



GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

ACADEMIC AFFAIRS DIRECTORATE

GUIDELINES FOR END OF SEMESTER EXAMS

REGULAR (SECOND SEMESTER)

AND

MAY INTAKE (FIRST SEMETER)

SEPTEMBER 2021

PREAMBLE

This document provides guidelines for the successful completion of the second semester for Degree and Diploma continuing students, and the first semester for the May 2021 intake of the 2020/2021 Academic Year. The modalities take into consideration both online and face-to-face examinations, and the requirements by our mentoring institutions.

1. TIMELINE OF ACTIVITIES

Teaching Ends	Sunday, 19th September, 2021
Revision Week	Monday, 20 th – Sunday 26 th September, 2021
Second Semester Examinations Period	Monday, 27th September- Sunday, 10th October, 2021
Project Defense	Monday, 11th – Sunday, 17th October, 2021
Second Semester Ends	Sunday, 17th October, 2021
Deadline for Online Submission of ALL Results to HoDs	Friday, 29th October, 2021
Departments Meet to Moderate Results	Tuesday, 2 nd November, 2021
Moderation of Results by Faculty Boards	Thursday, 4 th November, 2021
Academic Audit and Review Committee Meeting	Friday, 5 th November, 2021
Academic Board Meets to Declare Results	Tuesday, 9 th November, 2021
Publication of Results	Tuesday, 9 th November, 2021

2. MODE OF EXAMINATIONS

The mode of examinations for the various cohorts are indicated as follows:

S/N	COHORT	LEVEL	MODE OF EXAMINATIONS
1.	May Intake (2021)	100 (Degree/Diploma) 300 (Degree)	Online
2	Regular Students (2 nd Semester)	100 (Degree/Diploma) 200 (Degree)	Online
		300 & 400 (Degree)	Face-to-face
		200 (Diploma)	

3. GENERAL GUIDELINES FOR EXAMINATIONS

The following provisions shall apply in the handling of examination questions;

- a. Course Lecturers/Module Teams shall be responsible for setting examination questions in accordance with Faculty Quality Assurance guidelines.
- b. Heads of Departments (HoDs) shall coordinate the conduct of departmental level moderation of all examination questions
- c. Faculty Deans are to ensure that, HoDs arrange for external moderation, receive and effect feedback (if any) before examinations.

4. GUIDELINES FOR ONLINE EXAMINATIONS

- a. Only May 2021 intake students (Level 100/300) and Regular Level 100/200 (Degree) students shall be required to take the end of semester examinations online.
- b. The online mode of examinations will be conducted using the University's Moodle Learning Management System (LMS).
- c. Lecturers should upload their questions, at least 12 hours before the scheduled exams. However, students should only be able to access the paper on the scheduled day of examinations.
- d. Lecturers are to adhere to the Examination Timetable as circulated by the Academic Affairs Directorate. The timetable indicates the dates and times students will be authorized to access the questions for each of their courses.
- e. Examination scripts by students should be named in a prescribed manner and submitted via the Moodle LMS.
- f. Submission deadlines for each paper should be a minimum of 48 hours and a maximum of 72 hours.
- g. Instructions on the examination question sheets should state clearly the submission deadlines and mode of submission.

5. GUIDELINES FOR FACE-TO-FACE EXAMINATIONS

Only regular Level 300/400 students (Degree) and Level 200 Diploma students shall be required to sit for the end of semester examinations using the face-to-face mode across all campuses. The following shall guide the examinations handling process for the face-to-face sessions:

- a. Course Lecturers/HoDs, together with Departmental Examination Officers (DEO) shall be responsible for printing examination questions in Accra.
- b. Course Lecturer/Designated Officers at the Satellite Campuses, together with the Campus Coordinators shall be responsible for printing examination questions in the Satellite Campuses.
- c. HoDs must send moderated examination questions must to Satellite Campus Coordinators 24 hours prior to the commencement of the paper.

- d. Examination monitoring shall be the responsibility of the Deans, Director of Academic Affairs, HoDs, Campus Coordinators and Chief Invigilators/Invigilators.
- e. The Directorate of Academic Affairs shall receive all scripts after examinations, process them and distribute to Course Lecturers for marking through the respective HoDs/Faculty Officers/Satellite Campus Coordinators.
- f. Satellite Campus Coordinators are expected to collate and dispatch examination scripts to Lecturers who are on different campuses.
- g. Lecturers will submit hardcopies of the following to Academic Affairs Directorate:
 - i. Marked scripts
 - ii. Signed copy of results
 - iii. Question papers
 - iv. Students' examination attendance sheets
 - v. Marking allowance claims
- h. A flow chart for the submission of results is attached.

6. EXAMINATION SCHEDULING, INVIGILATION AND SECURITY

- a. The Academic Affairs Directorate shall publish the final examinations timetable two (2) weeks prior to the commencement of the examinations.
- b. The Dean of Student Affairs/Faculty Officers/Satellite Campus Coordinators shall make appropriate announcements to make students and faculty aware of the final examination locations and times through approved channels.
- c. All examinations shall be held throughout the days of the week, from Sunday through Saturday between 7:00am to 9:00pm.
- d. The examinations shall be conducted under the guidance of Chief Invigilators appointed by the Management.
- e. The Directorate of Academic Affairs, in consultation with the Chief Invigilators, shall appoint the required number of invigilators and invigilation assistants for the face-to-face examinations.
- f. Campus Coordinators shall appoint invigilators for the various Satellite Campuses.
A detailed Invigilators' responsibilities document shall be sent out to all invigilators.
- g. The Security Unit of the University shall be responsible for providing security at all examinations venues.

7. COURSE ASSESSMENT

Course assessment shall follow the guidelines set below:

- a. KNUST Programmes – Degree (Level 200 – 400): 70% for final examinations and 30% for continuous assessment
- b. UPSA Programmes – Diploma (Level 200): 60% for final examinations and 40% for continuous assessment

- c. GCTU Programmes – All Level 100 (Degree and Diploma): 60% for final examinations and 40% for continuous assessment
- d. Final grades should include marks of assignments/assessments and laboratory/practical work, etc.
- e. Lecturers are reminded that their marked scripts for assignments/examinations will be submitted to our affiliate universities for vetting

8. ENSURING QUALITY STANDARDS

The following standards are expected to assure quality of the examinations:

- a. Faculty Deans, Heads of Departments, Academic Directorate, and Quality Assurance and Promotion Directorate are tasked to monitor the examinations.
- b. Lecturers should immediately notify their Dean/Heads of Departments/ /Campus Coordinators/ Examination Officers etc. of potential or actual problems/challenges to the examinations.
- c. Students will be required to complete an anonymous online course and lecturer evaluation during the last week of teaching as part of the monitoring and evaluation process.

9. ELIGIBILITY FOR EXAMINATIONS

- a. Only paid up and registered students shall be eligible to partake in the examinations. The Academic Affairs Directorate in consultation with the Finance Directorate shall provide the list of eligible students.
- b. Any student who fails to register on or before 20th September 2021 shall be deemed to have forfeited the semester.
- c. Students with extenuating circumstances that make it impossible for them to partake in the examinations (face-to-face or online) must formally notify their respective Head of Department or Satellite Campus Coordinator before the commencement of examinations to make arrangements for completing the semester.
- d. Individual respective Lecturers will be informed of such requests, and these will be addressed on individual basis.
- e. Students will be required to provide evidence to support their claim

10. COVID-19 SAFETY PROTOCOLS

- a. All safety protocols will be strictly observed and during the face-to-face examination period.
- b. Staff and students are expected to be in face coverings at all times in examination venues and on campus in general.
- c. Spacing in examination halls will take into consideration the appropriate physical distancing protocols.

- d. Water, soap and paper towels for handwashing protocols, as well hand sanitizers will be provided at all examination venues.

Director of Academic Affairs

Dated: Thursday, 26th August, 2021