



**EDO STATE INSTITUTE OF  
TECHNOLOGY AND MANAGEMENT  
USEN, EDO STATE, NIGERIA.**

***STUDENT  
HANDBOOK***

# **VISION**

*To create an effective, efficient and dynamic technical based institution to harness creative potentials with managerial and self reliance skills that impact positively on national technological challenges.*

# **MISSION**

*To train qualitative middle level manpower with technological skills and develop their managerial abilities to be entrepreneurially innovative through firm practical and theoretical knowledge rooted in intensive research.*

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**BRIEF HISTORY OF THE INSTITUTE  
EDO STATE INSTITUTE OF TECHNOLOGY AND  
MANAGEMENT, USEN**

was established as Edo State Polytechnic, Usen, in the first quarter of 2002. The Ministry of Education under its Commissioner Hon. Chief Frank Erewele, deployed staffs from the Public Service to do all the necessary paper work for the smooth take off of the Polytechnic.

On Friday 5th April, 2002, Mr. N.A. Obahaya and Mr. **G.I.** Agbonifi were deployed as Acting Registrar and Acting Bursar respectively. Deployed along with them are other support administrative and academic staffs. On 17th April, 2002, Chief Dr. F.E. Ulinfun was appointed the Rector of the Polytechnic. In July Chief S.A. Amune was deployed as-the Polytechnic Librarian. These were the four Pioneer Principal Officers of the Polytechnic.

In May, 2002 management made a Comprehensive Proposal for the take off of the school through the Ministry to the State Government.

In June 2002 the office of the Registrar placed advertisement for student admission into the school. 550 applications were received and considered. Provisional admission was offered to 390 students in October, 2002.

On 4th November 2002, only 26 of the 390 admitted registered. The rest could not register because of the school fees of N50, 000.00 per session.

The Ministry of Education then approved that students could pay in two equal installments of N25, 000.00 each.

By the first matriculation held on January 21st 2003, students' population had risen to 140.

During the same month the State Government appointed a four- man Interim Governing Council thus

- i. Dr. P.1. Osaghae - Chairman  
Permanent Secretary  
Ministry of Education
- ii. Engr. M.O. Uwague-Igharo - Member  
A Retired Permanent Secretary

- iii. Mr. E.O. Igbinidu - Member  
Principal Benin Technical College
- iv. Mrs. M. 1. Omoz-Oarhe - Member  
Director, Higher Education,  
Ministry of Education.

In September 2003, the, Interim Council was dissolved and a new one inaugurated as follows:

- (1) Hon. A.1. Agbi
- (2) Prof. F.F.O Orumwense
- (3) *H.R.H.* Dr G.O. Egabor HP
- (4) Rev Fr. T.E. Uwaifo
- (5) Senior Apostle J.E. Uhuangho
- (6) Engr. Prof. P.E. Oaikhinan
- (7) Sir Bair. Philip Edoorhe
- (8) Dr Mrs. H.E. Atekha-Odemwingie
- (9) Engr. Sunny Onohaebj
- (10) Mrs. O. E. Adams
- (11) Engr. E.A. Imebiakhe
- (12) Mr. T. U. Okoudoh
- (13) Mr. S.E. Ehondo
- (14) Sir. A. B. Aimiebenomo
- (15) Engr. M.O. Uwague-Igharo

(16) Mr. A. A. Imaclojemu I

(17) Mr. N.A. Obahaya - Secretary

To reflect the government intention in setting up the school to produce job creators and not job seekers, and the 70% :30% ratio of Technology and Management by **NBTE** the name of the Polytechnic was changed to Institute of Technology and Management (**ESITM**), Usen with the motto: **BRAIN AND SKILL**

### **Institute Library**

The Library which is situated on the Institution is the academic heart of the Institute. Its primary purpose is to provide students and, academic staff members with materials, assistance and an environment that facilitate teaching, learning and research.

The Institute's Library acquires new titles and volumes almost on monthly basis. It holds a vast collection of textbooks in Accountancy, Business Administration, Banking and Finance, Public Administration and Marketing, Others are in the various fields of-Engineering, Computer and Information Technology, Food Science Technology. Laboratory Technology, Estate Management, Surveying and Geoinformatic and Urban and; Regional Planning. The Library also has a good collection of Reference materials. It is worthy of mention that the Serials Unit is also building its journals.

Membership is open to all staff and students of the Institute, and members are free to use the Library facilities provided they are duly registered. Admittance into the Institute Library is dependent strictly on the production of evidence of being currently registered. All registered users must carry their library identity card with them anytime they wish to use the Library and be prepared to produce them on demand by any Library staff.

The library is open except on public Holidays.

Monday to Friday	8am - 7pm
Saturday	9am - 1pm
During vacations	9am - 4pm

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**Section II**  
**RULES RELATING TO INSTITUTE'S HOSTELS**

Hostel facilities are provided to grantee student comfort and safety. Bonafide members of the hostel must conform with the under listed guidelines:

- 1.3.1 The acceptance of an offer of admission by the student implies an acceptance of the rules and regulations that may be from time to time be made for the governance of the Institute. Such acceptance also carries with it an obligation that a student shall conduct himself/ herself as law-abiding and responsible member of the academic community.
- 1.3.2 Where accommodation is provided and accepted, the student is responsible for the safe keeping of all institute property, including door keys in his room. All keys must be handed over at the Porters lodge at the end of each semester. A student who fails to turn in the key to his or her room at the end of a semester will be charged the full cost (rent) for the period during which he failed to submit the key. He may also be subjected to any disciplinary action in addition to paying the full cost of the room for the period. The Institute will not be responsible for property left behind.
- 1.3.3 Noise making should be reduced to the barest minimum in the hostels. Students should have consideration for their colleagues in the use of radio cassettes, tapes, records' and other musical instruments. They should not play noisily at any time.
- 1.3.4 For safety purposes, all electrical appliances owned by students must be declared on registration or after purchase, and must be registered with electrical department of the works and services of the Institute..
- 1.3.5 Over loading of electrical outlets can cause fire and damages to life and Property and should be avoided. Students who cause any electrical power failure in a hostel or part of a hostel will be charged the cost of Power and repairs to any damages that result.
- 1.3:6 Cooking in hostels is strictly prohibited as is the removal of any kitchen equipment from the kitchen to the halls, of .residence Students who contravene this regulatj will face discipline action.

- 1.3.7 For health and sanitary reasons, pets, animals of all kinds fish and reptiles are prohibited in and around the halls of residence
- 1.3.8 Burning of incense and candles is prohibited in and around the halls of residence
- 1.3.9 All rubbish should be placed in the receptacles provided.
- 1.3.10 Selling and buying of bed space is a serious offence and anyone caught will be dealt with severely.

#### **1.4 Rules relating to visitors and guests**

- 1.4.1 Anyone who is neither a **register Student** nor an employee of the hostels is hereby defined as a visitor to that hostel.
- 1.4.2 No male Students/visitors are allowed into, female hostels at any time and vice versa Students/visitors of the opposite sex can be received in the common room only.
- 1.4.3 All non-hostel residents and Visitors entering the hostels must check in at the reception desk in the Porter's lodge.
- 1.4.4 Friends or relatives are not to be housed in the halls of residence for any period of time without written authorization by the Students Affairs Officer.

#### **1.5 Regulation Governing Stay Of Pregnant Students/Nursing Mothers In The Hostel**

- 1.5.1 Pregnant students will be expected to find private accommodation outside the hostel.
- 1.5.2 The Hall Master or Mistress, reserves the right to eject any student who fails to report that she is pregnant.
- 1.5.3 Student mothers are not allowed, under any circumstances to bring their babies to the hostel.

#### **1.6 The Use And Handling of Institute Property**

- 1.6.1 Hall Authorities are responsible for the use to which the common rooms and notice, boards, chairs and other items of furniture in their halls may be put.
- 1.6.2 If Institute property is lost or damaged while in a student's care, the student will be responsible for the cost of replacement or repair. This regulation applies to all Institute property including sports equipment.
- 1.6.3 Institute property may be used only on the campus. Proper clearance must be obtained from the Hall Warden (or Students

Affairs Officer) for the removal of any Institute property, to any place outside the campus. There will be a deposit to cover the cost of replacement and/or damage to property so affected.

1.6.4 Code of conduct for Hostilities (Male & Female)

1. ***Fighting In the hostel*** — The offender shall pay the sum of N5, 000 while the other person involved will pay N3, 000.
2. ***Stealing In the hostel*** — This misconduct shall attract a fine of N5, 000 only. This will be followed by a public display of offender's names.
3. ***Use of Heater and electric cooker within the hostel*** —The electrical appliance shall be seized.
4. ***Loitering*** — Loitering around the hostel outside regulated time shall attract a fine.N2, 000 only.
5. ***Washing of clothes*** - Washing of clothes, Close to the tap shall attract a fine of N2, 000 only.
6. ***Camping of the Opposite sex*** - Camping of the opposite sex in the room will attract expulsion from the Hostel and other punishment deemed necessary by the authority.
7. ***Washing of clothes in the common room*** - There shall be no washing of clothes in the common room and inside the hostels. Defaulters shall be punished appropriately.
8. ***Cultism Activities In the Hostel*** - Cultism and fetish practices will attract expulsion from the Institute.
9. ***Possession of Arms*** - Possession of arms (guns, bullet, etc) will attract expulsion from the institute.
10. ***Illicit Dumping Of Refuse In The Hostel*** - Illicit dumping of refuse will attract a fine of N2, 000.
11. ***Cooking Outside The Permitted Area*** - Cooking outside the permitted area or location will attract a fine of N2, 000 and the stove must be seized.
12. ***Bleaching Of Oil Inside The Hostel*** - Bleaching of oil - inside the hostel is prohibited & attracts the sum of N2, 000.
13. ***Gross Misconduct*** - Disobedience to laid down rules, procedure and hostel executives shall attract disciplinary as deemed fit.
14. ***Brushing Or Washing From Top Floor*** -There shall be no brushing or washing from top floor of the hostel. Defaulters shall pay a fine of N2, 000. A second time offender shall attract expulsion from the hostel, without option of fine.
15. ***Unapproved Usage of Hostel properties*** - Damaging of doors and other hostel facilities (e. g. playing with the head of the tap) shall attract a fine of N5, 000 only. Defaulters shall also replace damaged item within 48 hours.

16. *Excreting Around The Hostel* - Excreting around the hostel shall attract a fine of N2, 000 only with a written apology to all inmates of the hostel.

17. *Noise Making in the Hostel* - Disturbing and shouting in the hostel shall attract caution in the first instance. If repeated, defaulting students shall be suspended from hostel for one month.

18. *Smoking in the Hostel* - Smoking shall attract a fine of N2, 000.

## 1.7 **Communication With Outside Bodies Including The Press**

1.7.1 Press releases or Press conferences by Students bodies, the Students Union executive, or individuals must be cleared with the Students Affairs Officer and Rector, before hand.

1.7.2 Any form of communication from the Student Union or individuals to government officials must pass through the Students Affairs and the Rectors Office.

1.7.3 Approval must be obtained for the use, by Union Executive Members or individual Students, of the Broadcast Media including the Television, from the Student Affairs Officer and the Rector.

## 1.8 **Rules Relating to Associations. Clubs and Societies**

1.8.1 It is the policy of Institute to encourage students to organize and participate in associations, which promote the academic, cultural, recreational and social life, of the Institute. For this reason, the Institute encourages a network of students directed clubs and societies designed to supplement academic work and professional training. There are numerous students+societies and social clubs catering for a wide variety of interests. All organizations are required, to apply for formal recognition and registration through the students' union to the Students' Affairs Office, which has the responsibility for granting the necessary approval. Only associations, clubs or societies, which are registered by the Institute authority, are allowed to operate in the Institute.

1.8.2 **Conditions for Recognition:** As a rule the Institute does not encourage or, recognize any student organization, which in, its membership discriminates on account of race, sex or religion. For this reason, tribal and other ethnic student organizations are not encouraged or given any recognition by the Institute. However, such organizations where they are formed are required to inform the Students' Affairs Officer of their

- existence and objectives and to submit to him the names of their officers and constitution for record purposes, immediately upon formation.
- 1.8.3 The constitution of any association, club or Society is subject to the approval of the Students Affairs Officer. The Students' Affairs Officer also has the right to delete and, or amend any part of any Association's, club's or society's constitution or bylaws on the directive of the Registrar.
- 1.8.4 All registered associations, clubs or societies are to re-apply for registration by completing a registrarj0 form provided by the Students' Affairs Office of the Institute at the beginning of every session.
- 1.8.5 The mode and time of election or appointment of officials should be communicated to the Students' Affairs Officer in advance. Registered Associations, clubs or societies are to forward the names and particulars of their officials to the' Affairs Officer immediately they are elected or appointed for further I necessary action
- 1.8.6 All associations, clubs or societies must have an Account with a Commercial Bank within Usen and environs into which monies received on behalf of the Association, Club or Society must be deposited. The particulars of the account must be available to the Students' Affairs Officer.
- 1.8.7 No group of Students shall hold meeting(s) anywhere on campus except under the umbrella of a registered body. Under no circumstance shall a meeting be held in a hostel room, it is illegal and the students and occupants will face the disciplinary committee.
- 1.8.8 Any group wishing to hold any function (apart from 4 normal (meetings) must notify the Students' Affair3 Officer at least one week before the date of the event.
- 1.8.9 Whenever it becomes necessary for an Association, Club or Society to invite non-member(s) of the Institute community to an event or a gathering that might require such invitee(s) making a speech or address, the name(s) of the invitee(s) and particulars which must be forwarded to the Students' Affairs Officer in advance together with an advance copy of the speech to be delivered at least 48 hours before the event.
- 1.8.10 Students organization must meet the following conditionsbefore being accorded Institute recognition.

- i. genuine intent to Pursue activities, which are consistent with the educational and social functions and established policies of the Institute;
- ii. an intention of performance in organization as evidenced by organic constitutions, rules and regulations, commensurate with the activities to be undertaken by the organization;
- iii. evidence that none of the existing students organization could meet the need of the proposed organization;
- iv. certificate by Patron that at least twenty students will form the nucleus of the organization;
- v. statement of purposes and proposed programmes of activities •as they relate to the expected contribution to the academic, cultural, social or recreational life of the Institute.

- 1.8.11 Approval or disapproval of any application for recognition rests with- the Students Affairs Officer.
- 1.8.12 The Rector may dissolve or ban any students' organization after making such enquiries, if any, as he/she may deem it fit.
- 1.8.13 The Institute does not condone Associations, Clubs and Societies whose activities are not open to the public. Any student found to be involved in cult or cult related activities shall be expelled from the Institute. Any Association, Club of Society who knowingly. or unknowingly admit suspected cult. members shall have its registration withdrawn.
- 1.8.14 The Federal Government prohibited secret societies in 1979. These anti social and dangerous, societies still remain proscribed. And students found to be involved in any activities of any secret society will be expelled.

## **1.9 Rules relating to Dances and Late Night**

- 1.9.1 All social activities organized by students and taking place in the Union Building or any other approved part of the campus must stop by 10pm unless an extension of time had already been obtained from the Students' Affairs Officer.
- 1.9.2 Permission to use Institute facilities for social functions organized by students and student organizations must be in writing. The request for such permission must state the nature of the social activity and the starting and closing time.

- 1.9.3 The orderly conduct of the activity will be the responsibility of the student organization.
- 1.9.4 The society will be responsible for the orderly arrangement of chairs and other Institute facilities used during the activity.
- 1.9.5 If gate fees are charged, the Club must purchase government tickets from the Inland Revenue.
- 1.9.6 The Institute reserves the right to cancel permission to stage any social activity when student organizations fail to follow Institute guidelines for such activities.

1.10 **Rules relating to Alcohol and Drugs**

Students are not allowed to bring alcohol or illegal narcotics to the campus; these are not to be kept in hostels at any time.

1.11 **Rules relating to Student Unionism and Similar Matters**

- 1.11.1 Student Union membership shall be voluntary.
- 1.11.2 The legitimate right of any member of any community or an institution of higher learning to dissent and hold a different opinion is fully recognized. Thus, any individual or group of individuals may not compel students by any means whatsoever, to join in actions to which they are opposed.
- 1.11.3 While the Institute recognizes the constitutional right of its members, it has a duty to protect its - educational purpose and thereby the interest of the community as a whole.
- 1.11.4 Students shall be free to identify with legitimate causes by constitutional and orderly means as long as they do not disrupt the regular and - essential operations and activities of the Institute.
- 1.11.5 The Student Union will no longer hold Congress Meetings. Decisions will be taken by the Students' Parliament - the Students Representatives Council.
- 1.11.6 Should the Students Representatives Council decide to go on a peaceful demonstration or similar action, the organizers shall inform the Students' Affairs Officer, the Registrar and the Rector in writing at least 72 hours before the action starts, in order to enable the Institute authority hold and initiate discussions with the Union Executive, if necessary.
- 1.11.7 The notice must give information about:
  - i. the reason(s) for and the nature of the proposed

- demonstration.
- ii. The measures taken to ensure that essential/emergency services are not disrupted.
- iii. Assurance of non-violence to person or property.

### **1.12 Sports at the Institute**

The Sports division of the Institute is an arm of the Rectors office that is responsible for; the promotion and development of sporting activities within the School. It serves as the link between the outside world in terms of sportsmanship and the Institute. It is a channel through which all policy matters affecting sports are implemented.

The importance of sporting activities cannot be over emphasized as it is crucial to students overall academic extra-curricular development.

#### **Sport Activities**

The following activities are organized yearly

1. Inter soccer competition: Due to the values attached to this game, to fight student's unrest and excesses of life, the Institute has not failed to organize this competition.
2. Inter departmental, competition: The departments compete with other sister departments within or outside the Institute in all sporting activities.
3. Students are also trained in different areas of sport to participate in the Nigeria Polytechnics Games which comes up once in two years.

#### **Sport Facilities**

The Institute Sports facilities are still undergoing developments in the under-listed sporting areas:

- a. Volley ball Court
- b. Basket Ball Court
- c. Table Tennis Club
- d. Athletics Oval
- e. A football pitch.

### **1.13 Code of Conduct**

OFFENCE. Misuse of Library facilities And infractions of any of the	RANGE/PUNISHMENT
Rules pertaining to the Library: -Stealing of Books/Journals/Reference materials	Expulsion from the institute Prosecution of the offender at the Law Court.
-Defacement of Library -books and research materials	Replacement/repair of Library items defaced or lost.
-Reftisal to return book/reference materials etc. on deadline	Prescribed fine per day. With- holding of semester result.
-Noise and unruly behaviour within -The precincts of the Library.	Suspension for a period from the Library.
-Loss of Library items	Replacement of lost items or with - holding of transcript and semester result
Careless-handling of Library Books/Materials	Replacement/repair of item
- Proven cases of irresponsible Journalism	Letter of warning.
-(Unauthorized print/electric media publication or broadcast)	Suspension for a session Seizure of Publication. An order for a retracement of Publication/ broadcast
-Improper usage of channel of communication with or outside the Institute.	Rejection of communication order for a retraction of massage/communication Suspension Expulsion
-Cooking other than in the approved hostel/hall kitchen and kitchenette	Strong Warning letter. Confiscation of Cooker accessories etc Eviction from hostel rustication for a Semester
-overload of electrical units Causing electrical damages and power failure to hostel rooms' and wings.	Repair/payment for repairs replacement of damage items Ejection from hostel. Rustication for a session
-Infraction of Institute Rules relating to dances, late nights, alcohols and drugs.	written warning supervision Supervision/rustication from hostel Proscription of Club Association. Cancellation of permit
Defecating in unapproved premises, unsanitary indecent behaviour.	Warning Suspension
Established cases of spuatting in other Students' rooms	Letter of warning Suspension

	Rustication
Unapproved housing of visitor to hostel in student's rooms	Eviction from hostel
Debunking	Suspension from classes
Buying and selling of bed space	Forfeiture of bed space in addition to suspension from the Institute for a period not less than a semester
Subletting of students' hostel accommodation for monetary or other gratification	Forfeiture of hostel/room Eviction from room/hostel Suspension
illegal Keeping of pets in hostel/rooms	Rustication Eviction from Hostel
proven cases of mischief making	warning (verbal/written) Suspension from course Rustication from Hostel Expulsion from the Polytechnic
Fraud: Proven cases of deceitful behaviour for the purpose of gain	Suspension Expulsion
Forgery established cases of copying in order to deceive forging of documents for personal advantage or for others	Suspension from the Institute Prosecution of the offender in law of court
established case of fighting	Rustication Suspension Expulsion
stealing/theft to take what belongs to another without permission	Expulsion from the Institute Prosecution of the offender in law of court
Grievous bodily hurt (physical assault)	An order for a letter of apology to the affected person. Letter of warning
Proven membership of un registered Club/Society	Suspension
proven case of being an official of an unregistered Club/Society	Rustication/ Expulsion
Engagement in illegal activities of Occultism/unlawful association	Rustication for a session Suspension from classes Expulsion from the Institute Prosecution of the offender in law of court
Unruly behaviour towards staff	An order for a letter of apology Suspension Expulsion

Misconduct outside of the ESITM for which the Institution or her agents is brought into odium, Opprobrium and Ridicule	Letter of warning Rustication Expulsion
Problems arising from Travel without proven clearance from hostel department school polytechnic etc.	Loss of privileges of studentship
Refusal to register with the Medical Centre of the Institute.	Withdrawal of free medical consultation
Seeking of alternative medical attention without first reporting (or informing) the medical center of the Institute	Sick report may not be certified by the Institute medical center
Refusal or in ability to meet the basic requirement of SIWES programme by acts of omission or commission	Incomplete result will be recorded against student Withholding of semester result imputation on student of the status: non—graduating (.NG)
Sexually related offences. Such as rape. Hornosexualism. lesbianism, even agreed sex in Hostels and on the campus.	Rustication/Expulsion

#### **1.14.1 SURRENDER OF KEYS & INSTITUTE PROPERTY.**

Property: at the closing of the semester, expulsion from hostel, or Upon the severance of their Connection with the institute, students are required to return immediately all keys to the porter, books to the librarian, and other Institute Property to their heads of department students' who fail to submit keys and books and other Institute Property will be made to face the Students Disciplinary Committee.

#### **1.15 ELECTRICAL APPLIANCES.**

The installation and/or use of cookers, toasters, immersion heaters, refrigerators Cooling ring boilers, etc. is not allowed in Student's rooms No appliance may on any account, be connected to the lighting circuit. Students must not tamper with or alter, in anyway, electrical installations in the rooms or part of the hostel. Flouting of 2.9 and 2.10 shall be investigated by the Students Affairs Officer and recommendation made to the Rector for further action.

#### **1.16 LOSS OF PERSONAL PROPERTY**

The polytechnic or institute does not accept responsibility for any loss of person proper in the hostels. Students are therefore advised not to bring Valuable and

expensive items of personal property into the hostel as loss of personal Property will be at owner's risk.

### **1.17.0 LIMITATION OF STUDENT DEMONSTPTION**

Student demonstration must not.....

- 1.17.1 Endanger the life of any person.
- 1.17.2 Destroy or damage property.
- 1.17.3 Force others to join deny other members of the Institute (staff and Students) their right not to join in a demonstration, strike etc.
- 1.17.4 Impede or restrain the free movement of persons on the Institute Campus or on public ways.
- 1.17.5 Deny the use of offices classrooms or facilities to stair, Students or guests of the Institute
- 1.17.6 Take place after 7.00 p.m or before 7.00 p. m.
- 1.17.7 The organizer<sup>5</sup> of a disorderly demonstration will be held responsible for failing to take adequate precautionary measures.
- 1.17.8 Any violent demonstration culminating in molesting persons or damaging property will attract disciplinary action against those responsible.
- 1.17.9 If during the process of the demonstration there is- conflict between the law enforcement agencies and the demonstration students then the Institute cannot offer any protection to the students involved.
- 1.17.10 Demonstration carried outside the Institute will not attract the sympathy of the Institute in the event of clashes with law enforcement agencies, if the demonstration students are detained by the police, may suffer disciplinary action in addition.
- 1.17.11 Any students union activity that goes counter to thc rules and regulation of the polytechnic or institute shall be' dealt with accordingly.

## **Section III**

# **REGULATION AND PROCEDURES FOR THE CONDUCT. OF ECAMINATION AND ASSESSMENT UNDER THE SEMESTER SYSTEMS.**

## **1. ADMISSION TO EXAMINATIONS**

- a) Only candidates who are registered as students in accordance with the Institutes regulations shall be admitted into examination.
- b) All such candidate are required, in addition to all prescribed fees, to have a minimum of 75 percent attendance in all course selected in the various department of the Institute
- c) Any students who is absent from an examination without a reason acceptable to the Academic Board shall be deemed to have failed in that particular examination. Misreading of the examination timetable shall not be accepted as a satisfactory explanation for the absence.
- d) Any prelim student who on account of illness is absent from a semester examination may be permitted by the Academic Board to present himself for such examination at a future date provided that:
  - i. The illness has been reported to the Registrar through the Students Head of Department before or during the conduct of the examination (s); or
  - ii. The Student has been examined by the Institutes medical officer before the examination (s) and a medical report submitted to the Registrar for subsequent consideration by the Academic Board; or
  - iii. An evidence of hospitalization signed by a medical officer - of a government hospital is submitted to his/her Department for consideration by the Academic Board.

## **2. PROGRESS THROUGHOUT THE PROGRAMME**

For a student to progress from one year of the programme to the next, and in order to graduate, he must have a satisfactory achievement in course work and in semester examinations. The minimum pass mark in all courses will be 40%. All recommendations concerning student progress will be subject to the approval of the Academic Board on the advice of the School Board after such School Board shall have considered student progress reports forwarded to it by the Departmental Examination Board. The Dean of School shall have the right to attend any Department Examination Board meeting and should receive notice of all such meetings.

## **3. PROCEDURE FOR STUDENT ASSESSMENT.**

- a. The assessment of all courses shall be by internal examination at all semester examination except the final semesters of the National and Higher National Diploma Examinations where assessment shall be by both internal and external examiners.
- b. Assessment shall be a continuous process throughout duration of all courses.

**4. ASSESSMENT METHOD.**

Assessment shall consist of courses work and semester examinations.

**4.1. CW-COURSE WORK ASSESSMENT.**

Course work assessment shall be based upon performance in the following:

- i. Class work (Tests and Quiz)
- ii. Home work or assessments
- iii. Practical's (Workshops and Lab/Studio and Field)

**4.2 SE-SEMESTER EXAMINATION**

A written semester examination

**5. METHODS FOR AND ILLUSTRATION OF COMPUTATION OF STUDENTS OVERALL PERFORMANCE.**

**i. Grade Point (or Value Point)**

**Grade** point is obtained by multiplying the credit units assigned to a particular course by the numerical grades obtained in the examination of that course. For example, if property law carries 4 credit units and a student obtained 80% which is an A grade and has a numerical value of 4, his grade point (or value points) for property law will be  $4 \times 4 = 16$ .

**ii. Grade Point Average (G. P.A.)**

The overall performance of each student shall be determined by means of grade point average obtained by awarding value points in respect of each average obtained by awarding value points in respect of each course on the basis of credit units of the course multiplied by the numerical value of the grade obtained. The grade point average is then the total number of value point divided by the total number of credit units, For example, if a student scores A(72%), C(51 %), B(69%), D(44%), and E(28%) in five subjects which carry 2,3,3,1,and 2 credit units respectively, his/her **Grade Point Average** will be worked out as follows;

<b>Letter Grades</b>	<b>Credit Units</b>	<b>Numerical Grades</b>	<b>Value Points</b>
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<b>A</b>	<b>2</b>	<b>4</b>	<b>8</b>
<b>C</b>	<b>3</b>	<b>2.5</b>	<b>7.5</b>
<b>B</b>	<b>3</b>	<b>3</b>	<b>9</b>
<b>D</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>E</b>	<b>2</b>	<b>05</b>	<b>1</b>
<b>Totals</b>	<b>11T.C.U</b>		<b>27.5 T.V.P</b>

$$\text{G.P.A.} \quad 27.5 \\ 11 \quad = \quad 2.50$$

**iii. Cumulative Grade Point Average (CGPA)**

The calculation of a grade point average made by student in two or more semester is referred to as the Student's Cumulative Grade Point Average. it is simply highlighted average. For example if a Student's scores for two semesters were as follows;

**1st Semester.**

<b>Subject</b>	<b>Letter Grade</b>	<b>Credit Units</b>	<b>Numerical Grades</b>	<b>Values Points</b>
English	B	3	3, 00	9.00
Statistics	A	4	4, 00 1	6.00
Business				
Maths	C	3	2.50	7.50
Psychology	D	2	2.00	4.00
Economics	E	2	2.00	2.00
<b>Totals</b>		<b>14.C.U</b>		<b>38.5T.V.P.</b>
<b>G.P.A</b>		<b>3&amp;5</b>		
	14	=	2.75	

**2<sup>nd</sup> Semester.**

<b>Subject</b>	<b>Letter Grades (L.G)</b>	<b>Credit Units (C.U)</b>	<b>Numerical Grades</b>	<b>Value Points (VP)</b>
English	A	3	400	12.00
Statistics	A	4	4.00	16.00
Business				
Maths	B	3	3.00	9.00
Psychology	E	2	1.50	3.00
Economics	D	2	2.00	4.00
<b>Totals</b>		<b>14T.C.U</b>		<b>44.OOT.V.P</b>
<b>G.P.A</b>	<b>44.00</b>			
	<b>14</b>	=	<b>3.14</b>	

$$\text{Cum. Total Credit Units (T.C.U.)} \quad 14+ 14 \quad = \quad 28$$

Cum. Total Value Points (T.V.P.)	38.5+44	=	82.50
Cum Grade Point Average (G.P.A)	82.50		2.946
	28		or 2.95
			approx

**6. DETERMINATION OF FINAL GRADE:**

For courses, the relative weighting of the course work (CW) and the semester examination (SE) shall be as follows;

- Course Work (CW) 40%
- Semester Examination (SE) 60%

However or courses which are practical in nature, appropriate weighting may be given by raising course work (CW) beyond 40%. The final grade which a student earns will be the sum of his scores in CW and SE.

**7. EVALUATION GRADING SYSTEM.**

For evaluation purposes letter grades with the corresponding numeric values and classification are accepted as follows:

Scores	Letter Grade	Numerical Value
70-100%	A	4.0
60-69%	B	3.0
50-59%	C	2.5
40-49%	D	2.0
30-39%	E	1.5
20-29%	F	1.0
10-19%	G	00

**STUDENT GRADE POINT AVERAGE (GPA) AND CUMULATIVE POINT AVERAGE (CPA).**

The assessment of a student’s performance shall be based on the Grade Point Average (GPA).the GPA is the sum of the value points divided by the total number of credit units. A unit is equivalent to one contact hour/week/semester. For the purpose of computation, one credit unit shall be equivalent to one hour of lecture or tutorial or two lab/workshop hours, except in case of art and design where one lecture hour shall be equivalent to one hour of studio work. The sectional GPA at the end of a year is the mean of the previous CPA and at the current CPA is the same as the current sectional GPA Conditions For Student Progress.

**THE CONDITION FOR CARRYING OVER OF COURSES SHALL BE AS FOLLOWS;**

1. No extra fees shall be charged on students for carry-over courses, provided that such student pay the normal Registration fees payable by each Registered student per session.
2. Examinations for carry-over course/subject will only be done during the corresponding semester or whenever such subjects/courses are available.
3. In carry-over courses, a student shall be assessed on both the course work and examinations, and shall be awarded the full marks and grades he obtains. Any incomplete examination shall also be carried over.
4. A student at any level of the programme shall register for a minimum of 15 and a maximum of 26 credit units in a semester. A final year student may however register for only the course he failed.
5. A student shall be allowed a maximum of 8 semesters to graduate from the programme. A student who fails to meet the requirements for graduation in a programme shall be entitled to the Polytechnic or Institute Statement of Result.

**6. A STUDENT WHO OBTAINS AT THE END OF THE SESSION:**

- a. A.C.P.A. of less than 1.50 shall be withdrawn from the programme.
- b. A C.P.A of 1.50 to 1.99 shall be required to repeat the year (Probation). Thereafter, such a student shall be asked to withdraw if he does, not improve on the performances.
- c. A.C.P.A of 2.00 and above shall be allowed to progress to the next class, carrying over such courses he must have failed, provided the number of such courses does not exceed 50% of the courses registered for in the session.
- d. A student who earns a G.P.A of 1.99 or less in the first semester shall be cautioned.

**7. PRE-ND PROGRAMME.**

- a. A preliminary student shall be required to pass in all courses offered in the Session.
- b. A preliminary student who obtains a CPA of 2.00 and above at the end of the Session, but fails more than 2/5th of all courses shall be withdrawn from the programme, in determining 2/5th of all courses, the nearest whole number shall be considered.
- c. A preliminary student who fails in 2/5th or less number of his courses at the end of the Session, but earns a CPA of 2.00 and above shall be granted the

opportunity to resit such courses. The resit shall be assessed only on examination and the maximum grade obtainable by a student shall be D' or Pass. A student who fails the Result Examination shall be withdrawn.

**8. STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)**  
Any Industrial Training prescribed as part of the programme shall be satisfactorily complete before being eligible for the Diploma Certificate.

**9. CLASS OF DIPLOMA (ND/HND)**

The final award and class of Diploma shall be based on the CPA which a candidate has earned during the two years period of study. The minimum CPA for the award of Diploma shall be 2.00. The classification of the Diploma shall be as follows;

Distinction	-	CPA3.50 to 4.00
Upper Credit	-	CPA3.00 to 3.49
Lower Credit	-	CPA2.50to2.99
Pass	-	CPA2,00 to 2.49
Fail	-	CPA 1.99 and below.

**Section IV.**  
**RULES AND REGULATIONS FOR STUDENTS DISCIPLINE**

The Institute is committed to the welfare of all Students as well as the enforcement of discipline in all aspects of Students conduct.

- 1.1 These rules and regulations are made pursuant to the ESITM Institute law.
- 1.2 The Rector shall have responsibility for ensuring that peace and order shall be maintained within the precincts of the Institute. It shall be lawful for the Rector to take such action at all times as he may deem necessary or expedient to maintain peace, protect property, promote the safety and welfare of the student and staff resident within the Institute

## **2. DISCIPLINE**

Without prejudice to the exercise of the disciplinary power conferred on the Rector by the ESITM Polytechnic or Institute law, the Rector may take or direct disciplinary action against any student found guilty of any misconduct set out in Section 3 below.

## **3. TYPES OF MISCONDUCT.**

Misconduct in this respect shall include the following;

- a. Drunkenness
- b. Drug abuse
- c. Entertaining visitors in the room at odd times
- d. Careless or willful destruction or damage of Institute property.
- e. Theft.
- f. Unauthorized installation and use of cooker in the hostels.
- g. Fighting
- h. Willful failure to submit Institute property to the appropriate officer at the close of semester.
- i. Loud and distracting noise at unauthorized time and locations e.g. administrative block, lecture blocks/offices, the library etc.
- j. Unlawful meetings, demonstrations and processions
- k. Cultism.
- l. Obscene and libellous publications.
- m. Examination malpracticeS
- n. Forgery.
- o. Disobedience of lawful instructions.
- p. Impersonation.
- q. Indecent dressing.
- r. All other acts which the Institute may adjudge as misconduct.

## **4. STUDENTS' RUSTICATION AND EXPULSION.**

- 4.1 Where it appears to the Rector that any student has been guilty of misconduct he may direct;

- a. That the student shall not, during such period that maybe specified in the direction, participate in such activities of the Institute or make use of such facilities of the Institute as may be so specified.
  - b. That the activities of the student shall, during such period as may be specified in the direction, be restricted in such a manner as may be so specifies.
  - c. That the student be rusticated for such a period as may be specified in the direction.
  - d. That the student shall be expelled from the Institute.
- 4.2 Where a directive is given for the rustication or expulsion of a student, the student concerned may appeal against the direction to the Governing Council which may, after taking measures it may consider appropriate, either confirm or set aside the direction or alter in such manner as it may deem fit.
- 4.3 An appeal against a direction shall not affect the operation of the direction pending the determination of the appeal.
- 4.4 Nothing in the Regulation shall be construed as precluding the restriction or termination of a student's activities or attendance at the Institute on grounds other than misconduct provided the action of the student complained of appears to the Rector to be prejudicial to the maintenance of peace, order and discipline of the Institute or is disgraceful or dishonourable in respect of staff or students of the Institute.

**5. STUDENTS DISCIPLINARY COMMITTEE.**

The Rector in exercising any of his power to discipline students under these regulations may appoint a disciplinary committee in writing consisting of members of the Institute as he may determine and shall include at least one member of the Students union. Nothing in this Section shall be construed as preventing the Rector from exercising any of his power of discipline.

**6. SECTIONAL HEADS AND DISCIPLINE.**

The Rector may empower the Hall Master or Head of Hall of Residence or an Academic Department or other similar unit of the Institute, to recommend the discipline of students other than by way of rustication Or expulsion from the Institute for any misconduct occurring in the Hall of Residence or in the Academic Department.

**7. CONDITIONS FOR DEPRIVING STUDENTS OF AWARDS.**

The Rector may:

- i. Deprive a student of any fellowships, memberships, diplomas, certificates, scholarships, studentships, bursary, medal, prize or other

academic titles, distinction or award whatsoever conferred upon him by the Institute if after such enquiry as the Academic Board may deem necessary the Academic Board is satisfied that the student has been guilty of any infamous conduct in obtaining and/or gaining Admission into the Institute.

- ii. Withdrawn or withhold the fellowships, scholarships, memberships, bursary or other Academic Award whatsoever granted to any student by the Institute where the Academic Board is satisfied on academic or other grounds that it is necessary stood.
- iii. Exercise all such other functions as are or may be conferred on him by the Governing Council from time to time, as they may deem necessary

#### **8. CLOSURE OF THE INSTITUTION.**

The Rector, acting normally, in consultation with the Academic Board may direct the closure for such period as he deem necessary, of the whole or any part of the Institute for reason of any emergency such as the outbreak of an epidemic or some other natural disaster, and for such good cause as the needs of the community may require provided that, the Rector shall within forty-eight hours notify the Chairman, Governing Council of such closure and receive directives in furtherance of the action taken.

### **Section V EXAMINATION OFFENCES AND PENALTIES.**

- 1.1 **Offences:** Engaging in an unauthorized communication in whatever form while examination is in progress.  
**Penalty:** The candidate involved shall be disqualified in the examination paper and shall be deemed to have failed that paper, Such a candidate shall be allowed to carry over the paper provided he/she satisfies the condition for a carryover.
- 1.2 **Offence:** influencing any examination official before, during or after the exam with a view to gaining an advantage.  
**Penalty:** The candidate involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. Such a candidate shall be allowed to carry over the paper provided he/she satisfied the condition for a carryover.
- 1.3 **Offence:** Writing on any unauthorized paper during the examination, either the question set or solution thereof other than on the answer booklet.  
**Penalty:** The candidate involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. Such a candidate shall be allowed to carry over the paper provided he/she satisfies the conditions for a carryover.
- 1.4 **Offence:** Changing of position in the examination hall without permission.  
**Penalty:** the candidate involved shall be disqualified in the relevant examination paper and shall be deemed to have failed that paper. Such a candidate shall be allowed to carry over the paper provided he/she satisfied the conditions for a carryover.
- 1.5 While the examination is in progress after receipt of question paper and before handing over the answer booklet any candidate found:
- 1.5.1 **Offence:** Copying or has copied from any paper, book or note written on any part of clothing, body, table, desk or instruments, like set square, slide rule, protractors, calculators etc.  
**Penalty:** The candidate involved shall be disqualified from the entire examination and rustication for one academic year and shall be required to register at the beginning of the Orresponding semester during the following year.
- 1.5.2 **Offence:** Possession and use of programmable calculation or wrist watch and unauthorized electronic communication devices inside the examination hail.  
**Penalty:** The candidate shall be expelled from the Institute.
- 1.5.3 **Offence** unauthorized notes or books inside or outside the examinatio  
**Penalty:** The candidate involved shall be disqualified from the entire examination and rustication for two academic years and shall be require ci to register at the beginning of the Orresponding semester during the third year

- 1.5.4 **Offence** Passing on a copy of the question set in the paper or a solution thereof to anyone  
**Penalty:** The candidate involved shall be disqualified from the entire examination and rustication for one academic year and shall be required to register at the beginning of the corresponding semester during the following year.
- 1.5.5 **Offence:** Giving assistance to or receiving assistance from any student, staff/group such as writing on the question paper or exchange of question paper or exchange of answer booklet.  
**Penalty**  
a. Student: he shall be rusticated from the Institute.  
b. Staff: The case shall be referred to the Rector who may refer case to the Staff Disciplinary Committee for appropriate action.
- 1.5.6 **Offence** Aiding and abetting any other candidate to copy from any trial.  
**Penalty**  
i. The candidate involved shall be disqualified from the entire examination and rusticated for one academic year and shall be required to register at the beginning of the corresponding semester during the following year.  
ii. Staff: The case shall be referred to the Rector who may refer case to the Staff Disciplinary Committee for appropriate action.
- 1.5.7 **Offence:** Communicating or attempting to communicate directly or indirectly with the examination *officials* with a view to influencing them in the award of marks.  
**Penalty:** The candidate involved shall be disqualified from the entire examination and rustication for one academic year and shall be required to register at the beginning of the corresponding semester during the following year.
- 1.5.8 **Offence:** Unauthorized alteration of marks with a view to favouring or disfavouring a particular student(s).  
**Penalty:**  
a. **Student:** The Student shall be expelled.  
b. **Staff:** The case shall be referred to the Rector who may take it to the Staff Disciplinary Committee for appropriate disciplinary action.
- 1.5.9 **Offence:** Destroying evidence/exhibits by chewing or other means.  
**Penalty:** The candidate shall be expelled from the Polytechnic.
- 1.5.10 **Offence:** Being in possession of examination materials such as answer booklet before and/or after the examination.

- Penalty:** The candidate involved shall be disqualified from the entire examinations and rusticated for two academic sessions and shall be required to register at the beginning of the corresponding semester during the third year.
- 1.5. **Offence:** Assisting another candidate in the execution of practical during examination.
- Penalty:** The candidate involved shall be disqualified from the entire examinations and rusticated for two calendar years and shall be required to register at the beginning of the corresponding semester during the third year.
- 1.6. **Offence:** Being in possession of solution to a question(s) in the examination hall.
- Penalty:** The candidate involved shall be disqualified from the entire examinations and rusticated for two academic sessions and shall be required to register at the beginning of the corresponding semester during the third year.
- 1.7. **Offence:** Making any prior arrangement to obtain help in connection with the question paper in the examination.
- 1.20. **Offence:** Committing any other offence connected with examination, which may not be listed above.
- Penalty:** The School Board shall determine the penalty according to the nature of the malpractice.

### **3. PROCEDURE FOR HANDLING EXAMINATION MALPRACTICES.**

- Examination malpractice is construed as irregularities, violation of or infringements on examination rules and, regulations (as may be defined by the Academic Board) before, during or after the conduct of examination. The following steps shall be adhered to when handling examination practices.
- 3.1. As soon as a candidate is suspected by any examination official, of having resorted to any examination malpractice, the answer booklet of the candidate shall be seized by the invigilator. Any exhibit (s) found on the candidate shall be signed by the candidate and invigilator. The candidate shall be made to complete and sign form 'A' in triplicate immediately and the form counter signed by the invigilator. The form and the exhibit shall be attached 'to the seized script. The invigilator shall also complete and sign form 'B' for reporting examination malpractice and hand it over to the candidate to sign. The complete forms A' and B shall be forwarded to the School Examination Officer for endorsement and necessary action.
- 3.2. A fresh answer booklet shall be given to the candidate to continue the examination (if still in progress) after completing the formalities in the relevant forms.

- 3.3 At the conclusion of the relevant examination paper, the invigilator shall forward both the answer booklet (marked I and II) to the School Examination Officer who shall, in turn, forward the scripts together with the copy of the malpractice report to the Dean of the affected School.
- 3.4 The Dean of School shall appoint a committee to investigate all cases of examination malpractice. The Examination Malpractice Committee shall comprise the following:
  - a. Head of Department other than that of the candidate involved in the alleged malpractice - Chairman.
  - b. Head of Department or his nominee not below the *rank* of Principal, Lecture of the candidate involved in the malpractice-member.
  - c. School Examination Officer of the School-member.
  - d. School Officer of the School- Secretary.

The committee shall submit the report of its findings together with necessary recommendations by the Dean of School' within two weeks the offence was committed. The committee's report shall thereafter be submitted to the Dean for" the consideration of the School Board. The recommendation of the School Board shall be forwarded to the Academic Board for determination.. The marks of the student shall not be computed unit after the determination of the case by the Academic Board

- 3.5 Any candidate charged with examination malpractice shall be required to remain on campus, and be available to the Examination Malpractice Committee unit the committee complete its investigation.
- 3.6 The department shall ensure that there is proof that 11w student received the invitation to appear before the committee

#### **4. FORM FOR REPORTING EXAMINATION MALPRACTICE**

Examination Malpractice shall be reported on forms 'A' *Urn* 'B' (see Appendix)

#### **5. EXAMINATION INSTRUCTION TO CANDIDATES.**

- 5.1 Candidate shall be punctual of every examination, Candidate who come late to the examination hall shall hr admitted only at the discretion of the invigilator, hut the candidate shall allowed in to the hall 30 minutes after the commencement of the examination
- 5.2 Candidate must present their identity cards before beiii admitted into the examination hail.
- 5.3 Candidate shall not leave the examination hail during the first 30 minutes of the examination. Thereafter, candidates may, with the permission of the

- invigilator, leave the hall to obey the call of nature and shall in all cases be accompanied by an attendant.
- 5.4 Candidate shall bring with them to the examination hall their own writing materials which may be permitted in a particular paper. Candidates are not allowed to bring in papers, books or bags into the examination hall.
  - 5.5 There shall be no communication between candidates while the examination is in progress. However, candidate wishing to ask questions on issues that require clarification shall raise their hands to attract the attention of the invigilator.
  - 5.6 Candidate shall not be allowed to smoke in the examination hall.
  - 5.7 The use of scarp papers shall not be permitted. All rough work must be done in the answer booklet and neatly crossed though.
  - 5.8 Candidates are advised to write legibly, and to begin each question on a fresh page.
  - 5.9 Candidate must ensure that they write at the appropriate places, the title of the examination, their examination number, and the numbers of the questions attempted before Submittiflg their scripts to the invigilators.
  - 5.10 Candidates shall not be allowed to take away from examination hail any used/unused answer booklet(s).

## **6. INSTRUCTIONS TO INVIGILATORS.**

1. The invigilator shall ensure that students present their identity cards before they are admitted into the examination hail.
2. The invigilators shall exercise constant and vigilant supervision over the candidates. All cases of ill health shall be reported to the department examination Officer who will send a report to the Dean of School on completion of the examination hail.
3. Before serving the booklets, the invigilator shall instruct all candidates to ensure that there are no illegal materials, on or around their seats/desks.
4. An invigilator shall report to the examination hall about half an hour before the examination is due to start and shall receive from the Head of Department the question papers in sealed packets.
5. The Head of Department and the Department Examination Officer shall sign each examination answer booklet before the commencement of each examination. This is to prevent illegal issuance of examination booklets.
6. While the examination is in progress, no person, other than the invigilators, the examiner, the attendant, dean of school or his representative, head of department, the Registrars representative (Exams and Records) and the Medical personnel shall be allowed to enter the hail.

7. The time allowed for an examination paper as indicated in the time-table, must be strictly adhered to.
8. Each of the sealed packets of examination paper must be opened in the presence of the candidates.
9. Immediately after Question paper have been distributed to all candidates, the Invigilator shall ask the candidates to see that they have the papers for which they have been entered. Then and only then shall the Invigilator give a signal for the examination to start.
10. Candidates shall be admitted up to the first half-hour of the examination only with the permission of the Invigilator. Cases of admittance after the starting time of the examination shall be reported to the Chief Examination Officer.
11. The 'Invigilator shall arrange for an escort for a student who wishes to leave the examination hall to answer the call of nature and may search such a candidate on his/her return.
12. The Invigilator shall not allow any candidate to' leave the hall unit the first one- hour had elapsed.
13. After the first hour, any candidate who wishes to submit his/her answer booklet and leave may do so.
14. Reasonable silence shall be maintained throughout an examination by the Invigilators, other officials and the candidates.
15. Invigilators shall write start-time and stop-time on the chalkboard and shall thereafter announce the time at appropriate intervals during the period of an examination.
16. At the closing of each examination, the Invigilator shall collect the answer booklets, count them and hand them over with four question papers to the Examiner who shall count and ensure that they are complete. Where an examiner is not available, the Invigilator shall hand over the answer booklets to the Head of Department. At the end of each examination, the examination officer should draw a line through any blank space at the end of each answer.
17. The Invigilator shall mark the attendance registers and report to the Head of Department any candidate that is absent from the examination.
18. Candidate shall not be allowed to leave the examination hail without handing in his/her answer booklet. At the end of the examination the Invigilator shall collect the answer booklets from the candidate while they remain seated.
19. Invigilator should ensure that attendance sheet is passed round for candidate's signature 3 a minutes after the commencement of examination. He shall then count the number of candidate physically present in the hail against the total signatories;
20. The Invigilator shall be vigilant throughout the course of the examination. Under no circumstance should an invigilator leave the examination hail

without an arrangement for his/her substitution. Also, reading of novels, newspapers, writing of letters or marking of scripts are not allowed during an examination.

21. Any candidate found cheating shall immediately be given copies of examination malpractice forms for completion. The original copy with relevant exhibits shall be handed over to the Dean of School through the School Examination Officer for further action.

#### **DUTIES OF ATTENDANTS:**

1. Attendants shall assist the Invigilator where necessary in the distribution of examination materials.
2. Attendants shall be present in the hall as long as the examination lasts.
3. Candidates going to toilet shall be accompanied by attendant(s) male or female as the case may be.
4. The attendant shall carry out other duty/duties assigned by the Invigilator during the examination.

#### **7. INSTRUCTIONS TO EXAMINERS.**

1. All questions shall be moderated at least one week to the commencement of Examinations. In the case of ND II and ND III, Sessional questions shall be externally moderated. After moderated, the Head of Department shall take custody of the moderated papers.
2. The Head of Department, the Examiner in any particular case and at least one senior member of the department shall form the moderation team. All members of the team must be present during the moderation.
3. The Head of Department shall ensure that questions are typed, well packed, sealed and delivered to the Department Examination Officer at least one hour before the commencement of the paper.
4. The Examiner shall be present during the first 15 minutes and the last 15 minutes of the examination.
5. The Examiner shall submit his marked examination scripts and scores to the Head of Department within two weeks after the semester examination.
6. The Examiner shall submit his score sheet to the Head of Department. In doing so, he shall ensure that a duplicate copy which he retains is duly signed by the Head of Department and himself/herself.
7. A copy of the candidates scores should be submitted to the Head of Department immediately course work is done.

#### **8. INSTRUCTIONS TO EXAMINATION OFFICERS**

1. The departmental examination officer shall be responsible for the conduct of examinations in the department.
2. He shall ensure that examinations are hitch free.
3. He shall be responsible for the co-ordination and th compilation of results for the department.

**9. INSTRUCTIONS TO THE HEAD OF DEPARTMENT**

1. The Head of Department shall be the Chief Examination Officer of the department  
He shall ensure that all question papers are moderated.
2. He shall ensure that all officers charged with the responsibilities concerning examination perform their duties timely and in conformity with the laid down rules and regulations for the examination

**10. GENERAL**

Any staff member involved in examination offences such as examination leakage, victimization of students in marking of scripts and compilation of results, alteration marks/grades, refusal or failure to invigilate without permission form the appropriate authority etc. shall be investigated by the Dean of School of the relevant School and referred to the Rector for necessary administrative action.

**FORM ‘A’  
To be completed in Triplicate**

1. Name of student.....
2. Examination Number.....
3. School.....
4. Department.....

- 5. Class.....
- 6. Subject.....
- 7. Date.....
- 8. Nature of Malpractice.....  
.....
- 9. Particulars of Exhibits Found With The student.....  
.....
- 10. Statement By Student.....  
.....

Signature.....

Signature .....

**(Student)**

**(Invigilator)**

**Note:** You are required to appear before the School Examination Malpractice Committee which shall notify you of the exact day and time. Failure to appear before the committee shall I regarded as an offence and an act of insubordination and this shall cause the committee to put you on trial in absentia.

**FORM 'B'**  
**EXAMINATION MALPRACTICE (STATEMENT BY INVIGILATOR)**

- 1. Name of student.....
- 2. Examination Number.....
- 3. Subject.....
- 4. Class.....



In grovelling aimlessly and endlessly, he will inevitably commit blunders some serious and damaging: some pardonable and to be overlooked.

The first duty of a Student in an environment is to seek for information. Information helps in setting of bearing and goals of targets. Information helps in the executing of decision and the attainment of set goals.

### **INFORMATION SOURCES**

<b>Information</b>	<b>Sources (i.e. Dept. Unit of)</b>
1. Admission Policy/Requirements	Academic Affairs: (Registry)
2. Registration	Academic Affairs: (Registry)
3. Academic Programme/courses	Academic Affairs: (Registry)
4. Test/Examination Matters	Exams & Records Office (Registry)
5. Long Vacation Course/ Programme	Department: Consultancy Services Unit; Academic Affairs Officer
6. SIWES/Industrial Training	Industrial Placement Office.
7. Fees and Levies	Bursary; Student Affairs; Academic Affairs.
8. Halls of Residence Hostel Accommodation	Student Affairs
9. Books/Newspapers/Journals /Magazines/Gazettes	The Library
10. Academic Transcripts/ Affairs Testimonials Certificates	Depts. Exams & Records Academic
11. Scholarship/Prizes/Financial Aid	Registry: Students Affairs
12. Sports/Recreations/Games	Student Affairs.
13. Health Matters	Medical Centre; Student Affairs
14. Security	The Chief Security Officer
15. Letters/Postage/Stamps/Personal Mails	ESITM, USEN
16. Residency Papers	The Registrar
17. Off-Campus Residency	Student Affairs
18. Student Catering Services	Student Affairs
19. National Youth Services Corps Scheme (NYSC)	The Registrar/Students Affairs Office
20. Graduation Ceremony/ Convocation Matters	The Registrar
21. External Levels	



