



**AHMADU BELLO UNIVERSITY,  
ZARIA**

**Examination  
Management / Examination  
Regulations**

**2023**

**AHMADU BELLO UNIVERSITY, ZARIA**

**EXAMINATION MANAGEMENT/EXAMINATION  
REGULATIONS**

**2023**

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## **PREAMBLE**

Ahmadu Bello University is a first-generation University in Nigeria and a premier university in Northern Nigeria, which has grown overtime from a modest beginning to become the largest university in Africa south of the Sahara. The University places topmost priority on the sanctity of its examinations and has therefore established regulations, policies, procedures, and guidelines governing assessment, Examination Regulations/Management based on its core values, code of conduct as well as principles of best practice to safeguard the integrity of its examinations and credibility of its certificates. Staff and students are expected to acquaint themselves with and abide by relevant sections of this document as appropriate. These regulations and guidelines cover among others, types and modes of examinations approved by the University Senate, methods of assessment, general university examination regulations, preparation of examination papers, appointment of internal and external examiners, conduct of examinations, students conduct and misconducts during examination and possible sanctions, determination of examination results by Faculty Board of Examiners, Faculty Boards and Senate, release of examination results etc.

The first edition of the Regulations Governing Examinations and Examination Management in Ahmadu Bello University was published in 1960s. There's no doubt that regular revision of the document is necessary to respond to challenges being posed by changing realities and unfolding developments in both our society and our University. In keeping to the noble tradition of reviewing this document regularly, this 2023 edition of the "Examination Regulations/Management" for our great University was produced, approved, and issued. The University is committed to upholding this noble tradition of regular review and shall continue to carry it out as often as is required, such that the "Examination Regulations/Management" would at any material time be relevant, appropriate, and effective.

## **UNIVERSITY EXAMINATIONS**

Examinations are normally held at the end of each Semester. Students are required to print their examination cards from the University portal prior to the commencement of the examinations. The card shall show the candidate's photograph, name, examination number, courses registered and instructions and procedure in the examination hall.

## **UNIVERSITY EXAMINATION REGULATIONS**

These Regulations are made by the Senate. Parts I to XII of these Regulations shall apply to all programmes of studies in the University.

### **Degree Classification**

In ABU Business School and the Faculties of:

- Administration
- Agriculture
- Allied Health Sciences
- Arts
- Basic Medical Sciences
- Education
- Engineering
- Environmental Design
- Law
- Life Sciences
- Physical Sciences
- Social Sciences

Degrees awarded to successful candidates in the final examination are classified as:

- First Class Honours
- Second Class Honours (Upper Division)
- Second Class Honours (Lower Division)
- Third Class
- Pass



In the Faculties of:-  
Basic Clinical/Clinical Sciences  
Dentistry  
Pharmaceutical Sciences  
Veterinary Medicine

The respective degrees of MBBS, BDS, B. Pharm/Pharm D. and DVM are awarded as Pass to successful candidates.

### **PART 1-GENERAL**

1. In these Regulations, unless the context otherwise admits:
  - (i) **“Examination”** means any examination required by the Senate in a programme of study to which these Regulations apply.
  - (ii) **“Session”** means an academic year of 2-3 semesters as determined by the Senate.
  - (iii) **“Semester”** means the sub-division of the session/year of study into two/three components; a semester normally should last about 18 weeks (including registration, teaching and examination periods) provided that not less than 15 weeks each are actually devoted to teaching during the first and second semesters and 12 weeks during the long vacation semester.
  - (iv) **“Year of Study”** means the specific academic year or level that a student is currently in. It indicates the progression of a student through their educational journey. The year of study is often used to determine the courses, curriculum, and academic requirements that a student should complete.
  - (v) **“Programme of Study”** means the academic degree in the university available for students to obtain. It is the entire collection of courses required to complete an academic degree.
  - (vi) **“Course Unit”** means those units of teaching the examination result of which are aggregated to determine a student’s overall assessment for a year of

studies. It is a quantitative organization of the curriculum in which subject areas are broken down into course units which are examinable and for which students earn credit(s) if passed, each examinable course unit spanning only one semester.

- (vii) **“Credit Unit”** means (a) a measure of work load in which it describes the student-teacher contact hours per week per semester e.g. one credit unit is equal to one hour lecture or tutorial etc. per week per semester; (b) a measure of course weighting the total number of contact hours per week per semester determines the weighting.
- (viii) **“Grade Point”** (GP) means the actual percentage raw score for a given course converted into a letter grade and grade point.
- (ix) **“Grade Point Average”** (GPA) means the average of weighted grade points earned in the course taken during a semester. The GPA is obtained by multiplying the GP attained in each course by the number of Credit Units assigned to that course, summing these up and dividing by the total number of credit units taken in the semester.
- (x) **“Cumulative Grade Point Average”** means the up-to-date mean of the Grade Points earned by the student in a programme of study. It is an indication of the student’s overall performance at any point in the programme of study. This is obtained by totaling Grade Points multiplied by the respective credit units for all semester to-date and dividing by the number of Credit Units completed.
- (xi) **“Probation”** means a status granted to a student whose academic performance as measured by the CGPA falls below 1.00 in the case of classified degree or below 2.40 in the case of unclassified degree at the end of any year of study.
- (xii) **“Supplementary Examination”** means an examination given to a student who on account of ill

health or any other reason acceptable to Senate is unable to write the examination. This is applicable to continuous assessment examination only.

(xiii) "**Special Resit Examination**" this is examination granted to final year students who are unable to graduate because they failed some courses. This is subject to the outstanding courses not being more than four (4) courses. In a resit examination the maximum score that can be obtained is the minimum score (40% for classified degrees and 50% for unclassified degrees). Though, this is applicable to all final year students, it is optional for those students whose residency has not expired.

2. Examination may take the form of written papers, Computer-Based Test (CBT), oral examinations, practicals, clinicals, the submission of projects, any combinations of these, or any other form approved by the Senate. The continuous assessment of course work should be included in determining examination results.
3. Notwithstanding any provisions to the contrary in these Regulations, the Senate reserves to itself the power to decide any case on the basis of what appears to be fair and just in the circumstances of the case; and to approve examination results in spite of any breach of these Regulation if the Senate is satisfied that the said breach has not substantially affected the examination results.

## **PART II - APPOINTMENTS AND DUTIES OF EXAMINERS**

4. The examinations in any academic discipline shall be conducted by:-
  - (a) A Chief Examiner;
  - (b) One or more External Examiners where appropriate; and
  - (c) Internal Examiners.

### **CHIEF EXAMINERS**

5. A Chief Examiner shall be appointed by the Senate on the recommendation of the respective Faculty/School Board normally being the Head of the Department/Director concerned with the academic discipline.
6. The duties of a Chief Examiner shall be generally to make arrangements for the examinations in the discipline and in particular for the preparation and security of examination papers, marking and the determination of results.
7. The Chief Examiner shall arrange for all marked scripts and mark sheets to be securely kept in the Department. No marked scripts shall be destroyed within five years after the examination. No person or organization outside the University except an External Examiner may have access to any marked script and mark sheets.

### **INTERNAL EXAMINERS**

8. Internal Examiners for all examinations shall be appointed annually by the Senate on the recommendation of the Faculty Boards. They shall be members of the academic staff normally having served at least two sessions. They shall be eligible for re-appointment.
9. The duties of an Internal Examiner shall be:-
  - (a) To prepare and sign examination papers for which the Chief Examiner has assigned responsibility;
  - (b) To preserve the secrecy of examination papers at all stages until the papers have been worked by the candidates;
  - (c) To mark answer scripts before they are moderated by the External Examiner; and
  - (d) To perform any other examination duties required by the Chief Examiner.

### **EXTERNAL EXAMINERS**

10. External Examiners shall be appointed for all examinations at the beginning of each year of study not later than four weeks after the commencement of the academic session.

- 11.** External Examiners shall be appointed by the Senate on the recommendation of the relevant Faculty Boards. An External Examiner shall be eligible for re-appointment but may not, except with the express approval of the Senate, be appointed for more than three consecutive sessions, after which he or she will not be eligible for re-appointment until a further three sessions have elapsed.
- 12.** Except in a case which, in the opinion of the Senate, represents an emergency, no person who is employed by the University or is a member of a Faculty Board or of the University Council shall be an External Examiner, nor shall any person who previously taught in the University be an External Examiner if any student whom he taught is a candidate in the examination concerned. When recommendations for the appointment of an External Examiner are submitted to the relevant Faculty Board and to Senate, the degrees, relevant professional qualifications, and current University or other appointment shall be stated.
- 13.** The duties of an External Examiner in any examination, including a supplementary examination, shall be:-
  - (a) To moderate and certify draft examination papers in order to ensure the maintenance of good standard, and to recommend such alterations as he or she may think fit;
  - (b) To moderate the marking of all papers in the academic discipline for which he or she is an examiner at the end of year of study;
  - (c) To conduct or take part in practicals, clinicals, practical teaching, test, orals, etc. as required by the Chief Examiner;
  - (d) To certify the mark list in any subject examined and where possible the relevant overall pass list or lists;
  - (e) If possible, to attend the meeting or meetings of the Departmental/Faculty Board of Examiners; and
  - (f) To report to the Vice-Chancellor and copy the Chief Examiner concerned, and when it's appropriate to the Faculty Board and Senate, on the following matters:

- i) The standard of the examinations;
  - ii) The standard of marking by the Internal Examiners;
  - iii) The standard of project or course work when examined;
  - iv) The pass list and any Honours classification; and
  - v) Any other matters that call for the comments.
- 14.** An External Examiner shall be remunerated by the University based on existing rates.

### **PART III – PREPARATION OF EXAMINATION PAPERS**

- 15.** Draft examination papers shall be prepared as set out in Part II of these Regulations. The Chief Examiner will ensure that each bears appropriate rubrics showing:-
- (a) The date and time on which the paper is to be taken (if known when the paper is prepared);
  - (b) The number of questions to be answered and any restrictions as to choice;
  - (c) Any additional materials to be supplied by the Invigilator to candidates; and
  - (d) Any other necessary instructions to student.
- 16.** At all stages hard copies of draft papers shall be passed by hand only between persons directly concerned while soft copies must be passworded and password only known to the Examination Officer.
- 17.** The computer in the examination office must be dedicated strictly to examination matters and access code for the computer must only be known to the examination officer and assistant(s).
- 18.** The Chief Examiner shall arrange for the examination papers to be printed and/or photocopied in secured conditions, ensuring that no unauthorized person had access to them and that all spare copies are destroyed. Sealed packets of papers shall be marked to show the

Faculty, subject, year and date of the examination and the number of copies.

19. When examination papers have been printed and/or photocopied, the Chief Examiner concerned shall deposit them with the Faculty Exam Officer or the Secretary, of Institute, School, Division inappropriately marked envelopes, with the Chief Examiner's signature on the outside of the envelopes.

#### **PART IV – FACULTY, DEPARTMENTAL, INSTITUTES AND CENTRES EXAMINATIONS OFFICERS**

20. In each Faculty/Institute/Centre, for every session, an Examination Officer who shall not be lower than the rank of Senior Lecturer and appropriate Officers at the Institutes and Centres, where necessary, Assistant Examination Officer(s), shall be appointed or elected by and be responsible to the Faculty Board through the Dean or the Institutes and Centres PAB through their Directors. At the level of the Department, there shall be a departmental examination officer who shall be responsible to the Head of Department in performing corresponding duties at that level. The Faculty, Departmental, Institutes and Centres examination officers shall serve for the period of 2 years.
21. Each Examinations Officer shall, in consultation with the Dean and Head of appropriate Department, appoint:
  - (a) Adequate number of Invigilators for each examination hall.
  - (b) Assistant Invigilators and supporting staff as necessary.
22. An Examination Officer shall perform all necessary functions concerning the ordering and control of examination materials, the arranging of rooms for examinations, time-tables, lists of candidates, the collection of sealed packets of examination paper and their distribution to Invigilators, and any other matter; in accordance with the Handbook of Administrative procedures or other instructions issued by the Registrar or

the Faculty Board. He/She shall be given appropriate instructions, including a copy of Part VI of these Regulations, as well as each Assistant Examination Officer or official appointed under paragraph 20 above. He/she shall oversee and be available throughout each examination and he/she shall report to the Dean/Director on any case of serious illness, disturbance or irregularity in the examinations, and where appropriate the Dean/Director shall report to the Registrar and to the Faculty Board/PAB. In the case of CBT examination, such functions shall be performed by the Examination Officer in consultation with the Director, IAICT.

23. The Examination Officer shall publish within the Faculty/Institutes/Centres concerned, the dates, time and place of the examination normally at least two weeks in advance.
24. After the examinations have been held the Examination Officer shall send one copy of each paper to the Registrar and three copies to the University Librarian.
25. Persons specified in paragraph 20 above shall, be remunerated as appropriate.

#### **PART V – REGISTRATION OF STUDENTS FOR EXAMINATIONS**

26. In order to be admitted to any examination a student must have been registered for the course-units to be examined and must have fulfilled any University requirements concerning residency, fees or other matters. At least 75% attendance is required in all classes, tutorials, laboratories, clinics, field/studio practicals/theatre training etc. to qualify to sit for semester examinations. He/She must also have fulfilled any requirement regarding attendance at or satisfactory completion of any course-work, practicals, assignments, projects or other related matters. The standards necessary to satisfy these requirements shall be determined from time to time by the respective Faculty Board/PAB on the recommendation of the appropriate



Departments, and any changes shall be made known to the students at the start of the relevant semester.

27. Many of the examination related problems often encountered by students are linked to course registration anomalies. Some of these registration anomalies include: over-registration or under-registration, students still registering after their period of residency has expired, students registering at wrong levels believing that they must remain at the same level with the students who entered the university with them in the same year irrespective of the number of credits earned. Equally, some students withdraw from a course they registered for without formally dropping it on the portal during the add/drop window while some simply leave the university on account of sickness without applying for deferment of the semester. There is, therefore, a need for staff and students to have a clear understanding of the registration procedure so as to eliminate registration anomalies that give rise to problems during examination administration and result processing. To avoid registration anomalies that may give rise to problems during examination administration and processing of results, students are to take note of the following and strictly adhere to them:
- a. Registration of courses must be done at the beginning of the Session, usually within the first 1-2 weeks.
  - b. **The maximum credit unit load allowed per semester is 24 and the minimum is 12 for a full time student.** Only spill-over students with few outstanding courses to clear which are less than 12 credit units, are allowed to register less than 12 credit units per semester. However, with special permission of the Senate a graduating student may be allowed to register 26 credit **units if 2 credit units will be the only units outstanding.**
  - c. All core courses outstanding as carryover at lower level(s) must be registered first before registering for courses at the present higher level and the total number of credit units registered must not exceed **24.**

- d. All registered courses must be sat for in the semester examinations. Any registered course not sat for would be scored a zero (0) and if it is a core course, reflected as a carry -over
- e. Once the examinations have commenced, a student who is unable to continue the examination(s) on medical grounds as certified by the University Health Service, or by other valid reason as approved by Senate, may be allowed to deregister the course(s) that he/she could not write.
- f. Before the commencement of the examination, a student may be allowed to defer the semester, with the approval of the Faculty Board of Examiners/PAB on the basis of serious health challenges or unavoidable circumstances, which in the opinion of the Faculty Board of Examiners/PAB are beyond the students' control.

#### **ADD/DROP COURSES**

If for any reason a student discovers that he/she cannot cope with an already registered course(s), he/she can drop it (them) during the “Add and Drop Period or window” when the portal will be opened, usually 4 weeks after registration. This should normally last for one week after which the portal will be closed.

#### **DEFERMENT OF REGISTRATION**

If for any valid reason, e.g. illness, a student cannot be present in any semester, an application for deferment of the Semester must be submitted to the Faculty Board/PAB through the HoD of the Department concerned. Approval of such application must be communicated to the student in writing by the Dean.

- g. **A maximum of four (4) semesters (two sessions) may be deferred by a student throughout the duration of any particular study programme.**

## **WITHDRAWAL**

A student is considered withdrawn from the programme of study if:

- (i) He/she is absent or fails to register, without approved deferment, for four consecutive semesters.
- (ii) The cumulative grade point average (CGPA) falls below 1.00 in case of classified first degree programmes or 2.40 for unclassified first degree programmes, for four consecutive semesters. The student is normally placed on “Probation” first when the CGPA falls below the minimum levels stated above for two consecutive semesters for classified and unclassified degree programmes respectively. If the student remains on probation for a further two consecutive semesters, he/she is recommended to the Faculty Board/PAB and subsequently to the Senate for withdrawal.
- (iii) He/she exhausts his/her maximum residency duration allowed for the academic programme (i.e. one and half times the regular duration prescribed).

## **DURATION OF ACADEMIC PROGRAMMES**

- (i) All academic programmes in the University have lower and upper time frames within which the programme must be completed by registered students. Beyond the upper time frame, the student is compelled to withdraw.
- (ii) The lower time frame is the normal duration of the programme (4, 5 or 6 sessions/years).
- (iii) The upper time frame is the normal duration plus half of that duration, thus:

Normal Duration Sessions (Semesters)	Maximum Duration Sessions (Semesters)
4 (8)	6 (12)
5 (10)	8 (16)
6 (12)	9 (18).

Note: For any academic programme, students are allowed to defer up to a maximum of four (4) semesters or two (2) sessions. The deferred semesters/sessions are not counted as part of the maximum duration of the programme.

### **LEVEL PLACEMENT**

For students who enrolled in the university at 100 level, they must earn minimum of 24, 48, 72, 96, 120 credit units to proceed to 200 level, 300 level, 400 level, 500 level, 600 level respectively while those that enrolled at 200 level must earn 24, 48, 72, 96 credit units to proceed to 300 level, 400 level, 500 level 600 level respectively.

#### **28. A. Preparation for Examinations**

- (i) It shall be the responsibility of each student to make sure that he/she is duly registered for the appropriate examinations, printout the examination card before the commencement of the examinations, and ensure that he/she knows the dates, times and venues of the examinations for which he/she is registered.
- (ii) Examination cards should be generated by students four weeks before commencement of semester examination to give room for problems to be addressed if there are any.
- (iii) For large classes in relevant Courses, CBT may be employed for the examination.

#### **28 (B) ADMINISTRATION OF EXAMINATION**

At the end of the semester, examinations are conducted in the courses taught during the semester. Such examinations may take the form of written papers, oral examination, practical/SIWES, submission and defense of written projects or any combinations as approved by Senate of the University. The following are the rules and regulations on the conduct of the examinations:

## **1.0 INFORMATION, RULES AND REGULATIONS FOR STUDENTS**

- 1.1. The examination timetable shall be published four weeks before the commencement of the examination stating the date, time and venue of the examination and students are required to be conversant with the timetable.
- 1.2. Students who have clashes in the examination schedules should immediately intimate the Faculty/Departmental/Institutes/Centres Examinations Officer. Complaints from students who have clashes in examination schedules but failed to intimate the Faculty/Departmental/Institutes/Centres Examination Officer before the commencement of the examinations, shall not be entertained after the examinations have commenced.
- 1.3. Continuous assessments during coursework shall be included in determining the final score of the candidate in the examination results.
- 1.4. Any student who absents himself/herself from any examination without University's approval and has not withdrawn from the course shall be scored zero "F" grade for the courses and the grades shall be used for the calculation of the CGPA.
- 1.5. Subject to the approval of the Senate, the University may grant deregistration concession to students who could not complete or write all the examinations due to certified ill health or other exigencies acceptable to the Senate.
- 1.6. Without prejudice to the regulations cited under academic affairs, the University Senate reserves the right under the law establishing the University to decide finally on all academic matters.
- 1.7. All students shall be obliged to be properly identified before being allowed into the examination hall and at any time during the examination. The identification shall take the form of checking the student's face in relation to the identity and examination cards to ensure that it is the

registered bonafide student that gets admitted to write the examination.

- 1.8. No student shall be allowed to enter the examination hall without his/her student identity card and examination card bearing the course that he/she is to write. While in the examination hall, the identity card and the examination card must be conspicuously displayed for cross-checking by the invigilators.
- 1.9. A candidate shall not be allowed into the examination hall if he/she is more than 45 minutes late after the commencement of the examination. However, in special circumstances where the reason for more than 45 minutes lateness is beyond human control and satisfactory to the **Chief Invigilator**, the candidate may be admitted provided no candidate had finished and/or left the examination hall already, but such a case must be reported to the Faculty examination officer in writing.
- 1.10. No extra time shall be allowed for candidates who were late for the examination.
- 1.11. No candidate shall be allowed to leave the examination hall within the first 45 minutes after the commencement of the examination except on account of illness.
- 1.12. On entering the examination hall, it is the responsibility of the candidate to draw the attention of the invigilator(s) to any paper or foreign material on the floor or table around him/her so that such can be removed by the invigilator before the commencement of the examination.
- 1.13. No “giraffing”, communication with other candidates or rendering of any form of assistance is allowed in the examination hall.
- 1.14. Impersonation is a serious misconduct and this University has zero tolerance for it.
- 1.15. It is a misconduct to write anything on the question paper or examination card. All writings must be on the answer scripts, including rough work which can simply be cancelled before submitting the script.

- 1.16. For written Examination, Candidate must use only the answer script(s) or examination booklet(s) provided by the invigilator during the examination.
- 1.17. A candidate shall not take into the examination hall the following items: bags, programmable calculators and other electronic devices, mobile phone and other smart and AI enabled devices, books, any form of printed or written materials, audio, video and camera recordings as well as any unauthorized materials. Writing on the palms or any parts of the body, including obscure parts of the body is prohibited.
- 1.18. A candidate must complete and sign the attendance slip at the commencement of the examination and both the attendance slip and the answer script(s) must be submitted to the invigilator before leaving the examination hall at the end of the examination. Failure to submit answer script is a serious misconduct. For CBT, the submission is online.
- 1.19. Smoking and/or eating in the examination hall are prohibited.
- 1.20. Mothers are not allowed to bring babies into the examination hall. However, a lactating mother is allowed to attend to her baby outside the examination hall under the watch of security personnel and no extra time shall be allowed.

## **2.0 INFORMATION, RULES AND REGULATIONS FOR STAFF**

- 2.1 All examination question papers should be submitted to the Chief Examiner along with marking schemes at least four (4) weeks before commencement of semester examination
- 2.2 Internal (Departmental Examiners Board/PAB) moderation of question papers and marking schemes should be completed three weeks before the commencement of the examination. During the internal moderation, the Departmental Examiners Board/PAB should ensure that examination questions are within subject topics actually covered by lecturers.
- 2.3 External moderation of question papers and marking schemes should be completed two weeks before the examination.
- 2.4 Moderated/corrected copies of question papers and marking schemes should be under the custody of the Chief Examiner.
- 2.5 Production of the examination question papers by Departmental Examination Officer must be under the supervision of the Chief Examiner.
- 2.6 The Chief Examiner shall ensure deposit of all examination questions for each examination session with the Examination Officer 45 minutes to the beginning of each examination.
- 2.7 All Chief invigilators should collect examination question papers from the Examination Officer 35 minutes to the beginning of each examination and take them to the examination venue. There shall also be a coordinating invigilator (normally a Professor or HOD) for each examination session who shall go round the examination venues to oversee the conduct of the examination and at the end submit a report to the Dean/Director.
- 2.8 All Invigilators should be at the venue of each examination 30 minutes to the beginning of each



examination. Accreditation of students into the Examination hall should commence 30 minutes before the examination time.

- 2.9 Invigilators must carry out their assignment strictly but fairly. They must avoid precipitate actions like wrestling and tearing answer scripts.
- 2.10 Although it is the responsibility of candidates to draw the attention of invigilators to any paper or material on his/her seat, desk or on the floor around him/her before the commencement of the examination, the invigilators should remind them by announcing this before starting the examination.
- 2.11 At the end of the examination, the invigilator should ascertain the number of the examination scripts collected from the students to ensure that the number of examination scripts collected tally with the number of attendance record before departing from the examination hall. This is to ensure that all scripts are accounted for.
- 2.12 Examinations should not last more than three weeks.
- 2.13 Examination answer scripts should be collected from the Examination Officer by the Examinations Officer within 24 hours of each examination and course lecturers should collect their scripts for marking within same period. The Examination Officer must ensure that the number of scripts collected tally with the number of students that wrote the examination.
- 2.14 Marking of examination scripts should be completed latest 4 weeks after the last date of examination.
- 2.15 Examination scripts/results are confidential and sensitive materials and therefore examiners must avoid unnecessary movements/travels with examination scripts/results.
- 2.16 Examination grades should be submitted along with answer scripts and marking scheme/model answers to the Examinations Officer.
- 2.17 Internal (Departmental Examiners Board/PAB) moderation/consideration of results must be done by departments five weeks after examination. While the

report on ERIC cases should be submitted to Senate Standing Committee Secretariat latest four weeks after the end of the examination.

- 2.18 All final year examinations results must be moderated by the external examiner(s)
- 2.19 Faculty Board of examiners/PAB shall meet six weeks after last day of the examinations to consider and approve the results.
- 2.20 When preparing the result, the list of students registered for each course **should be downloaded from the portal, not prepared manually.**
- 2.21 All results must be processed using the University approved Examination processing Software (ExamsLOGIC). **No unauthorized editing of results is allowed.**
- 2.22 Results presented to the Faculty Board/PAB should have the ExamsLOGIC format and e-Transcript format.
- 2.23 Senate Standing Committee shall meet and consider results seven weeks after the examinations.
- 2.24 ERIC cases must be presented at the same time with the respective semester result (i.e. First semester ERIC with First semester result). Where a Faculty has no ERIC case in a particular semester, the Faculty must document that in writing. Any Faculty whose ERIC report is not ready in a particular semester, will not be allowed to present that semester's result.
- 2.25 Results presented to Senate Standing Committee (SSC) should be in two formats (Regular ExamLOGIC Senate format and e-Transcript format of the final corrected copy)
- 2.26 After approval by Senate Standing Committee, subject to corrections, the Dean/Director must ensure that all the corrections are done to the satisfaction of the University Examination Officer before the result of the Faculty/Institutes/Centres can be presented to Senate for approval.

## **PART VI – DISCIPLINE DURING EXAMINATION**

- 29.** Student shall be at the examination room at least 30 minutes before the advertised time of the examination. A student is required to supply his own pens, pencils, rulers, etc.
- 30.** For written Examination, a student may be admitted up to 45 minutes after the start of the examination but he shall not be allowed extra time. If a student arrives later than 45 minutes after the start of the examination the chief Invigilator may at his/her discretion admit him if he is satisfied that the student had good reason for his/her lateness provided no candidate had finished and left the examination hall already. The invigilator shall report the circumstances to the Examination Officer who shall advise the Board of Examiners/PAB which shall decide whether to accept the student's paper or not.
- 31.** A student may be permitted by an Invigilator to leave the examination's room during the course of an examination, provided that:
  - (a) It is not within the first 45 minutes or the last 15 minutes of the examinations;
  - (b) The student has handed over the script to the Invigilator before leaving if he/she does not intend to return.
  - (c) A student who leaves the examination room shall not be re-admitted unless throughout the period of his absence he has been continually under the supervision of an Invigilator or authorised personnel.
- 32.** A student shall bring his examination card and identity card to each examination and display it in prominent position on his desk.
- 33.** Each student shall complete an attendance form bearing his number, name and signature which will be collected by the Invigilator of each examination.
- 34.** During an examinations, no student shall speak to any other student except as essential to the Invigilator or make any noise or disturbance.

35. No book, printed paper, mobile phones, communication or electronic gadgets or written document or unauthorized aid may be taken into an examination room by any student, except as may be stated in the rubrics of any examination paper.
36. A student must not enter the examination venue with any handbag, briefcase, etc. and if such items are brought and left outside the examination venue, it shall be at the student's risk as nobody shall be accountable for the safety.
37. A student must not, during an examination, directly or indirectly give assistance to any other student or permit any other student to copy from or otherwise use his papers. Similarly, a student must not directly accept assistance from any other student or use any other student's papers.
38. If any student is suspected or found to be infringing any of the provisions of paragraphs 31 to 37 or in any way disturbing the conduct of the examination, a report shall be made as soon as possible to the Examination Officer and the Dean/Director. The Dean/Director will cause the circumstances to be investigated by the Faculty/Institutes/Centres ERIC and report to the Board of Examiners, and take such steps as may be necessary for the smooth conduct of the examinations. The student concerned shall be allowed to continue with the examinations provided he causes no further disturbance but be referred to the Faculty Board/PAB whether his paper should be accepted and as to any other action that should be taken on the case. Specifically, the report of the Faculty/Institutes/Centres ERIC if approved by the Faculty Board of Examiners/PAB should be forwarded to Senate Standing Committee (SSC) for approval and recommendation to the Senate for final approval.
39. A student shall write his examination number, not his name distinctly at the top of the cover of every answer book or separate sheet of paper.

40. The use of scrap paper is not permitted. All rough work must be done in answer books and crossed neatly, or in supplementary answer books which must be submitted to the Invigilator. Except the printed question paper, a student may not remove anything from the examination venue or mutilate any paper or other material supplied.
41. At the end of the time allotted for the examination, each student shall stop writing when instructed to do so and shall gather his/her script together in order for collection by the Invigilator.

### **INVIGILATORS' CODE OF CONDUCT**

1. Each Invigilator should acquaint himself/herself with and adhere strictly to the Code of Conduct for Invigilators.
2. He/she should acquaint himself/herself with the University's Rules and regulations, with particular reference to Part VI (Discipline during Examinations).
3. The Invigilator should also know that the responsibility of the Conduct of Examinations in the examination venue under his supervision rests squarely on him/her.
4. An invigilator must collect all examination materials from the Examinations Office at least 30 minutes before the commencement of the examination. The materials should include:
  - i. Answer booklets
  - ii. Invigilator's Report form (Appendix I)
  - iii. Examination Misconduct forms (Form 01 and Form 02)
  - iv. List of candidates registered for the examination.
5. The Invigilator must collect examination question papers in sealed envelope and the envelop should have inscribed on it the following information:
  - a. Title of paper and duration of the paper
  - b. Credit units of the course
  - c. Number of candidates taking the examination
  - d. The name and phone number of course coordinator to be contacted in case of any problem.

- e. Venue of the examination.
- 6 The invigilators should check in the students into the examination venue at least 10 minutes before the commencement of an examination.
  - 7 The invigilator should ensure adequate spacing in the examination venue.
  - 8 The invigilator should **announce** and clearly display the starting time and ending time. He should announce half the time spent and the 15 minutes to the end of the examination.
  - 9 Any correction should be clearly displayed for the reading of every student or announced audibly to the hearing of every student.
  - 10 Invigilator should be vigilant and responsive to examinations situations.
  - 11 Invigilator shall collect answer scripts from students who may want to leave before the end of the examination, but on no account must students be allowed to leave the venue once it is 15 minutes to the end of the examination.
  - 12 At the end of an examination, invigilator should ensure orderly collection of answer scripts; tally them against the attendance before leaving the examination hall to submit to the examination officer.
  - 13 Invigilator shall not entertain unauthorized visitors.
  - 14 Invigilator must stay in examination venue throughout the examination period.
  - 15 Substitution of any invigilator must be clearly documented through the Examination Officer.
  - 16 Invigilator should not be involved in extra invigilation activities like reading, marking, use of mobile phone, etc.

#### **PROCEDURE OF HANDLING EXAMINATION MISCONDUCT**

At the beginning of each semester examination, members of staff and students should be reminded of the rules and regulations relating to the examination misconduct. Where

examination misconduct occurs, the invigilator should take the following steps:

- I. The invigilator should as quietly as possible reach out to the student and collect the foreign material from the student. Where the student refuses to cooperate, security personnel should be invited to intervene.
- II. The invigilator should cause the student to make a statement on the examination Misconduct Form (**FORM-01**) attached; where the student refuses to cooperate, security personnel should be invited to intervene.
- III. The invigilator should identify the witness (s) if any. The witness (es) should also make a statement on the Witness Form (**FORM-02**) attached in connection with the suspected case of examination misconduct;
- IV. The invigilator should allow the student to continue the examination. Under no circumstance must an invigilator send a student out of the examination venue.
- V. All the above mentioned processes must be conducted quietly without disturbing the examination.
- VI. The Invigilator should submit immediately the following items to the Examination Officer, where applicable:
  - a) The statement duly signed by the affected student (FORM-01).
  - b) The Witness Form (FORM-02) if any;
  - c) The student's Examination Card;
  - d) The student's Identity Card;
  - e) The Examination Script for the course being written;
  - f) The materials (exhibits as evidence).
- VII. The Examination Officer should within 48 hours notify the Head of Department/Dean of the Faculty/Director of the Institute/Centre the student involved in the examination misconduct;
- VIII. The student should be issued with Temporary Examination Clearance Form (**FORM-03**) issued by the Examination Officer to enable him/her proceed with the other examinations;

- IX. The Examination Officer should collate all cases of examination misconduct and submit to the Chairman of the ERIC within 48 hours.
- X. The Chairman of the ERIC should notify the Dean of the Faculty/Director of Institute/Centre to discuss the possible date, time and venue for hearing cases of examination misconduct for the semester;
- XI. The ERIC through its Secretary should invite in writing, all the affected students to the meeting stating the nature/substance of the allegation, date, time and venue when the students have to appear before the Committee to defend themselves on the allegation of examination misconduct leveled against them;
- XII. On the date scheduled for the ERIC hearing of cases of examination misconduct, the student(s) involved, the Invigilator(s), and the witness (es) should appear before the ERIC for verbal hearing of testimonies to ensure fair hearing to the student(s) concerned.
- XIII. At the hearing, the student must be afforded the opportunity to hear the case against him and must be given adequate opportunity to defend himself, including putting questions to the person that testified against him/her. All the proceedings should be recorded, but the student must be told this at the beginning.
- XIV. Once the Committee is satisfied that it has received all the information, all persons apart from the members and the secretary of the Committee shall leave, for the Committee to take its decision.
- XV. The Committee shall consider all the information that has been provided and reach one of the following decisions:
  - (a) To recommend the dismissal of the case;
  - (b) To find that a misconduct case has been established against the candidate and recommend appropriate penalty as provided in the regulation;
  - (c) To recommend the possibility of prosecution before a court of law.



- XVI. The report on cases of examination misconducts should be submitted to the Dean of the Faculty/Director of the Institutes/Centres for presentation during the Board of Examiners Meeting, for consideration to Senate Standing Committee;
- XVII. All Faculties shall submit their report on current ERIC cases along with the current semester result to the Senate Standing Committee for consideration and to ensure timely handling of all cases.
- XVIII. Where student cases are reported, their results shall be withheld pending when their respective cases are determined.
- XIX. The Senate Standing Committee should scrutinize the report from the faculty. It is the responsibility of the Committee to present the reports on examination misconduct at the Senate meeting for consideration and approval.
- XX. The Registrar or his representative shall thereafter communicate the decision of the University Senate/PAB to the affected students within one week.

#### **WITHHOLDING/RELEASE OF STUDENT RESULTS**

The answer script of the student involved in examination misconduct should be isolated and kept at the Examination Office. The students shall have their results withheld until their cases are decided upon by the Board of Examiners and University Senate.

#### **ACADEMIC MONITORING**

- (i) The University shall set up a Central Monitoring Committee to monitor teaching and examination. The composition of the Committee include: -
 

Director, Directorate of Academic Planning and Monitoring	- Chairman
Deputy Director, Quality Assurance	- Member
Academic Secretary (Deputy Registrar [Academic Affairs])	- Member

- One Professor from each Faculty nominated  
 by Faculty Board - Member  
 Administrative Secretary, DAPM - Secretary
- (ii) Each Faculty Shall set up a Monitoring Committee to monitor teaching and examination.
  - (iii) Head of Department should monitor teaching activities in the Department and report to the Faculty Monitoring Committee who in turn report to the Central Monitoring Committee.
  - (iv) Course assessment form shall be made available to the students at the end of each semester for anonymous completion and returning to the HOD.

### **SANCTIONS**

- (i) If a lecturer fails to invigilate an examination without good cause, he/she should receive a verbal warning to take the work seriously. If on continued absence, and no prior notice or arrangement was communicated to the Department, then he/she should be given a query. If, however, the answer to the query is not satisfactory, the lecturer is to face disciplinary action.
- (ii) Any lecturer who does not complete marking the scripts of the course he/she teaches **four weeks after the stipulated period** will lose 50% of his/her salary and if marking is still not completed by one month, he/she loses the salary for the whole month.
- (iii) In the event that more than one lecturer examined a course, the Faculty/Department/Institute/Centre is expected to use its discretion to ensure that marking is completed within the stipulated period and recommend appropriate disciplinary measure for the staff at fault.
- (iv) When a Head of Department is incapable of taking control of his Department in managing examination in that Department, he/she should be relieved of his/her appointment as Head of Department/Director.  
 The Faculty Board/PAB, on advice of the Department, shall withhold approval/release of examination result, pending

investigation, of an alleged case of a misconduct and where the case is unduly delayed by the Faculty, the Faculty will be sanctioned.

## **CATEGORIES OF DISCIPLINARY MEASURES FOR EXAMINATION MISCONDUCT**

### **A EXAMINATION MISCONDUCT BY STUDENTS**

#### **(I) Withdrawal of Admission**

The following misconducts shall attract withdrawal of Admission from the University for breach of Examination Regulations which is a violation of matriculation oath:

- a) Impersonation at Examination. This may involve the exchange of examination numbers or names on answer scripts or the intentional use of another student's examination number. (Examinations include Continuous Assessment, Semester Examinations, SIWES etc);
- b) Introduction of foreign materials relevant to the examination into the Examination venue, including writing in obscure part(s) of the body.
- c) Exchange of relevant materials in Examination Hall which may involve:
  1. The **exchange** of the question papers containing relevant jottings and materials; or
  2. Collaboration/copying from each other; or
  3. Exchange of answer scripts.
- d) Unauthorized removal/replacement of examination scripts or materials;
- e) Destruction of examination scripts or materials;
- f) Copying from relevant materials;
- g) Consulting relevant materials outside the Examination venue in the course of the examination;
- h) Facilitating misconduct during examination;

- i) Use of mobile phones (GSM) text messages and/or other such communication or electronic gadgets during examinations;
- j) Unruly behavior to an Invigilator, Examination Officer or any constituted authority;
- k) Willful destruction of exhibit (foreign material) in the examination venue;
- l) Solicitation for marks or change of grades from the examiner or Examination Officer.
- m) Any act of wrong doing or an improper behaviour which is inimical to the image of the University.

**(II) Rustication for one academic session**

The following Misconduct shall attract rustication for one academic session:

- a) Non-submission or incomplete submission of answer scripts;
- b) Introduction of non-relevant foreign materials to the Examination Venue;
- c) Non-appearance at the Examination Regularities and Irregularities Committee (ERIC) until the student appears before it;
- d) If a student refuses to appear after first year of rustication, it is taken as self-withdrawal;
- e) Introduction of mobile phone(s) and/or other such communication or electronic gadgets to examination venue;
- f) Rudeness/discourteous behavior by the student to an Invigilator, Examination Officer or any other constituted authority during examination.
- g) Introduction of fake examination card or identity card in the examination venue.

**(III) Written Warning**

The following misconduct shall attract a written warning:

- a) Speaking/Conversation during examination;
- b) Writing on a question paper, or on the palm in the examination venue.

- c) Unruly behavior in the examination venue that does not affect the conduct of the examination;
- d) Failure to write: name, registration number, signature, on the attendance register;
- e) Partial mutilation of the answer script by alteration, cancellation, over-writing of name, examination number, identification number, examination code, torn-off pages, etc. on the answer script.

**B. MISCONDUCT INVOLVING STAFF**

Any act of commission or omission amounting to examination misconduct e.g. loss of scripts, continuous assessment, projects, alteration of mark etc by a member of staff shall be referred to Joint Committee of the Council and the Senate for appropriate disciplinary measure.

**Format of Reporting ERIC Cases by Faculties to Senate Standing Committee**

S/No.	Reg. No., Name & Department	Alleged Misconduct	Findings	Recommendation

**PART VII – FUNCTIONS OF BOARD OF EXAMINERS, FACULTY BOARDS/PAB AND SENATE IN DETERMINING THE RESULTS OF EXAMINATIONS**

**Board of Examiners**

- 42. Each Faculty/School Board/PAB shall constitute in each session one or more Boards of Examiners for the Faculty/PAB. A Board of Examiners for any academic discipline or disciplines shall comprise all of the Chief Examiners and Internal Examiners. The Dean/Director or some other members of the Faculty/School/PAB nominated by the Faculty/School Board/PAB shall be the Chairman of a Board of Examiners.
- 43. The Duties of a Board of Examiners shall be:-
  - (a) To make a detailed study of mark sheets as presented by the Examiners;

- (b) To determine the pass and failure lists and where applicable, the classification of degrees, and to make appropriate recommendations to the Faculty Board/PAB; and
  - (c) To perform such other functions as required by the Regulations.
- 44. Faculty/School Boards/PAB**  
The duties of Faculty/School Boards/PAB shall be:-
- (a) To review the recommendations of the Board of Examiners and if appropriate revise them;
  - (b) To submit the full results with recommendations to Senate Standing Committee (SSC) for approval stating which, if any, results have been revised by the Faculty/School Boards;
  - (c) To draw the attention of Senate to any exceptional cases and to all recommendation for students to withdraw from the Faculty; and
  - (d) To inform the Senate of any observations as required by the External Examiner.

#### **SENATE**

- 45.** The Senate Standing Committee (SSC) shall review the recommendations of the Faculty Boards and if appropriate revise them then make appropriate recommendations to Senate for approval. All examination results require the approval of the Senate and the decision of the Senate shall be final.

#### **PART VIII – EXAMINATION RESULTS**

- 46.** Calculation of Semester Grades:
- (a) Semester grades are calculated as Grade Point Averages (GPA) on the basis of A, B, C, D, E, and F which are equivalent to 5,4,3,2, 1 and 0 Grades (GP), respectively for classified degrees.
  - (b) For non-classified degrees, only letter grades A, B, and C corresponding to 5, 4 and 3 Grades Points are pass grades.

- (c) The minimum pass mark is 40% or GP of 1.00 for classified degrees, and 50% or GP of 3.00 for non-classified degrees. A minimum CGPA of 1.00 is required for graduation in classified degree programmes and 2.40 for non-classified degree programmes.
47. In order to obtain an overall pass in the examinations in any year of study, a student is required to maintain a CGPA of at least 1.00 in classified degree programmes and 2.40 in non-classified degree programmes to be in “good academic standing”; a student whose cumulative GPA falls below 1.00 for classified degree programmes or 2.40 in non-classified degree programmes at the end of any year of study shall be placed on “probation.”
48. A student who remains on probation for two consecutive semesters and who fails to attain the status of “good academic standing” at the end of that year of study shall be withdrawn from the programme of study.
49. Failure in any core course shall be recorded as such and can only be redeemed by re-taking and passing the examination in that course.
50. Subject to the conditions for withdrawal and probation as set out in paragraphs 47 and 48, a student failing a core course be allowed to repeat the failed course unit(s) at the next available opportunity provided that the total number of credit units carried during that semester does not exceed 24 and there are no clashes in the lecture schedules.
51. Subject to the approval of the Senate, a Faculty/School Board may, under conditions as it considered appropriate, grant exemption from any examination in a course-unit, to a student who has already passed an examination which, in the opinion of the Faculty/School Board is of equivalent coverage.
52. A student who is absent from any examination shall be deemed to have failed the course-units missed, unless he/she was deregistered from the course on medical

- grounds, certified by an Ahmadu Bello University Medical Officer.
53. The number and titles of the core and elective course-units to be examined in any programme of study shall be as specified in the syllabus approved by Senate.
  54. A Faculty/School Board may determine from time to time, on the recommendation of the Departments concerned, and shall make any change known to the affected students by the start of the relevant teaching:-
    - (a) The method of determining continuous assessment marks;
    - (b) The weight to be given continuous assessment marks in the marks for each course-unit provided that the total of the continuous assessment marks for any year of study shall fall within range from a minimum of 40% up to a maximum of 60% of the aggregate marks allowed for the year. To pass, the final mark must receive contribution from both continuous assessment and final examination.
    - (c) Continuous assessment which for this purpose includes routine term paper, frequent tests (formal and informal), assessment in workshop/laboratory/studio/field/clinics/medical wards/exhibition/assignment etc. as may be applicable to respective disciplines;
    - (d) At least two continuous assessment tests must be given per course per semester.
    - (e) Continuous assessment examination marked scripts should be returned to the students within reasonable time.
  55. The procedure for marking examination scripts and for determining and listing the examination marks for each course unit shall be decided by the Board of Examiners, subject to any directions by the faculty/School Board or the Senate.



56. The mark for a course-unit shall be the mean of the marks for the continuous assessment and semester examinations weighted as determined under paragraph 54(b). In order to pass a course-unit a student must obtain at least the pass-mark, which shall be 40% for a classified degree and 50% for an unclassified degree. In the final examinations in the degree of Bachelor of Medicine, Bachelor of Surgery a student must pass the clinical examination within any course-unit.
57. The degrees of Bachelor of Medicine, Bachelor of Surgery, Bachelor of Pharmacy and Doctor of Veterinary Medicine, shall be unclassified degrees, but a student who obtains a final mark of 70% or above at the first attempt on any course-unit may be awarded a distinction in the course-unit.
58. All other first degree shall be classified degrees, and the class of any degree awarded shall be determined by a student's final CGPA as follows:

<b>CGPA</b>	<b>Classification of Degree</b>
4.50 – 5.00	First Class
3.50 – 4.49	Second Class (Upper Division)
2.40 – 3.49	Second Class (Lower Division)
1.50 – 2.39	Third Class
1.00 – 1.49	Pass
Less than 1.00	Fail

**PART IX – NOTIFICATION OF EXAMINATION RESULTS**

59. After a Faculty/School Board has decided on the recommendations to be made to Senate as in section 44 above, the Dean may publish them to the students as provisional examination results subject to approval by the Senate which **must be clearly stated in any publication made before Senate's approval is given.**

60. After the Senate has approved examination results, the Registrar shall notify students who are required to go on probation or to withdraw from the University.
61. Deans of Faculties or, where examinations are marked on a Departmental basis, Heads of Departments may notify students of the letter grades and CGPA they have obtained. If this notification is made in writing, it must be clearly marked “**This is not a transcript.**”
62. E-Transcripts of examination results shall be signed by the Registrar. They shall be in such form as may be approved from time to time and shall use letter grades and CGPA. Numerical marks shall not be shown. Transcripts may only be issued, on request to institutions of higher education and to institutional sponsors.
63. Certificate of the award of a degree approved by the Senate shall be sealed with the Common Seal of the University and signed by the Vice-Chancellor and the Registrar.

### Recommended Scoring and Grading system

(i) Credit Unit	(ii) Percentage Score	(iii) Letter Grades	(iv) Grade Points (GP)	(v) Grade Point Average (GPA)	(vi) Cumulative Grade Point Average (CGPA)	(vii) Class of Degree
Vary according to contact hours assigned to each course per week per semester, and according to work load carried by student	70 – 100 60 – 69 50 – 59 45 – 49 40 – 44 0 – 39	A B C D E F	5 4 3 2 1 0	Derived by multiplying (i) and (iv) and dividing by total credit units offered by the student	4.50 – 5.00 3.50 – 4.49 2.40 – 3.49 1.50 – 2.39 1.00 – 1.49 Less than 1.00	First Class 2nd Class Upper 2nd Class Lower Third Class Pass Failed

## **PART X – AEGROTAT DEGREE**

64. An aegrotat degree may be awarded to a student if the Senate is satisfied:
- (a) That the student has successfully completed the programme of study for the degree except for part or all of the final examination.
  - (b) That the student was prevented from successfully completing the final examinations by serious illness or other valid cause, and could not reasonably be allowed or would be unable to later sit for the papers not successfully completed;
  - (c) That the records of the student's progress through the programme of study indicate beyond reasonable doubt that had he been able to complete the final examination in normal circumstances he would have been awarded the degree; and
  - (d) That there is reasonable probability that the student will in future be able to fulfill the responsibilities normally expected of a degree holder in his subject.
65. If a Chief Examiner has reason to believe that a student may, if he applies, be deemed eligible for the award of an aegrotat degree, then the Chief Examiner shall submit to the Board of Examiners evidence relating to subparagraph (a) and (c) section 64, and the Board of Examiners shall assess this evidence and report to the Faculty Board.
66. An application by a student, or if he is incapacitated, by a person acting on his behalf, must be submitted to the Dean of the Faculty as soon as possible and normally not later than 30 days after the last examination paper written in the programme of study. The Dean shall make such enquiries as may appear necessary concerning subparagraphs (b) and (d) in section 64, and he shall submit the evidence to the Faculty Board.
67. The Faculty shall thereupon consider all of the evidence submitted to it in accordance with section 65, make recommendations to the Senate whether or not to award

- an aegrotat degree. The decision of the Senate shall be final.
68. An aegrotat degree shall be awarded as an unclassified degree.
  69. A holder of an aegrotat degree shall not be permitted to re-enter for the same final examination.

**PART XI – PROVISIONS CONCERNING DIPLOMA COURSES**

70. **Diploma**
  - (a) “Diploma” means a distinction so designated by the Senate, being at a level such that the admission requirement normally include at least five passes in the Senior Secondary School Certificate or the Ordinary Level of the General Certificate of Education or an equivalent approved by the Senate, and the duration of the course is normally at least four semester (two academic sessions).  
“Higher diploma” means a distinction so designated by the Senate, not being a postgraduate diploma, being at a level such that the admission requirement normally include a pass in a diploma or an equivalent approved by the Senate, and the duration of the course is normally at least two semester.
  - (b) The term “diploma” shall hereinafter be interpreted to include “higher diploma” but it shall not include any diploma or higher diploma awarded on a national basis or a postgraduate diploma.
71. Part I – X inclusive of these Regulations shall apply to examinations in any programme of study for a diploma, the term “diploma” being substituted for the term “degree”, except where stated or shown by the context to be inapplicable, subject to the following interpretation and modification:-

- (i) Section 57 and 58 shall not apply to any diploma;
- (ii) The procedures for a diploma offered by a Faculty shall be the same as for a first degree. However, in the case of any diploma offered by an Institute or the Division of Agricultural Colleges all of the functions specified in these Regulations for exercise by the persons or bodies named in the first column below may be exercised by those named in the second column:

<b>Functions of:</b>	<b>May be exercised by:</b>
Faculty	Institute or Division
Faculty Board	Professional and Academic Board
Dean	Director
Registrar	Secretary
Senate	Professional and Academic Board
Vice-Chancellor	Director

- (iii) Provided that no amendment to or deviation from the provisions of these Regulations shall be approved by the Senate, and that the function of approving syllabuses prescribed in section 53 shall be exercised only by the Senate.
- (iv) If the Senate shall authorize any unit other than a Faculty, Institute or the Division of Agricultural Colleges to offer a diploma, then the persons or bodies in the unit nearest in position to those named in the second column in (ii) above may exercise the functions of those named in the first column, except that the Senate may reserve to itself the exercise of some or all of its own functions under these Regulations, and if the Senate so reserves its functions under section 45 to approve examination results, then the Vice-Chancellor and the Registrar shall exercise all the functions specified for them in these

Regulations unless they delegate any function to any other person.

- (v) In any case, under (iii) and (iv) above where the examination results are to be approved by a body other than the Senate, the provisions of paragraph 63 shall not apply, and the certificates of award of the diploma shall be signed by the head of the unit concerned and by the Vice-Chancellor.
72. The grades for the diploma and higher diplomas to be awarded shall be:

<b>Percentages</b>	<b>Letter Grade Points</b>	<b>Grade</b>	<b>CGPA</b>	<b>Class of Scores Diploma</b>
70-100	A	4	3.50 - 4.00	Distinction
60-69	B	3	2.50 - 3.40	Credit
50-59	C	2	1.40 - 2.49	Merit
40-49	D	1	1.00 - 1.39	Pass
0-39	F	0	Less than 1.00	Fail

73. The Regulations Governing the Certificates of Award of Diploma of any Faculty, Institute or other units of the University, made by the Senate in 1972, are hereby cancelled.

## **PART XII – PROVISION CONCERNING CERTIFICATE COURSES**

74. In this Part “certificate” means a distinction designated as such by the Senate, normally shorter in duration or with a lower educational entry qualification than a diploma. It shall exclude any programme of studies, even if termed a certificate, which is awarded on a national basis, or which is less than one session in duration. In the latter case, examinations may be arranged at the discretion of the unit concerned but only a certificate of attendance or proficiency may be awarded.

75. Parts I – X inclusive of these Regulations shall apply to examination on any programme of study for a certificate, the term “certificate” being substituted for the term “degree”, except where stated or shown by the context to be inapplicable, subject to the following interpretations and modifications:-
- (i) Paragraphs 10, 11, 12, 13, 14, 57,58 and 63; shall not apply.
  - (ii) In any certificate course, a student who does not obtain an overall pass shall be permitted one supplementary examinations in any failed course-units. If he does not then obtain an overall pass he shall be required to withdraw.
76. In order to determine which persons or bodies may exercise the various functions specified in this Regulations, the provision of sub-section (iii), (iv) and (v) of paragraph 71 shall apply, the term “certificate” being substituted for the term “diploma.”
77. The body which is to approve the examination results under paragraph 45 may, at its discretion, appoint one or more members of the academic staff of Ahmadu Bello University, other than staff of or teaching in the unit concerned, or, if necessary, a person from outside the University, to perform some or all the functions of an External Examiner under paragraph 13. Where appropriate, any report under paragraph 13(f) shall be made to the head of the unit concerned instead of to the Vice-Chancellor. Any remuneration shall be subject to the equivalent body. If no person is appointed then the references in these Regulations to External Examiners shall not apply to the examinations.





**APPENDIX I**

**AHMADU BELLO UNIVERSITY, ZARIA**

**INVIGILATOR'S REPORT**

SEMESTER \_\_\_\_\_  
SESSION \_\_\_\_\_

Name of  
Invigilator \_\_\_\_\_

Title of Paper(s) Invigilated and credit load \_\_\_\_\_

.....

.....

General  
Observations.....

.....

.....

.....

.....

Problems Encountered

.....

.....

.....

.....

Specific Recommendations.....

.....

.....

.....

.....

Signature..... Date.....



**AHMADU BELLO UNIVERSITY, ZARIA**

**FACULTY OF \_\_\_\_\_**

**EXAMINATION MISCONDUCT FORM (FORM-01)**

SESSION \_\_\_\_\_ SEMESTER \_\_\_\_\_

VENUE OF EXAMINATION \_\_\_\_\_

COURSE \_\_\_\_\_ CODE \_\_\_\_\_

DATE \_\_\_\_\_ TIME OF MISCONDUCT \_\_\_\_\_

**SECTION A: TO BE COMPLETED BY STUDENT**

STUDENT'S STATEMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_ REG. NO. \_\_\_\_\_

PHONE NO. \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION B: TO BE COMPLETED BY INVIGILATOR**

INVIGILATOR'S COMMENT ON THE NATURE OF THE MISCONDUCT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT(S) COLLECTED**

- i. \_\_\_\_\_  
ii. \_\_\_\_\_  
iii. \_\_\_\_\_

NAME OF INVIGILATOR \_\_\_\_\_ DEPT. \_\_\_\_\_

P.NO. \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE: ALL RELEVANT DOCUMENT(S) SHOULD BE  
ATTACHED TO THIS FORM**



AHMADU BELLO UNIVERSITY, ZARIA

FACULTY OF \_\_\_\_\_

**WITNESS FORM (FORM-02)**

**TO BE COMPLETED BY WITNESS**

SESSION \_\_\_\_\_ SEMESTER \_\_\_\_\_

VENUE OF EXAMINATION \_\_\_\_\_

COURSE \_\_\_\_\_ CODE \_\_\_\_\_

DATE \_\_\_\_\_ TIME OF MISCONDUCT \_\_\_\_\_

**WITNESS STATEMENT:**

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NAME OF WITNESS

PHONE NO. \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**AHMADU BELLO UNIVERSITY, ZARIA**

**FACULTY OF \_\_\_\_\_**

**TEMPORARY EXAMINATION CLEARANCE  
FORM (FORM-03)**

**Session** \_\_\_\_\_ **Semester** \_\_\_\_\_

**TO:** Examination Officer,  
Department of \_\_\_\_\_

**TEMPORARY CLEARANCE FOR EXAMINATION(S)**

This is to inform you that the Examination Card of

\_\_\_\_\_ with registration number \_\_\_\_\_ has been withheld on \_\_\_\_\_ on account of an alleged misconduct. You are requested to kindly permit the student to write the scheduled examination.

Name of Faculty Examination Officer \_\_\_\_\_  
Phone No. \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Official Stamp**