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**THE REGULATIONS** to govern the conduct of University Examinations are made by the Academic Board pursuant to the Kwame Nkrumah University of Science and Technology. Kumasi Act.1961(Act 80) as amended and the Statutes of the University.

### **INTERPRETATION**

In these Regulations, unless the context otherwise requires,

**"auxiliary invigilator"** means an examiner who takes part in invigilating the examination of the course he lectures;

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

**"continuous assessment"** includes assignments. quiz. writing of reports, oral examinations as well as a mid-semester examination.

**"examiner"** means a lecturer who prepares examination questions of the course he lectures;

**"formal university examinations"** means examinations approved and authorised by the University;

**"fresh evidence"** means testimony. writings. material objects etc. which have come to the knowledge of the student-petitioner after the report of the Committee of Enquiry.

**"he"** the masculine pronoun includes the feminine pronoun. "she";

**"junior member"** means a student of the university;

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means the deliberate incorporation into a student's work of material derived from the work (published or unpublished) of another person without due acknowledgement;

"**university**" means Kwame Nkrumah University of Science and Technology. Kumasi.

## **PART I- FORMAL UNIVERSITY EXAMINATIONS (DUTIES OF TH UNIVERSTY ADMINISTRATION)**

### **1. Formal University Examinations**

- (i) The University shall organise Formal Examinations in all programmes of study at the end of every semester.
- (ii) Continuous assessment forms an integral part of the formal university examinations and as such thirty percent (30%) of the total marks for a semester shall be awarded for continuous assessment of the candidate.
- (iii) There should be an arrangement for large examination classes to be taken earlier in order for the scripts to be marked within the stipulated period.

### **2. Registration of Courses**

The University shall, at the beginning of each semester, register students for programmes of study and permit them to take the requisite examinations.

### **3. Appointment of Internal and External Examiners**

- (i) Every Head of Department shall submit the list of Internal and External Examiners/Moderators to the Departmental Board for consideration at its first meeting in the semester which is normally held in the second week of the semester.
- (ii) Deans, (where applicable) shall ensure that every Head of Department submits the list of the Examiners approved by the Departmental Board for consideration by the Faculty Board at its meeting which is normally held in the third week of the semester.
- (iii) The College Board shall consider the list at its meeting normally held in the fifth week of the semester and submit it to the Registrar to be considered by the Academic Board at its meeting which is normally held in the sixth week from the beginning of the first semester.

### **4. Submission of Examination Questions for Processing**

- (i) Internal Examiners shall set their questions and make them ready for vetting by the end of the tenth week of the Semester.
- (ii) The duration of an examination in each course shall not be less than two (2) hours.
- (iii) A panel made up of the Examiner, the Second Examiner and chaired by the Head of Department or his representative, shall be constituted in the eleventh week of the semester to vet all examination questions.

- (iv) The final examination questions, which must be camera-ready, signed and sealed by the three persons named in sub-section 3 above, shall be kept by the Examiner in a vault or in any other safe place, until the due date for photocopying either at the College or the University Photocopy Unit.
- (v) The Faculties/Departments shall submit their examination timetable to the University Photocopy Unit which shall then prepare a time table for the photocopying of the final examination questions for the Colleges which do not have the capacity to make copies of same.

### **5. Invigilation of Examinations**

- (i) College and Faculty Examination Officers shall schedule all Senior Members to invigilate in their College and Faculty Examinations.
- (ii) Examiners shall be Auxiliary Invigilators in their own papers.
- (iii) All Invigilators shall arrive at the Examination Centres thirty (30) minutes before the beginning of each session, wait and collate the answer scripts after the examination.

### **6. Processing of Examination Results**

- (i) The Planning Unit shall provide the Colleges with Index Numbers of all first-year students at least two (2) weeks before the commencement of Mid - Semester Examinations.
- (ii) Candidates shall be identified only by their Index Numbers and Examiners shall submit marks of candidates with the marked scripts to the Head of Department indicating the following:
  - (a) full complement of marks (i.e., marks obtained by candidates on each question (essay type) and/or those of multiple-choice questions (MCQ's).
  - (b) total marks
  - (c) examination marks - 70%
  - (d) continuous assessment - 30%
  - (e) final marks (c + d) - 100%
- (iii) Examiners shall submit signed marks sheet together with a soft copy to the Head of Department or Departmental Examinations Officer.
- (iv) Marks of candidates not annexed with marked scripts shall not be processed.
- (v) The Head of Department shall ensure that marks entered in the mark sheet are true reflection of each candidate's performance by requesting Year Group Examiners to cross-check marks entered by the Departmental Examinations Officer.
- (vi) The- marks sheet provided in Form 1 of the Schedule to these Regulations may be adopted.

## **7. Timetable for Processing of Examination Results**

- (i) The timetable for the processing of examination results is as follows:
  - (a) Departmental and Faculty Examiners Board shall meet to consider the results three (3) weeks from the end of the examinations;
  - (b) Faculty Boards shall meet to consider the results four (4) weeks from the end of the examinations;
  - (c) The Audit Team shall vet the results five (5) weeks from the end of the examinations;
  - (d) College Boards shall meet to consider the results six (6) weeks from the end of the examinations.

## **8. Departmental Examiners Board**

- (i) The Departmental Examiners Board shall hold a meeting to consider the results before they are sent to the Faculty Examiners Board.
- (ii) The Head of Department shall not accept any mark sheet not accompanied by the marked scripts and he shall keep the marked scripts for a minimum period of five (5) years after which they can be destroyed.
- (iii) The Departmental Board shall, at the meeting to consider the results, ensure that subsections 2, 3,4 and 5 of section 6 above have strictly been complied with.
- (iv) The procedure for vetting the results at the Departmental Examiners Board is provided in sections 1, 5, Form 2; sections 1,5, Form 3, of the Schedule to these Regulations.

## **9. Faculty Examiners Board**

- (i) Results of each semester from every department offering composite as well as non-composite courses, shall be compiled into Detailed Results (i.e. Broad Sheet) by the Departmental Examinations Officer, vetted by a Co-ordinating Meeting of all Departmental Examinations Officers and forwarded to the Faculty Examinations Officer.
- (ii) The Faculty Examinations Officer shall submit the Broad Sheet which shall identify candidates only by index numbers to the Faculty Examiners Board for consideration.
- (iii) The results approved by the Faculty Examiners Board shall be vetted by a team comprising the Faculty and all Departmental Examinations Officers and shall be submitted to the Faculty Board in the Academic Board Format.
- (iv) The procedure for vetting results at the Faculty Examiners Board is provided in sections 2,6, Form 2; sections 2,6, Form 3, of the Schedule to these Regulations.

## **10. Faculty Board**

- (i) The Faculty Board shall consider the results from the Faculty Examiners Board after which the Dean shall ensure that the results are forwarded to the Examinations Audit Team for final vetting.

- (ii) The procedure for vetting the results at the Faculty Board is provided in sections 3, 7, Form 2; sections 3, 7, Form 3, of the Schedule to these Regulations.

### **11. Examinations Audit Team**

- (i) The Audit Team set up by the Academic Board shall vet the results approved by the Faculty Boards and submit them to the College Registrar for consideration by a meeting of the College Board, at least forty-eight (48) hours, before the meeting
- (ii) The procedure for vetting the results by the Audit Team is provided in Form 4 of the Schedule to these Regulations.

### **12. College Board Meeting**

- (i) The College Board shall consider only the audited results and the report of the Examinations Audit Team.
- (ii) The College Board shall co-opt at least two members from the Audit Team to attend its meeting convened for the consideration of the results.
- (iii) The Provost shall ensure that the examinations results to be discussed at the College Board are circulated at least forty- eight (48) hours before the meeting.
- (iv) The Procedure for vetting the results by the College Board is the same as the one provided under section 10 above.
- (v) The Provost shall ensure that the results approved by the College Board is summarised and submitted to the Academic Board, and the procedure for the summary is provided in Form
- (vi) The Provost shall ensure that titles, order, narrations etc. for the candidates under the following category: trailing, probation, repeat, non-regular, withdrawal, dismissal and rustication have been clearly captured in accordance with the Academic Board Format.
- (vii) The Provost shall ensure that copies of the results approved by the College Board are made available to the following Officers:
  - (a) Vice-Chancellor;
  - (b) Registrar;
  - (c) Deputy Registrar (Academic and Student Affairs);
  - (d) Deans in the Colleges. (where applicable)
  - (e) Members of the Audit Team

### **13. Academic Board Meeting**

The Academic Board shall as soon as possible, upon receipt of all the results from the Colleges; convene a special meeting to consider and approve them.

### **14. Mid-Semester Examinations**

- (i) Mid-Semester Examinations may be organized at, or after, the first half of a semester.

- (ii) A composite paper may be set for Mid-Semester Examinations for courses taught by more than one Lecturer when at least fifty percent (50%) of the syllabus has been covered.
- (iii) These Regulations and others which govern the conduct of End-of- Semester Examinations shall equally govern Mid- Semester Examinations.

### **15. Correction of Marks/Results**

There shall be an Amendment Form (i.e. Form 7 of the Schedule to these Regulations) obtainable by Examiners from the Faculty Examinations Officers for the correction of marks of candidates and the Faculty Examinations Officer shall give the Amendment Form to the Examiner after receiving a written explanation for the intended correction of the marks.

### **16. Release of Results**

- (i) Provisional results shall be released as soon as possible to first year students, particularly withdrawn students, before the start of the new semester/academic year and the College Registrar shall notify such students when the results are released.
- (ii) Academic Tutors shall make results slips of continuing students available to them to enable them to register for the semester.

### **17. Confidentiality of University Examinations**

- (i) University Examinations are confidential and as such Examiners shall exercise due diligence to ensure the sustainability of the confidentiality.
- (ii) Examination questions shall not be shown to students before the examinations and marked examination scripts shall not be shown to candidates without authority.

### **18. Duties of Faculty /College Examinations Officers**

The duties of Faculty Examinations Officer or College Examinations Officers shall be as follows:

- (i) ensuring that arrangements for the University Examinations in the Faculty/College are made;
- (ii) preparing Faculty/College Examinations Timetable, allocation of examination rooms and assignment of Invigilators;
- (iii) ensuring that copies of Examination Timetables are posted on Students' Notice Boards without the names of Invigilators;
- (iv) supervision of photocopying and collection of printed examination questions from Photocopy Unit/College or Faculty Vault;
- (v) ensuring the timely processing, preparation and auditing of examination results for submission to the Examiners Board;
- (vi) ensuring total compliance with the prescribed examination regulations by Examiners, Invigilators and Candidates;
- (g) general supervision of University Examinations in the Faculty/ College.

- (h) Examination Co-ordinating Committee

### **19. Inspection Team**

- (i) There shall be an Inspection Team made up of the Pro-Vice Chancellor, the Deputy Registrar (Academic and Student Affairs), the Head of the Quality Assurance Unit and the relevant Dean.
- (ii) The Team shall ensure that all lectures for the semester, especially, those for service courses have been duly scheduled and lecturers duly assigned for the courses in every college.
- (iii) It shall, during examinations, inspect/monitor the Examination Halls and the conduct of examinations.

### **20. Duties of Examiners**

The duties of Examiners shall be as follows:

- (i) adhering to the timetable for the submission of questions for vetting in the Department by the Vetting Panel comprising the first and second Examiners, and the Head of Department or his representative;
- (ii) submitting a draft examination question for vetting together with a marking scheme;
- (iii) ensuring that, at the most appropriate time, the final examination questions are submitted to the University Photocopy Unit or the College for photocopying;
- (iv) ensuring that, as much as possible, no corrections are made during the examinations and any major correction(s) made shall be reported by the Faculty Examinations Officer or College Examinations Officer to the relevant Head of Department with copies to the Dean and the Provost;
- (v) consulting the final timetable for information on the place and time for examinations;
- (vi) cross-checking and signing for the number of scripts received from the Invigilator in the examination room or from the Faculty or College Examinations Officer;
- (vii) adhering to the timetable for the submission of examination marks and attendance at the Examiners Board Meeting;
- (viii) submission of examination marks together with the marked scripts to the Head of Department not later than three (3) weeks after the paper has been taken;
- (ix) obtaining an Amendment Form from the Faculty Examinations Officer for completion in accordance with section 15 above if he intends to correct marks of any candidate;
- (x) annexing corrected marked scripts to the Amendment Form for presentation to the Examination Audit Team for verification.

### **21. Duties of the Auxiliary Invigilator**

The of duties of Auxiliary Invigilators shall be as follows:

- (i) making themselves available at the Examination Hall (s) whenever their papers are being written in order to answer any questions that may arise and also to collect the scripts at the end of the examination;
- (ii) arriving at the place of examination thirty (30) minutes before the beginning of each session;
- (iii) ensuring that the scripts are deposited at the College/Faculty Examinations Office when it is impossible for him to collect the scripts in the Examination Hall(s);
- (iv) ensuring that persons not appointed as Invigilators do not handle examination scripts.

## **22. Duties of Invigilators**

The duties of Invigilators shall be as follows:

- (i) arriving at the place of examination thirty (30) minutes before the beginning of each session;
- (ii) inspecting the identity and admission cards of candidates before they enter the Examination Hall and disallowing candidate without the said cards from entering the examination room;
- (iii) disallowing any candidate from entering an examination room later than, or leaving an examination room earlier than, thirty (30) minutes after the beginning of a session except with the consent and concurrence of the Chief Invigilator or the Faculty Examinations Officer or College Examinations Officer;
- (iv) disallowing any candidate from getting seated earlier than thirty (30) minutes before the start of the session;
- (v) disallowing any candidate from taking into an examination room or having in his possession during an examination any book, material, hat, headgear, bag, pencil case, mobile phone, programmable calculator, palm-top computer, scanner, radio, etc. unless specifically authorised by the Examiner;
- (vi) confiscating such documents, materials or items as indicated in subsection (e) above and making a written report of alleged breach of examination regulations to the Faculty Examinations Officer or College Examinations Officer;
- (vii) disallowing any candidate from borrowing any item or material from another candidate in the examination room;
- (viii) disallowing any candidate from removing any paper from the examination room except the question paper and such books or papers, if any, authorised to be taken into the room;
- (ix) disallowing a candidate from communicating with another candidate during any session or leaving his place except with his (the Invigilator's) consent;
- (x) causing copies of the question paper to be put in the answer booklets and placing them on the candidates' desks before the beginning of the session;
- (xi) causing the scripts to be placed in an envelope at the end of the session, enclosing therein a copy of the list of the candidates, together with at least four (4) copies of

the question paper, sealing the package and delivering it to the Examiner of the course or the Chief Invigilator or the Faculty Examinations Officer or the College Examinations Officer;

- (xii) ensuring proper supervision of candidates and assigning an attendant for close monitoring of any candidate who is given permission to leave the examination room temporarily and taking every necessary precaution, including physical search, of the candidate before he is allowed to leave or return to the Examination Hall;
- (xiii) exercising the utmost vigilance throughout the session and not occupying himself in any manner which would distract him from the proper performance of his duties;
- (xiv) moving about the examination room from time to time, but being cautious not to disturb the candidates;
- (xv) disallowing a candidate from leaving and/or taking a copy of the question paper or answer booklet(s) out of the examination room within thirty (30) minutes after the commencement of the paper;
- (xvi) announcing to the candidates thirty (30) minutes and five (5) minutes, respectively, before the session closes and at the end of the paper, immediately requesting them to cease writing, without giving any of them extra time for temporary absence;
- (xvii) allowing any candidate who finishes an examination ahead of time after handing over his answer booklet (s) to leave the Examination Hall, without allowing him to return to the Examination Hall;
- (xviii) ensuring the counting of all examination scripts in the Examination Hall at the end of the session, enveloping, sealing and signing same, together with a copy of the attendance sheet (i.e. Form 6) and handing it over to the Examiner(s) or dispatching it to the Faculty Examinations Officer or College Examinations Officer.

### **23. Sanctions against Invigilators/Examiners**

- (i) The Faculty Examinations Officer or College Examinations Officer shall report to the Head of Department the conduct of any Invigilator/Examiner who defaults in any of the duties stated in these Regulations.
- (ii) The Head of Department shall submit a report of any Invigilator/ Examiner who defaults in any of the duties stated in these Regulations. to the Provost through the Dean and the Provost shall make his comments thereon to the Vice-Chancellor who shall take appropriate action against the Invigilator/Examiner.
- (iii) Deans (where applicable) shall submit a report of Heads of Department who are deemed not to be administering their departments properly because they are unable to ensure smooth conduct of examinations in their departments, to the Provost who shall make his comments thereon to the Vice-Chancellor who shall take any appropriate action against the Head of Department.

**PART 2 - FORMAL UNIVERSITY EXAMINATIONS  
(RESPONSIBILITIES OF CANDIDATES)**

**24. Registration of Courses**

- (i) Registration of courses is a pre-requisite for taking an examination in the University and students shall be allowed to write examinations only in the courses for which they have formally registered.
- (ii) Any student who is absent from all lectures, tutorials and practical classes without proper permission for a total of fifteen (15) cumulative lecture days or more in any semester shall be deemed not to have satisfied the requirements, in terms of attendance for the course in the semester, and he shall not be deemed a candidate for the End-of-Semester Examinations.
- (iii) Any student who is absent from lectures, tutorials and practical classes in any particular course without proper permission for a total of three (3) consecutive periods or more in any semester shall be deemed not to have satisfied the requirements, in terms of attendance for the course in the semester, and he shall not be deemed a candidate for the End-of-Semester Examination.

**25. Submission Course of Works**

- (i) Candidates shall submit course works/project reports/Long essays/workshops/studio works on the due date and late submissions shall, without any tangible reason(s), attract zero mark, except project reports long essays, which shall be assessed at the stage of presentation.
- (ii) Candidates shall not miss coursework deadlines or assessments taking place within scheduled class meetings/ laboratory sessions without good reason(s).
- (iv) Any candidate who has any good reason (s) for missing a deadline for submission shall give a written explanation and attach, where appropriate, documentary evidence (e.g. medical certificate, court processes etc.) to the Examiner.
- (v) Where a candidate knows in advance that he will be unable, for good reason(s), to submit coursework, etc, by the due date or attend an assessment during scheduled class hours, he shall inform the Examiner in advance and provide appropriate documentary evidence so that, if possible, alternative arrangements may be made for him.

**26. Penalty for Failure to Submit Course Works**

Without prejudice to any other regulations governing a particular course/ model/programme, any candidate in breach of section 25 above, shall be required to repeat the course/model either with or without attendance, or shall be withdrawn from the course and/ or programme.

**27. Instructions to Candidates**

The following shall constitute specific instructions to candidates:

- (i) consulting Students' Notice Boards for details on Examination Timetables, such as time periods and Centres etc. and shall note that practical and oral examinations will normally be conducted in the departments concerned;

- (ii) taking due notice that the University reserves the rights to, where appropriate, make changes in the timetables and inform candidates accordingly;
- (iii) reporting at the Examination Centres at least thirty (30) minutes before the start of an examination;
- (iv) showing Students' Identity Cards and Examination Cards to the Invigilators before entering the Examination Hall;
- (vi) not entering an Examination Hall or leaving thirty (30) minutes after the start of the examination but shall be permitted to do so an hour after the commencement of the examination;
- (vii) reporting to the Invigilator before taking his seat if he enters the Examination Hall within thirty (30) minutes from the commencement of the paper;
- (viii) calling the attention of the Invigilator by raising a hand but shall not communicate with, or borrow any material from, any other candidate;
- (ix) may leave Examination Hall on finishing examination ahead of time after handing over answer booklet(s) and shall not be allowed to return to the Examination Hall;
- (x) not commencing writing in answer booklet(s) until the Invigilator has issued instructions to that effect;
- (xi) using Index Numbers, not names, throughout the examinations;
- (xii) not passing notes or any instruments or seeking any other information or making any form of solicitation from other candidates;
- (xiii) not copying or attempting to copy from a prepared material or from other candidates;
- (xiv) not positioning answer booklet(s) in such a manner that another candidate may be able to read them;
- (xv) not tearing an answer booklet or part thereof or substituting answer booklet with prepared scripts during examination;
- (xvi) not, at the end of each examination, taking away any material supplied for the examination such as used or unused answer booklet, supplementary sheet, scannable form etc.;
- (xvi) not disturbing or distracting other candidates during examination;
- (xvii) not plagiarising;
- (xviii) not smoking or eating in an Examination Hall;
- (xvix) not using the same substantive piece of work to meet the assessment requirements of another item of Coursework, Dissertation, Project, Long Essay or Studio Work;

- (xx) not insulting or assaulting an Examination Attendant or an Invigilator or any officer of the University during examination.
- (xxi) not taking into an examination room or having in his possession during an examination any book, material, hat, headgear, bag, pencil case, mobile phone, programmable calculator, palm-top computer, scanner, radio, etc. unless specifically authorised by the Examiner.

## **28. Examination Misconduct**

Without prejudice to the generality of sanctions provided in the University Statutes, Student's Guide and any other Rules and Regulations governing the conduct of Junior Members, an infringement of any of the provisions of section 27 above by a candidate shall constitute examination misconduct and shall attract one and/or more of the sanctions provided under section 29 below.

## **29. Penalties for Examination Misconduct**

The following are the penalties for examination misconduct:

- (i) dismissal from the University;
- (ii) rustication from the University for a stated period;
- (iii) rustication from a Hall of Residence of the University;
- (iv) repetition in class;
- (v) cancellation of results of particular paper (s);
- (vi) withholding of results of particular paper(s);
- (vii) withholding of award of certificate for a stated period;
- (viii) reprimand;
- (ix) warning.

## **30. Investigation of Examination Misconduct**

- (i) Any candidate alleged to have engaged in examination misconduct shall be permitted to continue writing the paper, but he shall write a statement at the end of the paper. The Invigilator shall submit a written report on the allegation, together with the requisite exhibit(s), to the Faculty Examinations Officer or College Examinations Officer. The Faculty Examinations Officer or College Examinations Officer shall forward the report to the Dean of the Faculty concerned, who shall promptly appoint a committee to investigate the case.

The candidate shall be informed in writing to appear before the Committee not as a witness but as a subject of the investigation, and the letter shall indicate his right to be accompanied to the enquiry by a lawyer of his choice, call witnesses on his behalf and question witnesses who testify against him. The membership of the Committee, which shall not be more than five, shall include a lawyer who is a member of staff of the University appointed by the Registrar and a Student Representative. The report of the Committee shall be forwarded to the Vice-Chancellor through the Provost, and the Vice-Chancellor shall take appropriate action based on the report.

- (ii) Where a candidate is alleged to have engaged in plagiarism, the Head of Department shall submit a report on the allegation through the Dean to the Provost who shall

appoint a committee to investigate same and shall forward the report of the committee to the Vice-Chancellor who shall take any appropriate action based on the report.

### **31.Right of Appeal**

- (i) Any candidate adversely affected by the decision of a committee of enquiry and/or the Vice-Chancellor may, within fourteen (14) days upon the receipt of the decision, exercise his right to appeal to the Vice-Chancellor for a review of the decision.
- (ii) The Vice-Chancellor may, upon receipt of the appeal, review the decision by taking into consideration all the circumstances of the case, including the production of fresh evidence by the candidate.
- (iii) If the candidate is aggrieved by the decision of the Vice- Chancellor he may, within fourteen (14) days upon receipt of the decision, appeal to the University Council, and the decision of Council shall be final within the University grievance procedure.
- (iv) The Vice-Chancellor shall withhold the results and/or certificate of any candidate who is being investigated or by any Security Agency for criminal offence(s) or facing trial at a court of competent of jurisdiction for criminal offence(s) till final determination of the matter.
- (v) The Vice-Chancellor shall, after the final determination of the matter mentioned in section 31 (iv) above, take a decision in respect of the results and/or the certificate of the candidate, to withhold them for a further period or cancel them or release them to the condition.

# SCHEDULE

## FORM 1 MARK SHEET

**KWAME NKRUMAH UNIVERSITY OF SCIENCE & TECHNOLOGY, KUMASI**

FACULTY OF PHARMACY  
Second Semester, 2005. B. Pharm. 2nd Year  
PHARM 252: Org. Pharm. Chemistry

May, 2010

SN	INDEX NO.	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	MCQ's	TOTAL	70 %	30 %	100%
1													0	0		0
2													0	0		0
3													0	0		0
4													0	0		0
5													0	0		0
6													0	0		0
7													0	0		0
8													0	0		0
9													0	0		0
10													0	0		0
15													0	0		0
16													0	0		0
17													0	0		0
18													0	0		0
19													0	0		0
20													0	0		0

## FORM 2

### **KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI**

#### **COLLEGES OFFERING COMPOSITE DEGREES:**

#### **PROCEDURE FOR VETTING EXAMINATION RESULTS**

#### **FIRST SEMESTER RESULTS:**

##### **Section 1: DEPARTMENTAL EXAMINERS BOARD MEETING (Examiners Board Format/Detailed Results)**

1. Mark sheets shall first be checked against the attendance sheets to ensure that candidates absent for the Examination are not awarded marks.
2. Departmental Examinations Officers are to ensure that addition of marks submitted by Examiners is correct.
3. Where wrong entries of the marks are detected (e.g. when any of the candidates who sat for the Examination did not have marks), the Departmental Examinations Officer shall cross-check with the Examiner concerned to rectify the anomaly.
4. Where wrong entries of marks are detected in the case of service courses the Faculty Examinations Officer shall cross-check with the Examiner concerned to rectify the anomaly.
5. The Departmental Examinations Officer or the Faculty Examinations Officer, as the case may be, shall cause the corrections suggested by the Departmental Examiners Board to be affected and shall make copies of the mark sheet (s) available for the Faculty Examiners Board Meeting.

##### **Section 2: FACULTY EXAMINERS BOARD MEETING (Examiners Board Format/ Detailed Results)**

1. The Head of Department shall print out the results for each year and give to the Departmental Examinations Officers in the Faculty, together with the respective mark sheets for the various year groups.
2. The Departmental Examinations Officers shall cross-check the entries in the mark sheets with the raw scores submitted by the Examiners and the Departmental Examinations Officers shall communicate any errors detected to the Faculty Examinations Officer who shall cause the corrections to be made in the computer.
3. The Faculty Examinations Officer shall print out the final copy for each year and make copies available to members of the Faculty Examiners Board for their scrutiny at least 24hrs before the meeting.
4. The Board shall check the First Semester results against those of the immediately preceding results (i.e. the previous second semester results) to ensure that:
  - a. the serial numbers of candidates are not skipped or repeated but that they follow the right sequence.

- b. the credits registered by candidates for the semester are not less than fifteen (15) and not more than twenty-one (21).
  - c. the cumulative credits registered and obtained are correct for the class and individual candidates.
  - d. the course numbers and titles are correct as well as the credit hours for each course.
  - e. the Departmental Examinations Officers have verified that the suggested corrections had been made by the Faculty Examinations Officer.
  - f. all the trail courses have been indicated in the remarks column, and if not, the Board should find out whether the candidate(s) did pass the courses) in question, and if so, the missing courses) shall be re-stated.
  - g. all candidates tagged: **probation, repeating, non-regular or deferred** etc. from the second semester of the preceding academic year are well captured.
  - h. the minimum credits required for graduation is correct for the programme and is consistent with the previous results.
  - i. all candidates marked **I (i.e. Incomplete)** have medical reports from the Director of University Health Services or medical reports certified by the Director of University Health Services if issued from a hospital other than the University Hospital.
  - j. the total number of candidates for a particular year/class is' the same as that of the previous results barring any dismissals, withdrawals etc.
5. The Faculty Examinations Officer shall cause the corrections suggested by the Faculty Examiners Board to be effected and make copies of the mark sheet(s) available for the Faculty Board Meeting.

### **Section 3: FACULTY BOARD MEETING (Academic Board Format)**

1. The Faculty Examinations Officer shall produce the Academic Board version from the Examiners Board Format.
2. The Departmental Examinations Officers in the Faculty shall scrutinize the results to make sure that they are in conformity with those of the Examiners Board Format.
3. The Special Faculty Board, in approving the results, have to verify the following:
  - a. the correct spelling of the names of candidates and, in particular, the arrangement
  - b. where a change of name has been 'made, there shall be a letter of approval from the Registrar of the University, without which the old name shall be maintained.
  - c. preceding the current semester barring any dismissals, withdrawals etc.
  - d. ensure that the trail list and trails of each candidate tally with that of the Examiners Board Format for the semester.

- e. the Academic Board Format has been strictly adhered to in that titles, order, narrations for **trailing, probation, deferred, repeating, rustication, withdrawn, dismissed, withheld, non-regular** etc.) have been well captured.
  - f. The date, Provost's name and the other narrations are correct.
4. The Faculty Examinations Officer shall cause the corrections suggested by the Faculty Board to be affected and make copies of the mark sheet(s) available for the College Board Meeting.

#### **4: COLLEGE BOARD MEETING (Academic Board Format)**

The responsibility of the Board is the same as that of the Special Faculty Board outlined at section 3 above.

### **SECOND SEMESTER RESULTS:**

#### **Section 5: DEPARTMENTAL EXAMINERS BOARD MEETING (Examiners Board Format)**

Responsibility of the Board is the same as that of the first semester.

#### **Section 6: FACULTY EXAMINERS BOARD MEETING (Examiners Board Format)**

1. The only difference between the format of the first semester and the second one is that members shall bring along to the meeting 'the Recorder No. 267 February, 2004 Vol. 36 No.8, Regulations for the Conduct of Certificate/Diploma/Undergraduate Degree Programmes' to enable the Board to take the appropriate decisions on candidates regarding **probation, deferred, repeating, rustication, withdrawn, dismissed, withheld, non-regular** etc. results of the first semester approved by the Faculty Board to compare with the results under discussion.

#### **Section 7: FACULTY BOARD MEETING (Academic Board Format)**

Members shall have copies of the results of the first semester approved by the College Board to compare with the results under discussion.

#### **Section 8: COLLEGE BOARD MEETING (Academic Board Format)**

Procedure is the same as that for the Faculty Board.

### FORM 3

## KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI

### COLLEGES OFFERING NON- COMPOSITE DEGREES:

### PROCEDURE FOR VETTING EXAMINATION RESULTS

### FIRST SEMESTER RESULTS:

#### **Section 1: DEPARTMENTAL EXAMINERS BOARD MEETING (Examiners Board Format/Detailed Results)**

1. Mark sheets shall first be checked against the attendance sheets to ensure that candidates absent for the Examination are not awarded marks.
2. Departmental Examinations Officers are to ensure that addition of marks submitted by Examiners is correct and shall cause the marks to be entered into the computer.
3. When wrong entries of the marks are detected (e.g. when any of the candidates who sat for the Examination did not have marks), the Departmental Examinations Officer shall cross-check with the Examiner concerned to rectify the anomaly.
4. A copy of the results for each year group shall be printed out and given to the Academic Senior Members other than the Departmental Examinations Officer or any person (s) appointed as Year Examiner (s) who made the entries, along with the respective mark sheets for the year.
5. The Year Examiner (s) shall cross-check the entries in the mark sheets with the raw scores submitted by the Examiners and the Year Examiner (s) shall communicate any errors detected to the Departmental Examinations Officer who shall cause the corrections to be made in the computer.
6. The Departmental Examinations Officer shall print out the final copy for each year and make copies available to members of the Departmental Examiners Board for their scrutiny at least a day before the meeting.
7. The Board shall check the First Semester results against those of the immediately preceding results (i.e. the previous second semester results) to ensure that:
  - a. the serial numbers of candidates are not skipped or repeated but that they follow the right sequence.
  - b. the credits registered by candidates for the semester are not less than fifteen (15) and not more than twenty-one (21).
  - c. the cumulative credits registered and obtained are correct for the class and individual candidates.
  - d. the course numbers and titles are correct as well as the credit hours for each course.

- e. the Year Examiner (s) have verified that the Departmental Examinations Officer had caused the corrections to be affected.
- f. all the trail courses have been indicated in the remarks column, and if not, the Board should find out whether the candidate(s) did pass the coursers) in question, and if so, the missing coursers) shall be re-stated.
- g. all candidates tagged: **probation, repeating, non-regular or deferred** etc. from the second semester of the preceding academic year have been well captured.
- h. the minimum credits required for graduation is correct for the programme and is consistent with the previous results.
- i. all candidates marked **I(i.e. Incomplete)** have medical reports from the Director of University Health Services or medical reports certified by the Director of University Health Services if issued from a hospital other than the University Hospital.
- j. the total number of candidates for a particular year/class is the same as that of the previous results barring any dismissals, withdrawals etc.

8 The Departmental Examinations Officer shall cause the corrections suggested by the Departmental Examiners Board to be affected and shall make copies of the mark sheet (s) available for the Faculty Examiners Board Meeting.

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## **Section 2: FACULTY EXAMINERS BOARD MEETING (Examiners Board Format Detailed Results)**

The Faculty Examiners Board shall go through the procedure outlined in section 1 above to ensure that the results so approved are correct.

## **Section 3: FACULTY BOARD MEETING (Academic Board Format)**

1. The Faculty Examinations Officer shall produce the Academic Board version from the Examiners Board Format.
2. The Departmental Examinations Officers in the Faculty shall scrutinize the results to make sure that they are in conformity with those of the Examiners Board Format.
3. The Faculty Board, in approving the results, have to verify the following:
  - a. the correct spelling of the names of candidates and, in particular, the arrangement.
  - b. where a change of name has been made, there shall be a letter of approval from the Registrar of the University, without which the old name shall be maintained.
  - c. the total number of candidates presented for each year group tallies with that of the semester immediately preceding the current semester barring any dismissals, withdrawals etc.
  - d. ensure that the trail list and trails of each candidate tally with that of the Examiners Board Format for the semester.
  - e. the Academic Board Format has been strictly adhered to in that titles, order, narrations for **trailing, probation, deferred, repeating, rustication,**

**withdrawn, dismissed, withheld, non-regular** etc.) have been well captured.

- f. the date, Provost's name and the other narrations are correct.
4. The Faculty Examinations Officer shall cause the corrections suggested by the Faculty Board to be effected and make copies of the mark sheet(s) available for the College Board Meeting.

**Section 4: COLLEGE BOARD MEETING (Academic Board Format)**

The responsibility of the Board is the same as that of the Faculty Board outlined in section 3 above.

**SECOND SEMESTER RESULTS:**

**Section 5: DEPARTMENTAL EXAMINERS BOARD MEETING  
(Examiners Board Format Detailed Results)**

Responsibility of the Board is the same as that of the first semester.

**Section 6: FACULTY EXAMINERS BOARD MEETING  
(Examiners Board Format/Detailed Results)**

1. The only difference between the format of the first semester and the second one is that members shall bring along to the meeting 'the Recorder No. 267 February, 2004 Vol. 36 No.8, Regulations for the Conduct of Certificate/Diploma/Undergraduate Degree Programmes' to enable the Board to take the appropriate decisions on candidates regarding probation, deferred, repeating, rustication, withdrawn, dismissed, withheld, non-regular etc.
2. Members shall bring along to the meeting copies of the results of the first semester approved by the Faculty Board to compare with the results under discussion.

**Section 7: FACULTY BOARD MEETING (Academic Board Format)**

Members shall have copies of the results of the first semester approved by the College Board to compare with the results under discussion.

**Section 8 COLLEGE BOARD MEETING (Academic Board Format)**

Procedure is the same as that for the Faculty Board.

**FORM 4**

**RULES FOR VETTING RESULTS TO THE ACADEMIC BOARD BY THE AUDIT TEAM:**

The Team shall compare the results of the immediately preceding presentation with the current one and check the following:

- a. The format for presentation is strictly adhered to;
- b. Students' names have been well captured and they tally with Index numbers;'

- c. All trailed courses have been duly captured and faculties have provided written evidence of trailed courses which have been redeemed;
- d. Regulations regarding withdrawals, repetition, probation and others have strictly been observed;
- e. Calculations of Students' Cumulative Weighted Averages (CWA) are true reflections of their performances;
- f. The requirements of the Departmental, Faculty and College Boards have been fulfilled by graduating students.

**FORM 5**

**KWAME NKURUMAH UNIVERSITY OF SCIENCE & TECHNOLOGY, KUMASI**

**COLLEGE OF .....**

**FACULTY OF .....**

**SUMMARY OF ... SEMESTER EXAMINATION RESULTS (YEAR)**

**DEPARTMENT OF .....**

					NON-		WITH-	
YEAR	PASS	TRAIL	DEFERRED	PROBATION	REGULAR	REPEATED	DRAWN	TOTAL
ONE								
TWO								
THREE								
FOUR								
GRACE								
PERIOD								

**DEPARTMENT OF .....**

					NON-		WITH-	
YEAR	PASS	TRAIL	DEFERRED	PROBATION	REGULAR	REPEATED	DRAWN	TOTAL
ONE								
TWO								
THREE								
FOUR								
GRACE								
PERIOD								

**DEPARTMENT OF .....**

					NON-		WITH-	
YEAR	PASS	TRAIL	DEFERRED	PROBATION	REGULAR	REPEATED	DRAWN	TOTAL
ONE								
TWO								
THREE								
FOUR								
GRACE								
PERIOD								

**AWARD OF DEGREES**

The Final Results which shall have a Situational Report from the College annexed thereto, shall be submitted on the Academic Board Format approved by the College Board for the award of degrees.

**FORM 6**

**KWAME NKRUMAH UNIVERSITY OF SCIENCE & TECHNOLOGY, KUMASI**

**COLLEGE OF**

**FACULTY OF .....**

**DEPARTMENT OF ....**

**ATTENDANCE SHEET**

<b>Date:</b>			
<b>Course Codes:</b>			
SN	INDEX NO.	STUDENTS' NAME	SIGNATURES
Totals			
Invigilator's Signature			
Invigilator's Name			

**FORM 7**

**KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI**

**RESULTS EXAMINATIONS MARKS AMENDMENT FORM**

**Date:**

**Academic Year/Semester:**

<b>COLLEGE</b>						
<b>FACULTY</b>						
<b>DEPARTMENT:</b>						
<b>COURSE CODE:</b>				<b>COURSE TITLE</b>		
		<b>PREVIOUS MARKS</b>		<b>NEW MARKS</b>		<b>REMARKS</b>
<b>NAME</b>	<b>INDEX NO</b>	<b>CONTINUOUS ASSES.</b>	<b>END OF SEMS</b>	<b>CONTINUOUS ASSES.</b>	<b>END OF SEMS.</b>	

**Name:**

**Signature:**

**Examiner:**

**Head of Department**

**Faculty Examinations Officer**

**NB: Marked scripts shall be attached.**