

METHODIST UNIVERSITY GHANA

(QUALITY ASSURANCE DIRECTORATE)

GUIDELINES FOR MARKING AND SUBMISSION OF EXAMINATION SCRIPTS

These guidelines provide a standard procedure for all Examiners to ensure accuracy, consistency, and timely submission of examination results.

COLLECTION OF EXAMINATION MATERIALS

1. Examiners must collect all examination scripts from the Examination Centre or the Examinations Office **within 48 hours** after the examination.
2. Ensure that all answer booklets, attendance sheets, and related materials are complete before leaving the Centre or Office.

MARKING OF EXAMINATION SCRIPTS

1. Begin marking immediately upon receiving the scripts.
2. Use the approved Marking Scheme strictly as a guide to ensure uniformity and fairness.
3. Complete marking **within two (2) weeks** after the last day of examinations, as required by the University's Academic Calendar.
4. Record all scores clearly on:
 - The cover page of each Answer Booklet.
 - The official Mark Sheet.

ENTRY AND VERIFICATION OF RESULTS

1. Enter all results accurately into **OSIS**.
2. Print a copy of the entered results and **endorse** it.
3. The Examiner, Departmental Examinations Officer, and Faculty Secretary must jointly:
 - Verify that all scripts match the entries on the Score Sheet.
 - Confirm consistency and accuracy to prevent incomplete or incorrect records.
4. Any **unjustifiable Incomplete Record (IC)** must be returned to the Examiner for immediate correction.
5. If the **number of scripts does not match** the number of entries on the Mark Sheet:
 - The entire set (scripts + mark sheets) must be returned to the Examiner for reconciliation.

PACKAGING AND SUBMISSION OF MATERIALS

Package and submit the following to the HOD or Departmental Examinations Officer:

- Marked Examination Scripts
- Marking Schemes
- Course Outlines
- Mark Sheets
- Attendance Sheets

DEPARTMENTAL REVIEW

- The Department must convene a Departmental Meeting to discuss all results.
- Copies of all results must be kept at the Department for:
 - Records management
 - Accreditation and re-accreditation purposes

FORWARDING TO THE FACULTY

- After the Departmental Meeting, the Department must submit all original results (hard and soft copies) for both Undergraduate and Postgraduate programmes to the Dean.
- The Faculty will review the results at the Faculty Examiners Board Meeting, scheduled in line with the University's Academic Calendar.

THANK YOU