

# Department of Metallurgical & Material Engineering

## Ahmadu Bello University Zaria

### EXAMINATION GUIDELINES

#### General Guidelines

- i. Examinations are normally held at the end of each semester. Examinations may take the form of written papers, oral examinations, practical, the submission of projects, any combinations of these, or any other form approved by the senate. The continuous assessment of course work should be included in determining examination results.
- ii. Notwithstanding any provisions to the contrary in these regulations, the senate reserves to itself the power to decide any case on the basis of what appears to it to be fair and just in the circumstances of the case; and to approve examination results in spite of any breach of these Regulations, if the senate is satisfied that the said breach has not substantially affected the examination results.

#### Eligibility

- i. In order to be admitted to any examinations a student must have been registered for the course-units to be examined and must have fulfilled any university requirements concerning residence, fees or other matters. At least 75% attendance is required in all classes, tutorials, laboratories, field/studio practical training etc, to qualify to sit for semester examinations. He/She must also have fulfilled any Faculty requirements regarding attendance at or satisfactory completion of any course-work, practical, assignments, projects or other matters. The standards necessary to satisfy these faculty requirements shall be determined from time to time by a Faculty Board on the recommendation of the appropriate departments, and any changes shall be made known to the students by the start of the relevant teaching
- ii. The Registrar shall prepare examination cards with appropriate examinations numbers for issue on the application of students at least two weeks before the semester examinations begin. These cards will be prepared on the basis of lists of student admitted by each Faculty Examination Officer, who shall certify that the students have been registered for the programme of studies shown for them and have not infringed any Faculty requirements or, so far as the Faculty Examinations Officer has information, any University requirements for admission to Examination.
- iii. Before issuing an examination card to any student, the registrar shall confirm that the student has been registered in the Academic Office for the programme of study and has not infringed any University requirements for admission to examinations.
- iv. It shall be the responsibility of each student to make sure that he is registered for the appropriate examinations and that he knows the dates, times and places of the examinations for which he is registered. In order to be admitted to any examinations a student must have been registered for the course units to be examined and must have fulfilled any University requirements concerning residence, fees or other matters. At least 75% attendance is required in all classes, tutorials, laboratories etc to qualify to sit for semester examinations. He must also have fulfilled any departmental requirements regarding satisfactory completion of any course work, practicals, assignments, projects or other matters.

## Conduct

- i. A student shall be at the examination room at least ten minutes before the advertised time of the examination. A student is required to supply his own pens, pencils, rulers, etc.
- ii. A student may be admitted up to forty-five minutes after the start of the examination but he shall not be allowed extra time. If a student arrives later than forty-five minutes after the start of the examination, an Invigilator may at his discretion admit him if he is satisfied that the student has good reasons for his lateness. The Invigilator shall report the circumstances to the Faculty Examinations Officer who shall advise the Board of Examiners which shall decide whether or not to accept the student's paper.
- iii. A student may be permitted by an Invigilator to leave the examinations room during the course of an examination provided that:-
  - a) No student shall normally be allowed to leave during the first hour or last fifteen minutes of the examinations.
  - b) A student must hand his script to the Invigilator before leaving if he does not intend to return.
  - c) A student who leaves the examination room shall not be re-admitted unless throughout the period of his absence, he has been continually under the supervision of an Invigilator or Assistant Invigilator.
- iv. A student shall bring his examination card to each examination and display it in a prominent position on his desk.
- v. Each student shall complete a form bearing his number, name and signature which shall be collected by the Invigilator of each examination.
- vi. During an examination, no student shall speak to any other student or, except as essential, to the Invigilator, or make any noise or disturbance.
- vii. No book, printed-paper or written document or unauthorized aid may be taken into an examination room by any student, except as may be stated in the rubrics of any examination paper.
- viii. A student must not during an examination directly or indirectly give assistance to any other student or permit any other student to copy from or otherwise use his papers. Similarly, a student must not directly accept assistance from any other student or use any other student's papers.
- ix. If any student is found to be, or is suspected of, infringing any of the provisions of paragraphs (i) to (viii) above or in any way cheating or disturbing the conduct of the examination, a report shall be made as soon as possible to the Faculty Examinations Officer and the Dean. The Dean will cause the circumstances to be investigated and reported to the Board of Examiners, and take such steps as may be necessary for the smooth conduct of examinations. The student concerned shall be allowed to continue with the examination provided he causes no disturbance but the Board of examiners may subsequently recommend to the Faculty Board and Senate whether his paper should be accepted and as to any other action that should be taken in the case.
- x. A student shall write his examination number, not his name, distinctly at the top of the cover of every answer book or separate sheet of paper.
- xi. The use of scrap paper is not permitted. All rough work must be done in answer books and crossed neatly through, or in supplementary answer books which must be submitted to the

Invigilator. Except for the printed question paper, a student may not remove from the examination room or mutilate any paper or other material supplied.

- xii. At the end of the time allotted, each student shall stop writing when instructed to do so and shall gather his scripts together in order for collection by the Invigilator,

## Results

Semester grades are calculated as Grade Point Average (GPA) on the basis of A (70 -100), B (60 - 69), C (50 - 59), D (45 - 49), and F (0 - 44) which are equivalent to 5, 4, 3, 2, and 0 Grade Points (GP), respectively. The approved scoring and grading system for all examinations conducted within the university is as summarized in Table 2.

Table 2: Approved scoring and grading system

(i) Credit Units	(ii) Percentage Scores	(iii) Letter Grades	(iv) Grade Points	(v) GPA	(vi) CGPA	(vii) Class of Degree
Vary according to contact hours assigned to each course per week per semester and according to workload carried by each student	70-100)	A	5	i*iv divided by total credit units	4.50-5.00	First class
	60-69	B	4	i*iv divided by total credit units	3.50-4.49	2nd Class Upper
	50-59	C	3	i*iv divided by total credit units	2.40-3.49	2nd class Lower
	45-49	D	2	i*iv divided by total credit units	1.50-2.39	Third class
	0-44	F	0	i*iv divided by total credit units	Less than 1.50	Fail

- i. The minimum pass mark is 40% or GPA of 1.00 is required for graduation in the university but in engineering, the minimum pass mark is 45% In order to obtain an overall pass in the examinations in any year of study, a student is required to maintain a CGPA of at least 1.50 to be in "good academic standing"; a student whose CGPA falls below 1.5 at the end of any year of study shall be placed on probation.
- ii. A student who remains on probation for two consecutive semesters and who fails to attain the status of "good academic standing" at the end of that year of study shall be withdrawn from the program of study.

- iii. Failure in any course shall be recorded as such and can only be redeemed by re-taking the course as carry-over and passing the examination, but both the initial GP and the "carry-over" GP shall count towards the CGPA. Subject to the conditions for withdrawal and probation as set out above, a student may continue to re-take the failed course unit(s) at the next available opportunity provided that the total number of credit units carried during that semester does not exceed 24.
- iv. A student who is absent from any examinations shall be deemed to have failed the course-units missed, unless allowed as below to sit as his first attempt. Senate on the recommendation of the relevant Faculty/School Board may allow the student to sit the missed course-units later, as his first attempt, if the absence is explained on medical grounds (including, for a female student, being more than 34 weeks pregnant), certified by an Ahmadu Bello University Medical Officer. The student's overall results for the first attempt shall then be assessed and if a supplementary examination should be taken then, the Faculty/School Board may allow this if it can be arranged in time, failing which the student shall repeat the course-units. In any case, where a student has been absent from any examination on other than medical grounds, or he was absent on medical grounds but this was not certified by an Ahmadu Bello University Medical Officer, then the Senate on the recommendation of the relevant Faculty/School Board may only allow that the student's sitting the missed course units later should be accepted as his first attempt.
- v. A student who is admitted to a program of studies for a first degree without having initially fulfilled the University General Requirement in English Language shall fulfil it before graduation.
- vi. The number and titles of the core and elective course-units to be examined shall be as specified in the syllabus approved by Senate.
- vii. The Faculty Board may determine from time to time, on the recommendation of the Departments concerned, and shall make any change known to the affected students by the start of the relevant teaching:-
  - a. The method of determining continuous assessment marks.
  - b. The weight to be given continuous assessment marks, in the marks for each course-unit provided that the total of the continuous assessment marks for any year of studies shall fall within range from a minimum of 40% up to a maximum of 60% of the aggregate marks allowed for the year.
  - c. Continuous assessment which for this purpose includes routine term papers, frequent tests (formal and internal), assessment in workshop/laboratory/studio/field/clinics/medical wards/ exhibitions/ assignments etc. as may be applicable to respective disciplines.
  - d. At least two continuous assessment tests must be given per course for semester.
  - e. Continuous assessment and semester examination marked scripts must be returned to the students within reasonable time.

CGPA	Class of Degree
4.50-5.00	First class
3.50-4.49	Second Class (Upper Division)
2.40-3.49	Second Class (Lower Division)
1.50-2.39	Third Class

Less than 1.50	Fail
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## Notification of Results

After the Faculty Board has decided on the recommendations to be made to Senate, the Dean may publish them to the students as provisional examinations results subject to approval by Senate. The Head of Department may notify students of the letter grades and CGPA they have obtained. Transcripts of examinations results may only be issued on request to institutions of higher education and to institutional sponsors. Certificate of the award of degrees approved by the Senate shall be issued to successful graduates.

## Discipline

The examinations regulations set out above bind all students, breach of which carries serious punishments prescribed as follows:

### Expulsion from the University.

The following offenses shall carry the punishment of expulsion:

Impersonation at examinations. This may involve the exchange of examination numbers/names/answer sheets or the intentional use of someone else's examination number. Introduction of relevant foreign materials and cheat notes into the examination hall. Exchange of relevant materials in examination hall which may involve the exchange of question papers containing relevant jotting and materials, collaboration/copying from each other, exchange of answer scripts, Theft/Removal of examination scripts or materials, Mischief by fire to examination scripts or materials, Copying from cheat notes, Consulting cheat notes outside the examination hall, Facilitating/abetting cheating.

### Rustication for one academic year

The following offenses shall carry the punishment of rustication for one session:

Speaking/conversation during examination, writing on question papers/scripts.