

ROLES AND RESPONSIBILITIES OF SCHOOLS EXAMINATION COMMITTEE AND DEPARTMENTAL EXAMINATION OFFICERS

Presented By

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Preamble

Examinations are conducted to achieve the following:

- 1) To determine to what extent that a student understood the objective of the knowledge, skills and insights impacted by a teacher, tutor or trainer.
- 2) To create a basis for promotion to a higher class, grade, or level.
- 3) To confirm the acquisition of knowledge, skill and insight which serve as a basis for the award of certification for proficiency.

Therefore, in Federal Polytechnic Ede, examination in any course may involve either or all of the following two types: the pen-on-paper (POP) and computer-based-test (CBT). In this presentation we shall be discussing the Roles of School Examination Committee and the Departmental Examination Officer in the proper conduct of the examination.

Examination Committee

This is a group of persons authorized by an institution or government to conduct an examination. They are also empowered to make policy decision regarding how the examination will be conducted and who should be involved in the conduct. They are to decide based on terms of reference given to them where the examination should be conducted for greater effectiveness, comfort and convenience of both the candidates and the proposed invigilators. They are expected to be of high moral and academic standards.

Composition

The School Examination Committee is a group of both teaching and non-teaching staff appointed by the Dean of school to over-see the examination preparations and conduct for a session. The membership cuts across all departments in this School. The committee is usually headed by a top teaching staff from any of the departments in the school. He is expected to have an objective and rational mind. He is expected to be the most senior member of the committee for the sake of ease of instructions, and loyalty. The School Officer serves as the Secretary to the Examination Committee and is usually assisted by other administrative staff in the school office.

During the period of examinations, an experienced technical /non-teaching staff works under the Secretary of the committee to ensure the proper production of the examination question papers using duplicating equipments like the Riso, photocopiers and Work Centers in the school office. The welfare of the examination officials are also under the purview of a non-teaching staff working under the School Officer.

Duties of Schools Examination Committee

The School's Examination Committee is expected among other things to carry out the following duties:

- 1) To prepare examination time table.
- 2) To prepare examination invigilation schedule.
- 3) To ensure that venues are available and ready for examination.
- 4) To prepare sitting arrangements on daily basis for all classes for the examination.
- 5) To collect and stamp all examination answer booklets/materials.
- 6) To distribute examination materials to Chief Invigilators/Invigilators (as the case may be) at the commencement of each session of examination and collect back same at the end of each session of examination.
- 7) To account for used and unused examination materials at the end of each session.
- 8) To start examination in classes where Invigilators failed to be present on time and write a report of such cases to their respective Dean of school through the Chairman of the Examination Committee.
- 9) To monitor the whole examination and take responsibility for lapses.
- 10) To report cases of examination malpractices and erring examination officers to appropriate authority.
- 11) To prepare and present a comprehensive report on the conduct of the examination to their respective School's Board.
- 12) They are also expected to research and recommend to the Dean or School Board ways of enhancing the conducts of the Examination in the future.

Roles of Departmental Examination Officer

This Departmental Examination Officer is a teaching staff in the respective department saddled with the following responsibilities:

- 1) He/She is expected to be in charge of the collation of examination questions and marking schemes in the department in preparation for external moderation.
- 2) He works under the Head of Department to ensure that recommendations of the External Moderator on each moderated question papers are implemented by the academic staff concerned.
- 3) The Examination Officer represents the department in the School Examination Committee.
- 4) He/She must be conversant with all courses offered by the students of his/her department in the semester in question.
- 5) He/She must also ensure that adequate and specific writing materials for each course offered by the students in his/her department were provided for during the examination.
- 6) He/She must ensure that all courses offered by students from his/her department are captured in examination time table.

- 7) It is also his duty to ensure that all teaching and non-teaching staff of the department are dutifully informed and involved in the examination invigilation schedules.
- 8) He/She must ensure the prompt submission of the examination question papers (properly packed in identifiable envelopes) to the School Examination center at most an hour before the examination.
- 9) He/She is also expected to ensure the prompt and safe collection of examination scripts/materials by the respective teaching staff immediately after the conduct of the examination.
- 10) The Departmental Examination Officer ensures the collation and safe keeping of the marked scripts awaiting auditing.

Conclusion

Proper conduct of examination can make or mar the integrity of the academic process of an Institution. Therefore, adequate attention should be given to the selection of the membership and headship of the School Examination Committee. The Schools must also ensure their adequate welfare during the period of the examination. All hands must be on deck to ensure the successful conducts of the examinations.