



EXAMINATION RULES AND REGULATIONS

EXAMINATIONS POLICY

The IUCG examination policy is based on the firm belief that students must earn the marks they receive. Students are, therefore, made to understand that there is no easy way out with examinations. The core values of honesty, hard work and transparency are inculcated into the students right from the onset.

Examinations are conducted in such a way that students write their papers with the full belief that all have equal opportunity to excel. The sanctity of the examination system at IUCG is taken as a matter of course.

To ensure the above, rules and regulations are set up for the strict adherence of both invigilators and candidates. Though these regulations are contained in the institutions brochure which every student is made to acquire, they are published and posted on our notice boards before the beginning of each end-of-semester examination as a reminder to all candidates. Regulations for invigilators are also sent to them in the form of memoranda.

GENERAL EXAMINATION REGULATIONS

Students who absent themselves from lectures, tutorials and practical classes for a cumulative total of 21 days or more in any semester, shall be deemed NOT to have satisfied the requirement for attendance. Such students shall be considered as having Withdrawn from that course and shall not be permitted to write the End-of-Semester/Trimester examination for that semester/trimester.

Students shall be required to write all tests/examinations which the University College/Departments/Units may, from time to time, prescribe or conduct for them. Students who fail to write tests/examinations conducted/organized for them without good cause or written approval of the Vice President (Academic) shall be deemed to have failed the examinations.

Students who fail their semester examinations shall be required to rewrite them at the next available opportunity within two academic years after failing the examination. Students shall be allowed only two attempts to rewrite failed examinations.

Students who fail to write semester examinations for good cause or with the approval of the Vice-President (Academic) may be required to write the examination at the next available opportunity.

REGISTRATION FOR EXAMINATIONS

In registering to write an examination (mid-Semester/Trimester, End-of-Semester/Trimester, any Class test or quiz) organized by IUCG, the student shall adhere to the following procedure:

1. The candidate/student shall register at the beginning of the Semester/Trimester for each course/subject to be studied, after discharging their options by paying the required fees.
2. A student who has duly registered for specific courses/subjects at the beginning of a semester or trimester shall be deemed to have registered to write examinations in the specified courses during that semester or trimester.
3. The University College shall publish, for verification of students, a list of registered students for a particular course/subject. The list shall be deemed as final document for student registration to write examinations. It is the responsibility of the student to ensure, by checking on his/her portal on the University i-Campus Network, that his/her name or identity number appears in the list of registered students for a particular course/subject. If a course has been changed during the semester/trimester, the student should consult paragraphs 4.3 and 4.8 supra



4. Students whose names did not appear on the final registration list two weeks before an examination shall not be allowed to write that examination.

SCHEDULING OF EXAMINATIONS AND APPOINTMENT OF INVIGILATORS

1. All mid-Semester (or mid-Trimester) and End-of-Semester/Trimester examinations shall be conducted by the Academic Affairs Department under the direction of the Vice President (Academic Affairs) and under the control of the University Examination Officer.
2. A schedule of examinations indicating the time for each examination, the venue and other information shall be published at least ten days before the date of the examination.
3. A list of students/candidates who are eligible to take part in any examination shall be published by Academic Affairs Department via the IUCG's i-Campus Network at least one week before the date of the examination. Hard copies of the list may be posted on the University Notice Board(s).
4. Examinations may be held in any hall in the University or elsewhere designated by the University Examination Officer as an Examination Hall.
5. The Academic Affairs Department shall make request for Invigilators to Department/Faculty Heads who shall, in consultation with the relevant Departmental/Faculty Examiner, make recommendations to the University Examination Officer for appointment as Invigilators.
6. Notwithstanding the provision in sub-paragraph 5 above, the Academic Affairs Department shall have the authority to appoint Invigilators for any examination, especially if the recommendations from the Departments/Faculties are unduly delayed.
7. All members of the Academic staff, Research staff and Senior Administrative staff (except Heads of Departments/Faculties) shall be eligible for appointment as Invigilators, provided that no Lecturer (or Teaching Assistant) can be appointed Invigilator for his/her examination paper.
8. The University Examination Officer shall appoint one of the Invigilators as Supervising Invigilator for any examination.
9. The Lecturer (or Lecturers) whose examination paper is being taken shall be present at the Examination Hall(s) for at least fifteen minutes from the commencement of the examination to assist Invigilators in dealing with explanations arising from the examination paper.
10. In the case of part-time Lecturers and also for full-time Lecturers on known sick leave or on previously-approved out-of-Campus duty/assignment, the Departmental/Faculty Examination Officer shall ensure that expert advice is available for at least fifteen minutes from the commencement of any such Lecturer's examination in order to assist Invigilators in dealing with explanations arising from the examination paper.
11. The University Examination Officer and/or the Supervising Invigilator shall refuse entry into Examination Hall to any student/candidate who
 - i. leaves the Examination Hall before 30 minutes have elapsed since the commencement of the examination and, later, seeks to return to continue with the examination
 - ii. arrives late; that is, more than 30 minutes after the commencement of the examination
 - iii. finishes an examination ahead of time and leaves the Examination Hall but, later, seeks to return to continue with the examination
 - iv. is found consulting another candidate or anyone else when officially granted leave to be outside the Examination Hall (for example, to attend to nature's call)
 - v. is caught reading or copying from a foreign material/document retrieved from wherever hidden, when officially granted leave to be outside the Examination Hall (for example, to attend to nature's call).
12. The University Examination Officer and/or the Supervising Invigilator shall exclude from, or walk out of, the Examination Hall any candidate who
 - i. is not eligible to sit for the examination because he/she did not register to sit or re-sit for that course
 - ii. is found to be impersonating another candidate
 - iii. refuses to hand over to the Supervising Invigilator any incriminating foreign material or document when requested to do so, under sub-paragraph B3 of paragraph 4.14.3 (page 28).



13. The Invigilators must write short notes on the events (1), (2) and (3) of sub-paragraph 11 and event (1) of sub-paragraph 12 to be attached to the candidate's examination script (where appropriate) for the attention of Vice President (Academic Affairs) who shall inform the relevant Departmental or Faculty Board and the Board of Examiners.
14. With regard to events (4) and (5) of sub-paragraph 11 and event (2) and (3) of sub-paragraph 12, the Invigilators' report must explain the circumstances leading to the discovery of the misconduct, the retrieval or otherwise of the "offending" material/document, the Examination Regulation infringed upon, and any action taken by the Invigilators. The Invigilators' report shall be presented to the Vice President (Academic Affairs) who shall inform the relevant Departmental or Faculty Board, the Disciplinary Board and the Board of Examiners for investigation and appropriate action.

EXTERNAL AND INTERNAL MODERATION OF EXAMINATION PAPERS

External Moderation shall be required for Examination Papers for the Final Year (Level 400) of every undergraduate programme. Each Head of Department shall be responsible for the Internal Moderation of examination papers (including marking schemes) for all other Levels (i.e., Levels 100, 200 and 300) for every Semester/Trimester.

EXAMINATION RULES AND REGULATIONS

Responsibilities of Invigilators

1. Invigilators and Invigilating Assistants should be at the examination centre 30 minutes before the start for each session and should remain there throughout the duration of the paper. Any invigilator who fails to comply with this directive will be immediately replaced.
2. There should be at least two Invigilators for each Examination Hall containing 30 or more students/candidates, provided that an additional Invigilator shall be appointed for every additional 20 candidates.
3. The University Examination Officer shall appoint one of the Invigilators as Supervising Invigilator who shall be the Head of all Invigilators in a particular Examination Hall.
4. There should be one booklet to each candidate supplemented with extra loose sheets only on request.
5. There should not be more than 70 candidates in each of our large examination centres.
6. Mobile telephones carried into examination centres should be switched off while examinations are in progress.
7. All candidates should be made to write their names and index numbers on the question papers before the commencement of any given examination.
8. Invigilators are not expected to do anything else apart from invigilation during each session. They should be in front of the examination room and keep a close watch on all candidates
9. At the end of each examination session, the candidates should be instructed to stand up and put their pens down before the scripts are collected
10. A Lecturer (or his/her Teaching Assistant) should not invigilate an examination in the course he/she teaches and should not stay in the Examination Hall(s) where the examination is being written, except for a short period of time (about fifteen minutes) at the beginning to assist the Invigilators to deal with explanations arising from the text of the examination paper.

Regulations For Students

1. A candidate for an IUCG Examination must have followed the approved course for it as a regular student over the required period, and must have been registered for it.
2. A candidate shall not be admitted to an IUCG Examination if:
 - i. he/she has not been entered for that course's examination.
 - ii. he/she owes the University College



- iii. he/she is under suspension or has been dismissed from the University College
3. It shall be the duty of the candidate to consult the daily time table (to be made available, at least, 24 hours ahead of time) to ascertain the papers to be written each day and make himself/herself available at the appointed place, at least, one-half hour before the examination.
4. A candidate may be refused admission to an IUCG examination if he/she reports to the Examination more than half an hour after its commencement.
5. It shall be the candidates' responsibility to provide for himself/herself a pen, pencil and eraser as needed. It is also his/her responsibility to ensure that he/she is given the right question paper and other materials needed for the examination.
6. An examination candidate shall not bring to the wash room of the Centre any book, paper, written information or other unauthorized material. No student shall enter the examination room until he/she is invited or called and/or requested to enter the examination room.
7. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit to body search. Refusing to submit to a body search is tantamount to an examination malpractice.
8. No communication between candidates is permitted in the examination Hall.
9. A candidate
 - i. shall not pass or attempt to pass any information or instrument to another during an examination.
 - ii. shall not copy or attempt to copy from another candidate or deliberately allow another candidate to copy from him/her.
 - iii. shall not disturb or distract any other candidate during an examination.
 - iv. may attract the attention of the invigilator by raising their hands
10. Smoking or drinking of alcoholic beverages is not allowed in any Examination Hall.
11. A candidate
 - i. may leave the examination room temporarily and only with the express permission of the invigilator. In such cases the invigilator will be required to satisfy himself/herself that a candidate does not carry on his/her person any unauthorized material.
 - ii. who is allowed to leave the exam room temporarily will be accompanied while outside the Examination Room by an Attendant designated by the Invigilator.
12. A candidate who finishes an examination ahead of time may leave the examination room, after surrendering his/her answer books. The candidate shall not be allowed to leave in less than one-half hour after the commencement of the examination and, after leaving, shall not be allowed to return to the Examination Hall.
13. At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the Examination Hall.
14. Candidates should not, in any way, interfere with the stapling of additional sheets into the answer books. Any complaints about answer books should be brought to the attention of the Invigilators.
15. A candidate who fails to present himself/herself at an Examination with reason(s) satisfactory to the Board of Examiners shall be awarded **Grade I (Incomplete)**. Such a candidate shall be expected to re-sit the examination at the next available opportunity (usually within a year); otherwise, the Grade I shall automatically be converted to **Grade X (Failure)**.
16. A candidate who fails to present himself/herself at an Examination WITHOUT reason(s) satisfactory to the Board of Examiners shall be awarded **Grade X (Failure due to Unsatisfactory Reason)**.
17. The following shall not normally be accepted as good reasons (that is, are considered as **(unsatisfactory reasons)**) for being absent from any paper in IUCG Examination.
 - i. Mis-reading the Examination Time Table
 - ii. Forgetting the date or time of the examination
 - iii. Inability to locate the Examination Hall
 - iv. Inability to rouse oneself from sleep in time for the examination
 - v. Failure to find transport to the examination venue
 - vi. Loss/death or serious ill-health of a relative
 - vii. Pregnancy



18. A breach of any of the foregoing regulations in the conduct of IUCG Examinations may attract one or more of the following sanctions:
 - i. A reprimand
 - ii. Loss of marks
 - iii. Cancellation of paper (in which case **zero** shall be substituted for the mark earned).
 - iv. Withholding of results for a period
 - v. Award of **Grade X (Failure due to Unsatisfactory Reason for not completing a course or not taking an examination) or Grade Z (Failure due to Disqualification)** by the Board of Examiners, whichever is appropriate.
19. Further to Item 18 immediately supra, the award of **Grade Z (Failure due to Disqualification)** for an attempt at gaining an unfair advantage in an examination paper) may elicit further sanctions which may include but not be limited to:
 - i. Being barred from IUCG Examinations for a stated period
 - ii. Being barred from IUCG Examinations indefinitely
 - iii. Suspension from the IUCG for a stated period
 - iv. Expulsion from the IUCG
20. Results of IUCG Examinations shall be communicated to each student/candidate via the student's portal on the IUCG's i-Campus Network. The Examination Results may also be posted on the IUCG Notice Board. It shall be the responsibility of the candidate to consult the student's portal on the i-Campus Network or the IUCG Notice Board for the results of examinations taken. Alternately, the student/candidate may write to the Academic Affairs Department to enquire about his/her results, for which purpose he may provide a stamped self-addressed envelope.
21. A candidate who is not satisfied with his/her IUCG examination results may request a **review of grade** by submitting an application to the Vice President (Academic Affairs) **after payment** of the Re-Marking Fee which shall be determined by the Academic Board.
22. An application for re-marking of examination script (following the payment of the Re-Marking Fee) shall be submitted to the Vice President (Academic Affairs) not later than 21 days after the release of the said results, stating the grounds for a **review of grade**.
23. An application entered on behalf of a candidate by a person other than the aggrieved candidate himself/herself shall not be entertained.
24. No action shall be taken on an application which is submitted outside the time stipulated in subparagraph 22 supra. A grade-review process shall not proceed unless the **Re-Marking Fee** has been fully paid.
25. For a complaint which turns out to be frivolous or ill-motivated, the Academic Board may prescribe sanctions which may include barring the complainant from the IUCG examinations for a stated period or indefinitely.
26. The grade-review process shall be as described in **paragraph 4.20.7: Resolution of Disputes on Grades** (page 39).

RULES FOR CANDIDATES

All students of the Islamic University College, Ghana (IUCG) are to take note of the following rules (in addition to the general examination regulations already presented) **for strict compliance**:

1. Examinations will start at the time stated on the Examination Time Table. Students are advised to be seated about ten (10) minutes before the stated time to get prepared for the paper. This way, they will be able to provide the information needed on the booklets correctly and under no pressure.
2. No candidate shall be permitted into the examination hall/centre **30 minutes** after the start of the paper and candidates will only be permitted to leave the examination hall **30 minutes** after the start of the paper.
3. All communication shall cease with the start of examination. All candidates should bring along their own **pens, pencils, erasers, rulers, calculators**, etc.
4. Mobile Phones are strictly prohibited in the examination centres.



5. No candidate shall carry **BOOKS, LEAFLETS, NOTES or any other FOREIGN MATERIAL/DOCUMENT** into the Examination Hall or any place designated as an extension of the Examination Hall (such as a wash room set aside for use by candidates during examinations).
6. No candidate must hang around the examination after handing over his/her script to an Invigilator.
7. No candidate shall be allowed access to his/her script after handing it over to an Invigilator.
8. Candidates may be permitted to visit the washroom during the course of the examination when the invigilators are convinced nothing untoward is intended.
9. Indecent, shabby and unkempt appearances will not be countenanced in the examination centres.
10. Mobile phones are not permitted for use in Examination Halls and hence should not be taken into an Examination Hall. A candidate who enters the Examination Hall with a mobile phone will have the phone confiscated by an Invigilator during the period of the examination. Failure to hand over the phone when requested by an Invigilator constitutes an offence under these Examination Rules and Regulations and the Supervising Invigilator shall not permit the candidate to write the examination.
11. After the Invigilators' instruction to stop work, all students shall stop writing immediately.
12. **NOTES:**
 1. All candidates should note that the Invigilators carry the full authority of the University Examination Officer and, through him/her, the authority of the Vice President (Academic Affairs). The Invigilators therefore constitute the **supreme authority in the Examination Hall**.
 2. Any candidate seeking **clarification on any issue** while in the Examination Hall should consult the **Invigilators only**. Any other person temporarily present in the Examination Hall is there to assist the Invigilators in dealing with explanations relating to an examination paper.
 3. If a candidate has complaint about the behaviour of an Invigilator in an Examination Hall, he/she should request another Invigilator to call in the University Examination Officer (who shall not delay unduly in answering the call) and lodge his/her complaint(s).
 4. **Candidates are warned** that a breach of any of the above regulations will attract very severe sanctions -- see Items 18 and 19 of **sub-paragraph 6.6.2** (page 162).