



TAKORADI TECHNICAL UNIVERSITY

EXAMINATION POLICY

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1.0 INTRODUCTION

Examination remains the foremost means by which the knowledge, skills and competence of students the world over are measured. The role examinations play in the training of students and their performance on the job and hence its impact on the reputation of an institution cannot be gainsaid. It is therefore imperative to put structures in place to curtail or eliminate the problems that bedevil examinations for that matter, at Takoradi Technical University.

2.0 PURPOSE OF THE POLICY

The policy document is aimed at safeguarding the integrity of the University's examinations and awards, and ultimately the reputation of the institution. The policy therefore delineates the roles and responsibilities of all stakeholders in the institution's examinations with the expectation that all and sundry shall comply.

3.0 SCOPE OF THE POLICY

The following are the broad areas covered by the Policy:

- i. Setting, moderating (HND), printing and storing of examination questions.
- ii. Invigilation/Supervision.
- iii. Duties of Deans, Heads of Department, Faculty Officers and Examination Coordinators.
- iv. Examination rules and regulations.
- v. Examination Centres and seating arrangements
- vi. Examination irregularities, malpractices and associated sanctions
- vii. Procedures for appeal
- viii. Provisions on Long Essays/Projects/Theses and Industrial Attachment Reports
- ix. Lecturers' misconduct

4.0 THE POLICY

4.1 *Setting of Examination Questions*

- i. Lecturers shall respect the deadlines on academic calendars.
- ii. To avoid questions passing through many hands and to reduce the chances of leakage, every lecturer must set his/her own questions as well as prepare the respective marking schemes.
- iii. All questions and marking schemes must be typed and submitted to the Head of Department before they are forwarded for moderation (HND).
- iv. In consideration of the Technical University status, an Examination Board must be constituted to govern examinations in all the Faculties.

4.2 *Questions standard*

4.2.1 *Language and Rubrics*

- i. Questions must be structured in sentences within the level of students' understanding.
- ii. The examiner must observe the rules of grammar.
- iii. Instructions must be clearly stated. For example, the number of questions to be answered.
- iv. Compulsory questions must be placed first.
- v. Questions should meet the standards of a professional examination in that particular field.
- vi. Marks should be allotted to questions and sub-questions, and should be indicated on both the question paper and the marking scheme.

vii. End of semester examination should as much as possible be marked over 100% and converted to 60%.

viii. The minimum and maximum time allotted for a paper in any examination in the University should be two hours and three hours respectively.

ix. The time allotted for each paper must be stated on the paper.

x. Course titles and course codes must be indicated on the question paper at all times.

xi. All the above standards must be approved by the Examination Board of the Faculty.

4.2.2 Coverage of Examination Questions

i. Questions must cover at least 75% of the entire syllabus.

ii. Question types must blend both lower and higher level dimensions i.e there must be a mix of recall, critical-thinking and application types.

iii. Questions should be set to standard.

iv. Heads of Department (HODs) should encourage peer-review of questions.

4.2.3 Period of Examinations

i. The last three weeks of each semester shall be the official examinations period.

ii. The University shall have four (4) examination sessions daily; first three for regular students and the last for evening students.

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- iii. Mid-semester examinations will be held on the eighth (8th) week into the semester and shall be conducted and coordinated at the school level with support from the Examinations Unit.

4.2.4 Submission of Examination Questions – Before Moderation (HND)

- i. Questions shall be submitted in a sealed envelope signed by the examiner.
- ii. Every examiner/course coordinator shall submit the questions herself/himself to the HOD.
- iii. HODs shall make themselves available during the period for submission of questions to avoid the situation where questions would have to be lodged with administrative staff for onward submission to the Heads thereby increasing the hands which handle questions.
- iv. HODs shall store examinations questions and marking schemes under lock and key at all times.
- v. HODs shall maintain a record of submission of questions and marking schemes showing name of examiner/course coordinator, course title, course code, date of submission and signature of the examiner.
- vi. HODs shall not accept any question without its marking scheme.
- vii. HODs shall hand over questions to the Deans with a memorandum listing courses and their examiners.
- viii. The Dean shall secure questions until he/she submits them to the Pro Vice Chancellor.

4.2.5 Printing and Storing after Moderation (HND)

- i. The Deans shall collect moderated examination papers from the Vice Rector for onward submission to the respective HODs.
- ii. HODs shall draw the attention of individual lecturers to comments/suggestions from external assessors and ensure the incorporation of any modification into the moderated questions, where necessary.
- iii. The Examinations Unit shall liaise with the Planning Office to get the number of students registered for the course to determine the number of papers to be printed.
- iv. The Dean shall supervise the entire printing and packaging exercise.
- v. Courses offered by few students shall be printed in the morning of the day that it has been scheduled for writing; however, if it is an early morning paper, it shall be done the previous evening. Where there are large numbers of candidates, the paper shall be printed well ahead of time.
- vi. Question papers shall be collated and stapled where there is more than one sheet before packaging.
- vii. Envelopes containing the printed questions papers shall be properly labelled, sealed and signed by the Dean or a designated representative.
- viii. Each package shall/must include attendance sheet(s).

4.2.6 Release of Examination Materials

- i. The Dean shall always be available for the timely release of examination questions and answer booklets.

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- ii. The Supervisor shall be present at the time of release of examination materials.
 - iii. Individual invigilators shall pick and sign for the package(s).
 - iv. Invigilators shall show a sealed package to the candidates before opening the envelope.

4.3 Supervisors

4.3.1 Mode of Appointment

The Head of the Examinations Unit shall request for names of lecturers who would serve as Supervisors from the Deans.

The Examinations Unit shall appoint supervisors for every examination.

The supervisors shall be in charge of the examinations at the Centres for the entire day, and shall ensure the security of the examination papers and enforce all regulations/instructions governing the proper conduct of the examination.

4.3.2 Functions

The Supervisor shall:

- i. Ensure that all invigilators under his/her jurisdiction are at post.
- ii. Offer the necessary assistance to invigilators in the conduct of their duties.
- iii. Present a comprehensive report on the state of invigilation for the day to the Deputy Registrar (Academic) through the

Head of the Examinations Unit:

- a. Report shall summarize as well as reflect the individual invigilator's report and shall be an accurate depiction of the

state of conduct of the day's examinations.

- b. The supervisor's report shall be submitted within 72-hours after the completion of the examinations.

4.4 Invigilators

The term “invigilator”, as used in this document, means either a person in charge of a room or hall where an examination is being written and such a person is working under the instructions of a supervisor and an Examination Officer in the block where the supervisor is in charge. Before an invigilator is appointed, the Head of Examinations Unit shall write letters to HODs inviting them to submit names of lecturers in their respective departments who shall be available for invigilation.

- i. All invigilators should be senior members, recommended by the Head of Department, and they should be of the rank of a lecturer or above.
- ii. It is the duty of every lecturer to invigilate during examinations; therefore, any lecturer who fails to invigilate without permission will be sanctioned.

4.4.1 Duties of Invigilators

- i. Invigilators shall report, at least, thirty (30) minutes before the start of the paper to collect examination materials such as questions, answer booklets and any other relevant materials, and also ensure that students are seated.
- ii. It is highly recommended that lecturers invigilate their own papers or be part of the invigilation team.
- iii. Invigilators shall not go to the examination hall with scripts to mark or any other reading materials/electronic gadgets which may distract their attention.

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- iv. An invigilator shall as much as practicable be vigilant throughout the examination period.
 - v. Invigilators shall check attendance against candidates' identity cards and make them sign the attendance sheet(s).
 - vi. No invigilator has the mandate to reduce or increase the time allotted for any examination paper unless otherwise directed by the subject lecturer/examiner.
 - vii. Invigilators shall maintain a decent posture and appearance before candidates at all times.
 - viii. Invigilators shall position themselves appropriately in the examination room or hall in order not to embarrass or intimidate a candidate.
 - ix. An invigilator shall not deny a candidate access to supplementary sheets or the washroom when such a request is made.
 - x. An invigilator shall have the power to search a candidate when he/she suspects a candidate of having foreign material on him/her though it shall be done with decorum.
 - xi. Invigilators are advised not to engage in any form of conversation inside/outside the examination hall but shall endeavour to move round the room/hall.
 - xii. Invigilators shall not allow two or more candidates to go out at the same time, except in unavoidable circumstances, and at the discretion of the invigilator.
 - xiii. Should a candidate be caught cheating or violating any rule guiding the conduct of examination, the invigilator shall:

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- a. Prompt the candidate of his/her action.
 - b. Ask the candidate to write a statement immediately.
 - c. Draw the attention of the supervisor to the incident.
 - d. Submit a report on the incident to the Head of Examinations Unit who shall immediately inform the Pro Vice Chancellor.
- xiv. An irregularity report form shall be completed for each case of misconduct.
- xv. Alert subject lecturers when a candidate fails to obey the instruction to stop writing. In such situations, the invigilator's name and signature must authenticate the statement on the answer booklet. Such a candidate will lose 15% of his/her final score.
- xvi. Where answered scripts are not picked immediately after the examinations by the examiner, the invigilator shall submit the scripts to the Dean's office for safe-keeping.

4.5 General Information on Examination Supervision and Invigilation

4.5.1 Supervision

- i. The supervisor is responsible to the Institution for the conduct of the examination.
- ii. He/She is expected to be in the examination centre throughout the examination period.
- iii. He/She shall start and end the examination and must be readily available for consultation in case of emergency.
- iv. He/She shall personally deal with any irregularities which may arise.

4.5.2 Invigilation

- a. Every invigilator is to remain in the examination hall throughout the time allotted for the paper.
- b. He/She shall be vigilant throughout the examination and make frequent walks round the room without distracting the candidates.
- c. He/She shall not do anything except invigilate and mark attendance sheet.

4.6 Duties of Faculty Officers/Examination Coordinator

Examination Coordinators complement the efforts of HODs and Faculty Officers but it must be noted that HODs are directly responsible for examinations in their departments.

The Faculty Officers and Departmental Examination Coordinators shall:

- i. Ensure that the necessary examination materials e.g. answer booklets, drawing materials are obtained and supplied in time for each paper.
- ii. Ensure that question papers are released to invigilators on time.
- iii. Share the Dean/HODs responsibility regarding timely processing, printing, storage and release of question papers.
- iv. Perform such duties as may be assigned by the Dean.

4.7 Examination Rules and Regulations

The following guidelines have been prepared to regulate the conduct of examinations in the University. Students are urged to study them carefully in order to know what is expected of them.

4.7.1 Eligibility

A candidate is eligible to write University examination if:

- i. He/She has made full payment of school fees.
- ii. He/She has registered and followed the approved course as student.
- iii. He/She has made a minimum of 85% attendance of lectures and other activities in the course.
- iv. He/She is not under any form of suspension from the University.

4.7.2 Examination Venue and Seating Arrangements

- i. The examination shall take place at approved venues indicated on the Time-Table.
- ii. It shall be the duty of the candidate to consult the timetable to ascertain the paper to be written for each day, the venue and the time.
- iii. It shall be the responsibility of the Examination Unit to seat candidates in the various examination venues.
- iv. The minimum distance permitted between the centre of the place assigned to any candidate and the centre of the place assigned to the next candidate in the same row is 1.5 metres. The minimum distance between the centre of the place assigned to the next candidate in front or behind is 1.2 metres. Candidates must be so seated that they cannot either intentionally or unintentionally look at the work of those in front or on either side of them.
- v. Each candidate shall have a desk to himself/herself with a label showing the index number.

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- vi. Candidate shall be so seated that they can each be seen by the invigilator.
 - vii. All maps and diagrams and any materials which may be of assistance to the candidates must be removed from the examination hall and must not be returned to the room until the examinations are over.
 - viii. A reliable clock shall be placed in the examination room in such a position that all the candidates can see it without leaving their seats.

4.7.3 Students Identity Cards

- i. Candidates shall possess Takoradi Technical University valid identity card to enable them enter the examination hall.
- ii. Candidates are required to display their students' identity cards for inspection by examination officers.
- iii. Candidates who have misplaced their identity cards shall report to the Deputy Registrar (Academic), at least, two weeks before the examination for a new identity card to be issued.
- iv. Candidates who have no university identity card or a note indicating its misplacement shall not be allowed to write the examination.

4.7.4 Admission of Candidates into Examination Halls

- i. Candidates shall report to the examination venue, at least, thirty (30) minutes before the commencement of the paper.
- ii. No candidate shall enter the examination hall unless instructed to do so by the invigilator.

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- iii. Candidates shall not bring into the examination hall any thing that is deemed to be foreign material (including blank sheets or paper)
 - iv. Candidates shall be seated according to their index numbers.
 - v. Supervisors and invigilators have the right to search candidates before, during and after the examination (male supervisors shall search male candidates and female invigilator shall search female candidates).
 - vi. Invigilators shall ensure that calculators conform to the following specifications:
 - a) They should be silent, cordless and non-programmable and shall use dry cells or solar energy only.
 - b) They shall not have facility or magnet card input or plug-in modules of programme instruction.
 - c) They shall not have paper-type output.
 - vii. Mobile phones are strictly prohibited from examination rooms/halls.
 - viii. Candidates who report more than 30 minutes late shall not be admitted into the examinations room/hall unless the invigilator is satisfied with the reason(s) for their lateness. Such cases should be reported to the supervisor.
 - ix. Candidates shall be told by the invigilator(s) when to start answering the questions.
 - x. Candidates are to be reminded before each examination to remove all books and pieces of paper from their pockets and around their desks.

xi. Candidates who are admitted late shall not be allowed extra time for the paper. They must stop at the stipulated time with the other candidates.

xii. Candidates may leave the room temporarily but only with the permission of the invigilator. In such cases, the invigilator shall ensure that the candidates do not carry with them any unauthorized material. An attendant designated by the invigilator shall accompany a candidate who is allowed to leave the examination room temporarily.

xiii. Candidates shall spend a minimum of sixty (60) minutes before leaving the room. Similarly, no candidate shall be allowed to leave the room in the last fifteen (15) minutes of the examination.

xiv. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the invigilator who shall collect the candidate's answer booklet and the question paper before he/she is permitted to leave.

xv. At the end of the examination, the invigilator(s) shall go round and collect all the answer booklets, while students are still seated.

xvi. Candidates who fall ill in the examination room shall inform the invigilator for appropriate action to be taken.

4.8 Procedures During the Examination

i. Candidates are to sit according to their index numbers, unless otherwise instructed by the invigilator.

ii. Candidates shall ensure that they sign the attendance sheet.

iii. On receipt of answer booklets, candidate shall read carefully the instructions on the front cover of the answer booklets and enter the index number and other details as required.

iv. No part of the answer booklet may be torn off.

v. No rough work shall be done on the question paper.

vi. All rough work shall be done in the answer booklet and neatly crossed out.

vii. It shall be the candidates' responsibility to provide for themselves such materials as pencil, eraser, ruler or calculator. Borrowing of these materials will not be allowed.

viii. Under no circumstances must correcting fluid be used in the answer booklet.

ix. Candidates shall ensure that they are given the right question papers and other materials(s) as needed for the examination.

x. Under no circumstance should a candidate write his/her name in any part of the answer booklet provided. Candidates are required to use only their index numbers throughout the examinations.

xi. Candidates shall ensure that they provide their particulars on the front cover of the answer booklet before the question papers are distributed.

xii. No extra time shall be specially allocated for reading through question papers or studying maps, etc unless the rubrics say otherwise.

xiii. At the end of the examination, candidates shall ensure that

numbers of questions answered are entered in the order in which they have been answered in the space provided on the answer booklet.

xiv. Any supplementary sheet used shall be securely tied with a string on the inside of the answer booklet.

xv. Answer booklet and supplementary sheets shall be perforated to enable easy attachment.

xvi. The invigilator shall go round and collect answer booklets.

4.9 Examination Malpractice

i. Examination malpractices and accompanying penalties are listed in Table 1.

All offences shall be investigated by the Disciplinary Board as early as possible and detailed report submitted to the Academic Board within two weeks.

ii. Penalties for examination offences shall be posted on All Notice Boards.

iii. Sanctions meted out to offenders, the offences, as well as their names, index numbers and programme of study shall be posted on all notice boards before school re-opens.

iv. Copies of dismissal letters shall be mailed to offenders' parents/guardians.

Table 1: Examination Malpractices/Offences and Accompanying Penalties

ITEM	OFFENCES	PENALTY
1	Late submission of an assignment.	Lose 5% of the total score
2	Failure to submit assignment.	No marks
3	Impersonation – mid-semester included.	Both parties – dismissal
4	Leakage of examination questions by staff/students	Dismissal
5	Refusing to be searched (by appropriate authority) before or during the examination.	Rustication for two semesters
6a	Possession of unauthorized examination related materials.	Rustication for two semesters
6b	Cheating from unauthorized examination related materials.	Dismissal
7	Exchanging question papers on which answers have been prepared.	Rustication for two semesters
8	Looking over other candidate's shoulder.	Cancellation of offender's paper
9	Persistently disturbing other candidates(s); distraction.	Cancellation of paper
10	Verbal assault on invigilator.	Dismissal
11	Physical assault on invigilator	Dismissal then hand over offender to the Police
12	Mobile phone on a candidate	A fine of GH¢100.00 pending Academic Board review.
13	Using a mobile phone/calculator and any other electronic device to cheat.	Dismissal

14	Destruction of evidence (foreign material)	Dismissal
15	Substituting worked script during examination.	Dismissal
16	Collusion and leaving the answer booklet in such a position that another candidate can read and copy.	Rustication – two semesters
17	Leaving the examination room without permission from the invigilator.	Cancellation of the paper
18	Writing after invigilator has announced “stop work”	Lose 15% - invigilator writes his/her name and signs on the answer booklet.
19	Refusing to submit worked scripts to invigilator during examination.	Rustication for two semesters
20	Fabrication of reports e.g. Laboratory work, industrial attachment.	Cancellation of candidate’s results/reports
21	Refusal to write a statement upon being caught for examination misconduct (including those who collect the statement form and walk away with it).	Rustication – two semesters
22	Plagiarism – before certificate is awarded.	Cancellation of long essay/project/ industrial attachment and other assignment

23	Plagiarism – discovered after award of certificate.	Withdrawal of certificate by the Institution
24	Failure to appear before the Disciplinary Board after being served notice.	Dismissal
25	Second time offender for 8, 9, 12, 16, 17, 21, 22.	Dismissal

4.10 Procedure for Appeal

- i. A candidate who is not satisfied with the results of any University examination he/she has taken may request for re-marking by submitting an application to the Deputy Registrar (Academic) through the Head of Department, and pay the remarking fee. The application shall not be considered unless the re-marking fee is fully paid.
- ii. An application for remarking shall be submitted to the Deputy Registrar (Academic) within 21 days of the release of the said result and shall state the reason(s) for the appeal. Any application submitted after the stipulated 21 days shall not be considered.

Deputy Registrar (Academic) should liaise with Deans and HODs to carry out the remarking exercise.
- iii. The results of remarking shall be considered by the Faculty Board and recommendation(s) submitted to the Academic Board for approval.
- iv. If the complaint is found to be justified, remarking fee shall be refunded to the complainant.

4.11 Submission of Long Essay/Project Report/Industrial Attachment Report

- i. Long essay/Project report shall be submitted to Head of Department not later than three (3) weeks after the end of second Semester Examination.
- ii. Long Essay/Project/Industrial attachment report submitted later than the period stated in (4.11.i) shall be considered in the subsequent academic year.

4.12 Lecturer Misconduct

- i. A Lecturer's behavior towards a student, in and out of the classroom, shall always be above reproach.
- ii. Any lecturer accused of not teaching during the semester, leaking examination question in any form, favoritism in marks allocation, or any such related academic offence shall face disciplinary action.
- iii. If found guilty the lecturer may be dismissed.
- iv. Failure to meet deadline set by Academic Board for submission of questions and examination results shall attract severe sanction to be determined by the Academic Board.