

# GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

Private Mail Bag 100,  
Accra North, Ghana.



Tel: 0233 302 200607 / 221479  
Fax: +233 302 223531

27<sup>th</sup> April, 2022

## CIRCULAR (FACULTY & STAFF)

### GUIDELINES FOR END OF FIRST SEMESTER EXAMINATIONS (2021/2022 ACADEMIC YEAR)

All Faculty and Staff are hereby notified that the modalities for the End of First Semester Examinations for the 2021/2022 Academic Year scheduled for Monday, 16<sup>th</sup> May 2022 to Sunday, 5<sup>th</sup> June 2022 are as follows:

#### 1. Mode of Examinations

The Academic Board at its 129<sup>th</sup> (Emergency) Meeting held on Friday, 8<sup>th</sup> April 2022 decided that the mode of examinations for the End of First Semester Examinations for all students shall be by the face-to-face mode.

#### 2. Eligibility for Examinations

- a. Only students who have paid their fees in accordance with the allowable percentages and registered for their courses shall be eligible to partake in the examinations.
- b. Students who fail to meet the eligibility criteria on or before 6<sup>th</sup> May 2022 shall be deemed to have forfeited the semester.
- c. The Academic Affairs Directorate in consultation with the Finance Directorate shall publish the list of eligible students for the examinations.

#### 3. General Guidelines

The following provisions shall apply in the handling of examination questions;

- a. Course Lecturers/Module Teams shall be responsible for setting examination questions in accordance with Faculty Quality Assurance guidelines.
- b. Heads of Departments (HoDs) shall coordinate the conduct of departmental level moderation of all examination questions.
- c. Faculty/School Deans are to ensure that, HoDs arrange for external moderation, receive, and effect feedback (if any) before examinations.
- d. Course Lecturers/HoDs, together with Departmental Examination Officers (DEO) shall be responsible for printing examination questions in Accra.
- e. Course Lecturer/Designated Officers at the Satellite Campuses, together with the Campus Coordinators shall be responsible for printing examination questions in the Satellite Campuses.
- f. Examination monitoring shall be the responsibility of the Deans, Director of Academic Affairs, HoDs, Campus Coordinators and Chief Invigilators/Invigilators.

#### **4. Handling of Examinations Scripts**

- a. The Directorate of Academic Affairs shall receive all scripts after examinations, process them and distribute to Course Lecturers for marking through the respective HoDs/Faculty Officers/Satellite Campus Coordinators.
- b. Satellite Campus Coordinators are expected to collate and dispatch examination scripts to Lecturers who are on different campuses.
- c. After marking, Lecturers are expected to submit the following documents to Academic Affairs Directorate through the Department/Faculty Examination Officer:
  - i. Marked scripts
  - ii. Signed copy of results
  - iii. Question papers, Course outline, Marking Scheme
  - iv. Students' examination attendance sheets

#### **5. Examination Scheduling, Invigilation and Security**

- a. The Academic Affairs Directorate shall publish the final examinations timetable two (2) weeks prior to the commencement of the examinations through the respective HoDs/Faculty Officers/Satellite Campus Coordinators.
- b. The Dean of Student Affairs/Faculty Officers/Satellite Campus Coordinators shall make appropriate announcements to students and faculty and create awareness of the final examination locations and times through approved channels.
- c. Coordinators are expected to collate and dispatch examination scripts to Lecturers who are on different campuses.
- d. All examinations shall be held throughout the days of the week, from Sunday through Saturday between 8:00am to 6:00pm.
- e. The examinations shall be conducted under the guidance of Chief Invigilators appointed by Management.
- f. The Directorate of Academic Affairs, in consultation with the Chief Invigilators, shall appoint the required number of invigilators and invigilation assistants for the face-to-face examinations.
- g. Course Lecturers shall be required to be present to invigilate their papers.
- h. Campus Coordinators shall appoint invigilators for the various Satellite Campuses.
- i. The Security Unit of the University shall be responsible for providing security at all examinations venues.

#### **6. Course Assessment**

Course assessment shall follow the guidelines set below:

- a. KNUST Programmes – 70% for Final Examinations and 30% for Continuous Assessment
- b. GCTU Programmes – 60% for Final Examinations and 40% for Continuous Assessment

All Faculty and Staff are entreated to take cognizance of the dates and guidelines and abide by them.



**PROF. EMMANUEL OHENE AFOAKWA  
VICE-CHANCELLOR**

**Distribution**

All GCTU Faculty and Staff

**Cc:**

Pro Vice-Chancellor

Interim Registrar

Interim Director of Finance

Deans of Faculties/School

Dean of Student Affairs

Director of Academic Affairs

Heads of Departments

Coordinators of Learning Centres

Director, Quality Assurance and Promotion

Ag. Director, Internal Audit

Ag. Director, University Relations

Ag. Director, Works, and Physical Development

Director, ITSS

Ag. Head, Security and Transport