated shall comprise students who have registered for the course and qualify to take the course.
- 3.3.2 A Student who fails to register for a course and for that reason his/her name does not appear on the assessment sheet shall neither be allowed to take any class exercise nor write the end-of-semester/session examination papers.
- 3.3.3 A Students who fails to register for a course but takes exercises and the end-of-semester examination shall not be graded.

4.0 PREPARATION FOR END OF SEMESTER EXAMINATIONS

It shall be the responsibility of departments to ensure that examinations are conducted decently. Departments shall observe the following in preparation towards the conduct of examination:

4.1 COLLECTION OF EXAMINATION MATERIALS

4.1.1 Examinations Unit shall collect from stores examination materials and distribute them to departments at least two (2) weeks to the commencement of the examinations.

4.1.2 In this regard, the Examinations Unit should liaise with the Procurement Unit to stock examination materials well ahead of the commencement of examinations.

4.2 SETTING AND MODERATION OF EXAMINATION QUESTIONS

4.2.1 The Head of Department shall act as Chief Examiner, and shall request all examiners to submit their questions and marking scheme to him/her six (6) weeks before the commencement of examinations.

4.2.2 Draft examination questions should be typed by the Examiner himself/herself.

4.2.3 Heads of Department shall not accept from Examiners examination questions without marking schemes.

4.2.4 Upon receipt of draft questions, Heads of Department shall call a meeting of Internal Examiners to moderate the questions.

4.2.5 Final year students' examination questions shall be sent to the appropriate External Examiner for moderation by the Head of Department or his/her representative. The questions and their marking schemes shall be delivered to the External Examiner for moderation, at least six (6) weeks before the end-of-semester examinations begin.

4.2.6 The External Examiner shall review the draft questions and marking schemes submitted to him/her, providing comments as appropriate. Normally s/he shall have the final say in drafting the questions.

4.3 TYPING AND PRINTING OF QUESTIONS

Heads of Department shall arrange for the typing and printing of end-of-semester examination questions. This should be done under the strict supervision of the Head of Department or his representative who should be the Examinations Officer.

4.4 PROOF – READING OF QUESTIONS

Examiners shall proof-read their examination questions to avoid making corrections in the examination room. A report on any major corrections in the examination room shall be made by the Invigilator to the Head of Department and the Dean of the Faculty. In this regard, Examiners

should be given a copy of the typed questions to ensure that all corrections made in the draft are effected before the questions are administered.

4.5 VENUE FOR UNIVERSITY EXAMINATIONS

4.5.1 Examinations shall be taken at the premises of the University or the premises of any other academic institution approved by the University. Practical/Oral Examinations will normally be conducted in the Departments concerned.

4.5.2 End-of-semester examinations may be taken outside the University for the benefit of a student in hospital (see Annex I: 7).

4.6 EXAMINATION TIMETABLES

4.6.1 Draft Examination timetables shall be put up on the University notice boards four weeks before the beginning of end-of-semester/session examinations. Suggestions for amendment may be made through the Head of Department to the Timetable Committee.

4.6.2 The final timetables indicating Day, Hour and Venue of each examination shall be put up on the University Notice Boards two weeks before the commencement of the examination. Any changes to be made in the final timetable should be done in consultation with the Chairman or Secretary of the Timetable Committee.

4.7 ARRANGEMENTS FOR THE PHYSICALLY CHALLENGED STUDENTS

4.7.1 COURSE MANUAL

4.7.1.1 Students who are physically challenged and therefore in need of an examination format which differs from that prescribed in the course manual should inform the lecturer in charge of the course at least two weeks in advance of the examination. The Head of Department is to make sure that a suitable place for examination is arranged.

4.7.1.2 Assessment criteria and other conditions for examination are to be specified in advance in the course manual given to students.

4.7.1.3 If there are compulsory requirements in a course other than examination, they are to be clearly specified in the course manual for students

4.7.2 EXAMINATION PAPERS

4.7.2.1 The Division of Academic Affairs shall inform Heads of Department in advance students in their departments who are students with disability in order to make arrangement for their examinations.

- 4.7.2.2 The Timetable Committee shall ensure that copies of the examination timetables are brailled for the visually impaired students
- 4.7.3.2 Heads of Department shall ensure that all with disability write their examination papers in a suitable environment.
- 4.7.2.4 All students with disability shall have their examination papers started at the same time as their other colleagues as indicated on the examination timetable. However, Heads of Department and Examinations Officers shall ensure that the questions for the visually impaired are brailled or enlarged.
- 4.7.2.5 Examination questions for the visually impaired students shall be brailled in advance.
- 4.7.2.6 All students with disability shall be given extra time for their examination papers as follows:
- i. Visually impaired and hearing impaired – half of the time allotted for the paper.
 - ii. Cerebral palsy – half of the time allotted for the paper
- 4.7.2.7 There shall be an interpreter for the hearing impaired during examination.
- 4.7.2.8 Transcribing of the responses of the visually challenged students shall be done by the specialists and submitted to the Heads of Department concerned for marking within three weeks after the end-of-semester examinations.

5.0 COMMENCEMENT OF EXAMINATION

5.1 EXAMINATION PAPERS

- 5.1.1 Examination question papers, answer books and other materials for the examination shall be sent to the Invigilators by the Head of Department or the Examinations Officer fifteen (15) minutes before the examination is due to begin.
- 5.1.2 All extra question papers must be returned to the Examinations Coordinator, Examinations Officer or the relevant Head of Department.
- 5.1.3 Candidates may retain their question papers after an examination except the rubric states otherwise.

5.2 DELAY IN COMMENCING EXAMINATION.

In the event of delay in commencing any paper, the candidates should be told by the Invigilators that they will be allowed extra time equivalent to the length of the delay.

6.0 INVIGILATION

- 6.1 Invigilation is an essential part of the conduct of examination and as such a duty of the academic staff. Invigilators shall be appointed by the Head of Department from among lecturers, Assistant Registrars and senior staff. Junior Staff shall not be engaged in invigilation.
- 6.2 Examination irregularities by candidates shall be dealt with by the Invigilator in accordance with regulations as found in Annex V & VI.
- 6.3 Invigilators shall submit to their Heads of Department reports on the conduct of examinations in accordance with the format as found in Annex IV.
- 6.4 Invigilators shall be in the examination room thirty (30) minutes before the commencement of the paper.
- 6.5 Invigilators shall ensure that all candidates sign the examination attendance sheet.
- 6.6 Invigilators shall ensure that the scripts of candidates are counted and that they correspond with the number of students on the attendance sheet before parceling the scripts. Any discrepancies detected shall be reported to the Head of Department.

7.0 DUTIES OF EXAMINERS DURING EXAMINATION

- 7.1 Examiners shall be present at the Examination Hall or room during the first half hour of an examination; they should be available throughout the Examinations to answer any questions that may be raised by candidates;
- 7.2 It shall be the responsibility of the examiner to ensure the collection of scripts from the Examination Hall or Department for marking;
- 7.3 In cases where it will not be possible for the examiner to collect the scripts, s/he shall request a second examiner with the consent of the Head of Department to collect the scripts on his/her behalf.
- 7.4 The examiner or his/her nominee shall sign for any scripts collected from the Invigilator.

8.0 EXAMINATION REPORTS

- 8.1 At the end of every examination, the Head of Department shall submit a report on the conduct of the examinations. This report should take into consideration, the date for the supply of examination materials, quantity of materials used for the examinations, typing and printing of the questions, conduct of Examiners/Coordinator/Invigilators, irregularities on the part of candidates during the examinations and the general assessment of the conduct of the examinations.

The report should be submitted to the Deputy Registrar (Academic) not later than two weeks after the end-of-semester examinations (see Annexe iii).

8.2 The Examinations Coordinator shall compile and submit a final report on the end-of-semester examinations to the Pro-Vice-Chancellor through the Deputy Registrar (Academic) for the consideration of the Academic Board.

9.0 MARKING OF EXAMINATION SCRIPTS

9.1 Examiners shall complete the marking of examination scripts and enter the marks of students on-line and submit a hard copy to their Heads of Department within three weeks from the last paper of the end-of-semester examinations.

9.2 To enable scripts for large examination classes to be marked within the stipulated period, it should be arranged that the examinations for such courses be taken earlier.

9.3 An Examiner shall not put in claim for excess marking until s/he has fulfilled the conditions in item 9.1.

10.0 MODERATION OF EXAMINATION SCRIPTS BY EXTERNAL EXAMINER

10.1 Heads of Department shall arrange for moderation of end-of-semester examination scripts of final year students.

10.2 Heads of Department shall invite an external examiner to moderate examination scripts of prospective final year students. If the external examiner is unable to visit the University to moderate, Heads of Department shall arrange to deliver the scripts to the external examiner.

10.3 During moderation, the examiner shall be around to discuss with the external examiner any pertinent issue regarding the examination.

10.4 An examiner who cannot be around for his/her paper to be moderated should seek clearance from his Head of Department before leaving campus. If s/he must leave campus for more than ten days, approval should be sought from the Vice-Chancellor.

10.5 The external examiner shall submit to the Vice-Chancellor, a confidential report taking into consideration the following:

- i. the general standard of the examinations and the performance of the candidates;
- ii. the standard of marking by the examiner.

iii. the conduct of the examination with suggestions for improvement.

11.0 RECORDING OF STUDENTS' MARKS ON-LINE

11.1 Examiners shall enter students' grades on-line immediately after marking.

11.2 The entering of students' grades shall be the sole responsibility of the examiner who taught the course. An examiner who decides to give his/her password to any other person to enter the grades on his/her behalf shall be held responsible for any lapses detected and shall face the consequences of his/her action.

11.3 Grades once entered and submitted to the Head of Department shall remain same unless otherwise decided by the Departmental or Faculty Examinations Board meetings.

11.4 Heads of Department shall inform the Deputy Registrar (Academic) of any newly appointed examiner to be given orientation with regard to the operation of the UEWOSIS.

12.0 TIMETABLE FOR ENTERING OF STUDENTS' MARKS ON-LINE

12.1 Departmental Examination Officers shall post the assessment sheet to examiners two weeks after the closure of registration of students, and it shall be the responsibility of examiners to generate the assessment sheets to record class exercises and end-of-semester examination marks.

12.2 Examiners shall enter students' marks on-line within three (3) weeks after the end-of-semester/session examinations.

12.3 Examiners shall re-post their assessment sheets to the Departmental Examinations Officer who shall subsequently post them to the Faculty Examinations Officer five (5) weeks after the end-of-semester/session examinations, that is, immediately after the Faculty Board meetings.

12.4 The Faculty Examinations Officer shall publish students' result six (6) weeks after the end-of-semester/session examinations. Thereafter access to examiners' assessment sheet shall be blocked

12.5 An examiner who may want to get access to his/her assessment sheet after access has been blocked shall seek approval from the Pro-Vice-Chancellor through his/her Dean, through his/her Head of Department.

- 12.6 It shall be an offence for an examiner to keep hold to his/her assessment sheet after the stipulated period has elapsed.
- 13.0 DEPARTMENTAL EXAMINERS MEETING**
- 13.1 All departments shall hold Departmental Examiners meetings to consider students' examination results. The Departmental Examiners meeting shall be chaired by the Head of Department.
- 13.2 Departmental Examiners Board meeting shall be held not later than four (4) weeks after end-of-semester or session examinations.
- 13.3 The Heads of Department shall within a week forward the discussed results to the Dean for Faculty Examiners meeting. Under no circumstance shall departments forward their results to the Faculty without first discussing them at the departmental level.
- 14.0 FACULTY EXAMINERS BOARD**
- 14.1 The Dean shall convene Faculty Examiners Board meeting to consider the examination results for every department five weeks after the end-of-semester examinations. The Faculty Examiners Board shall consist of all Heads of Department, Examinations Officers and the Professors in the Faculty. The Dean shall be the chairman.
- 14.2 If required, external examiner may also attend. Normally the external examiner shall have the final say in marking the scripts.
- 14.4. Provisional results should be released as soon as possible, particularly to withdraw students before the start of the new semester or academic year.
- 14.3 Faculty Examinations Officer shall print out students' result slips after the Faculty Examinations Board meeting.
- 14.5 Faculty Examination Officers shall print out the list of students trailing courses that warrant dismissal/ probation/ warning to the Deputy Registrar (Academic)
- 15.0 FINAL YEAR STUDENTS' RESULTS**
- 15.4 The Faculty Board shall discuss all final year students' results and ensure that they are up-to-date.
- 15.2 The Faculty Examinations Officer shall generate the broad sheet of final year students' records with problems for Academic Board members.

- 15.5 Students records without problems shall be presented to members on a projector at the Academic Board's meeting.
- 15.5. The Dean or his/her representative shall present the final results to the Academic Board using the appropriate form (see Annexe IX & X).
- 16.0 TIMETABLE FOR PROCESSING OF EXAMINATION RESULTS**
- 16.1 Three (3) weeks after examinations, Departmental Examiners meeting shall be held.
- 16.2 Four (4) weeks after examinations, Faculty Examiners Boards shall meet to consider results.
- 16.3 The Academic Board will convene a special meeting soon after the receipt of all results from the Faculty for consideration and approval.
- 17.0 ADDRESSING ISSUES REGARDING STUDENTS' ACADEMIC RECORDS**
- 17.1 Addressing students' academic record problem shall be the responsibility of the Departmental and Faculty Examination Officers. The said Examination Officers shall liaise with the various Examiners to address the students' problem.
- 17.2 No student shall be directed to the Student Records Management (SRM) Unit to have his/her problem addressed.
- 17.3 Issues concerning deletion and insertion of courses for students shall be officially be written to the Deputy Registrar (Academic) for redress.
- 17.4 Staff of the SRM Unit shall not be made to enter grades for any student. They should only assist examiners to solve their problems.
- 18.0 DISSATISFACTION WITH EXAMINATION RESULTS BY STUDENT**
- 18.1 A candidate who is not satisfied with the results of any University Examination affecting him/her may request for review/re-marking by submitting an application to the Deputy Registrar (Academic), and paying the appropriate re-marking/review fee. The paper should be re-marked by a lecturer outside UEW.
- 18.2 An application for review/re-marking shall be submitted to the Deputy Registrar (Academic) not later than twenty-one [21] days after the release of the said result and shall state the grounds for re-marking. No action shall be taken on an application which is submitted outside the stipulated 21-day period. Re-marking shall not proceed unless the re-marking fee is fully paid.
- 18.3 No action shall be taken on an application which is submitted outside the time stipulated in (18.2). Review shall not proceed unless the review fee is fully paid.

18.4 The result of the re-marking should be considered by the Faculty and recommendations submitted to Academic Board for ratification.

18.5 If the student wins his/her appeal the re-marking fee shall be refunded to him/her. However, if it is established that a complaint for re-marking is without merit or is ill-motivated, the Academic Board may prescribe appropriate sanctions against the complainant.

19.0 CURRICULUM REVIEW

UEW has a five-year mandatory review cycle, with the review process starting at the beginning of the fifth year and the revised curriculum package coming into force at the beginning of the sixth year. There is a mid-term evaluation in the year of the cycle. The cyclical curriculum review will cover such area as:

- i. Structure and content of academic programme.
- ii. General academic policies and regulations.
- iii. Quality assurance issues and processes.

19.1 FORMAT FOR INTRODUCING NEW PROGRAMME/ COURSE AND REVISIONS

Faculties and Departments shall adopt the following prescribed formats for introducing new programmes/courses and revisions.

19.2 FORMAT FOR INTRODUCING A NEW PROGRAMME

- i. Heading of Document.
- ii. Title of the proposed programme designation (degree/diploma/certificate).
- iii. Programme rationale.
- iv. Goals/objectives of the programme.
- v. Date of commencement.
- vi. Admissions requirements/target group.
- vii. Programme structure showing: code/title of courses/credit hours/semester by semester layout or courses.
- viii. Courses descriptions and course content outlines – for departmental consideration.
- ix. Resource Implication (existing staff situation/additional staff required, space, equipment, linkages with other institutions/departments etc.
- x. Suggested reading list.

19.3 FORMAT FOR REVIEWING EXISTING ACADEMIC PROGRAMME

- i. Heading of Document.
- ii. Title of the proposed programme designation (degree/diploma/certificate).

- iii. Programme rationale.
- iv. Goals/objectives of the programme.
- v. Date of commencement.
- vi. Admission requirement/target group
- vii. Programme structure showing: code/title or courses/credit hours/semester by semester layout of courses.
- viii. Course descriptions and course content outlines – for departmental consideration.
- ix. Resources Implication (existing staff situation/additional staff required, space, equipment, linkages with other institutions/departments etc).
- x. Suggested reading list.

19.4 FORMAT FOR INTRODUCING A NEW COURSE INTO AN EXISTING PROGRAMME

- i. Heading of document.
- ii. Rationale.
- iii. Code/Title of courses and credit hours.
- iv. Objectives of the course.
- v. Target groups.
- vi. Pre-requisite (if any).
- vii. Course description (the detailed course outline approved by the department).
- viii. Suggested reading list.

19.5 PROCEDURE FOR THE SUBMISSION OF PROPOSED NEW PROGRAMME/COURSE DOCUMENT

Departments proposing new programme/course shall follow the procedures below:

- i. The proposed programme/course shall be thoroughly discussed at departmental level.
- ii. The document shall be forwarded to t he Faculty Board for further discussion.
- iii. The Faculty Board if satisfied with the document, shall forward it to the Academic Planning Committee for consideration. The Dean or his/her representative shall do the presentation at the Committee’s meeting.
- iv. The Academic Planning Committee is satisfied with the document shall submit to the Academic Board for consideration and approval.
- v. The Academic Board shall convey approval or otherwise to the department through the Dean.
- vi. Under no circumstance shall a department introduce a new programme/course without going through the fore going processes.

20.0 CONFIDENTIALITY OF UEW EXAMINATIONS

All UEW examinations are confidential. Examiners should, therefore, exercise maximum care to ensure confidentiality. Under no circumstances should examination questions or marking scheme be shown to students before the examinations. Under no circumstances should examination scripts be shown to candidates without authority.

21.0 SANCTIONS

- i. Since the conduct of examinations forms an essential part of teaching, the performance of staff in the conduct of examinations will be taken into account in assessing the quality of teaching.
- ii. Where an examiner proves difficult or unco-operative, the Head of Department will report him/her to the Dean of the Faculty and the Vice-Chancellor for disciplinary action to be taken against him/her.
- iii. Heads of Department, who are unable to ensure smooth conduct of examinations in their Departments, shall be considered as not administering their Departments properly and therefore shall be sanctioned accordingly.

ANNEXE 1

DUTIES OF INVIGILATORS DURING EXAMINATIONS

1. General Instructions:

- i. The primary duty of supervisors/invigilators during the course of the examination is to maintain constant watchfulness in order to detect any candidate who attempts, by means whatsoever, to avail himself/herself of unfair assistance or who commits any other irregularity.
- ii. Candidates may not be admitted to the examination room more than 30 minutes before the examination is due to begin. Candidates will enter the examination room only when the supervisor/invigilator asks them to do so. Before the candidates are admitted, the invigilator must ensure that the examination room is ready for use, and that students' index numbers have been written on the desk or the index number cards placed on the desks.
- iii. Normally, no candidate will be permitted to leave the examination room during the first half-hour of the period allowed for a paper or to enter the examination room after the half-hour. Any exception to this rule must be reported to the relevant Head of Department.
- iv. Any candidate leaving the examination room and intending to return must be accompanied while outside the examination room by an attendant.
- v. Silence must be maintained during the whole time the examination is in progress. Supervisors/Invigilators are particularly requested to refrain from whispering or talking. Their duties will require them periodically to walk round a section of candidates, but in doing so they must avoid disturbing the candidates.
- vi. No unauthorized person(s) may be permitted to enter the examination room during the period of the examination.
- vii. Candidates may be required at any time to establish their identity
- viii. Supervisors/Invigilators are reminded that writing, except such as is necessary for the performance of their duties, **or reading of newspapers or books during the examination period is not permitted.**
- ix. If Invigilators are to be temporarily absent from their posts they must arrange for their duties to be taken over before leaving the examination room.
- x. Invigilators should be in the examination room and not to be on the verandah
- xi. Invigilators shall not receive telephone calls in examination hall/room.

- xii Invigilators should be by students when they write their names or sign against their picture. They should not allow students to pass the attendance sheet among themselves
- xii Invigilators shall ensure that candidates write their names on the question papers immediately they receive them unless the rubrics indicate that candidates should answer the questions on the question sheet (s).

2. Communications Addressed to Candidates:

No communication may be received by a candidate during the examination except in cases of emergency, and only through the invigilator.

3. Rough Work:

All “rough” work must be done in the answer booklets and crossed through.

4. Report:

- i Invigilators should report in writing any of the following incidents to the Examinations Coordinator or the relevant Head of Department at the end of the examination (reference Annex 4c for format):
 - ❖ Any incident (including) illness that occurs during the examination;
 - ❖ Whether any candidate has failed to appear for the examination for which s/he should have presented himself/herself;
 - ❖ When a candidate who has been granted permission to leave the examination room returns after an unusually long absence.
- ii. The Examinations Coordinator or Head of Department has authority to ask any candidate whose behaviour disturbs the normal conduct of the examination to leave the examination room at once. The script of such a candidate will be sent separately to the relevant Head of Department, with such information as s/he may need to provide the Academic Board with a full report on the incident.

5. Collection of Answer Books:

- i. At the conclusion of each examination, supervisors/Invigilators must collect from the desks the candidates answer books in numerical order and while collecting the answer booklets they must check to see that each candidate’s number and the title of his/her paper have been inserted on his/her booklet, making and initialing at the desk of the candidate any correction which may be necessary. Supervisors/Invigilators must be careful to see that any supplementary answer sheet, map or any other documents

forming part of a candidate's work is securely tied inside the cover at the back of the principal book.

- ii. If a candidate, having appeared, has nevertheless left no work, a statement to that effect signed by the Invigilator shall be submitted to the relevant Head of Department.
- iii. Invigilators must ensure that:
 - ❖ No answer booklet has remained uncollected;
 - ❖ No question papers or spoilt answer booklets are left on the desks, and
 - ❖ Table-books or any other material issued for the use of candidates have been removed from the desks for safe-keeping.
- iv. Students should be seated when booklets are collected instead of rushing in a group.

6. End of Examination:

At the end of the examination, the invigilator should hand over to the relevant Head of Department the following:

- ❖ Scripts for the subject arranged numerically in the script envelope provided which should be properly labelled as requested;
- ❖ Spare stationery
- ❖ Attendance Register duly completed by the invigilators and signed by them.

7. Illness at the Period of the Examinations:

- i. If a candidate is prevented by illness from taking the whole or part of any examination, s/he should immediately report to the local hospital/clinic for a medical report on the state of his/her health. The report should state whether student can take the examination and if s/he can, whether at the hospital/clinic or in the examination hall.
- ii. The Medical Officer shall state in the report 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 hospital.
- iii. Where so recommended, the Deputy Registrar (Academic) on the advice of the Medical Officer, shall arrange for the candidate to take the examination at the hospital under the supervision of an Invigilator appointed by the Head of Department.

ANNEXE II

EXAMINATION RULES AND REGULATIONS: INSTRUCTIONS TO CANDIDATES

- i. A student who does not take continuous assessment does not qualify to take end-of-semester/session examination.
- ii. It is the responsibility of the candidate to find the examination room well in advance and to be seated at least fifteen (15) minutes before the commencement of any examination paper.
- iii. Students shall write their names on the question paper unless otherwise stated in the rubrics.
- iv. Candidates are required to use their Index numbers (written in full) throughout the examination.
- v. Under no circumstances must a candidate's name be written on any part of the answer booklets provided. Candidates who fail to comply with this regulation shall be penalized.
- vi. A candidate arriving late may be refused entry to the examination hall/room. Normally no candidate will be allowed to leave the examination room during the first half-hour of the period allowed for a paper or enter the examination room after the half-hour. Any exception to this rule must be reported in writing to the relevant Head of Department.
- vii. Any candidate leaving the examination room and intending to return must be accompanied while outside the examination room by an attendant.
- viii. Candidates may be required at any time to establish their identity.
- ix. No books, bags, prepared notes, or papers of any kind are to be taken into the examination room unless otherwise specified.
- x. Smoking is not allowed in the examination room.
- xi. There should be no communication whatsoever (verbal or non-verbal) between candidates during the examination. A candidate may attract the attention of the invigilator by raising a hand.
- xii. Any irregular conduct on the part of a candidate such as copying from another student or from prepared notes may result in the cancellation of his/her examination paper and /or a more severe penalty.
- xiii. Candidates who takes a mobile phone, iPods, MP3 and any electronic gadgets other than what is prescribed for the examination, to examination room shall have it confiscated
- xiv. Candidates are supposed to provide their own writing materials such as pencils, eraser, correction fluid etc. It shall be an offence for candidates to collect the said materials from colleagues or ask invigilators to collect some for them.
- xv. Candidates should not remove from the examination room any unused material e.g. answer booklets or parts thereof, supplementary answer sheets, graph sheets, drawing paper supplied

for the examination. Candidates may, however, retain their question papers except the rubric states otherwise.

- xvi. A candidate who finishes an examination ahead of time may leave the Examination Room after surrendering his answer booklet. The candidate shall not be allowed to return to the Examination Room.
- xvii. Candidates should not in any way interfere with the stapling of answer booklet (s). Any complaints about the answer booklet(s) should be brought to the attention of the invigilator.
- xviii. Candidate who fails to present himself at an examination without satisfactory reason(s) shall be deemed to have failed the examination. Reasons for being absent from any paper which refer to any of the following shall not be entertained:
 - (a). Mis-reading end-of-semester Examination Timetable;
 - (b). Forgetting the date or time of examination;
 - (c). Inability to locate venue of examination.
 - (d). Failure to find transport;
 - (e). Loss of a relation;
 - (f). pregnancy, (without medical report)'
 - (g) Police arrest, legal case
 - (h) Acts of God – heavy danger, excessive heat
 - (i) Religious grounds
- xvii A breach of any of the foregoing regulations made for the conduct of University Examinations may attract one or more of the following sanctions:
 - (a). A reprimand;
 - (b). Loss of marks;
 - (c). Cancellation of a paper;
 - (d). With-holding of results for a period.
- xviii. Further to (xvii) penalty, grade Z (Examination malpractice) shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination. Further sanctions may include:
 - (a). Being barred from University examinations indefinitely;
 - (b). Suspension from the University;
 - (c). Expulsion from the University.

ILLNESS DURING THE PERIOD OF THE EXAMINATION

- i. If a candidate is prevented from taking the whole or part of any examination by illness s/he should immediately report to the Hospital for a medical report on the state of his/her health. The report should state whether s/he can take the examination at all and if s/he can, whether at the hospital or at the examination hall.
- ii. The Medical Officer shall state in the report to the Deputy Registrar (Academic) 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 hospital.
- iii. Where so recommended the Deputy Registrar(Academic), on the advice of the Medical Officer, will arrange for the candidate to take the examination at the hospital under the supervision of an invigilator to be appointed by the Head of Department

DEFERMENT OF EXAMINATION

A student can apply for deferment of examination on the following:

- i. **On grounds of ill-health**

A student who is unable to take End of Semester Examination on grounds of ill-health shall, on application to the Deputy Registrar (Academic) copied to the Head of Department and Dean, and on provision of a Medical Certificate issued or endorsed by the Medical Officer of the University, be allowed to take the supplementary examination as his/her main examination. Subsequent application for deferment, on grounds of ill-health, shall be subjected to a Medical Certification issued by a properly constituted Medical Board.
- ii. **On grounds other than ill-health**

In cases of deferment on grounds other than ill-health, the appropriate Head of Department and Dean shall invite the applicant for interview and advise the University as appropriate. It shall be the student's responsibility to satisfy the University beyond reasonable doubt why s/he wishes to defer the examinations.
- iii. In all cases of deferment of examinations, the students concerned shall obtain written responses before leaving the University.

ANNEX III

EXAMINATION REPORTS FROM DEPARTMENTS

(TO BE COMPLETED BY HEADS OF DEPARTMENTS)

DEPARTMENT:.....

SEMESTER:.....ACADEMIC YEAR:.....

STATIONERY USED FOR EXAMINATION:

<u>Description</u>	<u>Quantity</u>
.....
.....
.....
.....

ASSESSMENT OF TYPING AND PRINTING OF QUESTIONS:

.....
.....
.....

CONDUCT OF INVIGILATORS:

.....
.....
.....
.....

IRREGULARITIES:

(Please attach Invigilators Report)

.....
.....
.....

SPECIAL REPORT:

(Please attach a Special Report Form)

.....
.....

General Assessment of Conduct of Examination:

.....
.....
.....
.....
.....
.....

.....
(SIGNATURE OF HEAD OF DEPARTMENT)

.....
(NAME OF HEAD OF DEPARTMENT)

DATE:.....

ANNEXE IV

INVIGILATOR'S REPORT

(TO BE SUBMITTED TO HEADS OF DEPARTMENT)

Examination:.....
Programme:.....Department:.....
Course Code:.....Course Title.....
Number of candidates.....Answer booklets Used.....
Venue of examination.....

INVIGILATOR'S COMMENTS (tick the applicable space)

	<i>Very Good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Not satisfactory</i>
General assessment of conduct of examination				

Any other relevant information.....
.....

Name of Invigilator:.....
Signature.....
Date:.....

ANNEX V

EXAMINATION IRREGULARITY FORM

(INVIGILATOR)

1. Name of programme:.....
2. No of Candidates in the room:.....
3. Course code:.....
4. Course title:.....
5. Name and Index Number of Candidate:.....
(Where several candidates are concerned in the same incident, the number and name of each must be given on a separate form.)
6. Nature of the irregularity:
(Please give full but concise details) (e.g.) copying from notes, causing disturbance, assaulting supervisor/invigilator, impersonation, exchanging information).
7. Action taken by Invigilator:.....
8. Statement by Invigilator:.....
9. Name of Invigilator:.....
10. Signature of Invigilator:.....
11. Date:.....
12. Statement by Candidate involved in alleged irregularity:

I have read the supervisor's and the invigilator's statements above and wish to comment as follows:

13. Name and Index Number of Candidate:.....
14. Signature of Candidate:.....
15. Date:.....

NOTE:

- (1) The candidate must write a statement in the space provided. Where more than one information is to be provided extra sheets of paper should be provided for the candidate to make his/her statement. The statement, together with the supervisor's comments, should be attached to the report.
- (2) All exhibits should be forwarded along with the report to the Deputy Registrar (Academic Affairs) office in a separate envelope marked "Confidential" and addressed to the Deputy Registrar, Division of Academic Affairs, UEW.

ANNEXE VI

EXAMINATION IRREGULARITY FORM (STUDENT)

SPECIAL REPORT

Department:.....Title of Paper:.....

Course Code:.....

No. of Candidates in the room:.....

Candidate's Name (in capitals):.....

(where several candidates are concerned in the same incident, the number and name of each must be given a separate form.

Candidate's Index No.:.....

Nature of Report:

(Full details must be given. Attach a sheet of paper if necessary).

Action taken by Invigilator:.....

Signature of Invigilator:.....

Name:.....

Date:.....

NOTES

1. This form should be used only for special reports such as illness failure to appear for an examination, and when a candidate returns to an examination room after a long absence.
2. Report not supported by Medical Reports will not be considered.
3. This form should be sent to the registrar (Academic Affairs) in a separate envelope. It must be marked "confidential" and addressed to the Registrar (Academic Affairs), U.E.W.

ANNEX VII

EXAMINERS'S FORM FOR PRESENTATION OF RESULTS

DEPARTMENT:.....YEAR:.....

COURSE CODE:.....COURSE TITLE:.....

GENERAL SUMMARY OF RESULTS

GRADE	NUMBER	PERCENTAGE (%)	REMARKS
A			
B+			
B			
C+			
C			
D+			
D			
E			
Incomplete			
Withdrawal			
Cancelled			
Total			

Name.....

Signature of Lecturer..... Date.....

Name.....

Signature of Head of Department.....

Date.....

Dean/Director's Name:.....

Signature of Dean..... Date:.....

ANNEX VIII

FORM FOR WITHDRAWAL OF STUDENT

(ON ACCOUNT OF POOR ACADEMIC PERFORMANCE)

FACULTY.....

DEPARTMENT:.....

YEAR:.....SEMESTER.....

INDEX NUMBER	NAME OF CANDIDATE(S)	COURSE CODE/TITLE TRAILED	REMARKS

NAME OF HEAD OF DEPARTMENT:.....

SIGNATURE..... DATE:.....

DEAN/Director's NAME

SIGNATURE..... DATE:.....

ANNEX IX

FORM FOR PRESENTATION OF FINAL YEAR STUDENTS' RESULTS (DEGREE PROGRAMMES)

PROGRAMME:..... YEAR:.....

DEPARTMENT:.....FACULTY:.....

CLASS	MALE	FEMALE	TOTAL
FIRST			
SECOND UPPER			
SECOND LOWER			
THIRD			
PASS			
FAIL			
INCOMPLETE RECORDS			
TOTAL			

Name:.....

Signature of Dean/Director:.....

Date:.....

ANNEXE X

FORM FOR PRESENTATION OF FINAL YEAR STUDENTS' RESULTS (DIPLOMA AND CERTIFICATE PROGRAMMES)

PROGRAMME:.....YEAR:.....

DEPARTMENT:.....FACULTY:.....

CLASS	MALE	FEMALE	TOTAL
DISTINCTION			
CREDIT			
PASS			
FAIL			
INCOMPLETE RECORDS			
TOTAL			

Dean/Director's Name:.....

Signature of Dean/Director:..... Date:.....

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