



UNIVERSITY OF PORT HARCOURT, PORT HARCOURT, NIGERIA

AFRICA CENTRE OF EXCELLENCE FOR PUBLIC HEALTH AND TOXICOLOGICAL RESEARCH (PUTOR)

Examinations Policy

Assessment planning procedures

All modules are examined in accordance with the university's practice. The date, venue and structure of the final examination for each module shall be included in the course schedule sent to students at least two weeks before the commencement of the module. The examination questions are prepared by the responsible instructors at the end of the various courses. Invigilation of final examination shall be arranged by the programme coordinating unit. It is pertinent to note that the date and venue for examination can be adjusted with the consent of both the instructors and students.

Grading during course

Continuous Assessment (30 %). This can be in various forms such as:

- Attendance at classes
- Seminar presentation
- Assignments and coursework during lectures or postings
- Participation and performance during classwork or practical activities
- Written assessments

Grading during final examination

Final Examination at the end of the posting (70 %)

- Shall be in the form of Essay, MCQs, Practical, and Orals and would be 70%.

Pass mark

The minimum pass mark in any course shall be **50%**

Grading system

Grading of courses shall be by a combination of percentage marks and letter grades translated into a graduates' system of Grade Point Equivalents (GPE).

Computation of Grade Point Average

Every course carries affixed number of credit units (CU), one credit unit being when a class meets for one hour every week for one semester, or three hours every week in the laboratory, workshop or field.

Quality point (QP) are derived by multiplying the credit units for the course by the Grade points; earned by the students: e.g. in a course with 3 Credit Units in which a student earned a B with 4 Grade Points; the Quality Point is $3 \times 4 = 12$.

Grade Point Average (GPA) is derived by dividing the Quality Points for the semester by the Credit Units for the semester: e.g. in a semester where the students earned 56 Quality Points for 18 Credit Units, the GPA is $56 \div 18 = 3.11$.

Cumulative Grade Point Average (CGPA) is derived by adding the Total Quality Points (TQP) to date and dividing by the Total Credit Units (TCU) to date: e.g. if the TQP is 228 and the TCU is 68, then the CGPA is $228 \div 68 = 3.35$

Detailed examples of how to calculate GPA and CGPA are shown below

Grade obtained in all approved courses of a student's prescribed programme, excluding audited courses, shall be used to compute the GPA.

When a student transfers from one Faculty to another, only the grade obtained in the courses in the new programme of study will be used to compute the CGPA. Courses which were completed before the change of programme will be treated as audited courses.

When a student transfers from another University, only the grades obtained at the University of Port Harcourt will be used to compute the CGPA.

Each course shall be graded out of a maximum of 100 marks and assigned appropriate Grade Point Equivalent as in the table below:

(i) Credit units	(ii) Scores	(iii) Letter Grades	(iv) Grade Points (GP)	(v) Average (GPA)
Vary according to contact hours assigned to each course or according to load carried by students	70 and above 60 – 69 50 – 59 0 - 49	A B C F	5 4 3 0	Derived by multiplying i and iv and dividing by Total Credit Units

Examination resit policy

A resit means that a student had failed a course and is required to undertake a second attempt of that course without further teaching input. The programme allows resit of continuous assessment and examination. The resit examinations is completely a different piece of assessment and shall be arranged within three months of seating for the original examination. Scores of examinations undertaken during resit shall be capped at 50%. Students are not allowed to resit courses which they have passed. If the mark attained during the resit is lower than that of the first attempt, the resit score will still be recorded. Any candidate who fail to attempt a resit assessment during the allotted period without prior approval from the Centre administration will earn a mark of "0". A student who successfully applied for exemption from the original scheduled examination on the basis of extenuating circumstances shall be accorded a 'first attempt' status and have the full marks recorded during the resit examination. In the event of another fail during the resit examination, a student would be allowed to repeat the course during the next opportunity the course is taken. This is subject to payment of tuition fee for the additional year and the discretion of the Centre Academic Board. The latter is without

prejudice to the University regulation on the length of stay of students in various programmes in the University.

Results of examination

Results of every examination are approved by the Centre's Academic Board. Although students' scores are expected to be turned in within one month of conclusion of the various examinations, these results shall only be made official after being endorsed by the Centre Academic Board. The dates for the meeting of the Centre Academic Board each session shall be communicated to all stakeholders. Approved results by the Centre shall be handed over to the Centre's head of administration who shall send the required copies of these results to the school of graduate studies, other relevant units of the university and place these results on the notice board. The Centre's academic coordinator shall also ensure that all results are archived in the Centre and on students' portals.

University regulations on examination

In accordance with the Statement of Academic Policy of the University herein stated in this Regulation, the following terms shall mean

- I Invigilators: These are those who conduct examinations.
- ii Supervisor: This is the most senior lecturer among the Invigilators
- iii Examiners: These are the course lecturers.
- iv Examination Officers(s): The examination officer(s) oversee(s) the conduct of all examinations in the Department and upload(s) Senate approved results on the University portal.

- The examination timetable shall be released at least three weeks before the scheduled date of the start of examinations. Scheduled times and dates for examinations must be adhered to. If it is found necessary to reschedule an examination, this must be with the permission of the Academic Coordinator and Centre Leader.
- Examiners should ensure that the question papers are prepared under conditions of maximum security and are ready on time. For all examinations, well-packaged question papers must be accompanied by a list of Supervisors, Invigilators and the relevant forms. The Examiners should ensure that the question papers, adequately packaged and sealed, are submitted to the Supervisor, at least, one hour before the start of the examination.
- Subject only to administrative supervision by the office of the Centre Leader, the conduct of course examinations shall be the responsibility of the Course or Programme Coordinator.
- For each examination, there should be a Supervisor and enough Invigilators, including both male and female Invigilators.
- It is the responsibility of the academic coordinator to appoint Supervisors and Invigilators for each examination. The list should be forwarded to the Centre Leader not later than one week before the examinations. Students should be seated according to their registration numbers, and they should be invigilated by academic staff from the Centre.
- Supervisors should be appointed from the rank of Senior Lecturer, and above and Invigilators should be other members of academic staff. Part-time teachers, where necessary, are also regarded as Examiners.
- Supervisors must identify and check students into the examination hall using the authenticated register of students for that course. The student must show the invigilator

his/her registration/identity card on entry to every examination. He/she must leave this on the desk throughout the examination for easy inspection by the invigilator.

- All examination scripts used by the students must be endorsed by the Supervisor at least 30 minutes after the commencement of the examination.
- The Invigilator must ensure that no student removes from the examination venue any paper or other examination material except the printed question papers where it is allowed. Answer booklets are the property of the University and must not be in the possession of students.
- During examination, the security department should beef up security especially around the examination Centre to ensure that those not involved in the examination are not allowed to loiter around the examination halls.
- No unregistered student is authorized to take any examination.
- A student should be in the examination room at least 30 minutes before the start of the examination. A student who is up to 30 minutes late shall be admitted but shall not be given any extra time. A student who arrives more than 30 minutes after the start of the examination shall not be admitted. A student may be allowed to leave the examination room temporarily before the end of the examination, but must NOT:
 - do so during the first hour of the examination except in cases of emergency like illness;
 - do so unaccompanied OR with his/her scripts.
- Students must write their names, registration numbers and sign the attendance register within the first hour of the examination.
- Students must write their registration numbers (not name) at the appropriate places on the cover and pages of the answer booklet.
- No student shall bring in any handbag, mobile phone, briefcase, books, notebooks, or papers etc. into the examination hall.
- No student shall directly or indirectly give or accept any assistance during an examination.
- Students shall stop writing at the end of the allotted time for an examination at the instruction of the Supervisor or Invigilator(s).
- Anybody who disrupts an on-going examination shall face appropriate disciplinary action.
- At the end of the examination, the Supervisor/Invigilator shall ensure that the answer scripts are checked, properly packaged, and returned along with relevant forms to the Examiner.
- A member of staff who fails to turn up for invigilation shall be queried for this act in the first instance. If this is repeated during another period of examination, the member of staff will lose the next promotion and be warned in writing by the Vice-Chancellor.
- The Centre Leader shall report any defaulting Invigilator to the Dean of the School of Graduate Studies, whose responsibility it is to forward the report to the Vice-Chancellor.
- These examination regulations apply to all students studying for the award of University of Port Harcourt Degree, Certificate and Diploma.

Code of conduct during Examination

1. It is the responsibility of each individual student intending to take any university examination to ascertain the date, time and the venue of the examination as indicated in the examination timetable. Candidates must present themselves at the examination venue thirty (30) minutes to the scheduled time of commencement of the examination.
2. Candidates will not be admitted to examination hall after the examination has been in progress for thirty (30) minutes. Candidates will not also be allowed to leave the

examination hall during the first thirty (30) minutes and the last fifteen (15) minutes of an examination.

3. Candidates will not be permitted to start an examination until formally instructed to do so by the Examiner/Invigilator in-charge of the examination.
4. Candidates wishing to leave the examination hall must obtain the express permission of the examiner/invigilator before doing so. Any candidate permitted to leave an examination hall temporarily must hand over his/her question paper(s) and answer script(s) to the examiner/invigilator and must be accompanied by the examiner/invigilator or a person appointed by the examiner/invigilator.
5. Candidates may take printed materials or manuscripts into an examination hall when it has been previously announced in the examination timetable and when it is stated in the instructions to the question paper that such materials may be used.
6. All briefcases and other materials not associated with the examination must be deposited at a designated place. Candidates will, however, be allowed to use their own mathematical instruments/tables and such other aids for drawing as the examination/invigilators may permit.
7. The use of mobile phone, electronic programmable calculator, information storage devices calculator instruction manuals, textbooks, atlases, lecture notebooks, etc shall not be allowed in the examination halls.
8. Candidates must sit at the desk assigned to them by the invigilator. The university administration will not condone any swapping of seats by candidates.
9. It is compulsory for candidates to sign the examination attendance register when the examiners/invigilators present to them during the examination
10. Candidature must ensure that their answer scripts are handed over to the examiner/invigilator before leaving the examination hall
11. Smoking, chewing of gums and the consumption of food and drinks are not permitted during the examination
12. All questions in written examination must be answered in simple English unless instructions on the question paper indicate otherwise
13. It is an academic offence punishable by expulsion from the university for any candidate(s) to prevent other candidate(s) from taking scheduled university examinations or cause obstruction to examination processes.
14. Any candidate unable to sit for an examination on account of illness duly certified by a medical authority approved by the University's Director of Medical Services may be allowed to take the examination at the next period as first attempt. The affected candidate shall notify the Centre Leader of this fact and shall submit a valid medical certificate to be authenticated by the Director of Medical Services.

Documentations during conduct of examination

At the commencement of examination, the following materials should be made available

1. The answer sheets
2. The question papers
3. The course evaluation form
4. The student attendance sheet which should be signed by all students present for the examination
5. The invigilators' attendance sheets should be signed by all invigilators (academic and non-teaching) present during the examination
6. Incident sheet for examination misconduct

Immediately after the examination

1. The answer sheets should be counted by at least two invigilators who must sign to authenticate the number of scripts on the envelop meant for each question.
2. The course evaluation forms should also be counted and packed in a separate envelop
3. A copy of the question paper, the students' attendance sheet, the invigilators' attendance sheet, the completed course evaluation forms, filled incident sheet for examination misconduct (if any) should be sent to the Centre leader through the secretariat staff present during the examination

Two weeks after examination

The marked scripts, marking scheme and result should be handed over to the programme coordinator by the course coordinator. Lecturers and coordinators who have submitted their marked scripts, marking scheme and results would be paid all entitlements immediately.

Four weeks after examination

The programme coordinator sends the marked scripts, marking scheme and results to the Centre leader.

Documents kept in the Centre's record each course

1. Question paper
2. Marking scheme
3. Result
4. Signed attendance sheet by students
5. Signed attendance sheet by supervisors
6. Completed course evaluation forms
7. Completed examination misconduct incident form

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ATTENDANCE DURING INVIGILATION OF EXAMINATION

PROGRAMME: _____

COURSE TITLE: _____ **COURSE CODE:** _____

DATE: _____

START TIME: _____ **STOPPAGE TIME:** _____ **DURATION:** _____

S/N	NAME	DESIGNATION	SIGNATURE

COURSE COORDINATOR SIGN:



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REPORT OF EXAMINATION MISCONDUCT**

NAME OF STUDENT/STAFF.....
STUDENT’S REGISTRATION / MATRICULATION NUMBER.....
STUDENT’S / STAFF DEPARTMENT.....
COURSE NUMBER (if applicable).....
VENUE OF EXAMINATION (if applicable).....
LOCATION OF EXAMINATION MISCONDUCT.....
DATE AND TIME OF EXAMINATION (if applicable).....
EXAMINATION OFFENCE (with evidence / statement if any).....

CHIEF INVIGILATOR / INVIGILATOR’S SIGNATURE.....
WITNESS’S SIGNATURE (if applicable).....
STUDENT’S COMMENT (if possible).....

STUDENT’S SIGNATURE (if possible).....