



UMARU MUSA YAR'ADUA UNIVERSITY, KATSINA

REVISED EXAMINATION REGULATIONS

WITH EFFECT FROM MAY 2014

(Approved by the Senate at its 50th meeting held on 28th May, 2014)

EXAMINATIONS

These regulations are made by the Senate. **Sections I to VII** of these regulations shall apply to all the programmes of study for first degrees, diplomas, certificates and remedial courses. **Section VIII and IX** shall apply to all examinations.

SECTION I – GENERAL

1. In these Regulations, unless the context otherwise admits:

(i) “**Examination**” means any examinations required by the Senate in a programme of studies to which these Regulations apply

(ii) “**Session**” means an academic year of 2 semesters as determined by the Senate.

(iii) “**Semester**” means the sub-division of the session/year of study into three sections, a semester normally should last about 18 weeks (including registration, teaching and examination periods) provided that no less than 15 weeks each are actually devoted to teaching during the first and second semesters.

(iv) “**Year of study**” means the total aggregate of the course units undertaken by a student within a session.

(v) “**Programme of Study**” means the total aggregate of the course units undertaken by a student which together form a first-degree, diploma, certificate or remedial courses.

(vi) “**Course units**” means those units of teaching the examination results of which are aggregated to determine a student’s overall assessment for the year of studies. It is a quantitative organization of the curriculum in which subjects are broken down into course units, which are examinable and for which students earn credit(s) if passed. Each examinable course unit spans one semester.

(vii) “**Credit Unit**” means (a) measure of work load which describes the student-teacher contact hours per week per semester, e.g. a one credit unit is equal to a one hour of lecture or tutorial, etc. per week per semester; or 3 hours of practical per week per semester; (b) a measure of course weighting the total number of contact hours per week per semester determines the weighting.

2. Notwithstanding any provisions to the contrary in these Regulations, the Senate reserves to itself the power to decide any case on the basis of what appears to it to be fair and just in the circumstances of the case; and to approve examination results in spite of any breach of these Regulations, if the Senate is satisfied that the said breach has not substantially affected the examination results.

SECTION II – THE CONDUCT OF EXAMINATIONS IN THE UNIVERSITY

- i) The University Senate reserves the power under the law establishing the University to decide exclusively on all academic matters;
- ii) At the end of each semester, examinations are conducted for courses taught in various departments. Such examinations may take the form

of written papers, oral examination, practical, clinical, submission and defense of written projects, etc as approved by the University Senate;

- iii) The time-table for the examinations shall be fixed on the Notice Boards in the University, stating the times and venues of all examinations. The time-table should be pasted three weeks before the commencement of the examinations in order to give room for resolving cases of clashes;
- iv) Students who have clashes in the examinations based on the timetable should immediately intimate their Departmental/Faculty Examinations Officer and to the Directorate of Examinations and Registrations;
- v) All clashes reported by students should be resolved by the relevant Departments and Faculty Examination Officers in conjunction with the Directorate of Examination and Registration before the commencement of the examinations.
- vi) Any case of a clash reported while examinations are on will not be entertained. Students who fail to intimate the appropriate officers of the University of impending clashes in the examinations shall blame themselves for any difficulty or eventuality that may arise;
- vii) Continuous assessment would be included in determining the final score of candidates in the examinations results. The continuous assessment for courses with practicals should be 40% while others that do not have practicals should be 30%. A student must have CA marks to pass an examination.

- viii) Any student who absents himself/herself from any examination without University approval would be graded “F” for such course(s) and the grade(s) would be reflected in the calculation of his/her GPA for the Semester or session. Where a student misses all semester examinations without permission he/she is withdrawn.
- ix) Subject to the approval of the Senate, the University may grant concessions to student(s) who could not complete or write all the examinations due to certified illness or other exigencies acceptable to the Senate. Where the Senate accepts any reason as genuine, it shall be at the pleasure of Senate to determine the nature of the concession(s) to be so given;
- x) Students who satisfy the requirements for examination shall be issued with examinations cards one week before the commencement of the examination. The cards shall be presented to the invigilator in all examinations and every card must be duly endorsed by the Academic Secretary.
- xi) No student shall be allowed to enter the examination hall without the University identity card and examinations card.

WRITING EXAMINATIONS FROM HOSPITAL BEDS:

- i) A hospitalized student shall apply to his/her Head of Department through his/her physician; the application should reach him (the Head of Department) at least 7 days before the examination of the affected course; in case of emergency situations, the victim is advised to apply for incomplete status, so that an envisaged “F” does not count

against him/her (Note that the writing of examinations from hospital beds is only applicable in the University Clinic).

- ii) The Head of Department shall within 24 hours of receipt of the application forward his recommendation to the Dean of his Faculty.
- iii) Subject to the availability of facilities, the Dean approves the application and notifies the University authority through the Registrar.
- iv) A copy of the approval shall be made available to the Chief Invigilator before the commencement of the examination for his necessary action.
- v) The approval shall be communicated to the student at least 24 hours to the examination.
- vi) A minimum of N1,000 and a maximum of N5,000 shall be paid by the student being the expenses for the conduct of examinations per paper.
- vii) Examination materials (question papers and scripts) for the student should leave the main examination hall within 2 minutes of the commencement of the examination and should reach the hospital within 45 minutes of commencement.

SECTION III – ACADEMIC ASSESSMENT:

The Student should be continuously assessed and at the end of each semester examined in all the courses taken during the semester. The semester examinations shall carry sixty (60) per cent of the total marks and

the continuous assessment component the remaining forty (40) per cent for courses with practicals and 70 percent and 30 percent for courses without practicals. However, continuous assessments and semester examinations shall account for one hundred (100) per cent of the marks awarded.

Each lecturer shall mark all the answer scripts of any course taught and examined by him/her in accordance with the moderated marking scheme. Such scripts shall be submitted to the Head of Department who shall arrange for the external moderation of the marking (this involves scripts of 300 and 400 Levels only).

1. GRADING COURSES:

The assessment on each course shall be graded as follows:

RAW SCORE%	LETTER GRADE	GRADE	POINT
70-100	A		5
60-69	B		4
50-59	C		3
45-49	D		2
40-44	E		1
0-39	F		0

A. Grade Point Average (GPA)

A student's performance in any semester is reported in terms of the Grade Point Average. This is the average of the weighted grade points in the courses taken in a semester. The Grade Point Average is obtained by multiplying the

Grade Point attained in each course by the number of Credit units assigned to that course, and then summing these up and dividing by the total number of Credit units taken for the Semester.

B. Cumulative Grade Point Average (CGPA)

This is the up-to-date mean of the Grade Points earned by a student in a programme of study. It is an indication of a student's overall performance at any point in a training programme. To compute the Cumulative Grade Point Average, the total Grade Points multiplied by the respective Credit Units for all the semesters are added and then divided by the total number of units for all the courses registered by a student.

2. Final Year Student Research Project:

Final year students are required to write a research project and submit three (3) bound copies of the research project at a date not later than four (4) weeks after the second semester examination.

The external examiner shall also moderate the grading of the projects

3. The classification of Degree:

Degrees are classified as follows:

Class of Degree	CGPA
First Class Honours	4.50 - 5.00
Second Class Honours (Upper Divisions)	3.50 – 4.49

Second Class Honours (Lower Division)	2.40 – 3.49
Third Class	1.50 – 2.39

4. PROBATION, WITHDRAWAL, DOWN-STEPPING INTER-FACULTY/PROGRAMME TRANSFERS, INTER-DEPARTMENTAL TRANSFERS.

- i) If a student's CGPA falls below 1.50 during one session, he/she would be placed on probation (of warning period) in the hope that the student will improve in the following session; such a student shall be informed of his status in writing by the Faculty and copies of the letter should be sent to the Registrar and the Department.
- ii) If the student's CGPA falls below 1.50 at the end of any session, he should be written a letter of warning by the Dean through the Head of Department to improve on his CGPA (above 1.50) in the following session. The academic adviser and the departmental counsellor shall intensify follow ups on the student.
- iii) Such student shall not register more than 30 units in the following session.
- iv) If by the end of the following session, the CGPA is still below 1.50, such a student is asked to withdraw to save time and the resources of the University and parents/sponsors. There shall be no transfer or re-absorption of such a student.

- v) No student already withdrawn on academic grounds shall be eligible for transfer or re-absorption.

Withdrawal:

Withdrawal from the University shall be recommended by the Faculty Boards to the Senate on any of the following grounds:

- i) Failure to register within the time set by the Senate for registration.
- ii) Failure to obtain a CGPA of at least 1.50 after a probation period.
- iii) Failure to attend classes for a period which exceeds 30 consecutive days except with official permission.
- iv) Failure to complete the stated requirements for the award of degree or diploma within the maximum number of semesters laid down for the programme.
- v) Failure to sit for the entire semester examinations without any admissible reason.
- vi) The University has no objection to any student withdrawing voluntarily from any programme. However, the University is not under any obligation to accept such a student into any other programme.

Inter-Programme Transfer:

A student may transfer from one programme to any other programme in the University provided he/she met all the requirements of the programme he/she wants to transfer to and that it must be in operation. This exercise attracts a processing fee of ₦10,000.

Inter-University Transfer:

A student may wish to transfer from any reputable University to Umaru Musa Yar'adua University provided he/she meets the requirements of the programme he wishes to transfer to. This student must have spent one academic session in that University; the processing fee for this exercise attracts ₦20,000.

5. SPILL-OVER

- i) Students who are not able to graduate at the end of their approved period of study shall be allowed to carry over such courses into the following session. This period shall be referred to as "First Spill-Over". All the grades scored in that session shall be fully credited to the student and scored the class of degree awarded.
- ii) Students who could not graduate at the end of the second spill over would be asked to withdraw from the University. It should be noted that the period of study of any undergraduate student shall not exceed by more than four semesters beyond the normal period approved for the study and two semesters for Diploma/Certificate students.
- iii) Once a student withdraws from a course of study in a Faculty after the maximum period allowed, he or she is not eligible for admission or re-admission into any programme of study in the University.

6. GRADUATING WITH AN 'F' GRADE IN A COURSE

- i) To graduate, the University expects students to pass all the registered courses. However, in exceptional circumstances, they may apply to graduate with an "F" grade in an elective course.
- ii) The application is made through the Head of Department and Faculty to the Chairman of the Senate, provided the course is not a core course.
- iii) Such students are also expected to meet minimum requirements for graduation in terms of credit units at different levels.

7. THE NOTIFICATION OF EXAMINATION RESULTS

- i) The Dean of the Faculty shall, on the semester grade sheet, communicate to the students as soon as possible the Senate approved results.
- ii) The Directorate of Examinations and Registration shall issue result slips to all students at the end of every session. The use of e-mail could facilitate this exercise.
- iii) Students shall report in writing immediately to the Head of Department any discrepancies in the grade communicated to them.

8. CONVOCATION

Convocation ceremonies are held from time to time as approved by the Senate and Council of the University. It is:

- i) An occasion where graduates are conferred with certificates, diplomas and degrees of the University having been found worthy in character and learning. In addition honorary degrees are conferred on distinguished deserving personalities.
- ii) Convocation is usually preceded by various events, which make up the convocation week.

9. THE ISSUANCE OF OFFICIAL TRANSCRIPTS OF ACADEMIC RECORDS

- i) The Registrar shall be responsible for issuing certified copies of the official transcripts of academic records, after due consultation with the Directorate of Examinations and Registrations.
- ii) Copies of the official transcript shall be sent on request only to institutions or to prospective employers.
- iii) No official transcript shall be issued directly to a student. A student's copy can be issued on request.
- iv) All subsequent or additional copies of the transcript shall only be issued on an application to the Registrar supported by the receipt of the payment of the prevailing charges.

10. THE COLLECTION OF STATEMENT OF RESULT

- i) Students wishing to collect their statements of result are to present themselves to the Academic Secretary with the following:
 - a) Identity card of the University used by the student.

- b) A copy of the clearance certificate duly signed by all the designated officers of the University.
- c) In case a student losing his/her clearance form, he/she has to get a new clearance form from the Student Affairs Division and have it clearly signed by the designated officers of the University.

11. THE COLLECTION OF CERTIFICATES

- i) Students wishing to collect their certificates are to present themselves to the Academic Secretary with the following:
 - a) Original of the Statement of Result issued by the University;
 - b) Identity Card of the University used by the student;
 - c) Evidence of payment of N1,000 to the account of ALUMNI of the University.
- ii) Certificate(s) shall not be issued to any person other than the owner.

12. ACADEMIC PRIZES

Students should be given prizes for outstanding performance in the University in terms of the following:

- a) Best performance in the Departments.
- b) Best performance in the Faculties.
- c) Best performance in the University.

SECTION IV – THE APPOINTMENTS AND DUTIES OF EXAMINERS

The examinations in any academic discipline shall be conducted by:

- a) Chief Examiner;

- b) Internal Examiners; and
- c) One or more External Examiners where appropriate.

1. The Chief Examiner

A Chief Examiner is the Head of the Department concerned, who is also the Chairman of the Departmental Board of Examiners. His duties are as follows:

- i. Ensuring that no scripts are destroyed within five years after the graduation of the students.
- ii. Ensuring that no person or organization outside the University except an External Examiner possesses any marked scripts or sheets.
- iii. Ensuring that draft examination papers are prepared.
- iv. Ensuring that each examination paper bears the appropriate rubrics, as follows:
 - a. The date and time on which the paper is to be taken;
 - b. The number of questions to be answered and restrictions as to choice;
 - c. Other necessary instructions to students.
- v. Ensuring that sealed packets of examination questions indicate the Faculty, subject, year of examinations, date of examination and number of copies.
- vi. Ensuring that examination papers, printed or duplicated, are deposited with the Dean with his/her signature on the sealed envelopes.

2. Internal Examiners

- A. The internal Examiners shall be members of academic staff in the Department.
- B. The External Examiners constitute the Departmental Board of Examiners.
- C. The duties of Internal Examiners/Departmental Boards shall be:
 - i. Preparation and signing of examinations papers;
 - ii. Preservation and the security of examination papers at all stages;
 - iii. Marking and the moderation of answer scripts before external moderation; and
 - iv. Performing any other examination duties required by the Chief Examiner.

3. The appointment of External Examiners

External Examiners who shall not be below the rank of Senior Lecturer in an approved University shall be appointed by the Senate on the recommendation of the Department through the Faculty. Each department shall have two (2) external examiners for (2) years and renewable only for one term. An External Examiner can be appointed under the following conditions:

- a) At the beginning of each academic session.

- b) The Senate shall appoint external examiners based on the recommendation by Department and Faculty backed with curriculum vitae of prospective external examiners.
- c) Except in a case, which, in the opinion of the Senate, represents an emergency, no person who is employed by the University or is a member of a Faculty Board or of the University Council shall be an External Examiner.

The Duties of the External Examiner are as follows:

- a) Review all final degree examination question papers and marking schemes before the examination and send any comments on them to the Vice Chancellor and copy to the Heads of Department.
- b) Moderation of all examination question papers.
- c) Participating in an interactive session with the Internal Examiners from time to time at the instance of the University and on the advice of the HOD/Chief Examiner.
- d) Reporting to the Vice Chancellor through the HOD on the following aspects of examinations:
 - i) The Standard of the examinations;
 - ii) The standard of the marking by the Internal Examiners;
 - iii) The standard of the project or course work examined;
 - iv) The pass list and any honours classification; and
 - v) Any other matters that call for comments.

SECTION V - FACULTY EXAMINATION OFFICERS:

1. In each Faculty, and for every two sessions, a Faculty Examination Officer and an Assistant Faculty Examination Officer shall be appointed. The Board should consider competence, interest, seniority and dedication.

2. Each Faculty Examination Officer shall, in consultation with the Dean and Head of appropriate Department, appoint:

- i) Invigilators for each examination hall; if the number of students in one hall exceeds 50, then two invigilators shall be appointed for that hall.

3. A Faculty Examination Officer shall perform all the necessary functions concerning the collection and control of examination materials, the arrangement of examination venues, the collections of the sealed packets of examination papers and distribution to Invigilators. He shall oversee the conduct of all examinations and report to the Dean any cases of serious illnesses, disturbances, misconduct or irregularity in the examinations. Where appropriate, the Dean shall report to the Director of Examinations and Registration and to the Faculty Board.

4. The Faculty Examination Officer shall publish within the Faculty or Faculties all the dates, times and places of the examinations normally at least two weeks in advance.

5. After the examinations have been held, the Faculty Examinations Officer shall send one copy of each paper to the Registrar and the Directorate of Examinations, the Directorate of Academic Planning and three copies to the University Librarian.

6. The Examination Officers concerned shall be remunerated as determined from time to time by the Committee of Deans and Directors.

PART VI – THE APPOINTMENT AND DUTIES OF INVIGILATORS:

1. Each Academic Staff shall invigilate in the Examinations;
2. Heads of Department and Senior Academics are assigned as Chief Invigilators (if they are on ground).

THE DUTIES OF CHIEF INVIGILATORS:

- i) To take attendance to confirm that all the invigilators are present at the designated venues at all times;
- ii) To attend to reported cases on the conduct of the examination;
- iii) To endorse reports on examination misconduct from an Invigilator for further investigations;
- iv) To submit a report on the conduct of the examinations to the Deputy Vice Chancellor (Academics) through the Deans; and
- v) To ensure the smooth conduct of the examinations.

THE DUTIES OF ASSISTANT CHIEF INVIGILATORS:

- i) To assist the Chief Invigilators in the discharge of their responsibilities.

THE DUTIES OF INVIGILATORS:

- i) To collect examination materials from the designated venues;

- ii) To admit students into the examination venues;
- iii) To take attendance to confirm that only eligible students are admitted at the start of examinations;
- iv) To ensure that students sign out their attendance slips and submit them along with the examinations scripts at the end of the examinations;
- v) To report difficulties in the conduct of the examinations to the Chief Invigilator;
- vi) To report cases of examination misconduct to the Chief Invigilator and obtain his endorsement for further investigations;
- vii) To submit all the examination materials that are collected at the start of the examinations and the designated venues; and
- viii) To ensure the smooth conduct of the examinations.

INVIGILATION REGULATIONS:

- (i) There should be in each hall at least two (2) invigilators one of whom should normally be the course lecturer. One of the invigilators should be designated the Senior Invigilator. There should be at least one attendant in a hall, and, where possible, due provision should be made to take care of male and female candidates. The most senior academics among the invigilators shall be the Senior Invigilator.
- (ii) Where the hall is small and the students are large, the invigilators should be spread to other venues. In this case, a very large class should be

designated Departmental invigilation, hence all the staff of the Department should be on ground to invigilate the course.

- (iii) Lists of invigilators should be drawn up by the Chief Examiner/Head of Department and forwarded to the Directorate of Examinations and Registration at least one (1) week before the commencement of the examination.
- (iv) It should be the duty of invigilators to exercise constant and vigilant supervision over the candidates. The Senior Invigilator should bear the responsibility for handling any case of misconduct by candidates, and should send a report on each case to the Faculty Examination Officer immediately after the completion of the paper in which the act of misconduct takes place.
- (v) The Senior Invigilator should normally report at the faculty examination office half an hour before the commencement of the examination for the collection of examination materials.
- (vi) Each of the sealed packets of examination questions must be opened in the presence of the candidates by the Senior Invigilator at the time specified for the commencement of the examination in the course to which the packet is related.
- (vii) While the examination is in progress, no persons other than the Dean of the Faculty, the Chief Examiner, Invigilators, the Medical Personnel, the

Security personnel, the attendants and members of the Management should be allowed to enter the hall.

- (viii) No invigilator should influence the process of examination with a view to giving undue advantage to any student.
- (ix) The time scheduled for the examination in each paper as indicated on the time-table should normally be adhered to. In case there is a delay in starting a paper, for up to half the time allotted for the paper, the invigilator should make a formal report in writing to the Chief Examiner.
- (x) It is the responsibility of the Chief Examiner/Head of Department to notify the Faculty Examinations Officer about the disruption occasioned by the delay stated above (ix), so as to avoid conflict.
- (xi) The Faculty Examinations Officer could only reschedule an examination with the approval of the Dean of the Faculty. The affected students must be notified immediately. Also, the Chief Examiner and/or Departmental Examinations Officer and the invigilators must be intimated.
- (xii) The Invigilator shall screen candidates and ensure that they are in possession of their I.D. Cards and Examination Cards before entering the Examination Hall/Venue.
- (xiii) Invigilators must alert students of the time at intervals during the examinations.

- (xiv) A student may be allowed to leave the examination hall after half of the time scheduled for that paper has been spent.
- (xv) After the first $\frac{1}{4}$ of the allowable time has elapsed, the Senior Invigilator should check the attendance register and sign in duplicate. The signed list should be considered the final list of the candidates in the examination, and one copy should be delivered by hand to the Dean and the Directorate of Examinations and Registration while the last copy should be enclosed in the envelopes containing the answer scripts.
- (xvi) At the close of the examination, candidates must remain at their desks until their scripts have been collected by the Invigilators. The Senior Invigilator should check the candidates' answer booklets against the attendance list for the particular examination.
- (xvii) The Departmental Examination Officer should ensure that the scripts so received are checked against the candidates' attendance sheets or register. He should then parcel and seal the answer booklets together with at least five copies of the relevant question papers and a copy each of the signed attendance list and deliver them to the Chief Examiner immediately who should sign as having received the scripts.
- (xviii) The Departmental Examination Officer should ensure that at least five (5) copies of the question paper and a copy of the attendance list are delivered to the Directorate of Examinations and Registration. He should also ensure that all unused answer booklets are returned to the Faculty Examinations Officer.

SECTION VII – THE REGISTRATION OF STUDENTS FOR EXAMINATIONS:

1. In order to be admitted to any examinations, a student must have been registered for the courses to be examined and fulfilled all the university requirements concerning residence, fees or other matters. At least 75% attendance is required in all cases, tutorials, laboratories, clinics, field studio practical/theatre training, etc to qualify to sit for semester examinations. He must also have fulfilled all Faculty requirements regarding attendance at, or satisfactory completion of, any course-work, practical assignments, projects or other matters. The standards necessary to satisfy these Faculty requirements shall be determined from time to time by a Faculty Board on the recommendation of the appropriate departments, and any changes shall be made known to the students at the start of the relevant semester.

2. The Director of Examinations and Registrations (DER) shall prepare examination cards with appropriate examination numbers for issue to students at least two weeks before the semester examinations begin. These cards will be issued on the basis of the lists of students submitted by each Faculty Examinations Officer, who shall certify that the students have been registered for the programmes of studies shown for them and have not infringed on any Faculty requirements or on any University requirements for admission to Examination.

3. Before issuing an examination card to any student, the DER shall confirm that the student has been registered in the Academic Office for the programme of study, and has not infringed on any University requirement for admission to examinations.

4. It shall be the responsibility of each student to make sure that he is registered for the appropriate examinations and that he knows the dates, times and places of the examinations for which he is registered.

PART VIII – DISCIPLINE DURING EXAMINATION:

DEFINITIONS OF OFFENCES:

All definitions of offences as per the Examination Malpractices Act, CAP E15, Vol. 6, Laws of the Federation of Nigeria 2004 shall be applicable and are contained herein as Appendix 1 to this document.

UNIVERSITY EXAMINATION RULES:

1. A student shall be at the examination room/hall at least fifteen (15) minutes before the advertised time of the examination. A student is required to supply his/her own pens, pencils, rulers, etc.
2. A student may be admitted in the examination room/hall up to $\frac{1}{4}$ of the allowable time after the start of the examination (45 minutes for a 3-hour paper, 30 minutes for a 2-hour paper and 15 minutes for a one- hour paper), but he/she shall not be allowed extra time. If a student arrives later than $\frac{1}{4}$ of the allowable time after the start of the examination an invigilator may at his/her discretion admit him/her if he/she is satisfied that the student has good reasons for lateness. However, the invigilator shall report the circumstances to the Faculty Examination Officer who shall advise the Faculty Board of Examiners, which shall decide whether to accept the student's paper or not.

3. A Student may be permitted by an invigilator to leave the examination hall during the course of an examination provided that:
 - a) The Invigilator is satisfied that the student does not carry on his/her person any unauthorized material and such a student shall be accompanied by an Attendant to be designated by the Invigilator;
 - b) No student shall normally be allowed to leave the examination hall during half of the time for the examination;
 - c) A student must submit his/her answer booklet to the invigilator before leaving the examination hall/room if he/she does not intend to return.
4. A student shall not take into the examination hall/room or have a preprogrammed electronic device in his possession, , Cellular/Mobile phones, any book, paper or any other form of printed or written material or audio recording or an organized electronics(s) gadget on his/her body or clothing items during the examination session.
5. A student must bring his/her examination and identity cards to each examination hall/room and display them in a conspicuous position on his/her desk.
6. Each student shall complete an attendance form with his/her name, number, department and signature, which shall be collected by the invigilator of each examination. Students must sign out their names when submitting their scripts. In the event of any dispute arising as to whether or not a candidate sat for the examination and/or submitted

his/her answer scripts, the signatures on the attendance list/register shall be conclusive proof thereof.

7. Three copies of the attendance sheet should be made and forwarded to the Office of the Dean, Department and Directorate of Examinations and Registration.
8. All Departmental Examination Officers should be responsible for preparing three copies of attendance sheets. They should forward copies each to their respective Deans and the Directorate of Examination and Registration.
9. No communication between students is permitted during an examination.
10. No eating, smoking and drinking are permitted. Thus:
 - a. A student shall not pass or attempt to pass any information or instrument from one to another during an examination;
 - b. A student shall not copy or attempt to copy from another student or engage in any similar activity;
 - c. A student shall not disturb or distract any other student during an examination;

If there is a genuine reason, students may call the attention of the Invigilator by raising their hands.

11. A candidate shall deposit any handbag, brief case, etc. to place(s) designated by the invigilator before the commencement of the

examination. The invigilator shall ensure that the regulations are complied with and any candidate who fails or refuses to leave his/her handbag or briefcase, etc outside the examination hall/room shall not be allowed into the examination hall/room or the designated place(s) for that particular examination by the invigilator.

12. A student must not, during an examination, directly or indirectly give assistance to any other student or permit any other student to copy from or use his/her answer booklet. Similarly, a student must not directly accept assistance from any other student or use any other student's answer booklet.
13. A student shall write his/her examination number (not his/her name), department and course clearly in the spaces provided for them at the top of the cover of every answer booklet and on each separate sheet of paper that the Invigilator gives and is used for the examination.
14. The use of scrap paper is not permitted; all rough work must be done in the answer booklet and crossed out neatly, or in supplementary answer books, which must be submitted to the invigilator. Except for the printed question paper, a student must not remove from the examination hall/room any paper or other materials supplied. The invigilator shall ensure compliance.
15. Students should not in any way mutilate or interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.

16. At the end of the time allotted, each student shall stop writing and gather his/her answer booklets/scripts together in order for collection by the invigilator.
17. A candidate shall comply with all the lawful instructions given by the invigilator(s) and other officers of the University charged with the responsibility of conducting examinations.
18. A candidate shall comply with all the instructions set out on a question paper, answer booklet or any material supplied during examinations.
19. A student shall not write anything on the question paper or any other material.
20. On entering the examination venue, it is the responsibility of the candidate to draw the attention of the invigilator to any paper or material on his or her seat, table or on the floor around him/her for such materials to be removed from the Hall before the examination starts.
21. A student that is apprehended for an alleged Examination Misconduct shall be allowed to continue with the examination, while a report is being compiled, provided he/she causes no disturbances.
22. The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:
 - i) mis-reading the examination time-table;
 - ii) forgetting the date or time of the examination;

- iii) inability to locate the examination hall;
- iv) inability to rouse oneself from sleep in time for the examination;
- v) failure to find transport;
- vi) loss of a relation;

23. The following shall constitute examination misconduct;

- i) the leakage of examination questions in the form of having any knowledge or possessing examination questions before the examinations;
- ii) the possession of unauthorized materials related to the examinations and likely to be used during the examinations;
- iii) copying from prepared notes or from the script of a colleague during the examination;
- iv) persistently looking over other students' shoulders in order to cheat;
- v) impersonating another student or allowing oneself to be impersonated;
- vi) assisting or attempting to assist, obtaining or attempting to obtain assistance from a student;
- vii) consulting or trying to consult any books, notes or other unauthorized materials during examinations;
- viii) persistently disturbing other student(s) or distracting their attention;

- ix) verbal or physical assault on student(s), an invigilator or any other examination official over alleged misconduct;
 - x) destroying materials suspected to help establish cases of examination misconduct;
 - xi) Writing after the examination has ended;
 - xii) fabrication of data by claiming to have carried out experiments, observations, interviews or any sort of research, which have not, in fact, been carried out or claiming to have obtained results, which have not, in fact, been obtained;
 - xiii) Plagiarism by copying other people's work and pretending it is one's own or the substantial use of other people's work and the submission of it as though it was one's own.
24. A breach of any of the foregoing Regulations made for the conduct of University Examinations may attract one or more of the following sanctions;
- i) a reprimand;
 - ii) loss of marks;
 - iii) the cancellation of a paper (in which case zero shall be substituted for the marks earned);
 - iv) withholding results for a period.

25. Wherever it is established that students had attempted to gain unfair advantage in an examination, a grade leading to failure shall be awarded. Further sanctions may include;
- i) being barred from a University Examination for a stated period;
 - ii) being barred from a University Examination indefinitely;
 - iii) suspension from the University for one or two semesters;
 - iv) expulsion from the University.

COMMITTEES FOR INVESTIGATING EXAMINATION MISCONDUCT:

The investigation of examination misconduct shall be handled by:

1. The Faculty Standing Committee on Examination Misconduct; this committee shall handle all the cases of examination misconduct referred to it by the Dean of the Faculty;
2. The University Central Standing Committee on Examination Misconduct; this committee shall handle all the cases from the Faculty Standing Committee on Examination Misconduct referred to it by the Dean of the Faculty.

All the Committees are to be appointed by the Vice Chancellor.

THE PROCEDURE FOR REPORTING EXAMINATION MISCONDUCT:

1. If any student is suspected or found to be infringing on any of the provisions of the Examinations Rules, a report in writing, using the

prescribed forms, shall be made by the Invigilator to the Faculty Examination Officer immediately after the examination;

2. The suspected student shall be caused to sign the Invigilator's report;
3. The Faculty Examination Officer shall, in turn, report the alleged misconduct to the Dean within 12 hours on the receipt of the Invigilator's report;
3. The Dean will cause the Faculty Standing Committee on Examination Misconduct to investigate the circumstances of the alleged misconduct within two days on the receipt of the report of the Faculty Examination Officer;
4. The Committee shall within three days investigate the alleged misconduct and determine whether the candidate's paper should be accepted or if any other action should be taken on the case. It shall report its findings and recommendations to the Dean of the Faculty within one week of the receipt of the report on the alleged misconduct;
5. If further actions are recommended by the Faculty Standing Committee on Examination Misconduct, the Dean shall, within two days, forward the case for further investigation by the University Central Standing Committee on Examination Misconduct;
6. The University Central Standing Committee on Examination Misconduct shall be responsible to recommend the appropriate sanctions on all cases of examination misconduct for the consideration of the Senate within one week.

PART IX – PENALTIES FOR EXAMINATION MISCONDUCT:

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The Penalties of Examination Misconduct are categorized into three groups, namely A, B and C. The University Central Committee on Examination Misconduct shall handle all cases as recommended by the Faculties and forward same to Senate for approval.

GROUP A – EXPULSION:

- 1 A student accused of examination misconduct shall be invited in writing to appear before the Faculty Examination Misconduct Committee. Failure to honour the invitation of the Committee shall attract expulsion.
- 2 Any student who mutilates or removes his/her answer booklet or any other unauthorized material from the examination hall/room shall be liable to expulsion from the University.
- 3 Impersonation shall attract expulsion for the student impersonated. If the two students involved are bona fide students of the University, the two of them shall be expelled.
- 4 Any student who was caught with material(s) which is/are capable of giving him/her undue advantage in the examination being conducted shall be liable to expulsion.

- 5 Verbal or physical assault against an Invigilator or any other person involved in examination administration shall attract expulsion from the University.
- 6 Exchanging names and/or numbers on answer scripts/sheets attracts expulsion from the University.
- 7 Exchange materials (such as question papers, examination cards) containing jottings, which are relevant to the ongoing examination in the examination, attracts expulsion from the University.
- 8 Collaborating with/copying from another candidate attracts expulsion from the University.
- 9 Cheating outside the examination hall, such as in toilets, hall or residence, etc attracts expulsion from the University.
- 10 An offence which falls under Category B committed by a student who was previously rusticated attracts expulsion from the University.
- 11 Any offence under this category committed by a student of this University in another institution attracts expulsion from the University.
- 12 Un-authorized use of mobile phones (GSM), text messages and/or other such communication or electronic gadgets during examinations attract expulsion from the University.

- 13 Solicitation for marks or change of grades from the examiner or examination officers attracts expulsion from the University.

GROUP B – RUSTICATION:

- 1 Once a student is accused of any examination misconduct he/she would be requested to write his/her statement. Refusal to write a statement by student(s) so accused shall attract a two-semester rustication and the cancellation of all the candidate's papers.
- 2 Smoking and eating are not permitted inside the examination hall/room except on medical grounds as directed by the Director, Health Services; the erring student(s) shall be liable to rustication for two semesters.
- 3 A student shall not, either before or after an examination, threaten or blackmail an invigilator, examiner, member of Senate or committee or any other officer connected with the examination. Such conduct shall attract rustication for two semesters and the cancellation of the candidate's particular paper.
- 4 Any student who introduces non-relevant materials to the Examination Hall shall attract a two-(2)-semester rustication and the cancellation of all the candidate's papers.
- 5 An offence in Category C committed by a previously warned or rusticated student shall attract a two-(2)-semester rustication and the cancellation of all the candidate's papers.

GROUP C – WARNING:

- i. Writing after the examination period has ended attracts a written warning to be kept in the student's folder or file.
- ii. Speaking/conversation during examination shall attract a written warning to be kept in the student's folder or file.
- iii. Failure to write the name, registration number, signature on the attendance register shall attract a written warning to be kept in the student's folder or file.

MISCONDUCT RELATED TO PROJECTS, ESSAYS, ETC.

Students are to observe the universally accepted high standards of academic integrity while writing any work related to their programmes. Deviation from these high standards may constitute misconduct, which is punishable by the penalties described below.

PROCEDURES FOR PREVENTING AND DEALING WITH THE MISCONDUCT

1. Lecturers and supervisors should try their utmost best to guide students on the correct ways of writing projects, essays and so on. The attention of the student should be drawn to any infringements to the accepted norms and standards as soon as it is observed.
2. In case a lecturer/supervisor suspects a student of gross infringements, the following procedures should be adopted in treating the case:

- a. For ongoing work (such as the project being supervised), the student should be asked to address the problem identified. For example, having a plagiarized chapter completely re-written or providing missing citations. If the student refuses to rectify the situation, the lecturer/supervisor should resort to other actions, as described below:
- b. If a student submits work that is part of a course (such as an essay and assignment, etc) which infringes these regulations, the lecturer should impose a punishment that corresponds to the degree of the offence. For example, a score of zero could be given for papers simply downloaded from the Internet, for re-submitting the work of another student in the previous years, for direct copy from books or journals, etc. On the other hand, the penalty might be minor if the offence is only failure to cite some of the sources of information. At any rate, the lecturer should be able to defend his/her actions with clear evidence of the infringement;
- c. If a student submits the final draft of a work that is a course on its own (such as a degree project), which infringes the provisions, he/she should be made to re-write it, even if this means registering again in the following session;
- d. Where the student refuses to re-write the project, or where the lecturer/supervisor believes that the student has committed an offence, the student shall be referred to the Faculty Examination Misconduct Committee;

- e. After hearing from all those concerned, the Committee shall write a comprehensive report on each case brought before it clearly, indicating its findings, as to the degree of involvement, or otherwise, of each accused. It shall submit the report together with all relevant documents to the Central Examination Misconduct Committee.

- f. After going through the reports of the Faculty Faculty Examination Misconduct Committee and carrying further investigations (where that becomes necessary), the Central Examination Misconduct Committee shall report to the Senate, recommending the appropriate punishment to any student found to be guilty.

CATEGORIES OF OFFENCES AND PUNISHMENTS

If the Central Examination Misconduct Committee establishes that a student has violated the University standards on Academic writing outlined above, it shall recommend appropriate punishment to the Senate in line with the following general guidelines:

OFFENCES PUNISHABLE BY EXPULSION

1. Submitting a final year project that was done by someone else.

2. Submitting, as final year project, work submitted earlier for another purpose (by him/her or by others, at the University or somewhere else).

3. Repackaging a whole project as his/her own product.

4. Any other offence related to final year project deemed by the Committee to merit expulsion.

OFFENCES PUNISHABLE BY RUSTICATION

1. Substantial plagiarism of the work(s) of others in final year projects;
2. Fabrication or intentional misrepresentation of data, experimental results, analysis, etc used in final year projects.
3. Intentional sabotage of the final year project (or part thereof) of other students.
4. Any other offence related to final year project deemed by the Committee to merit rustication.

OFFENCES PUNISHABLE BY WRITTEN WARNING

1. Failure to credit (acknowledge) sources in final year projects.
2. Faking citations in final year projects.
3. Submitting a report written by someone else for SIWES, Internship, Teaching Practice and other courses where such reports form a substantial part of the assessment.
4. Submitting as SIWES/Internship/Teaching Practice report, work submitted earlier for another purpose (by him/her or by others, at the University or somewhere else).
5. Repackaging a whole report as his/her own product.
6. Substantial plagiarism of the work of others in SIWES/Internship and other reports.

7. Fabrication or intentional misrepresentation of data, experimental results, analysis, etc used in SIWES/Internship/Teaching Practice and other similar reports.
8. Any other offence related to final year project or reports deemed by the Committee to merit a written warning.

OFFENCES PUNISHABLE BY FAILURE IN THE COURSE

Any of the offences in the categories above committed by a student in respect of homework, assignment and other aspects of the continuous assessment of a course would lead to an 'F' grade in the course.

RIGHT OF APPEAL

1. Any student accused of involvement in examination misconduct, the leakage of question papers or misconduct related to academic writing has a right to a fair hearing. Indeed, a number of the preceding provisions are meant to guarantee that. However, any step taken towards investigating the allegation after refusal/failure by a student to fill the appropriate form giving his/her own version of events or to appear before a Faculty Committee shall not be viewed as denial of such rights.
2. Any student punished by the Senate for involvement in examination misconduct, leakage or other academic misconduct may appeal directly to the Senate, indicating the grounds of the appeal and attaching any supporting documents. The onus is on the appellant to make a case for the Senate to reconsider its earlier decision on him/her.

Upon receipt of an appeal from a student punished for involvement in examination misconduct, leakage or other academic misconducts, the Senate or its Chairman shall refer it to a small Committee of the Senate. The Committee shall consider each appeal on its own merit; depending on the grounds of the appeal and any supporting document provided by the appellant and make appropriate recommendations to the Senate.

EXAMINATION OFFENCES INVOLVING STAFF AND DISCIPLINARY

ACTIONS:

All cases involving members of staff shall first be investigated by the University Central Standing Committee on Examination Misconduct.

Cases that shall result in the issuance of letters of warning shall be decided by the Vice Chancellor.

Those cases that shall result in the suspension of a staff shall be decided by the Vice Chancellor and reported to the Council.

The cases that shall result in the termination of the appointment of a staff shall be decided by the appropriate Staff Disciplinary Committee of the Council.

THE TERMINATION OF THE APPOINTMENT OF STAFF:

- (1) Offence:** Substituting in whatever form, during or after the examination, the answer script given to a candidate.

- (2) **Offence:** Aiding and abetting irregularity in an examination.
- (3) **Offence:** Any other offence/misconduct/irregularity as may be determined by the University Central Standing Committee on Examination Misconduct impacting negatively on the smooth and fair conduct of the examination.

THE SUSPENSION OF STAFF:

All the offences that attract the suspension of a staff involved in examination offences were hitherto silent on whether the suspension is with or without pay as well as its duration.

The offences that attract the suspension of staff are as follows:

1. Giving irregular assistance to a student in an examination.
2. Receipt of three (3) letters of warning by a staff on examination related offences.
3. Attempt by a staff to influence the marking of scripts or the award of marks by the internal or external examiners.
4. Involvement of staff in any other offence, apart from those listed above.

Decision

The Committee recommends that the suspension should be between 3 – 6 months, depending on the gravity of the offence and with half pay. The case should be referred to the Senior Staff Appointment and Promotion Committee for determination.

ISSUANCE OF LETTERS OF WARNING TO STAFF:

- (1) Offence:** Smoking in the examination hall.
- (2) Offence:** Leaving the examination hall without adequate arrangement for supervision.
- (3) Offence:** Coming late to the examination hall without valid reasons.
- (4) Offence:** Negligence in terms of proper recording during examination and/or sorting of examination scripts after the examination.

APPENDIX 1

OFFENCES

1. Cheating at examinations

- (1) A person who, in anticipation of, before or at any examination –
- (a) by any fraudulent trick or device or in abuse of his office or with the intent to unjustly enrich himself or any other person procures any question paper produced or intended for use at any examination of persons, whether or not the question paper concerned is proved to be false, not related to the examination in question; or
 - (b) by any false pretence or with intent to cheat or secure any unfair advantage for himself or any other person, procures from or induces any other person to deliver to himself or another person any question paper intended for use at any examination; or
 - (c) by any false pretence or with intent to cheat or unjustly enrich himself or any other person buys, sells, procures or otherwise deals with any question paper intended for use or represented as a genuine question paper in respect of any particular examination; or
 - (d) fraudulently or with the intent to cheat or secure any unfair advantage for himself or any person or in abuse of his office, procures, sells, buys or otherwise deals with any question paper intended for the examination of persons at any examination commits an offence.

2. Stealing, etc of question papers

A candidate who, at any examination, by any fraudulent trick or device or with the intent to cheat or secure an unfair advantage for himself or any other person steals or otherwise appropriates or takes a question paper, an answer sheet or a script of any other candidate commits an offence.

3. Impersonation

(1) A person who, at an examination-

- (a) falsely represents himself to be a candidate sitting for the examination; or
- (b) writes or attempts to write a paper in the name of some other person whether that name is the name of a person living or dead, commits an offence.

(2) A person who alters or in any other way tampers with a document, which has been issued to a candidate in relation to an examination, so that the person is taken to be the candidate, commits an offence.

4. Orderliness at examinations

(1) A candidate at an examination who leaves the examination hall or any other place appointed for the examination and mixes up with any other person with the intent to cheat or secure any unfair advantage for himself or any other person in the examination, commits an offence. The candidate shall not be allowed to re-enter the

examination hall or any other place to continue with that examination.

(2) A person who-

- (a) without lawful excuse, with the intent to aid a candidate to cheat or secure any unfair advantage for himself or any other person at the examination, communicates or attempts to communicate to the candidate any information relating to any question paper in the examination; or
- (b) not being involved in the conduct of the examination, is found in or near the examination hall or any other place appointed for the examination with the intent to aid a candidate to cheat or secure unfair advantage for a candidate at the examination, commits an offence.

5. Disturbances at examinations

(1) A person who, at or near an examination hall or any other place appointed for an examination-

- (a) has in his possession any offensive weapon or other material or uses any offensive weapon or other material on any other person; or

- (b) acts or incites any other person to act in a disorderly manner, for the purpose of disrupting the conduct of an examination or of harming, intimidating, assaulting or obstructing any person involved in the conduct of the examination, commits an offence.

6. Conduct at examinations

(1) A candidate who-

- (a) misconducts himself in an examination hall or any other place appointed for an examination; or
- (b) fails to obey any lawful order of the supervisor, invigilator or any other person concerned with the conduct of the examination, commits an offence.

(2) A person who contravenes the provisions of 6 (1) (a) or (b) above may be removed from the examination hall or other place appointed for the examination by a security officer, the supervisor, invigilator or an any other person concerned with the conduct of the examination.

7. Obstruction of a supervisor, etc.

A person who willfully obstructs a supervisor, an invigilator or any other person concerned with the conduct of the examination or any other person in the performance of his duty at the examination commits an offence.

8. Forgery of result slips, etc.

(1) A person who-

(a) Forges; or

(b) Fraudulently or without lawful orders, alters or in any other way tampers with the scores of a candidate, as contained on a result slip or certificate duly issued by an examination body, commits an offence.

9. Breach of duty

(1) A person who, for the time being, is under a duty to discharge any function with respect to the conduct of an examination, without reasonable cause, before, during or at any time thereafter-

(a) fails to perform or discharge that duty; or

(b) performs that duty fraudulently, negligently, perversely or recklessly; or

(c) commits an act or omission in breach of that duty, commits an offence.

(2) A person-

- (a) employed to mark examination papers, who, without lawful excuse, alters or otherwise tampers or attempts to alter or tamper with the scores of a candidate as recorded by another person; or
- (b) employed by an examination body, who before, during or after an examination, fraudulently or without lawful authority, alters or otherwise tampers with the scores of a candidate or aid or abets any candidate to cheat at an examination, commits an offence.

(3) A person, employed to print or charged with the responsibility of printing live question papers, who, without lawful authority, communicates to any person any information contained in any of the question papers, commits an offence.

10. Conspiracy, aiding, etc.

A person who-

- (a) Conspires with, aids, abets or counsels any other person to commit an offence; or
- (b) Attempts to commit an offence or is an accessory before or after the fact to an act or omission, which constitutes an offence; or
- (c) Incites, procures or induces any other person by any means whatsoever to commit an offence, under the Examination Malpractice Act, commits the offence.