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SECTION ONE: INTRODUCTION

Most learning situations are subject to examinations in order to certify a person's knowledge or proficiency in a subject or skill. For certification to be credible, examinations must be standardized. Academic staff are responsible for setting the appropriate assessment items which are administered through formal examinations that foster learning and meet the overall teaching and learning objectives. This Policy seeks to provide guidelines on the conduct of examinations in Bolgatanga Technical University.

1.0 Purpose of the Policy

The Policy aims to achieve coordinated, consistent, and credible examination practices in Bolgatanga Technical University.

1.1 Scope of the Policy

This Policy applies to all examinations that are part of the assessment processes for the University award systems and programmes. All definitions provided for in the NABPTEX (now CTVET) Handbook, the Statutes, the Student Handbook shall apply to this Policy.

SECTION TWO: EXAMINATIONS

- i. All formally scheduled examinations' dates are to be stated on the University Academic calendar for each year.
- ii. Examinations for continuous assessment are to be held as per the course outlines distributed to the students at the commencement of the semester.

2.1 Examinations Timetable

- i. The Timetable Committee and the Quality Assurance and Planning Directorate are responsible for the preparation of examinations timetable for approval by the Academic Board.
- ii. End of semester examinations timetable shall be posted on the students' notice board at least two (2) weeks to the commencement of the examinations.
- iii. The examinations timetable shall provide the stipulated times for the commencement of examinations.

2.2 Examinations Period

- i. Depending on the mode of study, there shall be an official examinations month/week for every unit/course for the conduct of examinations.
- ii. Unless authorized by Management, there shall be no classroom teaching or lectures during this period.
- iii. Examinations shall be held at the University or any other Centre approved by the Academic Board.
- iv. Examinations days/dates may include Saturdays, Sundays and other public holidays as approved by the Academic Board.
- v. Examinations shall be held between the hours of 8.00am to 5.00pm.
- vi. Students shall be allowed one week for revision prior to the start of the examinations.
- vii. All special and supplementary examinations shall be conducted at times approved by the Academic Board.

2.3 Examinations Venues

- i. The Examinations Officer shall specify the venues for the conduct of examinations depending on number of candidates and other logistical requirements.
- ii. The Examinations Officer shall notify students about examinations dates, times, and venues at least two (2) weeks before the scheduled examinations.
- iii. Examinations Supervisor shall ensure that the examinations halls are adequately prepared for the conduct of the examinations.

2.4 Deferment of Examinations

- i. In exceptional circumstances, an examination or examinations may be deferred. These circumstances include unfavorable weather conditions or other natural disasters, electricity supply problems, inappropriate venue and security threats.
- ii. The Examinations Officer in consultation with the Pro Vice Chancellor shall exercise the authority for deferment of examinations and refer to the Academic Board for ratification.

2.5 Preparation of Examinations Papers

- i. Internal examiners/assessors are to ensure that all examinations questions and marking schemes are prepared and submitted as per the rules established by the University.
- ii. Heads of Department (HODs) are to ensure that internal examiners/assessors adhere strictly to the rules and procedures governing the setting of examinations questions.
- iii. If the University rules require any moderation of any paper by an external or internal entity, internal examiners/assessors in collaboration with the Examinations Officer should ensure that this is done without any risk of the question paper and/or the marking scheme being leaked to any unauthorized person(s).

- iv. Under no circumstances should examinations questions be sent through third party sources such as teaching assistants or via the Internet.
- v. The examinations questions shall be submitted in a custom-made envelope.
- vi. Examinations questions and marking schemes are official University documents and shall be maintained as official records of the University.
- vii. The responsibility for the safety and integrity of the examinations materials at the examination centres rests with the Examinations Officer and Examinations Supervisor.
- viii. Internal examiners/assessors must submit examinations questions, marking schemes and course outlines on or before the date/day approved by the Academic Board and displayed on the Academic Calendar.

2.6 Conduct of Examinations

- i. The Examinations Officer shall arrange for venues, chairs, and as well superintend over all examinations.
- ii. Students may be called into the examinations hall thirty (30) minutes prior to the stipulated starting time.
- iii. Invigilators shall be in the examinations room thirty (30) minutes to the start of the examinations.
- iv. Except for practical examinations, Examinations Supervisor shall personally collect the examinations materials for the respective examinations not earlier than ninety (90) minutes and not later than forty-five (45) minutes before the start of the scheduled examinations.
- v. The Examinations Supervisor shall handle the examinations materials and the examinations process as per the rules governing exams.

- vi. Unless otherwise stated, all students shall write examinations using the University's answer booklets.
- vii. All students are required to produce a valid University Student ID Card to enable them to enter the examinations room.
- viii. The ID Card shall be prominently displayed on the student's desk during the entire period of the examinations.
- ix. Candidates may be allowed five (5) minutes to read the examinations paper prior to the commencement of the examinations. No writing, scribing or marking shall be permitted during the reading period.
- x. No candidate shall start answering examinations questions until they are told to do so by the Examinations Coordinator.
- xi. There shall be no form of communication between/among candidates during the course of the examinations.
- xii. All concerns of candidates must be directed to the examinations invigilators for redress.
- xiii. Candidates cannot leave the examinations room until they have signed the Attendance Sheet.
- xiv. Answer booklets of candidates must be collected by the examinations invigilators before a candidate can leave the examinations room.

2.7 Collection of Answer Scripts

- i. Internal examiners/assessors shall collect their respective student answer scripts at the examinations venue immediately upon the completion of the examinations.
- ii. Internal examiners/assessors shall sign the Answer Scripts Collection Form available with the Examinations Supervisor at the examinations venue.

- iii. The Examinations Supervisor shall tally the answer scripts to ascertain the numbers.
- iv. Internal examiners/assessors are to make sure that they collect their scripts for marking immediately after the examinations.

2.8 Responsibilities

- i. The University shall provide the necessary aid to accommodate students with disabilities or medical conditions.
- ii. All students must comply with the rules outlined in the University Statutes, the Student Handbook and the NABPTEX (CTVET) Examinations Guide.
- iii. Students with disabilities and/or special needs should give one week prior notice to their HODs/Deans for the provision of materials to meet their needs.

2.9 Late Arrival

- i. Candidates shall be allowed into the examinations room if they arrive within the first thirty (30) minutes after the commencement of the examinations.
- ii. Candidates arriving after thirty (30) minutes of the examinations shall not be permitted into the examinations hall/room.
- iii. No additional time shall be allowed to the late arriving student to complete the examinations.

2.10 Attendance Sheet

- i. A candidate appearing for an examination shall fill and sign an attendance sheet.
- ii. Invigilators shall fill and sign an Invigilator's Attendance Sheet.
- iii. The Examinations Coordinator shall collect these sheets and submit same to the Examinations Office.

2.11 Departure from the Examinations Room/Hall

- i. No candidate shall be permitted to leave the examinations room until after one (1) hour into the examinations.
- ii. No candidate shall be permitted to leave the examinations during the last fifteen (15) minutes remaining for the examinations to complete.
- iii. The Examinations Supervisor shall announce to the students every one (1) hour of the remaining time and the completion time for the examinations.

2.12 Permitted Materials in the Examinations Room/Hall

- i. All students are expected to carry into the examinations hall only the required materials for the examinations.
- ii. There shall be no transfer of materials among candidates within the examinations hall.
- iii. Where specified books or other materials are permitted into the examinations room, such materials will be limited to those specifically listed by the examiner on the cover sheet of the examinations questions paper.
- iv. The Supervisor shall check to ensure that the materials brought into the examinations room/hall comply with the prescribed list of materials for the examinations.

2.13 Examinations Results Record Sheet/Marked Scripts

- i. Internal examiners/assessors shall submit an official hardcopy and softcopy of the examinations results sheet and marked examinations papers to their HODs for verification.
- ii. Marked examinations scripts of candidates shall be handed over to the Examinations Office together with the results by HODs.

- iii. The handing-over of the Results Record Sheet/Marked Scripts shall be signed by the HOD and countersigned by the receiving officer in the official record books of the University.
- iv. The Examinations Office shall keep the marked examinations scripts in safe custody for a period of at least five (5) years from the date of the examinations.

2.14 Supplementary Examinations (Re-sit/Re-take Examinations) and Special Examinations

- i. All candidates who fail in a particular course for a particular semester shall re-take the examinations the following year with their juniors when the examinations are to be conducted.
- ii. Students who need to or are required to take their re-sit/re-take examinations, or take special examinations, are required to ensure that their ID cards are valid on the date of the examinations, or that they get their ID validated for this purpose.

2.15 Recording of Examinations Results

- i. The Examinations Office is responsible for entering the students' marks into the relevant electronic data base.
- ii. The Examinations Officer is responsible for ensuring timely recording of such data.

SECTION THREE: EXAMINATIONS AND INVIGILATORS

The Examinations Officer is the University's Examiner-in-charge for all examinations of the University.

The University may appoint a number of its staff as examinations invigilators for a specified hall/room.

3.1 Powers of the Examiners and Invigilators

- i. Examiners and Invigilators work under the direction of the Examinations Officer.
- ii. Examiners and Invigilators may exercise powers that are reasonably necessary and in line with the provisions made on examinations by the Statutes of the University to ensure proper and efficient conduct of all examinations.

3.2 Examinations Malpractices or Offences

Examinations malpractices or offences include the following:

- a. an attempt on the part of a candidate to gain an unfair advantage,
- b. a breach of the Examinations Regulations and Instructions to candidates including:
 - i. the refusal on the part of a candidate to occupy an assigned place in an examination room,
 - ii. any form of communication with another candidate,
 - iii. the possession of a book, paper or written information of any kind except as required by the rules of a particular examination,
 - iv. smoking,
 - v. leaving an examination room without the permission of the Invigilator,
 - vi. the refusal to obey instructions.
- c. If any examinations malpractice occur, the Examinations Officer or an examiner shall report to the Registrar as soon as practicable.
- d. If an offence occurs outside the examinations room, the person who witnessed the offence shall report it to the Dean of the respective School who shall investigate and submit a report to the Registrar.

- e. An appropriate Committee shall be constituted to investigate the examinations malpractice or the offence, and make appropriate recommendations to the Academic Board for consideration.

3.3 Breach of the Examination Policy

- i. A breach of the Examination Policy by a staff, an invigilator, or a student shall be reported by the official whose attention is drawn to the breach.
- ii. Failure to make this report may be regarded as a disciplinary offence if the person is a staff or a student of the University.
- iii. Any breach shall start with the appropriate procedures, for example, filling the Candidate's Statement Form by the alleged offender and the Witness Report Form by the Witness.
- iv. Sanctions for breaches shall take into consideration all those in this Policy including the Statutes of the University and the Student Handbook.

3.4 Implementation of the Policy

The implementation of this Policy rests with the Pro Vice Chancellor through the Examinations Officer and the Examinations Committee. This Policy will be published on the University's website. The University's orientation programmes for staff and students shall highlight key areas on examinations.

This Policy, the Statutes of the University and the Student Handbook shall together guide all matters on examinations. This policy and its application shall be monitored by the Examinations Committee and may be reviewed subject to the approval of the Academic Board.

Appendix A: Answer Scripts Collection Form



BOLGATANGA TECHNICAL UNIVERSITY

ANSWER SCRIPTS COLLECTION FORM

Semester: **Academic Year:**

Name of Receiving Officer:

Department:

Contact Tel. Num. :

Code of Paper:

Title of Paper:.....

Date of Examination: **Session:**

Signature:

Name of Issuing Officer:.....

Date:

Signature:

Appendix B: Candidate's Statement Form



BOLGATANGA TECHNICAL UNIVERSITY

EXAMINATION INCIDENT REPORT

CANDIDATE'S STATEMENT FORM

Candidate's I.D. Number:

Contact Tel. Number:

Current Address:

Code of Paper:.....

Title of Paper:.....

Date of Examination: **Academic Year**..... **Semester:**

Examination Centre: **Session:**.....

Statement:.....
.....
.....
.....
.....

Candidate's Name:

Candidate's Signature:

Appendix C: Witness Report Form



BOLGATANGA TECHNICAL UNIVERSITY

EXAMINATION INCIDENT REPORT

WITNESS REPORT FORM

Examination Centre: **Semester:**

Academic Year:

Name of Chief Invigilator:

Code of Paper:

Title of Paper:.....

Date of Examination: **Session:**

Name of Witness:

Department of Witness:

Contact Tel. Num. of Witness:

Candidate's I.D. Number:

Signature of Witness: