

METHODIST UNIVERSITY GHANA

QUALITY ASSURANCE DIRECTORATE

MUG PROCEDURES FOR THE PRINTING AND ADMINISTERING OF EXAMINATION PAPERS AND OFFICERS RESPONSIBLE

S/N	ACTIVITY	OFFICER RESPONSIBLE	REMARKS / GUIDELINES
STAGE A: PREPARATION AND QUALITY ASSURANCE			
1	Setting of Questions	Examiner	Questions must adhere to the approved course syllabus and Bloom's Taxonomy guidelines.
2	Vetting of Questions	HOD and Departmental Team	Committee to check for errors, coverage, and standard. Must be minuted.
3	Revision of Questions	Examiner	Incorporate feedback from the vetting committee.
STAGE B: PRINTING AND PACKAGING			
4	Printing of Questions	Examiner (assisted by DEO for Part-timers)	Printing must be done on secure, password-protected printers. Draft copies must be shredded.
5	Packaging and Sealing	Examiner (assisted by DEO for Part-timers)	Use the official university brown envelopes. Seal must be signed across the flap by the Examiner.
6	Labeling of Packages	Examiner (assisted by DEO for Part-timers)	Label must include: Course Code, Date of Exam, Venue, and Number of Candidates. Do not include lecturer names.
7	Submission to Department	Examiner	All packages must be submitted to the DEO for verification against a checklist.
8	Submission to Examinations Office	Departmental Exams Officer (DEO)	Submission must meet the deadline published by the Examinations Office. A log of submission must be signed by the Dep. Exams Officer.
STAGE C: SECURITY AND ADMINISTRATION			
9	Secure Storage	Examinations Office	Papers stored in a locked, access-controlled strong room. Access log maintained.
10	Distribution to Centers	Examinations Office	Papers dispatched under seal to supervisors.
11	Invigilation	Examinations Office Team & Examiner	Examiner must be present to handle queries. Part-timers are expected to attend.
STAGE D: POST-EXAMINATION			
12	Collection of Answer Scripts	Examiner (collected by DEO for Part-timers)	Scripts counted and balanced with attendance list before Examiner leaves hall/Exams Office.
13	Marking of Scripts	Examiner	To be completed within the timeframe set by the Academic Board.
14	Entry of Results	Examiner	Double-check entries before final submission to

	(OSIS)		avoid data entry errors.
15	Submission of Results to HOD	Examiner	Submit both Hard Copy (signed) and Soft Copy.
16	Departmental Examiners Board	HOD	Review results and confirm internal moderation.
17	Faculty Examiners Board	Dean	Review results and confirm internal moderation.
18	Academic Board	Academic Affairs	Final approval of results.
19	Publication of Results	Registrar	Official release of results to students.

DEO – Departmental Examinations Officer