



SD DOMBO UNIVERSITY OF
BUSINESS AND INTEGRATED
DEVELOPMENT STUDIES

(SDD-UBIDS)

EXAMINATION RULES AND REGULATIONS

MARCH, 2024

FOREWORD

Examinations allow students to showcase their knowledge, abilities, and understanding of a particular subject, making them an integral component of their academic journey. It is essential to have clear rules and regulations in place to ensure fairness, transparency, and integrity in the examination process.

This handbook outlines the rules and regulations that govern examinations at Simon Diedong Dombo University of Business and Integrated Development Studies. It is intended to give students a thorough understanding of the examination process, from the preparation stage to the release of results. The rules and regulations summarised in this handbook are meant to uphold academic integrity, discourage plagiarism and cheating, and guarantee that every student has an equal chance at success. We encourage all students to read this handbook carefully and familiarise themselves with the rules and regulations that apply to examinations at our institution, as "ignorance of the law" will not constitute a defence. It is essential to understand that breaking these rules and regulations may result in disciplinary action.

Our university is dedicated to giving every student a fair and supportive learning environment. We believe applying these rules and regulations will support the university in upholding the highest standards of academic integrity and ensure that our examinations reflect the knowledge and skills of our students.

We hope that this handbook will be a valuable resource for all students as they pursue their academic journey and wish them the best of luck in their examinations.

Vice-Chancellor

*Simon Diedong Dombo University of Business and Integrated
Development Studies*

CONTENTS

	Foreword	iii
1.	Definition of Terms	1
2.	Programmes	2
3.	Academic Year	2
4.	Numbering of Course Codes	2
5.	Credit Unit	3
6.	Responsibility for Conducting Examinations	4
7.	Project Reports	5
8.	Registration of Students	5
9.	Deferment of Programme	7
10.	Re-sit and Retake Examination	7
11.	Requirements for Continuing Students (2nd and 3rd Year Students)	9
12.	Requirements for 1st-Year Students	10
13.	Adding/Dropping of Courses	10
14.	Minimum/Maximum Load	11
15.	Pre-requisites	11
16.	Grading System	11
18.	Grade Points	13
19.	Minimum Pass Grade	14
20.	Eligibility for Examinations	14
21.	Time, Number and Duration of Examinations	14

22.	The Setting of Examination Questions	16
23.	Computation of Grade Point Average	17
24.	Good Standing	18
25.	Withdrawal of Students	18
26.	Transfer between Programmes	18
27.	Conduct of Examinations	19
28.	Procedure for Conducting Examinations	22
29.	Penalties for Examination Misconduct	23
30.	Continuation after Normal Period	25
31.	Duration of a Bachelor's and Diploma Programmes	26
32.	Classification and Award of Degree and Diploma	26
33.	Reporting of Examination Results	27
34.	Appeal and Re-marking of Examination Scripts (Appeal Process)	28
35.	Determination of Class	29
36.	Issuance of Official Transcript of Academic Record	29
37.	Issuance of Statement of Results	29
38.	Issuance of English Proficiency Letter/Certificate	30
39.	Issuance of Attestation and Introductory Letters	30
40.	Evaluation of Courses, Student Performance and Teaching Programmes	30
	Appendix A	32

1. DEFINITION OF TERMS

The following terms shall be defined as:

- a. **Junior Member:** Junior Member shall refer to all students admitted to the University and have duly taken the Matriculation Oath and signed the Matriculation Oath Book.
- b. **Trail:** Trail refers to a total examination mark of 39% and below. It also means Fail (F) in the grading system.
- c. **Pass mark:** A pass mark is the minimum examination mark (continuous assessment mark plus end-of-trimester examination mark) a student/candidate is required to score in the University's examination. The pass mark is 40%.
- d. **Incomplete (IC):** Incomplete means either only the continuous assessment mark or the end-of-trimester examination mark but not both.
- e. **Deferred (DF):** Deferred indicates that a student is not able to complete a trimester or academic year due to a reason accepted in writing by the Registrar of the University.
- f. **Final Year Non-Graduating Student (FNG):** Final year Non-Graduating Student refers to a final year student who is not part of the graduating list due to a trial, incomplete or having deferred some of his/her courses.
- g. **Total Examination score:** Total examination score refers to the total mark attained upon adding the continuous assessment mark to the end-of-trimester examination mark.
- h. **Resit:** Resit is when a final year student with a trailed course(s) registers and writes the examination in the same academic year.

- i. **Retake:** Retake refers to the following:
 - a. When a student trails a course and has to re-write at the next opportunity.
 - b. When a student sits in to write a deferred course.
 - c. When a student is not satisfied with his/her grade in a course and decides to write it again.

2. PROGRAMMES

The departments are responsible for providing a programme of courses leading to a Bachelor's Degree or Diploma.

3. ACADEMIC YEAR

The academic year begins on 1st September and ends on 31st August (as per SDD-UBIDS statute). The academic year consists of three trimesters - the First, Second and Third Trimesters. The first and second trimesters are teaching trimesters consisting of fifteen (15) weeks each. The fifteen (15) weeks include twelve (12) weeks of lectures, one (1) week for revision and two (2) weeks for examinations. The third trimester is devoted to six (6) weeks of community outreach and business incubation activities.

4. NUMBERING OF COURSE CODES

The following numbering system shall apply to undergraduate and diploma courses as indicated in Table 1.

Table 1: Numbering of Course Codes

Year	Level	Course Codes
First Year	Level 100	101 – 199
Second Year	Level 200	201 – 299
Third Year	Level 300	301 – 399
Fourth Year	Level 400	401 – 499
Fifth Year	FNG 1 Year	Maintain the code of the trailed course
Sixth Year	FNG 2 Years	Maintain the codes of the trailed course

5. CREDIT UNIT

Lectures, instructions or contact hours include courses or tutorials/practical activities evaluated in terms of credit. Normally three credit hours is equivalent to three contact hours. The table below explains the various contact hours.

Table 2: Interpretation of Credit Units

Hours for Lectures/ instructions	Hours for Tutorials or practical work	Minimum student work for one (1) credit unit (Not less than 36 hours)
One (1) hour of lectures per week multiplied by 12 weeks = 12 Hours	Two (2) hours of out-of- class student work or tutorials per week multiplied by 12 weeks = 24	12 Hours + 24 Hours = 36 Hours

Hours for Lectures/ instructions	Hours for Tutorials or practical work	Minimum student work for one (1) credit unit (Not less than 36 hours)
Two (2) hours of lectures per week multiplied by 12 weeks = 24 Hours	One (1) hour of out-of- class student work or tutorials per week multiplied by 12 weeks = 12 Hours	24 Hours + 12 Hours = 36 Hours
Three (3) hours of lectures per week multiplied by 12 weeks = 36 Hours	The lectures take care of the total minimum time for student work	36 Hours

One credit unit is interpreted as thirty-six (36) hours of student work per that one credit unit course.

Two credit units refer to seventy-two (72) hours of student work per that two-credit unit course.

Three credit units require 108 hours of student work per three credit unit course.

6. RESPONSIBILITY FOR CONDUCTING EXAMINATIONS

The Vice-Dean shall handle the schedules in the Dean’s Office relating to examinations. The responsibilities of the Head of Department shall include the conduct of examinations and supervising the conduct of examinations at the Departmental level.

7. PROJECT REPORTS

Students are required to submit project reports at the end of the third trimester. The first, second and third-year students shall submit their third-trimester reports to the Director, Community Outreach and Business Incubation at least within the last week of the third trimester. The fourth and final-year students will submit dissertations/long essays or project reports to the Head of Department within the last week of the third trimester.

8. REGISTRATION OF STUDENTS

- a.** All students are required to register for all courses at the beginning of each trimester.
- b.** The registration of courses must be done within the period specified by the University.
- c.** Students must register for all courses to be taken at a re-sit examination.
- d.** The University shall set aside a period for registration of courses including late registration.
- e.** A determined penalty will be imposed on students for late registration.
- f.** Students who are unable to register for courses during the period specified for registration by the University shall lose the right to register for that Trimester.
- g.** A student may register for elective courses in consultation with his/her Head of Department, Tutor or Academic Advisor.

- h.** Where a student is unable to register on grounds of ill health or other matters, an extenuation may be extended to allow the affected student to register within 10 working days of the formal closure of registration by providing a Medical Report which is issued by the Director of University Health Service for consideration by the University. Supportive documents other than medical could also be attached to the extenuation form.
- i.** If the affected student is unable to register within the stipulated 10 days, the student will have to defer the Trimester in question. However, such a deferment will extend to an Academic Year if First Trimester courses are a precondition for Second Trimester.
- j.** Proxy registration is not allowed.
- k.** Students are allowed to add and drop courses before mid-trimester examinations.
- l.** Students are allowed to take audited courses in line with the maximum credit load. The audited courses are non-scoring.
- m.** Students with trailed courses or unregistered lower-level courses must register for those courses before adding other courses to make up for the minimum credit load for the trimester.
- n.** A student whose CGPA is 2.0 or higher can register up to 4 additional units more than the maximum. Those with a CGPA less than 2.0 can only register up to the Faculty or School's maximum credit load.

9. DEFERMENT OF PROGRAMME

- a. To defer a study programme, a student must apply ahead of time through the Department/Faculty/School Board to the Academic Board indicating the reasons for wanting to defer the programme. Approval must be rightly given ahead of his/her interruption of the programme. Other than on medical grounds, a student may not be permitted to defer the study programme exceeding two consecutive teaching Trimesters.
- b. Any student whose stay out of the University exceeds two (2) teaching Trimesters without deferment is considered to have abandoned his/her study programme. Such a student may be re-admitted to the University if he/she applies.
- c. For administrative reasons, the Dean may confer with the Registrar and approve the deferment of programmes.

10. RE-SIT AND RETAKE EXAMINATION

10.1 Retake Examination: If a student is not satisfied with the grade of a previously passed course, he/she is permitted to *retake* it. However, this is allowable within the confines of the maximum credit units for the Trimester. Note that all grades obtained for examinations taken are considered in the computation of the CGPA.

10.2 Resit Examination:

- a. Students moving on to their Final Year with trailed courses should register and resit upon payment of appropriate fees. The credit load is up to thirty-six (36).
- b. Such examination should be conducted once every year as may be determined by management.
- c. Should a student trail a *resit* paper, he/she has one last chance to *resit* the paper as FNG 2.
- d. In an unfortunate situation where a student trails a resit as FNG 2, then the raw marks should be taken into consideration with those scoring 35 marks or more awarded a PASS. Such a student must have exhausted FNG 2.
- e. After applying (v), if a student still trails three (3) or fewer courses, the student may apply to the registrar through the Dean of the respective faculty for consideration for a concessionary degree.
- f. Where an FNG 2 student has more than three (3) trials after applying (v), the student may apply to the registrar through the Dean of the respective faculty for consideration for a diploma
- g. The following conditions must be satisfied before allowing 4th Year and FNG candidates to Resit their trailed papers:
 - i. The cost of organising such an exam will be charged fully to the affected student(s).
 - ii. There must be registration of all trailed courses at the period determined by the University for the resit examination.

- iii. To ensure a successful candidate takes part in the next available graduation, resit examination results should be processed and released long enough.

11. REQUIREMENTS FOR CONTINUING STUDENTS (2ND AND 3RD YEAR STUDENTS)

- a. All courses trailed (not exceeding 3) at the lower levels must be resit. Therefore, such trailed courses must be registered first before adding new courses not exceeding the Maximum credit weight of eighteen (18) credits.
- b. Those with four (4) or more trials with a CGPA of 2.00 or more must repeat the whole Academic Year in which case, all courses passed or trailed in that Academic Year must be retaken and such a student must also register as external students.
- c. External students should register for all courses paying all necessary fees except residential user fees for non-residential students.
- d. An external student's status will change to an internal one providing he/she meets the criteria of having passed all courses or reduced trailed courses.
- e. A student whose CGPA is less than 2.00 should be withdrawn. Such a student can be readmitted to other programmes in the University if he/she qualifies and is interested in doing so.

12. REQUIREMENTS FOR 1ST-YEAR STUDENTS

- a. A first-year student must be withdrawn from the University after the end of the Academic Year if he/she has a CGPA of less than 2.00.
- b. A first-year student who has up to 3 trails must *resit* those courses at the next opportunity. However, such trailed courses must be registered before adding new courses up to the Maximum credit weight of eighteen (18).
- c. Those with four (4) or more trails with a CGPA of 2.00 or less must repeat the whole Academic Year, in which case, all courses passed or trailed in that Academic Year must be retaken and such a student must also register as an external student.

13. ADDING/DROPPING OF COURSES

A student is permitted to add and/or drop courses that have been registered any time not later than the 5th week of resumption by filling out the necessary add/drop form upon payment of the required fees.

14. MINIMUM/MAXIMUM LOAD

Students must register for courses based on the prescribed minimum and maximum credits. The Minimum total credit units (TCU) shall be fifteen (15) while the Maximum TCU shall be 18. However, in the Final Year, up to 18 credits may be allowed with the Third Trimester fixed at 6 credits. Though Faculties/Schools/Departments may have different limits, these must not be lower than the University's minimum.

15. PRE-REQUISITES

- a. Appropriate course-specific prerequisites may be prescribed for certain courses. These prerequisites may, however, be waived for suitably qualified candidates who must apply to and be recommended by the Academic Board through the appropriate Faculty/School Board.
- b. No course(s) in the First Trimester shall be prerequisites for the Second Trimester course(s) in the same academic session.

16. GRADING SYSTEM

- a. Student performance in a course shall be recorded in letter grades after due conversion from percentage score to grade points and interpreted per the grade's quality (Table 3).

Table 3: Grading System for Undergraduates

Threshold	Grade Code	Grade Point	Grade Description
80 %	A+	5.0	Excellent
70 %	A	4.5	Very Good
65 %	B+	4.0	Good
60 %	B	3.5	Above average
55 %	C+	3.0	Average
50 %	C	2.5	Satisfactory
45 %	D+	2.0	Pass
40 %	D	1.5	Fair
0 %	F	0	Fail

- b.** A grade IC (meaning Incomplete) shall be awarded to a student who is unable to complete the course for reasons adjudged by the Department as satisfactory. Such a student shall be allowed to complete the incomplete component of the examination (i.e., main examinations or continuous assessment) in the next corresponding semester without penalty.
- c.** Each course shall be graded out of a hundred (100) marks including continuous assessment marks of thirty percent (30%). For all taught courses, the final examination score shall account for seventy percent (70%) of the total score for the course.
- d.** A zero (0) mark shall be entered for non-registration of prescribed courses or trailed lower-level courses and for absence from the examinations without any satisfactory reason as may be determined by the examinations board of the Department.

17. A zero (0) mark shall be awarded to any candidate involved in examination malpractice in that subject after the malpractice(s) are duly ascertained by the Examinations Malpractices Committee. This punitive measure is without prejudice to any other action that the University may take.

18. GRADE POINTS

All marks for all courses registered and taken shall be assigned the following Grades and Grade Points (Table 5).

Table 5: Grade Points

Threshold	Grade Code	Grade Point
80 – 100	A+	5.0
70 - <80	A	4.5
65 - <70	B+	4.0
60 - <65	B	3.5
55 – <60	C+	3.0
50 – <55	C	2.5
45 – <50	D+	2.0
40 - <45	D	1.5
0 – <40	F	0

NB: On special circumstances, the following letter grades may also be assigned for courses registered and examined

IC – Incomplete MP – Malpractice

DF – Deferred course NS – Audit courses

19. MINIMUM PASS GRADE

A student is required to obtain a minimum pass mark of forty (40) corresponding to grade D for each course registered and examined.

20. ELIGIBILITY FOR EXAMINATIONS

To be eligible to sit for any examination in the University,

- a.** A student must have registered for the course(s) in question before the specific examinations.
- b.** A student is required to attend at least seventy-five percent (75%) of lectures and this assessment must be ascertained by the course lecturer. All students who have not met the required seventy-five percent (75%) of attending lectures may be allowed to write the end-of-trimester examinations after their respective Department Examinations Board is satisfied with any reasons that may be adduced by the affected student.

21. TIME, NUMBER AND DURATION OF EXAMINATIONS

- a.** Each course shall be examined at the end of the Trimester in which the course was offered and registered.
- b.** To sit in for any examination, a student must participate in continuous assessment. The continuous assessment may

be in the form of assignments, mid-trim examinations, presentations, workshops, seminars etc.

- c. Before the end of the trimester's examinations, all lecturers shall conduct a Continuous Assessment (which may include mid-trimester examinations), and such results must be released to students before the end of trimester examinations. All Continuous Assessments shall amount to thirty percent (30%) of the total score in that course.
- d. A complete and up-to-date record of all Continuous Assessment shall be reflected in the final examination results entry sheet.
- e. No end-of-trimester examination paper shall be conducted in less than One (1) hour or more than three (3) hours. In terms of the duration of examination using credit units, the following shall apply as indicated in Table 6.
- f. A student who has not satisfied the requirements for Continuous Assessments for reasons which are genuine and satisfactory to the Department/Faculty board may be given an assignment to satisfy this requirement.

Table 6: Credit Units and Duration of Examination

Credit Units	Duration of Examinations
One (1) credit unit	One (1) Hour to One (1) Hour Thirty (30) minutes
Two (2) credit units	Two (2) hours and to Two (2) hours Thirty (30) Minutes
Three (3) credit units	Two (2) hours Thirty (30) minutes to Three (3) hours
Practical Training	One (1) Hour to Three (3) hours

22. THE SETTING OF EXAMINATION QUESTIONS

- a.** It shall be the responsibility of the Lecturer who taught a course to set the questions for the final examinations.
- b.** All submitted questions at the Department must be moderated internally by the Department Examinations Boards preferably in the presence of the course lecturer.
- c.** In addition to the internal moderation of examination questions, all final year programmes (Level 400 degree and Level 200 for Diploma) must be moderated externally by academics or professionals who are contracted for this purpose.
- d.** All questions submitted for moderation must come along with a comprehensive marking scheme and course outlines.
- e.** A copy of moderated examination questions and marking schemes for all the courses shall be kept by the Head of the Department to be used for quality assurance purposes and accreditation of programmes at the Department.
- f.** A week before the commencement of examinations, all examination questions shall be printed or duplicated based on the number of registered students for the course, bound, sealed in an envelope, and submitted to the Examinations Office personally for safekeeping.
- g.** Upon submitting examination scripts, all Lecturers must complete a submission form.
- h.** Examiners must endeavour to inform the Examinations Office if the examinations require any special instructions or examination materials that ought to be announced

or submitted with the examination questions to the examination Centre.

23. COMPUTATION OF GRADE POINT AVERAGE

Regarding students' average grade points, the following computations shall be made from students' course marks each trimester:

- a. Total Grade Points (TGP): Shall be calculated by multiplying the grade point score for each course with the corresponding credit unit, and then summed up to make the TGP.
- b. Total Credit Units (TCU): All courses offered for which the TGP has been obtained including required courses such as trailed courses, shall be calculated by adding together the credit values of all the courses taken.
- c. Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA): GPA shall be calculated by taking into consideration all the required courses offered up to the current trimester. Thus, the first GPA computation for each student shall be the same as the CGPA.
- d.
$$\text{GPA} = \frac{\text{TGP}}{\text{TCU}}$$
- e.
$$\text{CGPA} = \frac{\sum \text{TGP}}{\text{TCU}}$$
- f. For simplicity and clarity, CGPA computations shall be calculated to two (2) decimal places.

24. GOOD STANDING

To be in Good Standing, the CGPA of a student shall not be less than 2.00 at the end of the academic year.

25. WITHDRAWAL OF STUDENTS

A student with a CGPA less than 1.50 at the end of the academic year shall be withdrawn from the Programme. However, the student shall not be prevented from being re-admitted to another programme.

26. TRANSFER BETWEEN PROGRAMMES

- a. Transfer to a new Programme: The highest level to place a student who requests to be transferred to a new programme is level 200. This shall depend on the similarities in the course combinations for the degree programmes. It shall be assumed that the student is starting the new programme afresh. As such, records except records of level 100 which are commonly taken by all degree programmes shall not count in the calculation of the person's degree classification despite their appearance in the academic

transcript for the complete records. A student shall be allowed to transfer between programmes only once.

- b. Transfer of students to SDD-UBIDS: While the University does not encourage transfers from other Universities, it remains that should such arise, each case shall be considered on its merit.

27. CONDUCT OF EXAMINATIONS

- a. Answer booklets and all materials required for examinations shall be the responsibility of the Examination Office.
- b. Not later than the 5TH week of a trimester lecturers should access the examination results template from MIS support.
- c. Examinations Centre Coordinator(s) shall collect from the Examinations Office question papers, answer booklets and any other material required for the examination an hour before the commencement of the examination at their respective examination centres.
- d. A duplicate list of registered candidates shall be provided for candidates' signatures to indicate their attendance during all examinations. The candidates are expected to sign all attendance sheets at least thirty (30) minutes after the commencement of the examinations. A duly signed copy of the attendance list shall be packed together with the answer scripts.
- e. Students shall not be allowed into the examination room thirty (30) minutes before the commencement of the examination.
- f. Candidates shall not be permitted to:

- i. Enter the examination room if the student is more than 30 minutes late. However, candidates who seek to enter an examination room after the first thirty (30) minutes before the elapse of the forty-five (45) minutes can be allowed entry at the discretion of the Centre Coordinator. However, such cases must be reported in writing by the Centre Coordinator to the Examinations Office.
 - ii. Leave the examination room before forty-five (45) minutes after the commencement of the examination.
 - iii. Leave the examination room during the last fifteen (15) minutes of the examination.
- g.** No extra time shall be allowed for candidates who arrive late.
- h.** No student shall be allowed to take into the examination room or have in his/her possession during the examination session an electronic gadget (e.g., phones, organisers, pagers, alphanumeric calculators, tablets, smart watches, fitbits etc.) book, or paper, printed or written matter, no matter how relevant it might be to the examination, except that it is stated specifically in the question paper or the person is specially authorised to do so. Where the question paper demands a calculator, the following guidelines shall be applied:
- i. Only one calculator per student shall be permitted.
 - ii. The calculator must be put off until the start of the examination.
 - iii. The invigilators must inspect the calculators upon the student's entry into the examination hall, and at any time during the examination.

- iv. Candidates should be aware that, contravention of any of the above regulations shall be regarded and treated the same as examination malpractice.
- i. The invigilator has the right to confiscate any unauthorised items and materials from the candidates, and these must be handed to the Examination Office.
- j. Before entry to the examination room, the candidates are personally responsible for the security of their property.
- k. Candidates shall be required to comply with the instructions to candidates on the question paper, answer booklets; and supplementary answer sheets including any other material supplied to them. They should also comply with directives given to them by the Centre Coordinator.
- l. Candidates are required to use only answer booklets provided by the invigilator(s). They are to do all rough work in the answer booklet and such rough work must be crossed out neatly. All relevant supplementary sheets must be fastened to the answer booklet.
- m. Candidates are required not to remove or destroy any papers or materials provided in the examination, whether they are used or not used.
- n. No copy of the examination questions shall be taken out of the examination room until the candidates are allowed to leave the examination room after completing the examination.
- o. Where a candidate must leave the examination room temporarily, the person must be accompanied by an invigilator.

- p. At the end of the examination (this could be before the allotted time, but not before forty-five (45) minutes) the student shall gather his/her scripts neatly and hand them to the invigilator before leaving the examination room. The proper return of the candidate's script(s) is his/her responsibility.
- q. The examination script(s) shall be submitted by the Centre Coordinator to the Examinations Office to be handed over to the Internal Examiner through appropriate arrangements.

28. PROCEDURE FOR CONDUCTING EXAMINATIONS

- a. A candidate suspected to have violated any of the examination regulations shall be permitted to continue with the examination. But immediately after the examination, the candidate shall be made to submit a written report to the Centre Coordinator, who shall also write a report on the irregularity to be submitted together with the candidate report to the Examinations Office within twenty-four (24) hours after the examination. A failure on the part of the candidate to submit the written report of his/her alleged misconduct shall be regarded as an additional charge against him or her.
- b. The Examinations Office shall write to invite the affected student(s) to appear before the Examinations Malpractice Committee for further interrogation.
- c. The Faculty Board shall be required to make appropriate recommendations to the Vice-Chancellor to apply the necessary sanctions and inform the Academic Board.

- d. Absence from Examinations:**
- i. Candidates are required to be present for the University Examinations which they registered under the Regulations. Failure to do so for reasons other than illness, accident or other exceptional cases shall make him/her deemed to have trailed the examination. The misreading of a timetable or similar lapses shall not be accepted as a satisfactory basis for an absence.
 - ii. A candidate who gets ill and is unable to complete the examination will be required to fill in an extenuation form or the Centre Coordinator will complete the forms on his/her behalf.
 - iii. A candidate unable to participate in an examination for justifiable reasons shall complete the extenuation form and attach the evidence.
 - iv. Where a candidate becomes indisposed before the start or during the examination, he/she may complete the extenuation form. See APPENDIX A
 - v. Under no circumstance shall examinations be conducted at health facilities.

29. PENALTIES FOR EXAMINATION MISCONDUCT

Table 7 indicates the appropriate penalties for various misconducts during the examination process

Table 7: Penalties for Examination Misconducts

S/N	Offense	Penalty
a.	Involvement in the leakage of examination questions	Rustication/Dismissal and possible prosecution
b.	Refusal to make statements when required to.	Rustication/Dismissal
c.	Fabrication of data / or plagiarism	Rejection of thesis/Examination results/ rustication and re-writing of thesis under new supervision or withdrawal of certificate as may be determined by the Committee.
d.	Possession of / Copying from prepared notes or unauthorised material	Rustication/Dismissal
e.	Impersonation	A Dismissal of the candidate(s) involved and/or prosecution
f.	Communication	Cancellation of candidate's examination paper and/or issuance of bond of good behaviour
g.	Disturbance of other candidates	Use the security personnel to isolate the candidate(s)
h.	Persistently disturbing other candidate(s)	Prevent the candidate from continuing examination, cancellation of candidate's paper, and referral to the Vice-Chancellor for appropriate disciplinary action.
i.	Verbal or physical assault on the invigilator or other students	Cancellation of candidate's examination paper and recommendation for appropriate disciplinary action
j.	Destroying materials suspected as evidence	Cancellation of Candidate's paper/ Rustication/Dismissal

S/N	Offense	Penalty
k.	Not carrying a valid student ID card	Allow two students including the course representative to identify the student and if unable prevent the candidate from entering the examination hall.
l.	Destruction of examination material	Cancellation of candidate's examination paper and recommendation for appropriate disciplinary action.
m.	Removal of examination materials from the examination room	Cancellation of candidate's examination paper and recommendation for appropriate disciplinary action.
n.	Presenting another person's examination script or written assignment as your own	For continuous assessment, cancellation of candidate's examination paper and recommendation for appropriate disciplinary action. For the main examination, cancellation of paper and rustication for one year.
o.	Swapping Answer Booklets or Question Paper	Cancellation of paper/Rustication

30. CONTINUATION AFTER NORMAL PERIOD

A student who is unable to finish a programme within the stipulated time shall move on to the Final Year Non-Graduating (FNG). For a four (4)-year programme, FNG 1 will be equated to the fifth year and for a two (2)-year programme, it will be equated to the third year. If that student trails a re-sit paper, he/she shall have just one more opportunity to *resit* the paper. Students who do not re-sit will have two more opportunities to *resit* such a paper.

FNG 1 for diploma and FNG 2 for degree are referring to the ensuing year after the normal period.

31. DURATION OF A BACHELOR'S AND DIPLOMA PROGRAMMES

- a. The duration for completing a Bachelor's degree programme shall be between four to six years. The degree date shall match with the end of the Trimester in which the student finished the course requirements.
- b. For medicine (MBChB) and Doctor of Medical Laboratory Science (MLS.D), the period allowed for completion is six (6) to eight (8) years.
- c. For the Diploma programme, the duration for completion shall be two (2) to three (3) years.
- d. Years of study shall not be counted to include any period a student defers a programme.

32. CLASSIFICATION AND AWARD OF DEGREE AND DIPLOMA

The category of Degree shall be conferred based on the student's CGPA at the end of the programme as follows:

Class of Degree	CGPA
First Class Honours	4.50 - 5.00
Second Class Honours (Upper Division)	3.50 - 4.49
Second Class Honours (Lower Division)	2.50 - 3.49
Third Class	2.00 - 2.49
Pass	1.50 - 1.99
Fail	<1.50

Diploma certificates shall be conferred based on students' CGPA at the end of the programme as follows:

Class of Diploma	CGPA
Distinction	4.50 - 5.00
Pass	1.5.00 - 4.49
Fail	<1.50

33. REPORTING OF EXAMINATION RESULTS

- a. Provisional examination results of the previous Trimester approved by the Faculty/School Board shall be conveyed to the students by the Dean of the Faculty/School within the first week of the following Trimester.
- b. Results of examinations conducted in the preceding Trimester shall be forwarded to the DAPQA for vetting before onward submission to the Registrar.
- c. The Academic Board shall consider and approve the results of the preceding Trimester within the first month of the following Trimester.

34. APPEAL AND RE-MARKING OF EXAMINATION SCRIPTS (APPEAL PROCESS)

- a.** Students have a basic right to question how their scripts are marked if they strongly believe that their results are inconsistent with their efforts. Students are to follow the ensuing procedures to request for re-marking of their scripts:
- b.** A candidate who feels his/her results are inconsistent with his/her efforts may petition the Registrar through the Head of the Department and the Dean of the Faculty/School for an enquiry to be made in that regard.
 - i.** The Registrar may refer the petition to the candidate's Dean for investigation and recommendations.
 - ii.** The recommendation(s) shall require the approval of the Academic Board.
- c.** A petition for re-marking within twenty-one (21) days of the release of the examination results by applying to the Registrar through his/her Dean.
- d.** The candidate petitioning for re-marking will deposit an appropriate fee per script. However, this fee will be refunded to the candidate should he/she is exonerated. Exoneration occurs when a candidate's new mark from the re-marking raises his/her marks.
- e.** The Registrar shall refer the request for re-marking to the appropriate Dean for the necessary action.

35. DETERMINATION OF CLASS

The Academic Board shall be responsible for the recommendation of the class of Degree/Diploma to be awarded to each student. The Degree/Diploma recommended shall be based on the Cumulative Grade Point Average (CPGA) obtained by the student at the end of the course of study and shall be per the classification of the Degree/Diploma regulations of the University.

36. ISSUANCE OF OFFICIAL TRANSCRIPT OF ACADEMIC RECORD

The University Registrar shall be the person responsible for issuing certified duplicates of the official transcripts of academic records. The copies of the official academic transcripts shall be issued mostly to institutions of higher learning or prospective employers upon request and payment of appropriate charges.

37. ISSUANCE OF STATEMENT OF RESULTS

Students who have not completed the academic programme can access their results from their respective student's portal. However, a student who requires a certified statement of results may be issued with a certified statement of results for their course upon request and payment of appropriate charges.

38. ISSUANCE OF ENGLISH PROFICIENCY LETTER/ CERTIFICATE

Both continuing and completed students are entitled to an English Proficiency Letter/Certificate upon request and payment of appropriate charges.

39. ISSUANCE OF ATTESTATION AND INTRODUCTORY LETTERS

Both continuing and completed students are entitled to Attestation/Introductory Letters upon request and payment of appropriate charges.

40. EVALUATION OF COURSES, STUDENT PERFORMANCE AND TEACHING PROGRAMMES

The department's External Examiner should meet with the Department Board at least once in an academic year to discuss the courses, students' performance, questions, marking schemes and other matters.

41. Students shall have access to provisional results after the departmental board approves of examination results which

shall happen not later than the fourth week after the re-opening of school.

42. Students shall view their results and lodge complaints to their Heads of Departments within two weeks of the provisional release of results; after which Faculties' and Schools' boards shall approve the results. Deans shall verify results for DAPQA to process the same for the academic board's approval.

APPENDIX A:

EXTENUATING CIRCUMSTANCES FORM



EXTENUATING CIRCUMSTANCES FORM

This form must be endorsed by the Examinations Centre Coordinator (in case the incident requiring the use of extenuation circumstance occurred at the exams centre), and an Examination Officer of the Faculty/School. The Examinations Officer shall submit the form to the Central Examination Unit through the Faculty/School. The head of the Central Examination Unit shall constitute a committee to determine the merit of the application. The decision of the committee shall be communicated to the student through his/her Faculty/School within 1 week of submitting this form.

SECTION A: TO BE COMPLETED BY STUDENT:

First Name:

Surname:

ID Number:

School/Faculty:

Department:

Course Code:

Course Title:

Trimester:

Academic Year:

Please indicate why the form is being completed by ticking one or more of the following boxes:

Claim for extenuating circumstances to be taken into account when an assignment/examination has been attempted

Explanation for absence from an examination/assessment

Nature of circumstances that may be applied for: *Note: Forms which are not fully completed and without the required documentary evidence will not be considered. **Please tick against one or more of the following as appropriate.***

Illness/Hospitalisation. Please supply medical evidence from the appropriate source as follows:

- » a signed and dated letter from a medical practitioner (A medical doctor or specialist) that states the dates when the illness affected the patient and how the circumstances affected or are likely to affect the student's ability to prepare, submit or attend an assessment or other event; and
- » where the patient has a chronic condition that is subject to flare-ups or a sudden worsening, a signed and dated letter from a medical practitioner that states the nature of the

condition and how flare-ups or a sudden worsening are likely to affect the student's ability to prepare, submit or attend for an assessment or other event. Once this evidence has been provided on the first occasion there is no need to do so on subsequent occasions, although the student will still need to submit a request for extenuating circumstances on each occasion

Bereavement (death of a close relative). A death certificate or a signed and dated letter from a medical practitioner, police officer, lawyer, magistrate or other officer of the law or a person with equivalent professional standing who is not related to the student submitting the request

Victim of crime. A piece of written evidence from the police must be supplied

Accident or injury to a student

A copy of an accident report provided by a police officer, Court, signed and dated letter from a medical practitioner. In all cases where a letter is provided, it must state the dates when the accident or injury affected the student, the position and qualification(s) of the person providing the letter and their contact details

Expeditions for sport of national significance. A letter of confirmation from the relevant organising body will be required.

Other exceptional circumstances. Official documentation relevant to the event which may include court or legal papers.

Name of Exam Centre Coordinator

.....

Signature **Date**

Name of School/Faculty Exams Officer

.....

Signature **Date**