

**BAUCHI STATE  
UNIVERSITY**

**EXAMINATIONS  
REGULATION  
HANDBOOK**

**2013-2017**

## **Foreword**

Bauchi state university is pleased to present this handbook which provides the necessary information about the university examination regulations. Its purpose is to inform the university constituency about these regulations to understand and obey them.

**Registrar**

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## **CHAPTER ONE**

### **1.1 Definitions of Terms**

#### **In these Regulations:**

- (a) “The University” or “University” means Bauchi State University, unless the context indicates otherwise.
- (b) “Course” is a self-contained element of teaching, study or other prescribed academic activity finally assessed and reported to the Board of Examiners by a single mark. It may consist entirely of lectures, laboratory, seminar, field or project work, or any combination of these.

There shall be a uniform coding system for the course comprising three letters and four digits.

- (c) “Programme” means any group of courses appropriate in the context, e.g. “the B.Sc. programme” “the Microbiology programme”.
- (d) “Subject” means a group of one or more courses, appropriate with the context, taught by a particular Department or sub-department.
- (e) “Credit”: One weekly contact hour or equivalent per semester is one credit or a course of 15 lectures is valued at one credit. Other teaching methods are evaluated by reference to these norms. Faculty Boards evaluates such methods.
- (f) “Session” means an academic year of two semesters as determined by the Senate.
- (g) “Semester” means a period of 15 teaching weeks or as determined by the Senate
- (h) “Faculty” Faculty Board” and “Dean” carry the meaning given to them in the Schedules of the University Statutes. The Faculty Boards, subject to the final authority of the Senate, carry responsibility for programmes of study and examinations for degrees and diplomas in their respective faculties.
- (i) “Examination” means a formal test by written, oral or practical means held at an appointed time and place (notwithstanding this definition, conventional phrases such as “examination regulation;” “examination results”, etc. shall be understood within the context.)
- (j) “Continuous Assessment” means any item of work required from students for assessment during a course or programme other than formal examination.
- (k) “Examiner” means a person participating in the process of assessment of candidates by coursework and formal examination.
- (l) “Degree” means the qualification awarded following successful completion of a programme of study normally covering eight or more semester.
- (m) “Diploma” means the qualification awarded following successful completion of a programme of study covering two or more semesters and of an academic level lower than a degree.
- (n) “Incomplete grade, (I)” means the assessment of a course the formal examination of which is not written under the permission of Senate.
- (o) “Probation” means a warning status accorded a student whose CGPA is less than 1.00. The probation period is usually one academic session (two semesters) during which the student is expected to improve and raise his/her CGPA to 1.00 or higher, otherwise he shall be withdrawn from the University.
- (p) “Rustication” for a non-final year student means staying away from academic work for the period indicated by Senate. For a final year

student, “Rustication” means canceling the work of the semester(s) in which the offence occurred and registering afresh in a new semester/session. As rustication is a punishment, the period of rustication counts in determining the student’s maximum period of stay at the University.

- (q) “Withdrawal”, which is usually on academic grounds, means terminating the student’s programme of study. Withdrawn students are free to reapply for fresh admission into the University using the usual credits earned in the previous programmes from which they were withdrawn. Except for those who are withdrawn for misconduct.
- (r) “Expulsion”, which is usually a result of misconduct, also means terminating the student’s programme of study. An expelled student is forever disqualified from admission into any programme in the University. If he/she applies and is admitted due to oversight, Senate would expel him/her again as soon as the case is discovered. Senate shall withdraw any qualification conferred on any previous expelled student.
- (s) “Suspension of Studies” means a period approved by Senate (based on an application by the student with appropriate supporting documents) for the student to be away from the University. It is given for a maximum of one session in the first instance, but could be renewed (on application) for one more session only. “The period of suspension of studies does not count in determining the maximum period of stay at the University by the concerned student.
- (t) “Required/Core Course”: A course is said to be a required/core course in a programme if a student cannot graduate from the programme without taking and passing the course.
- (u) “Elective/Optional/Non-required/Non-core Course”; A course is said to fall under this category within a programme if a student can graduate from the programme without necessarily passing the course. It should, however, be noted that in addition to passing all core courses, a student may be required to pass a number of elective courses in order to satisfy the credit requirements of a programme.
- (v) “Prerequisite” refers to a course that must be passed before another specified course is taken. Thus, course A is said to be a prerequisite to Course B if a student cannot register for Course B until she/he has taken and passed Course A.
- (w) “Co-requisite” refers to a course that must be taken before or concurrently with another specified. Thus, Course A is said to be a co-requisite to Course B if Course B can only be taken together with, or after, Course A has been taken.
- (x) “Spill-Over Years” refers to a year outside the normal period for a programme, but still within the permissible maximum duration. First

degree programmes (except some in the Faculty of Medicine) have two spill-over years, while diploma programmes have one spill-over year.

- (y) “Last Chance” refers to the last permissible years outside the normal period required. For example “Spill-over Year Two” is the last chance for undergraduate programmes.
- (z) “Confessional Pass, CP” is an opportunity given by Senate to last chance students to graduate, provided they have satisfied all graduation requirements except in only one course and they failed the said course with a score between 30% and 39% in the last chance year. CP does not apply to degree students in Faculties of Law and Medicine

### **1.1 Punishments for Falsification of Entry Qualifications**

Where it is established that the student falsified his/her entry qualifications, the student shall be expelled from the University. This is irrespective of whether the falsification has affected the student’s chances of gaining admission into the University, or not.

Where it is established that the falsification of the qualification is due to an error on the part of the school attended by the student and the falsification has affected the student’s chances of gaining admission into the University, the student shall be withdrawn from the University.

Where it is established that the falsification of the qualification is due to an error on the part of the school attended by the student and the falsification has not affected the student’s chances of gaining admission into the University, the student shall be exonerated.

## **CHAPTER TWO**

### **2.0 EXAMINATIONS**

For a candidate to be eligible to sit for any examination he/she must have a minimum of 75% attendance in the course.

#### **2.1 Documentation**

Students admitted into the Remedial Science Programme of level 1 are normally required to carry out examination documentation with the Faculty Office, No Remedial Science Student or Level 1 candidate shall be allowed to sit for any examination without proper documentation.

#### **2.2 Assessment of Performance**

The overall process of assessment of a candidate's performance in a course or programme may consist of continuous assessment and formal examination.

### **2.3 Preparation for Examinations**

1. Printing of master lists of registered students should be done by ICT/MIS and should take place two weeks after Add/Drop exercise is completed, and this should be distributed to Faculties by the third week. The Add/Drop period should be strictly enforced and no more Add/Drop after the expiration period. The end of Add/Drop period should not extend beyond 6/7 weeks after registration.
2. Final Examination Time Table must be ready five weeks before commencement of semester examination.
3. Examination cards should be generated four weeks before commencement of semester examination, and distributed to Faculties.
4. Distribution of examination cards to students should take place two weeks before examination.
5. Distribution of Examination Regulations to all staff by the HOD for compliance should take place three weeks before commencement of semester examination.
6. The money for the purchase of examination materials should always be released on time, at least by mid-semester.
7. Examination materials should be standardized, and be supervised by the Academic Office.
8. For large classes (especially 100 and 200 levels) in relevant Departments, multiple choice/Fill-in/Short answer questions should be set for continuous assessment tests.

### **2.4 Admission into Examination**

- i. In order to be admitted into an examination, student must have been registered for the relevant course, and must satisfy any University and Faculty requirements regarding attendance, the performance of assignments connected with the course taught, and the payment of fees.
- ii. A student must have at least a 75% attendance record in order to be eligible to sit for an examination in a course. This provision can only be implemented if the Department is satisfied that proper attendance record has been kept.

### **2.5 Conduct of Examination**

1. Faculty/Departmental Examination Officers should be from the rank of Lecturer II.
2. There should be a central senate Committee on Examination Preparations. The Committee should be chaired by a senior academic from the rank of Senior Lecturer.



3. There should be an Examination Officer for each Faculty/Department. The Examination Officers are to be appointed by the Faculty and Departmental Boards respectively.
4. The tenure for the faculty/Department Examination Officer for the Faculty should be two years.
5. The money being given for entertainment to invigilators during examination should be reviewed periodically.
6. Deans and Head of Departments should be remunerated for examination administration.

## **2.6 Discipline during Examination**

1. It shall be the responsibility of each student to make sure that he/she is registered for the appropriate examinations for which he is registered; also to ensure that he/she is in possession of any identity document prescribed for the examination.
2. Each candidate should be at the examination room at least twenty minutes before the advertised time of the examination.
3. He/she is required to supply his/her own writing and drawing instrument. He/she is also required to supply any other examination aid to which the provision is prescribed in the rubric of the question paper as being his own responsibility.
4. A student shall bring his identity document to each examination and display it in position on his desk.
5. Any book, paper, document, examination aid (except as may be provided for in the rubric of the question paper and announced to the candidate in advance), handbag or brief case is to be deposited at the invigilator's desk, or a desk designated for the purpose, before the start of the examination. In no circumstances must they be placed on or near any candidate's writing desk.
6. Each student shall complete an attendance sheet bearing his number and name, which shall be collected by the Invigilator.
7. A student shall write his examination number, but not his name, distinctly at the top of the cover of every answer booklet or separate sheet of paper.
8. The use of scrap paper,; question paper, toilet tissue, etc. for rough work is not permitted. All rough work must be done in answer books and crossed neatly through, or in supplementary answer sheet, which must be submitted, to the invigilator.
9. A candidate arriving late shall be admitted up to thirty minutes after start of the examination, but he/she shall not be allowed extra time. If he/she arrives more than thirty minutes late but before one half of the total duration of the examination has elapsed, the invigilator may at his discretion admit him if he is satisfied that the candidate had good reason for his lateness, and provided that no candidate has already left. No

- candidate shall be admitted after half the duration of the examination has elapsed.
10. A student may be permitted by the invigilator to leave the examination room provide that:
    - a. No student shall normally be allowed to leave during the first thirty minutes or last ten minutes of the examination. He must hand in his script to the invigilator before leaving if he does not intend to return.
    - b. A student who leaves the examination room shall not be readmitted unless throughout the period of his absence he has been continually under the supervision of the invigilator or Examination Attendant.
  11. No student shall speak to any other student or except as essential, to the invigilator or make any noise or disturbance during the examination.
  12. Smoking is not permitted in the examination hall during any examination.
  13. A student must not directly or indirectly give assistance to any other student or permit any other student to copy from or otherwise use any other student's papers. Similarly, a student must not directly or indirectly accept assistance from any other student in what ever form.
  14. At the end of the time allotted, each student shall stop writing when instructed to do so and shall gather his scripts together. He/she shall then remain at his desk until all candidates' scripts have been collected, and he has been given permission by the invigilator to leave. It shall be candidate's responsibility to ensure that a University Official in the examination venue collects his answer script before he/she leaves.
  15. If any student is found to be or is suspected of infringing the provisions of these regulations, or in any way cheating or disturbing the conduct of the examination, the invigilator shall take possession of any relevant evidence, obtain statement(s) from the students(S) concerned and/to make the student(s) concerned available for action by the Examination Malpractice Committee.
  16. Except for the printed question paper, a student may not remove from the examination room or mutilate any paper.

## 2.7 Logistics

1. Good lighting and sitting arrangement should be provided in all academic areas during examination.
2. The University is to put in place a user-friendly examination software package for processing and presentation of examination results.
3. The University Administration is to furnish Departmental/Faculty Examination Offices.
4. Faculty that submits its **COMPLETE** results within the stipulated period to the Academic Office for Senate consideration should be commended.
5. There shall be a Senate Examination Misconduct Committee (EMC)

6. EMC cases should be considered at the same time semester results are considered. Members of EMC committee should be remunerated to work hard so that EMC cases are considered along with results.

## **2.8 Appointment of External/Internal Moderators**

1. Appointment of external and internal moderators should be forwarded to Senate (or Senate Standing Committee) for consideration and approval four weeks after commencement of academic session.
2. Departments should inform Senate in their submission the number of terms the external examiners they recommended had served. External moderators should serve for a maximum of three years at a stretch.

## **2.9 Absence from Course Work and Examination**

1. Students are expected to attend their prescribed course regularly and continuously.
2. Dispensation from coursework and/or examination may be granted to a student who is absent from the University on Medical grounds. In special circumstances, and for good cause, the Senate may approve the request of a student to be absent from course work and/or examinations. In both cases, such academic concession will be confined to the period of sick leave, or leave of absence granted to the student.
3. Where only coursework is involved, the student may be required to complete any coursework missed, or undertake an alternative one on his return.
4. Where an examination with or without coursework, is involved, the performance in the affected course would be recorded as “incomplete”, and the credit load will not be counted in the calculation of the student’s Grade Point Average (GPA) for the semester. The student will write the examination when next available and complete course work/assignments that may be outstanding. For a graduating student or in a case where the affected course is being phased out, the faculty may recommend, to senate the completion of an ‘incomplete’ course, through the administration of special examination of such an option is considered feasible.
5. Where a student takes certificated sick leave, and in all cases where he/she falls ill during or within a period of up to 3 days before an examination, he must obtain a sick leave certificate within 24 hours of the commencement of his absence. If he/she attends an examination during a period of authorized sick leave, no subsequent appeal for consideration of failure in the examination will be entertained. Late submission of sick leave certificate will be entertained only in exceptional circumstances. Certificate, or excuses on medical or other grounds submitted after the publication of examination results can in no circumstances be considered.

6. An absence for a period, which exceeds 30 consecutive days, or 30 days plus the duration of any official vacation, which intervenes, will normally be permitted only on medical ground. If an appropriate sick leave certificate is not submitted before the end of this period, Senate will regard the students as having withdrawn voluntarily from the University.

### **2.10 Maternity Leave**

A female student must submit a medical certificate, showing the expected date of delivery, not less than 6 weeks in advance of the date and can be granted dispensation from coursework for a period of 12 weeks commencing 6 weeks before the date of delivery. Postponement of an examination occurs within a period of beginning six weeks before the expected date of delivery and nine weeks after the actual date of delivery. The Faculty Boards may at its discretion extend this period on receipt of medical statement indicating exceptional circumstances. Dispensation from course work during maternity leave as above is permitted only once during a programme of study. If expected date of delivery interferes considerably with a semester programme, the department concerned may require the semester's work to be abandoned and taken at the next available opportunity.

### **2.11 Sick Leave Certificate**

- a. If student falls sick while resident in any of the University Campuses, each leave certificate must be obtained from the University Clinic or from a doctor or Hospital to which the student is referred from the University Clinic. In the latter case the certificate should be on official headed form stamped and counter-signed by the Head of Department or the Medical Superintendent in charge of the Hospital as appropriate.
- b. If a student falls sick outside the campuses,, or is taken in emergency to a hospital, he/she must similarly obtain his certificate from a Medical Officer employed by a University or by a government Hospital on an official headed form stamped and counter-signed by the Head of Department or Medical Superintendent in-charge of the Hospital as appropriate.
- c. If a student falls sick outside Nigeria, he/she must send without delay an official sick-leave certificate to the Director, University Health Services, who may at his discretion refer the certificate for authentication to the Nigerian Diplomatic representative in the country concerned or to any other appropriate body.
- d. If a student is granted a sick leave or maternity leave before the examination, and if he/she decides to take the Examination, the sick-leave or maternity leave shall be withdrawn and he/she will be obliged to take all the examinations.

## **2.12 Submission of Maternity / Sick Leave Certificates**

- a. If the student obtains a sick-leave certificate from the University Clinic, he/she must present it personally or through a messenger without delay to the Deputy Dean of the Faculty.
- b. If the certificate is obtained from a doctor to whom he is referred, it must be presented personally or through messenger without delay to the Director, University Health Services.
- c. If the certificate is obtained outside Bauchi State, it must be sent immediately by messenger or by registered post to the Director of University Health Services and a receipt of delivery or posting (as appropriate) obtained. If sent by post, the student must retain a copy. The student must meanwhile endeavour to notify the Dean's Office by telephone or by messenger, stating his exact address, and the number of days of sick leave given.
- d. In all cases receipt for delivery or posting of a certificate, and the copy where appropriate, must be retained and produced to the Deanery if required later.
- e. One receipt of a certificate issued by another doctor, the Director, University Health Service, will notify the Dean of the Faculty. The Director may consider it necessary to send a member of the Health Services staff to verify the student's condition, and any change of address or condition must be communicated to the Director without delay. The Director will not further consider a certificate of the address given is found to be false.

## **CHAPTER THREE**

### **3.0 EXAMINATION MISCONDUCT**

#### **3.1 Category of Offences, which invite Expulsion from the University**

- i. Impersonation at Examination
- ii. Exchange of name and/or numbers on answer sheets
- iii. Introduction and use of relevant unauthorized materials in the Examination Hall
- iv. Exchange of materials in Examination Hall such as question papers, containing jottings relevant to the on-going examination
- v. Theft or illegal removal of Examination script
- vi. Any kind of mischief likely to hinder the smooth conduct of examination e.g. fire, flooding or physical violence etc as determined by the Senate.
- vii. Collaboration with or copying from another candidate
- viii. Cheating outside the Examination Hall, e.g. in the toilet
- ix. Use of mobile phones (GSM) text messages and/or other such communication or electronic gadgets during examinations
- x. Any other misconduct deemed by Senate to warrant expulsion.
- xi. Introduction of fake examination card or identity card in the examination hall

#### **3.2 Category of offences which invite rustication for one year**

- i. Non – submission or incomplete submission of answer scripts
- ii. Introduction, but not use of relevant unauthorized materials to the examination hall
- iii. Introduction without use of mobile phone(s) and/or other such communication or electronic gadgets to examination hall
- iv. Any student that insults an invigilator, examination officer or any constituted authority during examination

#### **3.3 Category of offences, which invite warning**

- i. Introduction of unauthorized irrelevant material to Examination Hall.
- ii. Writing on question paper/script
- iii. Any other malpractice(s) deemed by the Senate to warrant warning.
- iv. Failure to write name, registration number, signature on the attendance register
- v. Speaking/conversation during examination except with the permission of the invigilator
- vi. Unruly behaviour in the examination hall that does not affect the conduct of the examination
- vii. Partial mutilation of the answer script by alteration, cancellation, overwriting of name, examination number, identity number, examination code, torn – off pages etc on the answer script.

### **3.4 Offences involving Staff**

Any act of commission or omission amounting to examination misconduct e.g. loss of scripts, continuous assessment, projects, alteration of mark etc by a member of staff shall be referred to Staff Disciplinary Committee for appropriate punishment.

## **CHAPTER FOUR**

### **4.0 RESULTS**

#### **4.1 Notification of Examination Results:**

- i. Student are to note that examination results shall be made known to them only after passing through the Department Board, Faculty Board of Examiners and finally approved by the Senate.
- ii. Level coordinators normally issue their students with end of session result slip. Students are advised to re-do the GPA/CGPA calculations to ensure that their performance is correctly reflected in the slip.

#### **4.2 Correction of Results**

A result may be corrected by course lecturer and Department. Genuine correction of results are entertained from students and handled as appropriate from the Departments through to the Senate.

#### **4.3 Verification of Results**

- i). Where a student is sure that he/she has sat for an examination and he/she is recorded absent he/she can verify the result of that course subject to the satisfaction of his claim by his Departmental Examination Officer. In such a case the Departmental Examination Officer fills in a verification form and send it to the students information and the course (s) to be verified.
- ii). No student is allowed to convey his/her Verification form in person to the Department in which the verification is intended to be carried out, or to take back the verified result to the Department.

#### **4.4 The Grading System**

Bauchi State University operates the course Unit system. Consequently, the University uses the GPA/CGPA grading system. The following are some of the important features of the system.

#### **4.5 Letter Grades**

Each course is assessed by a letter grade using the letters A, B, C, D, E, F, and I. Each letter, except I corresponds to a range of marks as follows: A for 70-100%, B for 60-69%, C for 50%; D for 45 - 49%; E for 40-44%; and D for 0-39%. The grades A to E denote passes, with A being the best; the grade F denotes a failure in the course, while the grade I is explained below.

#### **4.6 Incomplete Grade**

The incomplete grade I, is awarded to a student who has completed all aspects of a course except the end-of-semester examination and Senate has accepted as



valid his/her reason(s) for not sitting for the examination. The student would not carry over the course. Rather, he/she will only sit for the examination when it is offered next. His/her continuous assessment is carried forward and added to the examination marks.

#### 4.7 Grade Points (GP)

Each letter grade, except I, is assigned a Grade Point as follows: A=5; B=4, C=3, D=2, E=1 and F=0. No grade point is assigned to I.

#### 4.8 Points

All points obtained in a course are the product of the credit value of the course and the grade point obtained in the course. Thus, if a student obtains a 'B' in a three-credit course the points are  $4 \times 3 = 12$ .

#### 4.9 Grade Point Average (GPA)

The Semester Grade Point Average (GPA) is defined as the weighted average of all the grade points obtained in the semester, with the credits as the weights. It is an indication of the student's (average) performance in the semester. In computing the GPA, credit values of course(s) graded incomplete are not counted. Thus:

$$\text{GPA} = \frac{\text{Total Semester Points}}{\text{Total Semester Credits}}$$

Where credits for incomplete courses are not counted in totaling the credits.

#### 4.10 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is defined as the weighted average of all the grade points obtained by the student from the time he/she joined the programme of study up to the time of computation. Thus, the CGPA gives an indication of the student's overall performance in the programme of study. The CGPA is therefore computed as follows:

$$\text{CGPA} = \frac{\text{Total Semester Point ALL Semester}}{\text{Total Semester Credit for ALL Semester}}$$

Where credits for incomplete courses are not counted in totaling the credit. Roughly, the GPA and CGPA values are interpreted as follows:

GPA/CGPA	INTERPRETATION FOR DEGREE STUDENTS	CLASS OF DEGREE
4.50-5.00	Excellent	First Class Honours
3.50-4.49	Very Good	Upper Second Class Honours

2.40-239	Good	Third Class Honours
1.00-1.49	Satisfactory	Pass
0.00-0.90	Poor	Fail