

METHODIST UNIVERSITY GHANA

REPORT ON PROCESSING OF EXAMINATION QUESTIONS

PRE-MODERATION OF EXAMINATION QUESTIONS

1. The Internal Examiners shall set their questions and make them ready for vetting by the end of the eighth week of the semester.
2. The duration of an examination in each course shall not be more than three hours. Undergraduate shall be between one hour and two and half hours while the maximum number of hours for postgraduate is three hours.
3. A panel, chaired by the Head of Department or his/her representative, and comprising the examiner(s) and the peer reviewer(s), shall be constituted in the ninth week of the semester to vet all examination questions.
4. The final examination questions, which must be camera-ready, signed and sealed by the three authorised persons (Examiner, Head of Department, and peer reviewer), shall be kept by the Examiner in a vault or other secure location until the scheduled date for submission to the examinations office for photocopying.
5. Departments shall submit their examination printing timetables to the University Photocopying Unit, which shall then prepare a schedule for the photocopying of the final examination papers.

PRINTING OF EXAMINATION PAPERS

1. The examiner shall photocopy the final vetted examination question papers.
2. The examiner shall securely package the photocopied question papers to ensure confidentiality and integrity.
3. Each package shall be clearly labelled with the following:
 - a) Programme
 - b) course code
 - c) course title,
 - d) level
 - e) session
 - f) examination date

- g) Time of examination
 - h) Number of copies
 - i) The campus
4. The examiner shall submit the securely packaged question papers to the Departmental Examinations Officer who will ensure that the submission is properly recorded in the designated submission log.
 5. The examiner and the Departmental Examinations Officer shall immediately forward the packaged question papers to the Central Examinations Office at least one working day before the examinations.
 6. The Head of Examinations Unit (Academic Affairs Directorate) shall be responsible for the secure storage and distribution of examination materials to all designated examination centres.
 7. The examiner (or an appointed academic representative) must be present at a designated examination centre or campus during the writing of his/her paper to address any academic queries and also supervise.

INVIGILATION OF EXAMINATIONS

1. The Examinations Office shall schedule all senior academic staff to invigilate examinations within their faculty.
2. Examiners shall invigilate their own papers.
3. All invigilators shall arrive at the examination centres thirty minutes before the start of each session and shall remain to collect the answer scripts after the examination concludes.

PROCESSING OF EXAMINATION RESULTS

1. Candidates shall be identified only by their index numbers.
2. Examiners shall submit the marks of candidates, together with the marked scripts, to the Head of Department. The submission must indicate the following:
 - a. The full breakdown of marks (i.e., marks obtained by the candidate on each question and/or for multiple-choice questions).
 - b. The total marks.
 - c. The examination component mark (60%).

- d. The continuous assessment component mark (40%).
 - e. The final aggregated mark (100%).
3. Examiners shall submit signed mark sheets together with an OSIS soft copy to the Head of Department or the Departmental Examinations Officer.
 4. Marks submitted without the accompanying marked scripts shall not be processed.
 5. The Head of Department in collaboration with the Departmental Examinations Officer shall ensure that the marks entered on the mark sheet and into OSIS accurately reflect each candidate's performance.

TIMETABLE FOR PROCESSING OF EXAMINATION RESULTS

The timetable for the processing of examination results is as follows:

- i. The Departmental and Faculty Examiners' Board shall meet to consider the results three weeks after the end of examinations.
- ii. The Faculty Board shall meet to consider the results four weeks after the end of examinations.
- iii. The Academic Board shall meet to consider the results five weeks after the end of examinations.
- iv. The Registrar, Academic Affairs Directorate shall publish the final results six weeks after the end of examinations.

CONFIDENTIALITY OF UNIVERSITY EXAMINATIONS

- i. University examinations are confidential.
- ii. Examiners shall exercise due diligence to ensure the integrity of the examinations is maintained.
- iii. Examination questions shall not be disclosed to students prior to the examination. Marked examination scripts shall not be shown to candidates without proper authorisation.

DUTIES OF THE DEPARTMENTAL EXAMINATIONS OFFICER

1. Serve as the departmental authority on examination regulations, providing guidance to both academic staff and students to ensure institutional policies are understood and adhered to at all times.
2. Coordinate and oversee the secure handling of all examination materials, from the receipt of finalised question papers to the submission of results.
3. Maintain a comprehensive and confidential examination database, including records of past papers, mark sheets, and official correspondence.
4. Receive, log, and securely store final, vetted examination question papers from examiners, verifying that all packages are correctly labelled (with Programme, Course Code, Title, Level, Session, Date, Time, Copy Count, and Campus) before acceptance.
5. Ensure the timely transfer of all packaged question papers to the Examinations Office at least one working day prior to the scheduled examination, in accordance with the university's printing schedule.
6. Act as the departmental point of contact for the Examinations Unit regarding the status and readiness of examination materials.
7. Oversee the departmental processing of examination results, ensuring that all mark submissions from examiners are accompanied by the requisite marked scripts and a full breakdown of marks (including component and final aggregated marks).
8. Collaborate with the Head of Department to conduct rigorous audits of all mark sheets and OSIS entries, verifying that they accurately reflect candidates' performance and that all numerical additions are correct.
9. Manage the administrative process for examination appeals and re-marking requests, ensuring they are handled fairly, documented properly, and resolved in line with university regulations.
10. Support the Head of Department in scheduling and confirming the availability of examiners and academic staff for the invigilation of their assigned papers.

11. Coordinate with the Examinations Office on departmental invigilation schedules, ensuring all examination sessions are adequately staffed.
12. Be available to address logistical or administrative issues that may arise during the examination period, acting to resolve them in accordance with university protocols.
13. Act as the primary departmental conduit for all official communication regarding examinations, disseminating information from the Examinations Unit, Academic Affairs Directorate, and Faculty Boards to staff and students.
14. Provide administrative support for the preparation and convening of Departmental and Faculty Examiners' Board meetings, ensuring all necessary documentation is available.
15. Liaise with the Examinations Unit and University Photocopying Unit to coordinate printing timetables and resolve any procedural or logistical challenges.
16. Manage the departmental workflow to ensure all results are processed and submitted in strict adherence to the university's official results processing timetable (e.g., preparation for Examiners' Boards three weeks post-examinations).
17. Uphold the strictest confidentiality regarding all examination materials, results, and related discussions, in line with university policy on the confidentiality of examinations.