



EXAMINATIONS PROCEDURE FOR INVIGILATORS

1. AIM

This document regulates the educational process at Nile University of Nigeria (Undergraduates and Postgraduates) in parallel with the regulations ratified by the Nigerian Government and the NUN Law.

2. CONTENT

The regulations cover the undergraduate and postgraduate programmes at NUN.

3. DEFINITIONS

Academic Calendar: The calendar that includes educational activities and holidays in that particular year specified and approved by the Senate.

NUC : National Universities Commission.

UTME : Unified Tertiary Matriculation Examination organized by JAMB (used to be 'UME').

Programme : Relates to the Undergraduate and Postgraduate programmes of study.

Course Unit : One of the units of teaching broken into a semester (15 weeks) chunk. It consists of specified number of student teacher contact lecture periods per week per semester.

Credit Unit (CU) : Student workload for a specific course. Reflected by the contact lecture periods. Credit Units are used in two complimentary ways: one as a measure of course weighting, and the other, as an indicator of student workload. As a measure of work load "One Credit Unit" means one lecture period, tutorial or 2 (two) hours of practicals per week per semester.

Course Credit : A unit that gives weighting to the value, level or time requirements of an academic course in the programme.

Grade Point (GP) : Ranking assigned to the actual percentage raw score for a given course. The raw score is converted into a letter grade and a grade point.

Number Grade (NG): Student's performance in a course translated into numbers (2-5). (please refer to the table on the next page)

Letter Grade (LG) : Student's performance in a course translated into letters (A-F). (please refer to the table on the next page)

Examination : Any required examination by the programme.



Examination Committee: Examination committee consists of the members of faculty board chaired by the dean of the faculty.

Final Examination : The examination offered at the end of a semester that covers the whole information covered in 15 weeks' time.

Semester : Covers a 15 weeks of instruction period plus certain weeks for exams and registration.

Lecture Period : 1 teaching period of 60 minutes.

Carryover : A course that a student has to take again due to failure.

Grade Point Average (GPA): Average of the weighted GPs earned in the course units taken during the semester. The GPA is obtained by summation of the multiplication of the GP attained in each course unit by the number of Credit Units assigned to that course unit, then divided by the total number of credit units taken in the semester.

Cumulative Grade Point Average (CGPA): Current mean of the GPs earned by the student in the whole programme. It is obtained by totaling the GPs multiplied by the respective credit units for all semesters to date and dividing by the number of Credit Units completed.

4. TOPICS PRE-EXAMINATION SHOULD BE KNOWN

The objective of the written examination is to assess how much the students know about the courses which lecturers have taught them for particular semester in accordance with the course description and syllabus. Therefore, the examination procedures that lecturers should adopt in the conduct of examinations include the following:

a) Before the Examination Week

- The examination timetable is to be posted to the related notice board or University website beforehand.
- The Examination Committee will announce the seating order at the notice boards (if arranged for certain examinations).
- Students who have clashes in the timetables are strongly advised to contact the Examination Committee Secretary immediately as they have the sole responsibility for the issue.
- Students with less than 70% **attendance, disciplinary, and/or financial issues** will not be allowed to sit the examinations.
- Students with no NUN ID Cards will not be admitted to the examinations. Students must carry their Students ID card at all times, particularly during the examination period.
- End of semester examinations are held at the end of each Semester. Examinations are conducted for courses taught in the department. The specific regulations are:



- Any student who is absent from any examination without the University's approval and has not withdrawn from the course of study shall be graded 'F' for such courses.
- A candidate will normally not be allowed to enter the examination hall 30 minutes after the commencement of the examination except for valid excuses approved by the Chief Invigilator, provided no student has left the examination hall, but with no extra time allowed.
- A candidate shall not be allowed to leave the examination hall within 30 minutes after the commencement of examination except under exceptional circumstances approved by the Chief invigilator. No candidate shall leave the examination hall during the last 10 minutes of the examination.
- Candidates shall comply with all instructions on allotted time for commencement and stoppage of the examination.
- An irregularity in the conduct of the examination including any breach of the above regulations by any Student, such a person shall be arraigned before the Faculty and the University for Disciplinary Action.

5. PRE –EXAMINATION PROCEDURES

a) Prepare a study guide:

Before the examination, a lecturer should conduct a revision for the students necessary to prepare them for the examination. Likewise a study guide should be provided for the students.

b) Prepare the questions:

- A lecturer is required to prepare a set of questions for the final examination, out of which the students are expected to answer a certain number of questions only.
- In the course of setting the questions, the questions prepared are expected to cover all areas of the course description and the syllabus.
- The minimum number of questions for a 3-credit course will be 6 out of which the students will answer 4, and for a 2-credit course, the number of questions will be 5 out of which the students will answer 3.
- For objective (multiple choice) questions, the number can go up to 100.

c) Address national needs:

A certain percentage of the questions must reflect the existing realities of the Nigerian environment.

d) Faculty Examination Committee:

- Consisted of the Dean and the HoDs.
- Faculty Exam Committee Secretary: Responsible for arranging the exam timetable.
- Chief Invigilator: is selected by the members of faculty examination committee.
- Invigilators: They are lecturers, graduate assistants, and lab assistants



e) Submit the questions:

The questions should be submitted by the lecturer in a sealed envelope to the Examination Committee through the Head of Department, one week before the commencement of the examination for assessment and subsequent approval by the Committee. All lecturers should submit the exam materials as follows;

- Exam attendance list (list can be obtained from the University automation system)
- Exam questions (printed as letter head format according to number of student)

f) Know about the date and time:

Prior to the examination, lecturers are required to either collect a copy of the Examination Time Table from the Head of Department or check the Notice Board for such information a week before the exam.

g) Know the people on duty:

Lecturers should ascertain and familiarize themselves with the invigilators assigned to assist them in the conduct of the exam, also one week before the exam.

6. DURING THE EXAMINATION

a) Just Before the Examination Starts

- The candidates have the responsibility of removing implicating materials found around the examination hall including cell phones, computers of any kind, papers, bags, books, handouts, and any foreign materials.
- Candidates are required to provide for themselves any necessary examination materials as no exchange of lending or borrowing of any item is permissible during examination.
- Students are required to display their valid NUN ID Cards as the invigilators will be checking their identities.
- The students are advised to arrive at the examination hall 15 minutes prior to the start time to enable them properly identify themselves and take the proper sitting order.
- Students are normally not allowed to take breaks during the examination. Students are advised to contact the Chief Invigilator if there is an emergency issue to obtain permission for taking a short break during the exam.
- The lecturers are required to explain the format of the examination and answer the questions coming from the students within the first 30minutes.
- The written examination will normally be on the basis of not less than one hour, and not more than one and a half hours for each ten hours of lecture. In any case, the time allowed for any written paper, will not exceed three hours.
- **Receive the exam materials:** On the day of the examination, invigilators are required to collect the examination materials consisting of question papers, answer booklets,



malpractice forms and attendance register sealed in a big envelope from the office of the Secretary, Examination Committee.

- **Careful with the materials:** The lecturer(s)/invigilator(s) should not open the sealed envelopes until the commencement of exam. The sealed examination materials should be opened only in the examination hall in the presence of all the students and invigilators.
- **Be punctual:** The lecturer(s)/invigilator(s) should be at the examination hall 15 minutes before the start-off time to check in the students.
- **Check the desks:** The invigilators should check all the desks to see if there are materials previously placed by the students.
- **Check the students:** During the check-in process, no student should be allowed to enter into the examination hall with his/her cell phone, bags, books, advanced calculators or any other related material. In the course of checking in the students, any students who do not attain the 70% attendance requirement should not be allowed to enter the exam hall; likewise students who have not completed the payment of their school fees should also not be allowed to write the exam. Required information will be provided in the envelope.
- **Start on time:** The lecturer(s)/invigilator(s) should ensure the exam starts at the exact time stipulated in the timetable, as acts of lateness will not be tolerated. The invigilator will write the actual time the exam started, the duration, and the time it will finish on the board.
- **Check answer booklets:** The students should start with filling out the cover page of the answer booklets first.

b) During the Examination

- A candidate will normally not be allowed to enter the examination hall 30 minutes after the commencement of the examination except for valid excuses approved by the Chief Invigilator, provided no student has left the examination hall, but with no extra time allowed.
- A candidate shall not be allowed to leave the examination hall within 30 minutes after the commencement of examination except under exceptional circumstances approved by the Chief invigilator. No candidate shall leave the examination hall during the last 10 minutes of the examination.
- Students are advised to
 - carry their ID Cards at all times.
 - proofread their answers if there is still time left.
 - not to fold the answer booklet.
- Disciplinary actions:
 - Silence is expected from the students at all time. Any distraction or disturbance in the exam room will not be tolerated.
 - Students, however, will review the questions at the beginning of the examination and communicate with the invigilator for technical reasons.



- Students shall comply with all the instructions on allotted time for commencement and stoppage of the examination.
- Any student who attempts to manipulate internal or external examiners in any fashion will face disciplinary action.
- Any breach of the examination regulations by any student will be brought to the Examination Committee for action.
- **Please be alert at all time:** Invigilators should make sure that they can see all the students or the group of students under their responsibility all the time. This means invigilators cannot read newspapers, do their own work, turn their back to the students, etc.
- **Do not:**
 - let the students change their seats during examination;
 - let the students exchange stationary;
 - provide a student with an extra booklet unless he/she has totally utilized the first one. The successive answer booklet(s) will be provided with their covers off, and the first page signed by the invigilators;
 - let the students who finished and went out talk loudly in the corridors
- **Fill out the form:**

Also 10 minutes into the exam, the invigilators should distribute the attendance list and ensure that only the students present duly sign the list.

- **Careful with collecting the exam materials:**

The invigilator(s) should ensure that the number of answer booklets corresponds with the number of students registered for the exam. Extra copies of answer booklets should be put back into the envelope for onward return to the Secretary of the Examination Committee. If there are shortages of exam booklets, the lecturer / invigilator should make a request to the Chief Invigilator for more copies.

- **Check with answer booklets:**

The invigilators should ensure that the students fill their registration numbers in the answer booklets and also confirm that other instructions contain therein are observed.

- **Malpractice (invigilators):**

Please be advised that any invigilator who is caught not carrying out the required duties during the examination will be reported to the dean by the Chief Invigilator.

7. REGULATIONS ON EXAMINATION MALPRACTICE AND SANCTIONS

- a) An examination malpractice is an irregularity or infringement of examination regulations.
- b) This includes, but is not limited to, cheating, bringing in foreign materials, causing any form of disturbance, rudeness, and disobedience to invigilators.



- c) The following procedures will be adopted for reporting of an examination malpractice:
- o The student will write his / her examination number and other information required on the Examination Malpractice Form to be provided by the invigilator.
 - o The invigilator submits his / her written report along with the evidence to the Faculty Examination Committee within 24 hours. The Committee will then submit a report along with the findings to the Committee for Student Discipline and Welfare.
 - o Any student caught in the acts of malpractice or cheating during the examination is required to sign the Malpractice Form and the nature of the offence indicated in the column provided. In case of refusing from the student side the signature of chief invigilator will be enough.

8. POST-EXAMINATION PROCEDURES

a) After the Examination

- Invigilators need to make sure students have signed the exam invigilation form.
- Any student who is absent from any course examination will fail the course.

b) Submit the materials:

- At end of each exam, the lecturer(s)/invigilator(s) must collect all the unused answer booklets,
- Malpractice Forms and copy of the examination attendance list and put them back inside the envelope and return the same to the Examination Committee;
- while the lecturer(s) retains the used answer booklets and a copy of the examination attendance list for onward assessment, marking and grading.

c) Submit the marks:

- Each lecturer should submit the grades to the faculty examination board through the department for approval after which they can enter the grade to the automation system and having printed out the copy of it and signed copy of the final examination and submitted to the Department with three copies.
- The result of the exams should be finally submitted on or before 10 days after the examination.

d) Submit related exam materials:

All lecturers are required to submit the marking scheme, answer key, a copy of the examination question, exam attendance list to the Head of Department within 10 days after the examination.

e) Do not reveal any results:



The final results will be displayed on the automation system after due approval by the Senate. No lecturer has the right to show or reveal the scores to the students.

f) Stick to the rules:

All lecturers are required to adhere strictly to these procedures, as a violation of any of these provisions might attract disciplinary actions.

g) Evaluation of Success

- Students' performance will mainly be assessed through a written examination at the end of the semester during which the course is taught. In addition, a system of continuous assessment will be used.
- For continuous assessment exercise, any one or all of intra-term examinations, exercises, assignments, presentations and/or term papers may be used.
- Methods are specified at the beginning of each course. Student attendance rate can also occupy a certain weight in evaluation.
- For the purpose of computing the final grade scored in a course by a student, all the grades scored in the continuous assessment will constitute not more than 40% and not less than 30% while the end of a semester examination will account for the balance.

h) External Examination System

- External examination is conducted at the final degree examination. This system helps ensure that the standard fixed and maintained by the department.

i) Contesting Examination Results

- A Student wishing to contest his / her examination results may forward a letter to the Head of Department including the full details of the examination, that is, course number and title, semester, and the reason of the request in 10 business days after the results are announced.
- The department will reevaluate the result then in case of change of the grade the report will be submitted to the faculty board.
- In case of change of the grade The Faculty Board will present a report for the attention of the Vice Chancellor in 10 business days who in turn forward the report for the Senate's consideration.

j) Archiving Examinations

The examination papers should be submitted to the Archive by the department at end of the related academic semester.