



KINGS UNIVERSITY COLLEGE

APLAKU HILLS, ACCRA

EXAMINATION POLICY

FOR

ACADEMIC YEAR 2016 -2017

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KINGS UNIVERSITY COLLEGE EXAMINATION POLICY

1 Introduction

This policy shall regulate the conduct and management of examinations at Kings University College. The policy focuses on the following issues:

- a. Objectives underlying KUC examination policy.
- b. Preparation and organization of examinations at Kings University College.
- c. Guidelines for setting examination questions and marking scheme as per policy of Mentoring Institution.
- d. Security issues associated with the conduct of examinations.
- e. The Conduct of examinations
- f. Re-sit/Supplementary examinations
- g. Examination sanctions
- h. Release of examination results
- i. Storage of examination scripts for inspection by representatives of mentoring institutions.

2 Objectives of KUC Examination Policy

- a. To clarify the process for Assessing Students Academic work at Kings University College
- b. To educate the Academic & Administrative Staff on Examination rules and regulations
- c. To integrate Examination processes of the mentor University with specific reference to Moderations of Questions and general examination conduct
- d. To establish post examination processes to ensure examination results are released on time
- e. To educate the students on the necessity of being ethical and avoid any malpractices that has serious consequences to their academic career
- f. To make academic and administrative staff aware of areas of probable examination paper leakages and how they need to be controlled.

3 Scope of KUC Examination Policy

This policy sets out KUC's rules regulating all aspects of assessment and examinations taken at the Kings University College. It deals with the following: the conduct of assessment and examinations; the responsibilities of the Examination Committee relating to the examination procedure; responsibilities of the Academic Board; lecturers' responsibility for assessment and integrity of examinations and results grading; etc.

4 Grading Systems

UCC Affiliation:

UNDERGRADUATES			
RAW SCORE	GRADE	CREDIT VALUE	INTERPRETATION
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-59	C+	2.5	Average
60-64	C	2.0	Fair
55-59	D+	1.5	Barely Satisfactory
50-54	D	1.0	Weak Pass
Below 50	E	0	Failed
POSTGRADUATE			
RAW SCORE	GRADE	CREDIT VALUE	INTERPRETATION
80-100	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-59	C+	2.5	Very Satisfactory
60-64	C	2.0	Satisfactory
Below 60	E	0	Failed

LMU Affiliation:

RAW SCORE	GRADE	CREDIT VALUE	INTERPRETATION
70-100	A	4.0	Excellent
60-69	B	3.5	Very Good
50-59	C	3.0	Average
45-49	D	2.5	Fair
40-44	E	2.0	Pass
39 and below	F	1.5	Failed

5 Before the Examinations: General Information

5.1 Responsibility for Examinations

It is the responsibility of the Registrar to ensure that the Kings University College Examination Policy is effectively implemented.

5.2 Validity of Examinations

Conduction of any examination at KUC must first be validated by the Registrar.

5.3 External Moderation of Questions

The external examiners shall moderate the sealed questions received from the office of the Registrar before the final administration of the examinations. This process should be completed three weeks in advance from the commencement date of the examination.

Deans, Professors & Academic Team including Heads of Department should be present during this moderation exercise. However, the discussion will be conducted only with the respective faculty who prepared the question paper, in the presence of the Registrar.

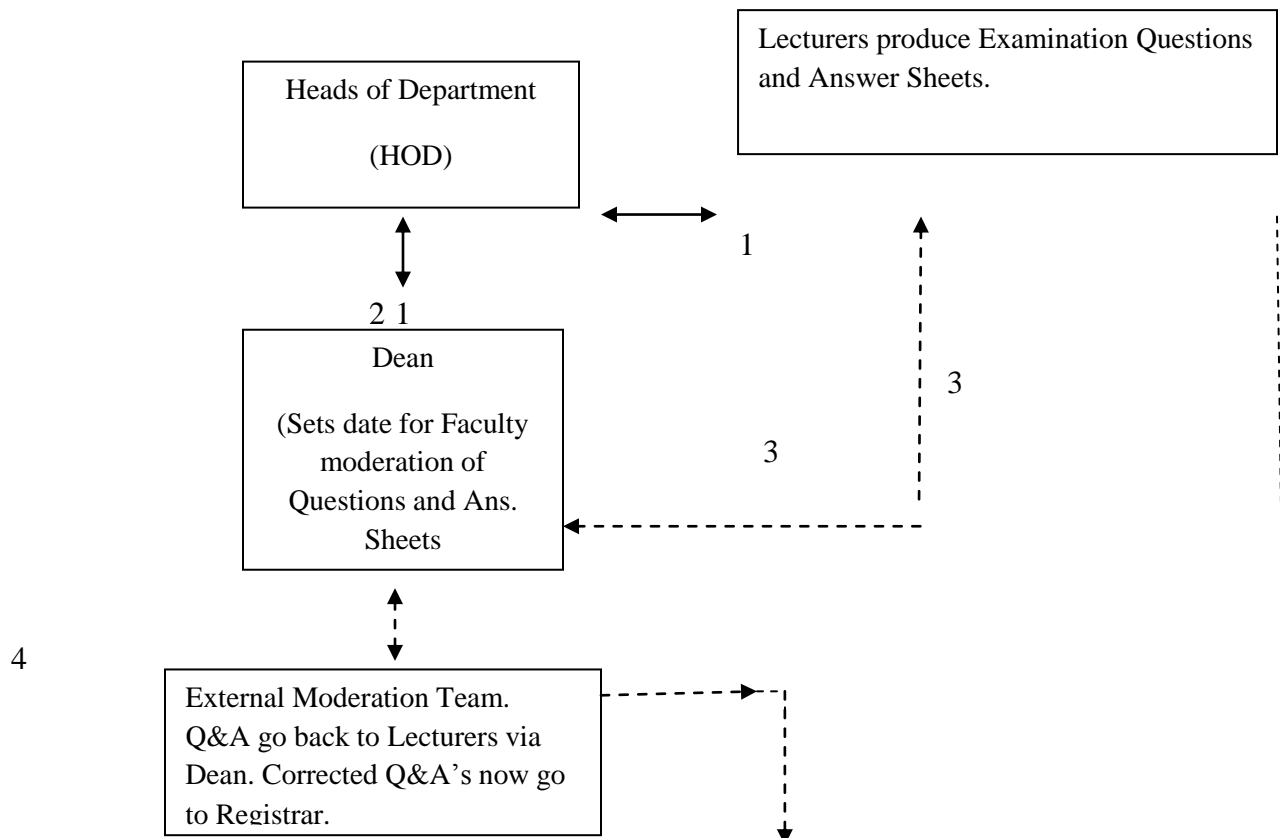
The Registrar will ensure additional computers are available at this office to make required corrections on the same day.

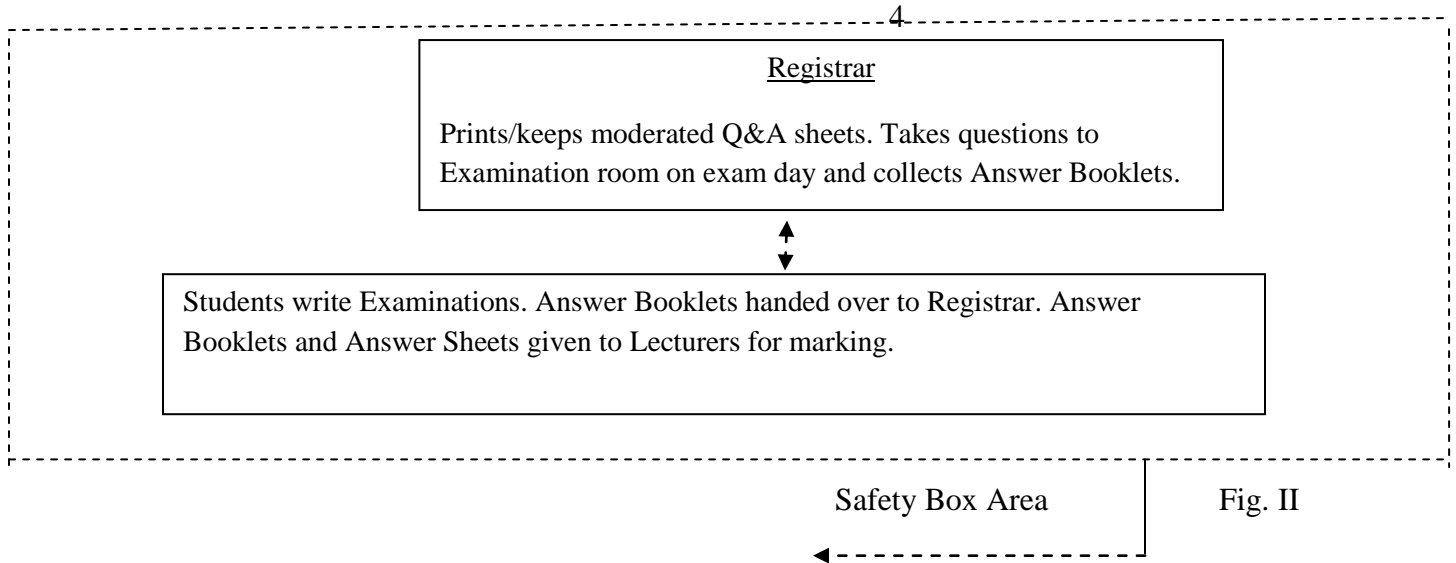
Should the mentor institution’s representative not be available (able) to make for feedback on campus, then they should ensure that the same is moderated by email instead of a visit to the mentor institution.

5.4 The Final Approved Questions Paper

The final approved question papers for printing will be based on the comments and inputs from the external moderators. The Registrar and the Deans shall ensure that all recommended changes have been effected. The figure below depicts the situation after both internal and external moderations have taken place.

5.5 Suggested External Examination Moderation Chart-Flow





5.6 Organization of Examinations:

The organizational aspect of this policy will address the structures and systems that will be put in place to enhance the effective conduct of examinations. There will be three sub-committees for the conduct of examinations:

- 1) Before the Examinations, titled as Examination Process Committee
- 2) During the Examinations, titled as Invigilation Process Committee
- 3) After the Examinations, titled as Results Process Committee

Members of all the above committees shall be nominated by the Registrar and approved by the Vice President.

The Registrar is the Chairman and will appoint Sub Committees to ensure Examination System is run efficiently at KUC. The functions of each Sub-Committee are detailed below:

5.6.1 Sub Committee One: Examination Process Committee:

Constitution:

This committee is constituted before the start of examinations. The committee shall be constituted by six members including the Registrar or Vice President. It shall be headed by any Dean nominated by Registrar. The Vice President will be the Chief Examination Officer. He will be assisted by:

- a) One HOD who will be the Examinations Supervisor

- b) One Academic Staff of rank of Senior Lecturer and above from each faculty to be appointed by the Registrar as a member of this committee
- c) Assistant Registrar (Academics) will be the Member Secretary.

Responsibilities:

The Examination Process Committee shall be responsible for the following functions:

- 1) Formulates and periodically reviews the Examination Policy for the conduct and organization of examinations at Kings University College;
- 2) Develops a schedule of activities each semester for the planning, implementation of examination at Kings University College;
- 3) Draws examination timetables;
- 4) Proposes examinations schedule to the Registrar for approval;
- 5) Arranges moderations of examination questions by mentor institutions;
- 6) Maintains integrity of the examination process;
- 7) Communicates the examinations schedule to KBS, FCSE & FLGIR through the Registrar;
- 8) Takes stock of the total examination stationery available and provides the same for printing if necessary;
- 9) Ensures that the examination question papers are printed one day before the examination and sealed with the Registrar's Signature and kept in his office, only to be opened the next day morning 15 minutes prior to the examinations by the Assistant Registrar (Academics) and handed over to the invigilators by clearly counting the number of students in each examination block; and
- 10) Meets in the first month of each semester to work out the examination schedules for the semester.

5.6.2 Sub Committee Two: Examination Invigilation Committee:

Constitution:

This is a during-the-examination committee which, amongst other matters, is responsible for appointing members of the Invigilation Team.

It shall be headed by the Chief Invigilating Officer (Any HOD nominated by the Registrar, who is not part of the Examination Process Committee).

The other members of the committee shall include:

- a) One lecturer of rank of Senior Lecturer and above from each faculty, and
- b) Assistant Registrar (Academics) will be the Member Secretary.

The committee shall be constituted of five members plus the Registrar.

Responsibilities:

The Invigilation Committee shall be responsible for the following functions:

- 1) To prepare a team of invigilators with their complete database.
- 2) To issue appointment letters to invigilators along with the invigilating duty chart.
- 3) To educate invigilators on the examination process.
- 4) To appoint invigilators and relievers and release the schedule one week in advance, however the classroom and the course they invigilate will be known only on the examination day.
- 5) To take stock of available answer books and create bundles as per the timetable for each programme and places them in envelopes for the examination day. This activity should be done at least a day before the examinations.
- 6) To ensure hygiene factors such as water, tea or coffee are served to invigilating team.
- 7) To ensure that examination question papers will be opened by the Chief Examination Officer in the examination room and handed over to the Chief Invigilating Officer for distribution.

Should invigilators be absent without intimation or give last minute information of their unavailability, then the Registrar alone will decide on their replacement.

All invigilators are to handover the examination answer scripts to the Assistant Registrar (Academics) at registry, who will count and receive the answer scripts from the invigilators and seal the envelope. The information will be entered into the Register and handed over to the Registrar by the Assistant Registrar (Academics).

The Invigilation Committee should meet in the four weeks before the scheduled examination date to:

- 1) Decide on the venue;
- 2) Assess the number of classrooms required;
- 3) Assess the number of chairs required and how many will be positioned in each room; and
- 4) Structure the seating arrangements in the classrooms.

The Sub-Committee proposes and discusses the working plan and seeks approval from the Registrar.

The invigilating team meets 20 days before the examination to set the examination duty chart and proposes to the Registrar. The Registrar will call a general meeting of all concerned to share the invigilation dates. Any amendments in the invigilation schedules are discussed.

One week before the examination, invigilation letters are released clearly specifying the duty of the invigilators.

All the seat numbers are written with WET CHALK to ensure they are impressed for longer time on the tables.

The invigilators will report 30 minutes before the examination to take stock of their respective stationery from the examination office.

5.6.3 Sub-Committee Three: Appointment of Results Committee

Constitution:

This is an after-the-examination committee made up of four members plus the Registrar.

The committee shall be headed by the Registrar. Assistant Registrar (Academics) will be the Member Secretary.

Responsibilities:

The Results Committee shall be responsible for the following functions:

- 1) Ensure that Deans of respective faculties follow-up on assessment work.
- 2) Ensure that regular follow-ups are done by the Assistant Registrar (Academics) to check the progress of the marking of scripts.
- 3) Ensure that the Registrar releases the examination scripts to examiners as per the following process:
 - a) An official letter to the examiner clearly giving examination details for the programme and course along with date of examination.
 - b) Enclose copy of the question paper with the letter.
 - c) The letter specifies the number of answer sheets submitted for checking.
 - d) The letter specifies the number of days in which marking should be completed, as per the deadlines provided in the table below:

No. of Papers	Number of Days	Registrar will tick as to how many days are granted for correction
0-50	8 days	
51-100	12 days	
101-200	15 days	
201-300	20 days	
301 plus	30 days	

- e) A copy of the letter should be given to the HODs for follow-up.
- f) The HOD will follow up when 50% of the time is done to check how many scripts are completed.
- g) The assessor (examiner) is reminded 3 days before the deadline by the HOD. All follow ups by emails, phone calls or letters should be diarized to ensure the University system has been followed.
- h) The details of all follow ups are to be given to the Registrar by the HOD.
- i) The University's norm of declaring results within 45 days from the last examinations should be brought to the notice of the examiners.

Result Declaration

Kings University College will adhere to a norm of declaring examination results within 45 days from the last examinations.

6. Printing of Examination Questions and Attendant Security Issues

6.1 Printing of the Examination Questions

Printing of the examination questions shall be the sole responsibility of the Chief Examination Officer and Assistant Registrar (Academics) under the supervision of the Registrar. The printing will be done at the Office of the Registrar one day prior to the examination.

The chief examination officer shall present the sealed packet of question papers to the Chief Invigilating Officer on the Examination Day.

6.2 Security Issues

Security issues associated with the conduct of examinations shall, among other things, include the following:

- a) Safety of the examination questions throughout the entire process.
- b) Ensuring high ethical and integrity standards are followed.
- c) Ensuring that examination scripts are secured and delivered to the lecturers on schedule.

All printed questions should be kept in a safe at the Office of the Registrar who shall be responsible for the security of all examinations questions.

7. The Conduct of the Examinations

7.1 Management of Logistics

The Chief Invigilating Officer, under the guidance of the Registrar, shall be responsible for all the logistics associated with the conduct of the examinations. These will include: preparing the

examination halls, providing answer sheets, and other examination aids such as graph sheets, tables, etc. as well as seating arrangements. The staff shall be supervised by the Assistant Registrar (Academics).

7.2 Invigilation of Examination Sessions

All graduate employees including faculty members of the university shall be responsible for invigilation. The invigilation schedule shall be prepared by the Examinations Committee. Every lecturer shall be responsible for the invigilation of his/her own paper(s). In addition, they shall play supporting invigilating roles to be assigned them by the Examinations Committee. The registry staff shall only play a supporting role in invigilation.

7.3 Custody of Scripts

All examiners shall be present during the examination session, and shall receive the examination scripts from the invigilators at the end of the examination for marking. Please refer to Annexure.

8. KUC Examination Procedures: Rules and Regulations

The purpose of Examination Procedures (i.e. Rules and Regulations) is to achieve coordinated and consistent examination practices at KUC. Academic Staff of the University are responsible for setting appropriate assessment Examinations. For policies relating to general principles and responsibilities for assessment, refer to KUC Examination Policy booklet.

The following guidelines shall govern the conduct of all examinations in the University. It is the duty of all concerned to acquaint themselves with these Rules and Regulations.

8.1 Timing of Examinations

Each semester covers 15 weeks. Student/Lecturer class contact takes 13 weeks. The last two weeks of a semester are used for revision and writing of examinations.

8.2 Examination Sessions

Examinations may be held within the period 8am to 9pm, Monday to Saturday, including public holidays, during the examination period.

8.3 Students Availability for Examinations

Students shall be available to undertake examinations throughout the periods designated for examinations as outlined in the academic calendar.

8.4 Qualifying to write University Examinations

A candidate shall qualify to write University Examinations if:

- a. He/she has registered and followed the approved course as a regular student and has not absented himself/herself for more than the equivalent of three weeks' contact hours for the course;
- b. He/she has continuous assessment marks for relevant subject areas;
- c. He/she is not under suspension from the University.

8.5 Examination Rooms and Seating Arrangements

- a. The examination shall take place at approved venues indicated on the Time-Table. It shall be the duty of the candidate to consult the Time-Table and ascertain the papers to be written each day.
- b. It will be the sole responsibility of the Examinations Committee or their representative supervisor of the University to seat students in the various examination venues for all examinations.

9. During Examinations: Examination Room Procedures

9.1 Chief Invigilating Officer

Appointment:

Chief Invigilating Officer shall be appointed by the Registrar with the approval of the Vice President.

Powers of the Chief Invigilating Officer:

- 1) The Chief Invigilating Officer shall have responsibility for the conduct of examinations.
- 2) The Chief Invigilating Officer has and may exercise such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination.
- 3) The Chief Invigilating Officer need not enter into debate with a candidate for any direction given to the candidate.
- 4) A Chief Invigilating Officer may require any person present in the examination room to:
 - a) provide an ID card or other evidence to confirm his/her identity and eligibility to be in the examination room;
 - b) show that the person does not have in his/her possession any unauthorized materials as specified in the Students' Handbook;
 - c) answer any question relating to that person's behavior while in the examination room;

- d) leave an examination room if a supervisor considers that a candidate's behavior, dress or appearance is such as to disturb or distract any other candidate; and
- e) surrender any material, which the supervisor considers to be unauthorized; and/or comply with any direction the supervisor deems necessary to ensure the proper and efficient conduct of the examination.

9.2 Students Identity Cards

- a. Identity Cards of students shall be inspected during all examinations. Candidates are, therefore, requested to display their Student Identity Cards on their tables for inspection by the examination officers.
- b. Candidates who have misplaced their identity cards shall apply to the Registrar for replacement before the examinations.
- c. Candidates who have no evidence of any kind of Kings University College Identity Card shall not be allowed to take the examination.

9.3 Entering and Leaving Examination Rooms

- a. A candidate should make himself//herself available at the examination venue at least 30 minutes before the commencement of the examination.
- b. A candidate may not be allowed to write an examination if he/she reports in the examination room 30 minutes after commencement of the examination.
- c. Candidates who arrive after the examination has started shall not be allowed any extra time to complete the paper.
- d. A candidate shall not bring to the examination room any unauthorized material. No bags, mobile phones/organizers, programmable calculators are to be taken into the examination room(s). No student shall enter the examination room until he/she is invited or called and/or requested to enter the Examination Room. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the supervisor to submit himself/herself to a body search. Refusal to comply would constitute an examination offence resulting in expulsion from the examination.
- e. Candidates may leave the examination room temporarily, but only with the permission and direction of the supervisor. In such cases, the supervisor shall be required to certify that the candidates do not carry on or with them any unauthorized material. An attendant

designated by the supervisor shall accompany a candidate who is allowed to leave the examination room temporarily.

- f. Candidates shall spend a minimum of 30 minutes in the examination room before submitting examination scripts. Similarly, no candidate shall be permitted to leave the examination room during the last 15 minutes of the examination.
- g. A candidate who completes an examination ahead of time and intends to leave the examination room shall draw the attention of the supervisor/invigilation assistant who shall collect the candidate's answer books before he/she is permitted to leave.
- h. A Candidate who has fallen ill in the examination room shall inform the supervisor for the appropriate action to be taken.

9.4 Procedures during the Examination

- a. Candidates shall ensure that they sign the examination attendance sheet. On receipt of the answer books, candidates shall carefully read the instructions on the front cover of the answer books and enter their index numbers and other details as required.
- b. No part of the answer book may be torn off and all used answer books must be left on the table. Rough work shall be done in the answer books and should be crossed out to show that it is not part of the answer.
- c. It shall be the candidate's responsibility to provide for themselves such materials as **pen**, pencil, eraser, ruler, calculator for the examination. Borrowing of these materials from other students during the examination shall not be allowed. Candidates are to ensure that they are given the right question paper and other material(s) needed for the examination.
- d. Under no circumstance shall a candidate write his/her name on any part of the answer book provided. Candidates are required to use only their index numbers throughout the examination period. Unless otherwise instructed, candidates are to sit according to their index numbers for all written papers.
- e. There shall be no verbal or any other form of communication between candidates during the period of the examination.
- f. Candidates shall be told by the supervisor(s) when to start answering the questions. Candidates shall be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.

- g. As soon as the 'Stop Work' order is announced, candidates shall stop writing. Candidates shall remain seated for their answer books to be collected by the supervisor/invigilation assistant.
- h. At the end of each examination, candidates shall ensure that the identifying numbers of the questions answered are entered in the order they have been answered in the space provided on the answer book. All used supplementary sheets shall be fastened to the answer book following the last page of the answer book.
- i. At the end of each examination, candidates shall not take away any answer books or supplementary sheets whether used or unused.

9.5 Absence from Examinations

- a. Any candidate who fails to attend any or part of an examination, except on medical or other legitimate grounds, shall be deemed to have failed the examination. The following shall not be accepted as reasons for being absent from any examination:
 - i. Misreading the time-table
 - ii. Forgetting the date or time of the examination
 - iii. Inability to locate the examination hall
 - iv. Over-sleeping
 - v. Inability to find transport to the examination venue.
- b. In case of absence from an examination through ill health, the candidate (or someone acting on his/her behalf) shall submit a relevant Medical Certificate, which must relate to the day or period of the examination. Evidence of illness will not normally be taken into account unless substantiated by a Medical Certificate. Such evidence must be received within 14 days after the day of examination.
- c. It is the responsibility of the candidate to arrange with his/her medical practitioner for any medical evidence to be certified by the Dean of Students Affairs to be sent to the Assistant Registrar (Academics).
- d. In case of absence from an examination due to serious causes other than ill health, the candidate (or someone acting on his/her behalf) shall submit to the Assistant Registrar (Academics):
 - (i) a written explanation for the absence, and
 - (ii) evidence of the cause, where possible.

9.6 Examination Offences

- a. All cases of examination offences shall be investigated by the relevant Faculty Examination Committees which shall comprise of the Faculty Dean, the Dean of Students, a Head of Department, a student representative and the Assistant Registrar (Academics) who shall head the committee. Detailed reports shall be submitted to the President, not later than one month after the end of semester examinations.
- b. An examination offence shall be understood to be any attempt on the part of a candidate to gain an unfair advantage in examinations.

These offences include, but are not limited to:

- 1) Leakage of examination questions (and other unapproved acts).
- 2) Any knowledge or possession of examination questions before the examinations.
- 3) Possession of unauthorized materials related to the examinations and likely to be used during examinations for unfair advantage.
- 4) Copying from prepared notes or from a colleague's script during examinations.
- 5) Persistently looking over other candidate's shoulders in order to cheat.
- 6) Impersonating another candidate or allowing oneself to be impersonated.
- 7) Assisting or attempting to assist, obtaining or attempting to obtain assistance from another candidate.
- 8) Consulting or trying to consult during examination any books, note, or other unauthorized materials.
- 9) Persistently disturbing other candidate(s) or detracting their attention.
- 10) Verbal or physical assault on a supervisor over alleged examination offence.
- 11) Destroying materials suspected to help establish cases of examination malpractices.
- 12) Writing after the examination has been declared ended.
- 13) Fabrication of data – Claiming to have carried out experiments, observations, interviews or any sort of research which have not in fact been carried out or claiming to have obtained result which have not in fact been obtained.
- 14) Plagiarism – copying another's work and pretending it is one's own or substantial use of other people's work and the submission of it as though it was one's own.

9.6.1 Penalties for Examination Offences

Offences		Penalty
1. Leakage of Examination Questions	-	Dismissal of offenders involved
2. Possession of unauthorized materials related to the examination and likely to be used during examination	-	Cancellation of the candidate(s) particular paper(s)
3. Copying from prepared notes or from a colleague's script during examination	-	Cancellation of the candidate's paper and rustication for two Semesters
4. Looking over other candidate's shoulder in order to cheat	-	Cancellation of the candidate's paper
5. Impersonation	-	Dismissal of candidates involved
6. Assisting or attempting to assist, obtaining or attempting to obtain assistance from a candidate	-	Cancellation of the candidate's paper and/or rustication for two semesters
7. Consulting or trying to consult during the examination any book, notes or other unauthorized materials	-	Cancellation of the candidate's paper and rustication for two semesters
8. Persistently disturbing other candidate(s) detracting their attention	-	Stopping candidate from or continuing the examination
9. Verbal assault on supervisor during or after examination	-	Dismissal of the offender
10. Physical assault on supervisor	-	Dismissal of the offender and possible prosecution by supervisor
11 Destroying materials suspected as evidence	-	Cancellation of the candidate's paper and rustication for two semesters

12. Writing after the examination has ended	-	Loss of 5 marks for the examination paper
13. Fabrication of data	-	Cancellation of candidate's Result
14. Plagiarism	-	Cancellation of candidate's Long Essay/Project/Thesis
15. Buying and submitting paper written by other	-	Dismissal of offender involved

Reports from faculties shall be sent to the President for consideration and implementation.

10. Appeal against Examination Results

A candidate who is not satisfied with the results of any examinations may request for remarking by submission of an application to the Registrar and payment of the appropriate re-marking fee. The re-marking shall be done by an external examiner.

An application of re-marking shall be submitted to the Registrar not later than 21 days after the release of the said result and shall state the grounds for requesting the re-marking. No action shall be taken on an application which is submitted outside the stipulated 21 day period. Re-marking shall not proceed unless the re-marking fee is fully paid.

The results of the re-making shall be considered by the Faculty and recommendations submitted to the Academic board for ratification.

If it is established that a complaint for re-marking is without merit or is ill-motivated, the Academic Board may prescribe appropriate sanctions against the complainant.

10.1 Procedure for Appeal against Academic Evaluation by Students after Declaration of Examination Results

Introduction

The appeal procedure enables the University to maintain an open and transparent system of students' assessment and records. It provides students who have appealed with relevant

information through structured feedback after declaration of results through the academic staff. This allows amendment in their study pattern to ensure their grades in future examinations are better than current ones.

The Procedure:

- 1) At the first instance, all appeals of a grade challenge must be made to the course instructor by filling the application form for appeal through the registry.
- 2) The appeal shall be lodged within 7 working days from the date of declaration of results. Appeals lodged after 7 working days will not be entertained by the registry.
- 3) The Policy for Appeals lays down certain grounded rules for handling requests for appeals.
 - a. No academic staff will formally or informally entertain any request from students on appeal unless directed by the registry.
 - b. All students will be allowed to make appeals in up to 2 courses in one examination.
 - c. Students with 4 or more papers with “F” Grade are eligible to appeal to the faculty level only.

Sample Appeal Forms:

To:
The Registrar
Kings University College
Aplaku Hills
Accra, Ghana

Dear Sir,

Re: Appeal for Feedback on Grade / Change of Grade (Strike what's not applicable)

Registration No.: _____

I am student for the programme in _____ Level _____
Specializing in _____, appeared for the following course
_____ bearing code (_____) in the examination held in
the month of _____ dated _____.

The declaration of results of the above programme shows my Grade as _____. I requested for an Appeal to seek feedback on the level of grades obtained by me.

AND/OR

The declaration or results of the above programme shows my Grade as _____. I requested for an Appeal to seek a reassessment of the grades obtained by me. I attach the receipt of payment for Reassessment for GH¢25.

I look forward for your kind consideration.

Warm regards

(Student Name)

On Reverse Side of the Form

Decision Notes on the Feedback Meeting held on _____ at _____ time.
The following points were discussed:

Course Faculty Signature:

Student Signature:

For Registry Use:

Remarks:

Signature

Registrar's Signature

