
**KANO UNIVERSITY OF SCIENCE AND TECHNOLOGY, WUDIL
P.M.B 3244, KANO**

**SEMESTER, EXAMINATIONS, CONTINUOUS ASSESSEMENT AND GRADING
SYSTEM**

BY

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FOR THE NEWLY ADMITTED STUDENTS ORGANIZED BY THE COUNCELLING
AND HUMAN DEVELOPMENT DIRECTORATE**

THURSDAY, 27TH APRIL, 2017

SEMESTER, EXAMINATION, CONTINUOUS ASSESSEMENT AND GRADING SYSTEM

1.1 Introduction: The topic of discussion is specifically chosen to guide students on the semester system, semester examinations, continuous assessment and grading system. The following basic definitions are given to make the topic much clearer to students. The management and administration of examinations in Kano University of Science and Technology, Wudil is associated since inception of the University in 2001 with a number of successes. The University has witnessed series of transformations and innovations in the conduct of semester examinations, particularly in the areas of examination time table, invigilation, examination card, examination result processing to mention but a few..In order to consolidate the achievements recorded so far and to overcome to a very large extent, the identified challenges, the University took proactive measures in the last three years though the introduction of new innovations for the improvement of existing procedures on the general administration and management of examinations.

2.1 Programme of study: This refers to the total aggregate courses undertaken or registered by a student which together constitute a degree course.

2.2 Course: Means an element of teaching, study or other academic activity which may consist of lectures, laboratory, seminar, field work or any combination of these. The university use a system of coding for its courses comprising three letters and four digits. The three letters indicate the Department offering the course. The first of the four digits indicates the level of the course, the second digit indicates the credit load of the course and the last two digits indicate the course's serialization. For instance MTH1301, PHY1201, GST2201 represent levels 100 and 200 respectively.

2.3 Credit Unit: Refers to the measure of workload which describes the student-teacher contact hours per week per semester. For example a one credit course will be

allocated one hour lecture per week per semester whereas a three credit course will be taught for three hours per week per semester.

2.4 Semester: This is the sub-division of the session/ year of study into two (2) sections; a semester normally should last for at least eighteen (18) weeks including registration, teaching and examination periods provided that no less than twelve (12) or fifteen (15) weeks is devoted for lectures during the first and second semester. The first and second semesters for the reviewed 2016/2017 academic session of the University are as presented in the table below:

ACADEMIC CALENDAR FOR THE 2016 / 2017 SESSION

S/N	DATE	DURATION	ACTIVITY
FIRST SEMESTER, 2016 / 2017 SESSION			
1	Monday, 13 th February, 2017	-	Commencement of Payment of Acceptance fee and printing of Provisional Admission Letter
2	Monday, 20 th February - Friday, 10 th February, 2017	Two (2) weeks	Central Clearance of Fresh Students
3	Sunday, 2 nd April, 2017	-	University re-opens for the 2016 / 2017 Academic Session
4	Monday, 3 rd - Friday, 14 th April, 2017	Two (2) weeks	Online Registration of Fresh and Returning Students
5	Tuesday, 18 th April, 2017	One (1) Day	Matriculation Ceremony
6	Wednesday, 19 th - Friday, 21 st April, 2017	Four (4) Days	Orientation for New Students
7	Monday, 24 th April - Friday, 21 st July, 2017	Twelve (12) Weeks	First Semester Lectures: (a) Add and Drop: Monday, 29 th May - Friday, 2 nd June, 2017. (b) Mid - Semester Break: Monday, 26 th - Friday, 30 th

			June, 2017.
8	Monday, 24 th July - Saturday, 19 th August, 2017.	Four (4) weeks	(a) First Semester Examinations for Levels 100, 300 and 500: Monday, 24 th July - Saturday, 5 th August, 2017. (b) First Semester Examinations for Levels 200 and 400: Monday, 7 th - Saturday, 19 th August, 2017.
10	Monday, 21 st August - Friday, 1 st September, 2017.	Two (2) weeks	First Semester Break
SECOND SEMESTER, 2016 / 2017 SESSION			
11	Monday, 4 th September - Friday, 1 st December, 2017.	Twelve (12) weeks	Second Semester Lectures: (c) Add and Drop: Monday, 23 rd - Friday, 27 th October, 2017. (d) Mid - Semester Break: Monday, 30 th October - Friday, 3 rd November, 2017.
12	Monday, 4 th - Saturday, 30 th December, 2017	Four (4) weeks	(a) Second Semester Examinations for Levels 100, 300 and 500: Monday, 13 th - Saturday, 25 th November, 2017. (b) Second Semester Examinations for Levels 200 and 400: Monday, 27 th November - Saturday, 19 th August, 2017
13	Sunday, 4 th February, 2018	-	2017 / 2018 Academic Session Begins

3.1 Examinations: This is a formal test by written, oral or practical means held at an appointed time and place. The university conduct examinations at the end of each semester. The period of examinations lasts for a maximum of three weeks and less than that in some cases.

3.2 Admittance into Examinations: In order to be admitted into an examination, a student must have been registered for the relevant course, and must satisfy any University and Faculty requirements regarding attendance where a student must have 75% attendance in lectures and 100% in practical, class assignment and field work. Moreover students apart from satisfying the foregoing must in addition acquire examination cards which are signed and issued by the directorate of Management Information System (MIS) which generate the cards from the record of online registration by students, a week or two to the examinations before they are admitted into the examinations.

3.3 Conduct of Examinations: The following are the key areas in the general conduct of examinations at the end every semester.

3.3.1 Setting of Question Papers and External Examinations: The weight of a question paper depends on the credit units of a course; for a three credit or four credit course, six questions are set with the requirement that a student must answer any four. For a two or one credit course, five questions are set where a student is expected to answer three or four as the case may be.

3.3.2 Examinations Card

The Examinations card must be presented by all students before admittance into an examination. The cards carry the **picture of students, Venue of Examination, Date of examination against each examination to be offered and basic examinations regulations.**

3.3.3 Examination Venues and their allocation:

- (i) All examination venues are accordingly leveled indicating their capacity.
- (ii) Allocation of examination venues is handled by the Central Scheduling Committee with the assistance of the MIS and the Faculty Examinations Officers with two examinations sessions introduced and allocated throughout the duration of examinations so as to avoid overlap and clashes.

3.3.4 Examinations Sessions: In order to avoid overlap and clashes during examinations, two examinations sessions were adopted: **Morning Session** (9:00am-12:00pm) and **Afternoon Session** (1:00pm - 4:00pm). The sessions are centrally allocated to Faculties and Units.

3.3.5 Examination time table:

- (i) The tentative time table shall be ready at least four weeks to the commencement of examinations. This will enable the MIS and the Central Scheduling Committee make allocations of venues and seats to the students before the final time table is released at least two weeks to commencement of examinations.
- (ii) The Central Scheduling Committee provides uniform acronyms or abbreviations for all venues so as to make them easily identifiable by students, invigilators and security personnel.
- (iii) Examinations for two regular (same level) courses (departmental or interdepartmental) shall not be administered the same day.
- (iv) Examinations for all courses shall be adequately spaced to enable respective students prepare well for the examinations.

3.3.6 Departmental / Faculty / Unit Examinations Officers

(a) Departmental Chief Examinations Officer: The Heads of Departments are the Chief examiners of their respective Departments. They are responsible for the overall

conduct of the examinations in their respective Departments and preside over the Departmental Board of examiners meetings.

(b) Departmental Examinations Officer: The Departmental Examinations Officers are appointed by the respective Departmental Boards to serve for a specified period of time. The duties of the departmental examinations officer are outlined below:

(i) To compile sealed hard copies of question papers for onward transmission to the faculty examinations officer at least three days before the published date of the examinations.

(ii) To perform any other responsibility as may be assigned by the Chief Examiner or the Departmental Board of Examiners.

(c) Faculty / Unit Chief Examinations Officer: The Deans of Faculties and Directors of Academic Units are the Chief examinations officers of their respective Directorates and Faculties. They are responsible for the overall conduct of the examinations in their respective Faculties / Units and preside over the Faculty / Unit Board of examiners meeting.

(d) Faculty Examinations Officer: The Faculty / Unit Examinations Officers and their Assistants are to be appointed by Faculty / Unit Boards to perform the following functions.

(i) Appointment of Invigilators in consultation with the Chief Examinations Officers of the Department and Faculty / Unit.

(ii) Make all necessary arrangements for ordering and control of examinations materials.

(iii) Collection and distribution of sealed packets of examination question papers.

(iv) Appointment and assignment of attendants to examination venues.

(v) Shall be responsible for distribution of copies of administered question papers to the Departmental, Faculty/Unit and the University Library.

3.3.7 Examination supervision / monitoring:

- (i) **Examinations Monitoring Teams:** These are teams that are made up of senior academics that monitor the overall conduct of each examination session.
- (ii) **Security Personnel and their Supervisors:** They are drafted by the security division of the University to monitor the smooth conduct of the examinations in all venues.
- (iii) **Medical Personnel:** They form part of the examinations team drafted purposely to arrest medical challenges that may arise during the conduct of examinations.

3.3.8 Preparation and Conduct of Examinations

The University conducts semester examinations within a period of four weeks in the following format in line with the Senate approved academic calendar.

- (a) **First two weeks** - Levels 100, 300 and 500.
- (b) **Last two weeks** - Levels 200 and 400.
- (c) **Examination booklet:** This is customized to reflect the Name and Colour of each faculty. The features of the booklet are: serial number, registration number, page number, guidelines on use of the booklet, spaces for entering questions answers and their sequence. The faculty colours are given below:
 - (i) Faculty of Computing and Mathematical Sciences (FACMS) - **Brown**
 - (ii) Faculty of Agriculture and Agricultural Technology (FAAAT) - **Pink**
 - (iii) Faculty of Science and Technology Education - **Orange**
 - (iv) Faculty of Science (FASCI) - **Red**
 - (v) Faculty of Earth and Environmental Sciences (FAEES) - **Yellow**
 - (vi) Faculty of Engineering (FAENG) - **Blue**
- (d) **Extra Examinations Booklet:** This is a one leaf document used as extra booklet for all examinations. It is customized in the same manner as the examination booklet.

4.1 Regulations governing the conduct of students in an examination

4.2 Punctuality During Examination and Necessity of Identification Materials and other miscellaneous regulations

(a) Students should be at the examination venue at least 30 minutes before the scheduled time of the examination.

(b) Thirty [30] minutes after the commencement of the examination, a student may be admitted into the examination hall but should not be allowed extra time.

(c) Any student that arrives 45 minutes after the commencement of the examination shall, normally, not be allowed into the examination hall. However, if a student arrives later than 45 minutes but not up to one hour after the start of the examination, an invigilator may, at his discretion, admit him/her provided the invigilator is satisfied with the student's reason for the lateness and no student leaves the examination hall. The invigilator shall report this circumstance to the Faculty Examinations Officer.

(d) A student may be permitted by an invigilator to leave the examination hall during the course of the examination provided that:

(i) No student shall be normally allowed to leave during the first hour or the last 15 minutes of the examination.

(ii) A student hands over his/her script to the invigilator before leaving, if he/she does not intend to return;

(iii) A student leaving the examination room to return later is under the continual supervision of the attendant/security officer, but If a student is not under the continual supervision of the persons specified above throughout his/her absence then he/she shall not be re-admitted.

(iv) Each Student shall bring his/her identity and examination card to the examination and display it in a prominent position on his/her desk. A student who fails to bring his/her identity and examination card to the examination hall shall not be admitted.

(v) Each student must complete an attendance register with his/her **Name**,

University Registration No., Booklet No., Sign-in and Sign-out.

4.3 Punishable offences / forbidden conduct during examination

- (a) During examination, no student shall speak to any other student, make noise or disturbances.
- (b) No book, printed paper, written document and unauthorized aid may be taken into examination room by any student, except as may be stated in the rubrics of any paper.
- (c) A student is required to deposit any handbag, briefcase, folder etc at the invigilator's desk or desk provided for that purpose before the start of an examination;
- (d) A student must not give assistance to any other student either directly or indirectly during an examination. Similarly, a student must not accept assistance from any student;
- (e) A student shall write only his/her registration number (Not Name) at the top of the cover of every answer script or supplementary answer sheet or paper.
- (f) The use of scrap paper is not permitted; all rough work must be done in the answer script and crossed neatly.
- (g) At the end of the stipulated time, each student shall stop writing and stay where they are when instructed to do so and shall gather his/her script together in order for collection by the invigilator.
- (h) A student shall provide for him/herself all authorized examination aids for example, Calculator, Pencil, Biro, Ruler and so on as required in the rubrics of any examination. Exchange of these materials during the course of the examination shall not be allowed.
- (i) The use of GSM handset and electronic diary or any other storage device during the course of an examination shall not be allowed.
- (j) A student shall write only his / her University registration number at the top of every answer booklet, extra answer booklet or graph sheet.
- (k) The use of scrap paper is not permitted- all rough work must be done in the answer script and crossed neatly.

NOTE:

Any student(s) found guilty contravening the provisions in paragraphs (a) through (i) or in any way cheating or disturbing the conduct of examination, a report shall be made by the

invigilator in charge, as soon as possible, to the Faculty Examinations Officer and the Dean for necessary action.

4.4 Senate approved guidelines on Examination Malpractice

4.4.1 Categories of examinations related offences which invite expulsion from the University.

- (a) Impersonation at examination.
- (b) Exchange of names and or numbers on answer booklet or extra answer booklet.
- (c) Introduction and use of relevant unauthorized materials in the examination hall.
- (d) Exchange of materials in the examination hall such as question papers containing jottings relevant to the on going examination.
- (e) Theft, illegal removal of examination booklet.
- (f) Any kind of mischief likely to hinder the smooth conduct of the examination for example fire, flooding, physical violence and so on.
- (g) Collaboration with or copying from other candidate (s).
- (h) Cheating outside the examination hall for example at toilets, hostels and so on.
- (i) Any offence which falls under **categories of offences that invite maximum of one year rustication** committed by a student previously rusticated.
- (j) Any other offence under this category committed by a student of this University in another Institution.
- (k) Refusal to complete the Student report on suspected Examination Malpractice Form and / or destruction of exhibit by candidates.
- (l) Any other malpractice (s) deemed by the Senate Committee on Examinations Regulations and Irregularities to warrant expulsion.

4.4.2 Categories of examinations related offences which invite maximum of one year rustication.

- (a) Facilitating or abetting cheating.
- (b) Introduction, but not use of relevant unauthorized materials to the examination hall.

- (c) Act of misconduct such as speaking / conversation during the examination likely to disrupt the conduct of examination.
- (d) Any offence which falls under the **category of offences which invite warning** committed by previously warned student.
- (e) Any offence under this category committed by a student of this University in another Institute.
- (f) Any other malpractice (s) deemed to warrant rustication by the Committee on Examination Regulation and Irregularities.

4.4.3 Categories of examinations related offences which invite warning.

- (a) Writing on question paper and /or answer script.
- (b) Introduction of unauthorized irrelevant material into the examination hall.
- (c) Any other offence under this category committed by a student of this University in another Institution.
- (d) Any other malpractice (s) deemed to warrant warning by the Committee on Examinations Regulations and Irregularities.

4.4.4 Statutory meetings for the consideration of results

The processed results are considered at the following levels in line with the Senate approved regulations on the approval of results.

- (a) Departmental Board of Examiners
- (b) Faculty Board of Examiners - Results are to be posted after the Faculty Board's approval.
- (c) Senate Business Committee - Which serves as the clearing house for Senate.
- (d) University Senate - Final approvals are granted by the Senate.

5.1 Procedures for Assessment

5.1.2 Examination Papers

- (a) Each credit shall have at least one hour of examination; however, the duration of an examination should not be less than one hour and not more than three hours.

(b) In line with the National Universities Commission policy on pass degree adopted by the University Senate and which took effect during the 2013/2014 session, the pass mark shall be 45% for all courses registered by students who were admitted into level 100 during the 2013/2014 session and beyond. Students admitted into level 200 during the 2013 /2014 session and all those admitted in previous sessions have a pass mark of 40% until they are phased out.

(c) Other related relevant information could be obtained from the revised edition of rules and regulations governing the conduct of examinations approved by the University Senate.

5.1.3 Continuous Assessment: This refers to the continual assessment of the student performance/conduct throughout the semester. It includes continuous assessment test, assignment, attendance, punctuality and so on. The C.A. is having a weighting of 40% whereas examination is weighted 60%.

5.1 Grading System: Kano University of Science Technology, Wudil, operates the course unit system consequently the university uses the **GPA/CGPA** grading system. The following are some important features of the system.

(a) Letter Grade: A letter grade using the letter **A, B, C, D, E, F** and **I** assess each course. Each letter except **I**, is classified as follows: **A** for 70-100%; **B** for 60-69%; **C** for 50-59%; **D** for 40- 44% and **F** for 0-39%. The grades **A** to **E** denote pass, with grade **A** being the best; the grade **F** denotes failure in the course while the grade **I** is explained below.

(b) Incomplete Grade: The Incomplete grade 'I' is awarded to a student who has completed all aspect of a course except the end-of-semester examination, and

Senate has accepted as valid his/her reason(s) for not sitting 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.

(c) 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 the grade I.

(d) Points: The 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 3-credit course, the points are $4 \times 3 = 12$

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

6.1 Computation of GPA, CGPA and Classification of Degrees, Diplomas and Certificates

(a) The performance of a student in a semester is reported in a semester is reported by the computation of Grade Point Average (GPA).

(b) The overall performance at the end of the session (and/or at any point of his / her study) is reported by the computation of the Cumulative Grade Point Average (CGPA).

6.1.2 Computation of GPA and CGPA

(a) Computation of GPA: This is achieved through the use of the following simple

mathematical equation.
$$GPA = \frac{\text{Total Semester Credit Points}}{\text{Total Semester Credit Units Registered}}$$

(b) Computation of CGPA: This is achieved through the use of the following simple mathematical equation.
$$CGPA = \frac{\text{Total Semester Credit Points for all Semesters}}{\text{Total Semester Credit Units Registered for all Semesters}}$$

Note: In computing the GPA / CGPA, credit Units of courses graded incomplete are not counted.

(c) Degree Classification: The University is using the five point classification of degrees for all its graduates admitted prior to 2013/2014 and those admitted during the 2013/2014 into level 200, this grading system will be abolished completely when this category of students are phased out. The University uses the four point degree classification for its graduates admitted into level 100 during the 2013/2014 session and beyond in line with the NUC policy adopted by the University Senate. The details on the above classification are outlined below:

(i) Five point degree classification

S/N	Range of CGPA	Degree Classification
1	4.50 - 5.00	First Class Honours
2	3.50 - 4.49	Upper Second Class Honours
3	2.40 - 3.49	Lower Second Class honours
4	1.50 - 2.39	Third Class Honours
5	1.00 - 1.49	Pass

(ii) Four Point degree classification

S/N	Range of CGPA	Degree Classification
1	4.50 - 5.00	First Class Honours
2	3.50 - 4.49	Upper Second Class Honours
3	2.40 - 3.49	Lower Second Class honours
4	1.50 - 2.39	Third Class Honours

14.0 **Conclusion:** I wish to enjoin all students who got admission in the 2016/2017 Academic Session to be hardworking, steadfast, honest and reliable. You should always face your studies with the highest level of commitment and dedication. You should equally conduct your affairs in conformity with the laid down rules and regulations of Kano University of Science and Technology, Wudil.

Thank you so much for listening

Dr. Abubakar Musa
Deputy Vice Chancellor, Academics

References

- (1) Senate Approved Regulation Governing the Conduct of Examinations, (2007)
- (2) Senate Approved Regulation Governing the Conduct of Examinations, Revised Edition (2011).