

ACCRA TECHNICAL UNIVERSITY



POLICY ON COURSE ASSESSMENT

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SUMMARY DETAILS TABLE

Version	1.0
Short description	Policy for reliable and efficient systems to ensure that students receive awards that reflect their true academic performances.
Relevant to	All teaching staff of the Technical University
Issuing Authority (Approved by)	These Guidelines have been approved by the Council.
Responsible officer	Technical University Registrar
Responsible office	Registry
Date Approved	Monday, May 23, 2016
Date(s) modified	
Next scheduled review date	1st, April, 2018
Related Technical University documents	NABPTEX Students Guide to HND Examinations in Ghana
Related legislation	Technical University Act
Key words	Programme, Teaching, Examination

SECTION ONE

1. DEFINITION OF TERMS

- Transcript - A copy of a student's permanent academic record, which usually means all courses taken, all grades received, all honors received and degrees conferred to a student from the first day of school to the current school year.
- NABPTEX - National Board for professional and Technician Examinations
- TEU - Technical Examinations Unit
- WAEC - West Africa Examinations Council
- NACVET - National Coordinating Committee for Technical and Vocational Education and Training

SECTION TWO

2. POLICY

2.1. POLICY STATEMENT

It is necessary that there are reliable and efficient systems to ensure that students receive awards that reflect their true academic performance.

2.2. PURPOSE

To ensure that students' are assessed in a valid, fair and reliable manner.

2.3. SCOPE

2.3.1. This policy applies to all assessments for all types of programmes in the institution. These assessments include but not limited to continuous assessments, end of semester examinations, re-sit examinations, matured entrance examinations, examinations for access programme.

2.4. PRINCIPLES

General

- 2.4.1. The Academic Board shall prescribe the regulations governing intermediate and preliminary examinations, and all examinations for degrees, diplomas and certificates or proficiency.
- 2.4.2. The Academic Board may, if they think fit, approve for the examinations for short courses of less than one-year duration and courses of instruction and syllabi submitted by any Academic Division/School/Faculty.
- 2.4.3. The internal examiners for all prescribed examinations shall be approved by the Academic Board, upon recommendation of the respective Academic Divisions/Schools/Faculties. The appointment of external examiners for degrees shall be approved by the Academic Board.
- 2.4.4. The Dean of the Academic Division/School/Faculty shall be chairman of all Boards of Examinations of the Academic Division/School/Faculty.
- 2.4.5. Semester assessment shall be based on 12 weeks of teaching, 1 week of revision and 2 weeks of examinations.
- 2.4.6. All assessment procedures shall be approved by Academic Board, and shall be transparent and applied fairly to all students.

- 2.4.7. There shall be timely release of examination results such that Academic Board decisions shall be implemented without inconveniencing the students.

Timetables

- 2.4.8. It shall be the responsibility of the Timetable Committee of Academic Board to draw time tables for examinations in the Technical University.
- 2.4.9. The Technical University reserves the right to review the Time and venues for holding examinations.
- 2.4.10. Where necessary, changes shall be made on the Timetables and Candidates informed accordingly.
- 2.4.11. It shall be the Responsibility of candidates to consult their Notice Boards for details of examinations.

Eligibility to take an Examination in the Technical University

- 2.4.12. It is a pre-requisite for Eligibility to take an Examination in the Technical University.
- 2.4.13. Students shall be assessed only on courses they have registered for.
- 2.4.14. Students shall be allowed to write examinations only for registered courses registered for the semester.
- 2.4.15. Absence from all Lectures, Tutorials and Practical classes without permission for 15 lecture days or more per semester bars a student from writing Examinations in the Semester courses.
- 2.4.16. Absence from an individual course without permission for Three (3) or more periods per semester disqualifies a student from taking that paper at the end of the semester.
- 2.4.17. Only students who write the end of semester examinations shall be allowed to write the supplementary examinations.
- 2.4.18. Continuing students trailing more than five courses may register as many courses as the period of exams would permit.
- 2.4.19. A student who is dissatisfied with the mark obtained in a paper may apply for remarking of the script.

Confidentiality of Examinations

- 2.4.20. All Technical University Examinations including Continuous assessment are confidential.
- 2.4.21. Maximum care shall be exercised to ensure this confidentiality.
- 2.4.22. Examination questions shall not be shown to students.
- 2.4.23. Marked scripts shall not be shown to students without authorization.
- 2.4.24. A very grievous offence is committed if an Examiner inadvertently or intentionally causes leakage of Examination questions. He shall be disciplined in accordance with Technical University Statutes 58.
- 2.4.25. No Teaching Assistants, National Service Persons or Secretaries shall be allowed to type-set Examination Questions.

Correction of Marks

- 2.4.26. There shall be a Marks/Results Amendment form kept by the Departmental Examinations Officers only.
- 2.4.27. All Examiners who wish to correct marks/results of candidates shall fill that form accordingly

Supplementary examinations

- 2.4.28. It shall be carried out in the first week of the academic year.
- 2.4.29. The end of semester examinations shall be held within a period not more than four (4) weeks.
- 2.4.30. The second week shall be used for marking the scripts.
- 2.4.31. Marks will be submitted to HOD's in the third week.
- 2.4.32. Departments/Faculties shall process the results within the third week.
- 2.4.33. Results shall be published in the fourth week after vetting by the Departmental Quality Circle.
- 2.4.34. Decisions on trailing students shall be taken after the Fourth week.
- 2.4.35. Students who fail to write the supplementary exams shall be awarded an "F" grade.

3. PROCEDURES FOR ASSESSING STUDENTS

3.1. Degree Programmes

According to the procedures of the awarding institution.

3.2. HND

According to the procedures in the NABPTEX Students Guide for HND Examinations in Ghana.

3.3. Non - HND

According to the procedures of the TEU/WAEC/NACVET, etc.

3.4. Pre - HND

According to NABPTEX Guidelines.

3.5. Professional courses

According to the Guidelines of the professional body.

3.6. Short courses

According to internally approved guidelines.

3.7. Mode of assessments

Mode of assessments shall include but not limited to Oral, Written and Practical Examinations.

3.8. Transfer of Courses

A student from another tertiary institution who wishes to transfer to Accra Technical University and desires to have credits gained at that institution applied toward a certificate at Accra Technical University shall submit an official transcript to the Registrar for evaluation by the appropriate faculty who would then advise accordingly.

Processing of Examination Questions

- 3.8.1. Examination in each course shall not be less than Two (2) Hours duration
- 3.8.2. Questions shall be set and ready for vetting by the 4th week of the semester
- 3.8.3. Questions shall be vetted by the Departmental Quality Circle in the presence of the Course Lecturer.
- 3.8.4. Questions shall be set according to the prescribed format (see App. 1).

Marking and Processing of Examination Results

- 3.8.5. Marks of candidates shall be submitted to the HOD with the marked scripts.
- 3.8.6. Candidates shall be identified by their Index Numbers only.
- 3.8.7. The marks submitted shall show the following;
 - i. Full complement of marks obtained by the candidate on each question; and
 - ii. Total marks.
- 3.8.8. Marks sheets shall be signed by the examiner and shall be submitted together with a soft copy to the Head of Department.
- 3.8.9. The marked scripts shall be kept in the Department for a minimum of Six years.
- 3.8.10. No marks shall be processed if they do not come with the marked scripts.
- 3.8.11. Departmental Boards shall ensure that the above rules are strictly observed.
- 3.8.12. Examination Scripts shall be marked only in the Offices of Examiners.

3.9. Release of Internal Examination Results

- 3.9.1. The examination results shall be discussed at Departmental Board meeting not later than four weeks after the completion of the examinations.
- 3.9.2. The School Board shall meet within one week after consideration of the Department Board's examinations results to discuss the results and then submit to Academic Board for its decisions.
- 3.9.3. The Academic Board shall publish its decisions by the end of the sixth week after the completion of the examinations. This shall be posted on the Departmental notice boards.

3.10. Transcript of Academic Records

Copies of academic transcripts shall be provided upon written request to the Academic Affairs Department after payment of an approved fee.

3.11. Re-marking of Examination Scripts

- 3.11.1. A Candidate who wishes to make any appeal against his/her examination results shall do so within twenty-one (21) days from the date of publication of the end-of semester- examination results.
- 3.11.2. An appeal for re-marking shall be addressed to the Head of Department and copied to the Dean of Faculty after payment of the appropriate fee.
- 3.11.3. Candidates shall submit their requests in writing together with evidence of payment.
- 3.11.4. The request shall clearly specify the grounds upon which the appeal is being made including, but not limited to the following:
 - i. Belief of bias on the part of the lecturer; and
 - ii. Candidates' discontentment with marks obtained.
- 3.11.5. The Head of Department shall select the applicants' script together with not less than five other scripts of the same paper for verification by another person in the same field.
- 3.11.6. Re-marking shall be completed within two weeks and the new mark awarded shall be approved by the Dean of School.
- 3.11.7. The Academic Board shall be informed of the decision and the result shall be communicated to the candidate concerned.
- 3.11.8. In case the remarking indicates that the student's grounds was valid then the remarking fee shall be refunded to the student, otherwise he/she forfeits the fees.
- 3.11.9. The score obtained after remarking shall be applied to the results of the student if it is different from the original score.
- 3.11.10. If a candidate decides to withdraw his/her appeal before it is considered, such withdrawal shall be done in writing. The student shall forfeit the fee paid.

SECTION FOUR

4. GUIDELINES

4.1. Setting questions

- 4.1.1. Questions shall be typeset directly on a pen drive and not directly on the hard drive.
- 4.1.2. Ensure that the network cable is disconnected when setting questions.
- 4.1.3. Ensure that no student for that matter anybody gets to know your IP address.
- 4.1.4. Use a dedicated printer solely for printing examination questions to print your hard copy of questions or make sure the memory is erased after printing the questions since most printers memorise the document before commencing to print.
- 4.1.5. Ensure the format for setting questions is correct.
- 4.1.6. In their own interest candidates are strongly advised to find out where & when to report for each examination.

SECTION FIVE

5. FORMS AND TEMPLATES

5.1. Format for setting questions

ACCRA TECHNICAL UNIVERSITY

SCHOOL OF

DEPARTMENT OF

HND (SLT), Second Semester Examinations, 2013/2014

Third Year

SCT 306

Analytical Chemistry Theory

April, 2014

2 hours

Instruction(s) to Candidate(s)

- | | |
|--------------------------------|---------|
| Q1. Details of question | (Marks) |
| Q2. Details of question | (Marks) |
| Q3. Details of question | (Marks) |

The name(s) of the examiner(s). (E.g. Y. Z. Mensah).