

## **ROLES AND RESPONSIBILITIES OF EXAMINATION COMMITTEE AND EXAMINATION OFFICERS**

### **Examination Committee**

1. To prepare the tentative examination timetable and make same available to the students at least one month before the date of the examination.
2. To correct the tentative timetable in line with the observed corrections as may be raised by the students and/or examiners before the final timetable.
3. To release the final timetable for the examination at least two weeks before the date of the examination.
4. To ensure sanity and integrity of the examination by preparing the sitting arrangement of students in a manner that will not compromise the examination.
5. To prepare the attendance sheets for each venue to be used for the examination.
6. To prepare the attendance sheets for the invigilators and attendants and ensure that all officers on duty endorse the attendance sheets.
7. To prepare a schedule of invigilation for Chief Invigilators, Invigilators and Attendants.
8. To collect questions from the examiners thirty minutes before the commencement of the examinations and keep the records of questions submitted to the Committee before the commencement of the examination.
9. To document all cases of examination malpractices and forward same to the office of the Dean for onward transmission to the Disciplinary Committee on Examination and Other Academic Related Matters.
10. To ensure the overall sanity of the examination by moving round the venues allocated for the examinations in order to monitor the processes and conducts of the invigilators and/or the students.
11. To oversee the preparation of the examination reports which is to be prepared by the School Officer for onward presentation at the School Board.
12. To report erring invigilator(s) to the Deputy Rector (Academics) and/or the Dean for further action.
13. To carry out all other functions as may be assigned to it by the Dean of School or Deputy Rector (Academics) respectively.

### **Examination Officers**

1. To ensure that all questions in their respective departments are submitted 30 minutes before the commencement of each paper.
2. To ensure that all booklets resulting from each examination are retrieved back to the Department on the day of the examination.
3. To ascertain that all courses having the same course code in their respective departments and service departments are subjected to one harmonised question paper.
4. To keep inventory of scripts/booklets collections by the academic staff of their respective departments.
5. To carry out all other duties related to examinations as may be assigned by the Head of Department from time to time.