

# GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

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## ROADMAP FOR MARKING, SUBMISSION AND DECLARATION OF THE END OF SECOND SEMESTER EXAMINATION RESULTS OF 2023/2024 ACADEMIC YEAR (FINAL YEARS & CONTINUING STUDENTS)

Considering the revised Academic Calendar of 2023/2024 Academic Year and the Vice-Chancellor's initiative to rebrand GCTU, the following roadmaps have been approved to streamline the process of marking, submission and declaration of the End-of-Second Semester Examination Results for the **Final Year** and continuing students, in preparation for November 2024 Congregation:

**FINAL YEARS  
(Diploma & Degree Students)**

Lecturers who meet the deadline and satisfy the conditions of the Vice-Chancellor's Initiative for payment of marking allowance per this roadmap must have their signed hard copies of results submitted by the Heads of Departments (HoDs) to the Deans upon receipt. The Dean will then issue a memo to the Registrar, including a list of the lecturers' names and attaching the signed hard copies of the results. The Vice-Chancellor, Pro Vice-Chancellor and the Academic Affairs Director should be copied in this communication.

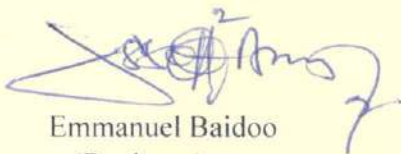
No.	Activity	Date	Responsibility
1	Sorting and Exchange of Examination Scripts (Main Campus/Learning Centres)	Tuesday, 27 <sup>th</sup> August, 2024	Exam Officers, Learning Centre Coordinators, Academic Affairs Directorate
2	Period for Submission of Final Year Students Results (Signed Hard & Soft Copies) by Lecturers to HoDs	Sunday 8 <sup>th</sup> September – Saturday 21 <sup>st</sup> September, 2024	Lecturers, HoDs and Deans
3	Deadline for Early Bird Marking and Submission of Signed Hard Copy & Soft Copy Results of Final Years (Diploma L200 & Degree L400)	Sunday 8 <sup>th</sup> – Monday 9 <sup>th</sup> September, 2024	Lecturers, HoDs and Deans
4	Opening of the ERP for Upload of Results of Final Year Students by Lecturers	Monday, 9 <sup>th</sup> September, 2024	Software Systems Unit
5	<b>Deadline for Upload of Final Year Results, for Marking Allowance</b>	<b>Monday 9<sup>th</sup> September, 2024</b>	<b>Lecturers, HoDs and Deans</b>
6	<b>Deadline for Submission of Signed Hard Copy Results from Lecturers by Deans to merit Payment (Same uploaded into ERP)</b>	<b>Monday 9<sup>th</sup> September, 2024</b>	<b>Lecturers, HoDs and Deans</b>
7	Deadline for Submission of All Final Year Results (Signed Hard Copy and Soft copy to HoDs (Mandatory Deadline)	Saturday 21 <sup>st</sup> September, 2024	Lecturers, HoDs and Deans
8	Departments Meet to Moderate Results (Final & Continuing Students)	Wednesday 25 <sup>th</sup> – Thursday 26 <sup>th</sup> September, 2024	Lecturers, HoDs and Deans
9	Deadline for Resolving Issues and Re-upload of Results into the ERPs (Based on Recommendations from Departmental Moderation)	Thursday 26 <sup>th</sup> – Friday 27 <sup>th</sup> September, 2024	Lecturers, HoDs and Deans
10	Faculty Boards Meet to Moderate Results	Tuesday 1 <sup>st</sup> October, 2024	Lecturers, HoDs and Deans
11	Deadline for "Making Results Final" in the ERP by Lecturers(Clicking to 'Make Results Final' in the ERP/New SMS)	Wednesday 2 <sup>nd</sup> October, 2024	Lecturers/Software Systems Unit
12	Closure of the ERP Systems for Results Upload	Thursday, 3 <sup>rd</sup> October, 2024	Software Systems Unit
13	Examinations Board/Academic Audit & Review Committee Meet to Consider Results	Thursday 3 <sup>rd</sup> October, 2024	Exams Board/Otherwise
14	Academic Board Meets to Declare Results	To be confirmed	Academic Board
15	Publication of Results	Just After Academic Board Approval	Academic Affairs Directorate, Software Systems Unit



**CONTINUING STUDENTS**  
**(Diploma Level 100 & Degree Levels 100 – 300)**

No.	Activity	Date	Responsibility
1	Sorting and Exchange of Examination Scripts (Main Campus/Learning Centres)	Tuesday, 27 <sup>th</sup> August, 2024	Exam Officers, Learning Centre Coordinators, Academic Affairs Directorate
2	Deadline for Submission of Signed Hard/Soft Copy Results of All Continuing Students (Diploma L100 & Degree L100 - L300) by Lecturers to HoDs	Monday 23 <sup>rd</sup> September, 2024	Lecturers, HoDs and Deans
3	Opening of the ERPs for Upload of All Results of Continuing Students	Monday 23 <sup>rd</sup> September, 2024	Software Systems Unit
4	Upload of Results of All Continuing (Diploma L100 & Degree L200 - L300) into the ERPs by Lecturers	Monday 23 <sup>rd</sup> – Tuesday 24 <sup>th</sup> September, 2024	Lecturers, HoDs and Deans
5	Departments Meet to Moderate Results	Wednesday 25 <sup>th</sup> – Thursday 26 <sup>th</sup> September, 2024	Lecturers, HoDs and Deans
6	Deadline for Resolving Issues and Re-upload of Results into the (Based on Recommendations from Departmental Moderation)	Thursday 26 <sup>th</sup> – Friday 27 <sup>th</sup> September, 2024	Lecturers, HoDs and Deans
7	Faculty Boards Meet to Moderate Results (Final & Continuing Students)	Tuesday 1 <sup>st</sup> October, 2024	Lecturers, HoDs and Deans
8	Deadline for "Making Results Final" in the ERP by Lecturers	Wednesday 2 <sup>nd</sup> October, 2024	Lecturers/Software Systems Unit
9	Closure of the ERP Systems for Results Upload	Thursday, 3 <sup>rd</sup> October, 2024	Software Systems Unit
10	Examinations Board/Academic Audit & Review Committee Meet to Consider Results	Thursday 3 <sup>rd</sup> October, 2024	Exams Board/Otherwise
11	Academic Board Meets to Declare Results	To be confirmed	Academic Board
12	Publication of Results	Just After Academic Board Approval	Academic Affairs Directorate, Software Systems Unit

All faculty members and relevant stakeholders are kindly entreated to adhere to the new dates accordingly.



Emmanuel Baidoo  
(Registrar)