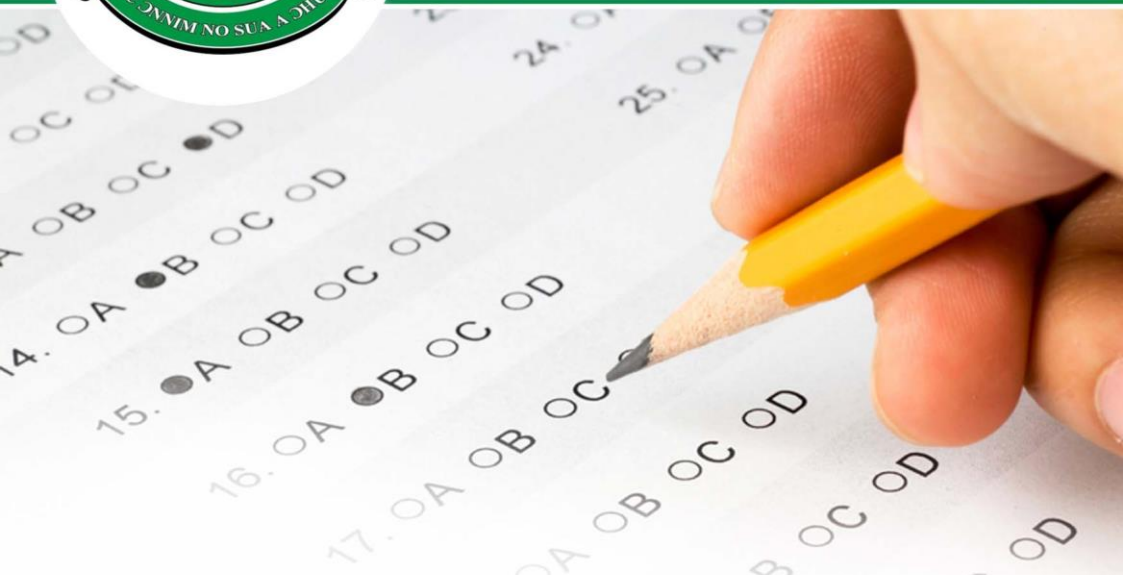


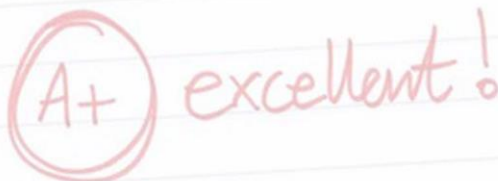


SUNYANI TECHNICAL UNIVERSITY



ASSESSMENT AND EXAMINATIONS POLICY

March, 2014



SUNYANI TECHNICAL UNIVERSITY EXAMINATIONS POLICY COMMITTEE

Committee Members

- Dr. G. L. Opoku- Antwi - Chairman
- Mr. Kofi Nyamaah- Koffuor - Member
- Mr. J. S. Korantwi-Barimah -Member
- Mr. F. K. Owusu Debrah -Member
- Mr. S. K. Aning - Member/Secretary
- Rev. Gideon Hackman - Recorder

FOREWORD

This document presents specific statements of intentions of the University regarding the conduct of general assessment of its Junior Members who constitute the image of the University to the outside world. In view of this, the University takes a serious exception to any conduct or behaviour which might compromise the integrity of the processes and the conduct of the examinations and bring the image of the University into disrepute. Examination, which is one of the most important core businesses of every educational establishment by which the performance and quality of students are measured must be given maximum attention to ensure that all the institution's tools of assessment become very credible. As an institution of a higher learning we must strive hard to ensure that while we work towards our vision which is *“To become a center of excellence for the provision of career-focused practically oriented middle level manpower training for the socio-economic development of our region and the nation in general”*, we will be mindful of manning efficiently, our core business by which products of the institution pass out.

The University, since its establishment has progressively conducted examinations creditably and succeeded in improving on

the processes, though the institution did not have a working policy regarding examination. However, to provide the institution with clear processes, procedures, guidelines and regulations for conformity and to position it to gain a technical university status, there should be a policy framework to streamline our examinations. It is against this background that this policy document is deemed very appropriate.

The preparation of this policy benefited from the Sunyani Technical University Ethics Policy (2011) and Kwame Nkrumah University of Science and Technology Examination Policy. I urge all members of the University to support and help to make this document work in order to build an excellent institution whose products would be respected in the academia and the country at large.

Prof. K. T. Djan-Fordjour
Rector

PREFACE

Examinations by far remain the most imperative means of assessment in every level of academic field in the world. This poses an important challenge to every educational institution in ensuring that the standards required in producing academicians and technocrats to feed the sectors of the economy are maintained. Similarly, many academic institutions over the years have suffered some level of damage to their image as a result of the questions raised on the credibility of their examinations.

Sunyani Technical University, as an institution of higher learning therefore, has to ensure that there are strict provisions and guidelines to safeguard the conduct of examinations. As a measure of institutional accountability which strives on social accountability, there is the need to use policy measures to conduct credible examinations which will safeguard public interest and confidence in the certificates awarded by the institution.

In our preparation towards achieving Technical University status, we are obliged to have well documented examination policy

which will provide guidelines towards acceptable conduct of examinations and other forms of assessments.

This policy document gives detailed description of the procedures/processes and the regulations regarding the conduct of our examinations. It is hoped that this policy document will guide the institution in the conduct of examinations and that, all and sundry will give their support to make this policy work effectively.

S. A. Obour
Registrar

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THE REGULATIONS to govern the conduct of University Examinations are made by the Academic Board in pursuant to the Sunyani Technical University Act 2007 (Act 745) and the Statues 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, practicals, quiz, writing of reports, oral examinations as well as mid-semester examinations;

→ **“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. It also includes fresh evidence in the knowledge 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 Sunyani Technical University

PART I – FORMAL UNIVERSITY EXAMINATIONS (DUTIES OF THE UNIVERSITY ADMINISTRATION)

I. Formal University Examinations

- (i) The University shall organize 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 forty percent (40%) 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 University Examinations Officer

- (i) There shall be a University Examinations officer who shall be appointed by the Vice-Chancellor in consultation with the Registrar.
- (ii) The examinations officer shall be responsible for the conduct of all (both internal and external) examinations in the University in accordance with the rules formulated by the Academic Board and the external examination body.
- (iii) He shall co-ordinate the activities of the School and Department Examinations Officers.
- (iv) He shall prepare Examinations Timetable and allocate examination rooms.
- (iv) He shall ensure that copies of the Examination Timetables (without the names of invigilators) are posted on The University's General Notice Boards;
- (v) He shall supervise the processing of examination questions.
- (vi) He shall ensure total compliance with the prescribed examination regulations by Examiners, Invigilators and Candidates;

4. 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 School Board at its meeting.

- (iii) The School 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.

5. Submission of Examination Questions for Processing

- (i) Internal Examiners shall set their questions and make them ready for vetting by the end of the third 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 fourth week of the semester to vet all examination questions.
- (iv) The final examination questions, which must be in soft copy, signed and sealed by the three persons named in sub-section 3 above, shall be submitted to the Examinations Officer for safe keeping.
- (v) The Time Table Committee in conjunction with the Examinations Officer shall prepare examinations Time Table and circulate to the Schools and Departments.

6. Invigilation of Examinations

- (i) Department and School Examination Officers shall schedule all Senior members to invigilate in their Departments and School 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.

7. Processing of Examination Results

- (i) The Registry shall provide Index Numbers of all first year students at least three (3) 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
 - b) examination marks – 60%
 - c) continuous assessment – 40%
 - d) final marks (b + c) – 100%
- e) examiners shall submit signed marks sheet together with a soft copy to the
Head of Department or Departmental Examinations Officer

f) Marks of candidates not accompanied with marked scripts shall not be

processed.

g) The Head of Department shall ensure that marks entered in the mark sheet are true reflections of each candidate's performance.

h) The marks sheet provided in Form I of the Schedule shall be adopted.

8. Timetable for Processing of Examination Results

The timetable for the processing of examination results shall be as follows:

(a) Departmental Examiners Board shall meet to consider the results three (3) weeks from the end of the examinations;

(b) School Boards shall meet to consider the results five (5) weeks from the end of the examinations;

(c) An Audit Team shall vet the results six (6) weeks from the end of the examinations to ensure quality;

(d) School Boards shall meet to consider the results six (6) weeks after the end of the examinations;

9. Departmental Examiners Board

(i) The Departmental Examiners Board shall hold a meeting to consider the results before they are sent to the School Examiners Board.

- (ii) The Head of Department shall not accept any mark sheet not accompanied by the marked scripts. The Head of Department after four (4) weeks shall then forward the marks scripts to the Dean for onward submission to the Registrar and shall be kept for a minimum period of five years after which they shall be destroyed.
- (iii) The Departmental Board shall, at the meeting to consider the results, ensure that subsections 3, 4, 5 and 6 of section 7 above have strictly been complied with.
- (iv) The procedure for vetting the results at the Departmental Examiners Board is provided in sections 1, 4, 5 Form 2; sections 1, 5, Form 3, of the Schedule to these Regulations.

10. School Examiners Board

- (i) Results of each semester from every department offering tertiary and non-tertiary courses, shall be compiled into Detailed Results (i.e. Broad Sheet) by the Departmental Examinations Officer, vetted by a Coordinating Meeting of all Departmental Examination Officers and forwarded to the School Examinations Officers.
- (ii) The School Examinations Officer shall submit the Broad Sheet which shall identify candidates only by index numbers to the School Examiners Board for consideration.

- (iii) The results approved by the School Examiners Board shall be vetted by a team comprising the School and all Departmental Examinations Officers and shall be submitted to the School Board in the Academic Board Format.
- (iv) The procedure for vetting results at the School Examiners Board is provided in sections 2, 6, Form 2; sections 2, 6, Form 3, of the Schedule to these Regulations.

11. School Board

- (i) The School Board shall consider the results from the School 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 School Board is provided in Forms 2 and 3; sections 3 and 7 of the Schedule to these Regulations.

12. Examinations Audit Team

- (i) The Audit Team set up by the Academic Board shall vet the result approved by the School Boards and submit them to the Registrar for consideration by Academic Board, at least two (2) working days, before the meeting by the Academic Board.
- (ii) The procedure for vetting the results by the Audit Team is provided in Form 4 of the Schedule to these Regulations.

13. School Board Meeting

- (i) The School Board shall consider only the audited results and the report of the Examinations Audit Team
- (ii) The School 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 Dean shall ensure that the examinations results to be discussed at the School Board are circulated at least two (2) working days before the meeting.
- (iv) The procedure for vetting the results by the School Board is the same as the one provided under section 11 above.
- (v) The Dean shall ensure that the result approved by the School Board is summarized and submitted to the Academic Board, and the procedure for the summary is provided in Form 5.
- (vi) The Dean shall ensure that titles, order, narrations etc. for the candidates under the following category: trailing, probation, repeat, non-regular, voluntary withdrawal, withdrawal, dismissal and rustication have been clearly captured in accordance with the Academic Board Format.
- (vii) The Dean shall ensure that copies of the results approved by the School Board are made available to the following officers:
 - (a) Vice-Chancellor;
 - (b) Registrar;

- (c) Deputy Registrar (Academic and Student Affairs);
- (d) Heads of Departments in the School, (where applicable)
- (e) Members of the Audit Team
- (f) Quality Assurance and Control Unit

14. Academic Board Meeting

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

15. Mid-Semester Examinations

- (i) Mid-Semester Examinations may be organized at, or after, the first half of a semester.
- (ii) The Examinations Unit shall process all mid semester examination questions
- (iii) 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.
- (iv) These Regulations and others which govern the conduct of End-of-Semester Examinations shall equally govern Mid-Semester Examinations.

16. Correction of Marks/Results

- (i) There shall be an Amendment Form (i.e. Form 7 of the Schedule to these Regulations) obtainable by Examiners from the School Examination Officers for the correction of marks of candidates. The Schools Examinations Officer shall give the Amendment Form

to the Examiner only after receiving a written explanation for the intended correction of the marks.

- (ii) The examiner shall submit the amended results together with the marked scripts to the Quality Assurance and Control Unit for verification through the Head of Department and the Dean.

17. Release of Results

- (i) Provisional results shall be released as soon as possible to students by the Registrar, before the start of the new semester/academic year and the School Registrar shall notify such students when the results are released.
- (ii) Heads of Department shall make results slips of students available to them to enable them to register for the semester.

18. 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 from the Dean of the School.

19. Duties of Departmental/School Examination Officers

The duties of Departmental/Schools Examination officers shall be as follows:

- (i) Ensuring that arrangements for the University Examinations in the Departments/school are made; assign invigilators
- (iii) Ensuring that copies of Examination Timetables (without the names of invigilators) from the Examinations Unit are posted on Department/Schools Notice Boards;
- (iv) 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;
- (vii) General supervision of University Examinations in the Departments/Schools

20. Chief Invigilator(s)

There shall be examination Chief Invigilator(s) who shall be responsible for:

- i) Arrangement of the examination halls
- ii) Keep custody of examination papers and relevant materials sent to the examination centers
- iii) Checking and picking of examination scripts
- iv) Submission of the examination scripts to the Examination office

21. Chief Invigilator(s) Assistants

There shall be Chief Invigilator(s) Assistant(s) who shall assist the Chief invigilator(s)

Chief Invigilator(s) Assistant(s) shall perform duties assigned to them by the Chief Invigilator(s).

22. Inspection Team

(i) There shall be an Inspection Team made up of the Pro Vice-Chancellor, the Deputy Registrar/Senior/Assistant Registrar (Academic Affairs), Deans, Heads of Department/Sectional Heads and the Head of the Quality Assurance Unit.

(ii) The Team shall ensure that all lecturers for the semester, especially, those for service courses have been duly scheduled and lecturers duly assigned for the courses in every School.

(iii) It shall, during examinations, inspect/monitor the Examination Halls and the conduct of examinations.

23. 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.

(ii) Submitting a draft examination questions for vetting together with marking scheme;

- (iii) Ensuring that, at the most appropriate time, the final examination questions and marking schemes are submitted to the University Examination Office for moderation.
- (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 Chief Invigilator(s) to the relevant Head of Department with copies to the Dean.
- (v) Consulting the final timetable for information on the place and time for examinations;
- (v) Cross-checking, packing and sealing of scripts with the Chief Invigilator(s).
- (vii) Adhering to the timetable for the submission of examination marks and attendance at the Departmental Examiners Board Meeting;
- (viii) Submission of examination marks together with the marked scripts to the Head of Department not later than four (4) weeks after the paper has been taken;
- (ix) Obtaining an Amendment Form from the Examinations Office for completion in accordance with section 16 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.

24. Duties of the Auxiliary Invigilator

The 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.
- (ii) Arriving at the place of examination thirty (30) minutes before the beginning of each session;
- (iii) Ensuring that the scripts are collected from the Examinations Office.
- (iv) Ensuring that persons not appointed as Invigilators do not handle examination scripts;

25. 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 rooms;
- (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/Center Coordinator or the School 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 University Examinations Officer;
- (vii) Disallowing any candidate from borrowing any items 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 Chief Invigilator/Center Coordinator;

- (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 handling it over to the Chief Invigilator/Center Coordinator or dispatching it to University Examinations Officer.

26. Sanctions against Invigilators/Examiners

- (i) The Chief Invigilator/Center Coordinator 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, through the Dean 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 Dean 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)

27. 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, tutorial 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.

28. Submission of Course Works

- (i) Candidates shall submit course works/project reports/long essay/workshops/studio works on the due date and late submissions shall, without any tangible reason(s), attract zero mark, except project report/long essays, which shall be assessed at the stage of presentation.

- (ii) Candidates shall not miss coursework deadlines or assessments taking place within schedule class meetings/laboratory sessions without good reason(s)
- (iii) 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.
- (iv) 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.

29. 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.

30. 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 Centers 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 Centers 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;
- (v) 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;
- (vi) Reporting to the Invigilator before taking his seat if he enters the Examination hall within thirty (30) minutes from the commencement of the paper;
- (vii) Calling the attention of the Invigilator by raising a hand but shall not communicate with, or borrow any material from, any other candidate;
- (viii) 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;

- (ix) Not commencing writing in answer booklet(s) and shall not be allowed to return to the Examination Hall;
- (x) Using Index Numbers, not names, throughout the examinations;
- (xi) Not passing notes or any instruments or seeking any other information or making any form of solicitation from other candidates;
- (xii) Not copying or attempting to copy from a prepared material or from other candidates;
- (xiii) Not positioning answer booklet(s) in such a manner that another candidate may be able to read them;
- (xiv) Not tearing an answer booklet or part thereof or substituting answer booklet with prepared scripts during examination;
- (xv) 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 plagiarizing
- (xviii) Not smoking or eating in an Examination Hall;

- (xvix) Not using the same substantive place of work to meet the assessment requirements of other 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 the 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.

31. 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.

32. 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

33. 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 University Examinations Officer who shall forward the report to the Vice-Chancellor. The Vice-Chancellor shall promptly refer the allegation to the Examinations Malpractice 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. The membership of the committee 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 who 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 Pro Vice-Chancellor who shall appoint a committee to investigate same and shall forward the report of the committee to the Rector who shall take any appropriate action based on the report.

34. Right of Appeal

- (i) Any candidate adversely affected by the decision of a committee of enquiry and/or the Rector 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 Rector 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.
- (vi) The Vice-Chancellor shall, after the final determination of the matter mentioned in section 32 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.

PART 3: SCHEDULE

FORM I MARK SHEET SUNYANI TECHNICAL UNIVERSITY

SCHOOL:.....
DEPARTMENT.....
EXAMINATION:.....
MONTH & YEAR:.....
COURSE.....**COURSE CODE:**.....

| SN | INDEX No. | MID SEM 20% | CONTINOUSE ASSESSMENT 20% | END OF SEM 60% | TOTAL 100% |
|----|-----------|-------------|---------------------------|----------------|------------|
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FORM 2
SUNYANI TECHNICAL UNIVERSITY
PROCEDURE FOR VETTING EXAMINATION RESULTS
FIRST SEMESTER RESULT

Section I: 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 sat for the examination did not have marks), the departmental examination 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 course the school examinations officer shall cross-check with the examiner concerned to rectify the anomaly.
5. The departmental examinations officer or the school examinations officer, as the case may be, shall cause the corrections suggested by the Departmental Examiners Board to be effected and shall make copies of the mark sheet(s) available for the school examiners board meeting.

Section 2: SCHOOL EXAMINERS BOARD MEETING (Examiners Board format/detailed results)

The head of department shall print out the result for each year and give to the departmental examinations officers in the school, together with the respective mark sheets for the various year groups.

1. The departmental examinations officers shall cross-check the entries in the mark sheets with the raw scores submitted by the examiners and departmental examinations officers shall communicate any errors detected to the school examination officer who shall cause the corrections to be made in the computer.

2. The school examinations officer shall print out the final copy for each year and make copies available to members of the School Examiners Board for their scrutiny at least 24hrs before the meeting.

3. 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 school examinations officer.
- (f) All the trial courses have been indicated in the remarks column, and if not, the board should find out whether the candidate(s) did pass the course(s) in question, and if so, the missing course(s) shall be re-stated.
- (g) All candidates tagged: **probation, repeating, voluntary withdrawal 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 candidate marked **I (i.e. incomplete)** have medical report from the director of University health services or medical report certified by the director of University health services if issued from a hospital other than the University Clinic.
- (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.
- (k) The School examinations officer shall cause the corrections suggested by the School examiners Board to be effected and make copies of the mark sheet(s) available for the School board meeting.

Section 3: SCHOOL BOARD MEETING (Academic Board Format)

1. The School examinations officer shall produce the Academic Board version from the Examiners Board format.
2. The Departmental Examinations Officers in the school shall scrutinize the result to make sure that they are in conformity with those of the examiners board format.
3. The special School 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) Here 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, preceding the current semester barring any dismissals withdrawals etc.
 - (c) Ensure that the trail list and trails of each candidate tally with that of the Examiners Board format for the semester.
 - (d) 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.
 - (e) The date, Dean's name and the other narration are correct.
 - (f) The School Examinations Officer shall cause the corrections suggested by the School Board to be effected

and make copies of the mark sheet(s) available for the School Board meeting.

Section 4: SCHOOL BOARD MEETING (Academic Board Format)

The responsibility of the board is the same as that of the special School 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: SCHOOL EXAMINERS BOARD MEETING (Examiners Board Format)

The only difference between the format of the first semester and the second one is that members shall bring along to the meeting regulations for the conduct of Certificate/ Diploma/ Undergraduate Degree Programmes' to enable the Board to take the appropriate decisions on candidates regarding **probation, referred, repeating, rustication, withdrawn, dismissed, withheld, non-regular** etc. results of the first semester approved by the School Board to compare with the results under discussion.

Section 7: SCHOOL BOARD MEETING (Academic Board format)

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

Section 8: SCHOOL BOARD MEETING Academic Board Format)

Procedure is the same as that for the school Board.

FORM 3
SUNYANI TECHNICAL UNIVERSITY
PROCEDURE FOR VETTING EXAMINATION RESULTS
FIRST SEMESTER RESULTS:
Section I: 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 Examination 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 Examination Officer shall cross-check with the Examiner concerned to rectify the anomaly.
4. A copy of the result 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 effected.
 - (f) All the trial courses have been indicated in the remarks column, and if not, the Board should find out whether the candidate(s) did pass the course(s) in question, and if so, the missing course(s) 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 Doctor of University health services or medical reports certified by the Doctor of University health services if issued from a hospital other than the University Clinic.
 - (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 effected and shall make copies of the mark sheet(s) available for the School Examiners Board meeting.

Section 2: SCHOOL EXAMINERS BOARD MEETING (Examiners Board Format/ Detailed Results)

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

Section 3: SCHOOL BOARD MEETING (Academic board Format)

1. The School Examinations Officer shall produce the academic board version from the Examiners
2. Board format.

3. The departmental examinations officers in the school shall scrutinize the results to make sure that they are in conformity with those of the examiners board format.

The School 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 title, order, narrations for **trailing, probation, deferred, repeating, rustication, withdrawn, dismissed, withheld, non-regular** etc.) have been well captured.
- (f) The date, dean's name and the other narrations are correct.
- (g) The School Examinations officer shall cause the corrections suggested by the School Board to be effected and make copies of the mark sheet(s) available for the School Board meeting.

Section 4: SCHOOL BOARD MEETING (Academic Board Meeting)

The responsibility of the board is the same as that of the school 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: SCHOOL 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 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 school board to compare with the results under discussion.

Section 7: SCHOOL BOARD MEETING (Academic Board Format)

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

Section 8: SCHOOL BOARD MEETING (Academic Board Format)

Procedure is the same as that for the school 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 Schools have provided written evidence of trailed courses which have been redeemed.
- (d) Regulations regarding withdrawals, repetition, probation and others have strictly been observed;
- (e) Calculation of students cumulative grade point averages (CGPA) are true reflections of their performance.
- (f) The requirements of the departmental, school and School boards have been fulfilled by graduating students.

FORM 5
SUNYANI TECHNICAL UNIVERSITY
DEPARTMENT OF.....
SCHOOL OF.....
SUMMARY OFSEMESTER EXAMINATION
RESULTS (YEAR)

| YEA R | PASS | TRAI L | DEFE RRED | PROBA TION | NON- REGU LAR | REPE ATED | VOLUNTA RY WITHDRA WAL | WITH- DRAW N | TOTAL |
|-------------------------|------|-----------|--------------|---------------|---------------------|--------------|---------------------------------|--------------------|-------|
| ONE | | | | | | | | | |
| TW O | | | | | | | | | |
| THRE E | | | | | | | | | |
| FOU R | | | | | | | | | |
| GRA CE PERI OD | | | | | | | | | |

FORM 6

**SUNYANI TECHNICAL UNIVERSITY
SCHOOL OF.....
DEPARTMENT.....
ATTENDANCE SHEET**

| | | | |
|----------------------|------------------|---------------------------|-------------------|
| Date: | | | |
| Course Codes: | | | |
| SN | INDEX NO. | STUDENTS' NAME | SIGNATURES |
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Total Number of Students Present.....

Name of Invigilator(s)

Signatures

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FORM 7
SUNYANI TECHNICAL UNIVERSITY
RESULTS/EXAMINATIONS MARKS AMENDMENT FORM

| SCHOOL: | | | | | | |
|---------------------|-----------|-----------------------|--------------|----------------------|--------------|--|
| DEPARTMENT: | | | | | | |
| COURSE CODE: | | | | | | |
| COURSE CODE: | | | | COURSE TITLE: | | |
| NAME | INDEX NO. | CONTINUOUS ASSESSMENT | END OF SEMS. | CONTINUOUS ASSESS. | END OF SEMS. | |
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Name of Examiner..... Signature..... Date.....

Name of Head of Department.....Signature.....Date.....

Name of Dean..... Signature..... Date.....

Name of Head of Quality Assurance and Control
Unit.....Signature..... Date.....