



## ROADMAP FOR SUBMISSION AND DECLARATION OF THE END OF FIRST SEMESTER EXAMINATION RESULTS OF 2023/2024 ACADEMIC YEAR

Considering the importance of providing students with their results promptly for feedback, Management has sanctioned the following roadmap for the submission and declaration of the End of First Semester Examination results of the 2023/2024 Academic Year:

| No. | Activity   | Date   |
|-----|--|--|
| 1   | Sorting and Exchange of Examination Scripts(Main Campus/Learning Centres)  | Tuesday, 14 <sup>th</sup> May, 2024                                |
| 2   | Opening of Portals (New SMS/ERP) for Upload of Results by Lecturers , 2023 (Without 'Making Results Final')                                    | Wednesday, 5 <sup>th</sup> June, 2024                              |
| 3   | Submission of Signed Hard Copy Results to HoDs   | Wednesday, 5 <sup>th</sup> June, 2024                              |
| 4   | Deadline for Upload of Results into the Portals by Lecturers (Without Making Results Final)  | Wednesday, 5 <sup>th</sup> June, 2024                              |
| 5   | Departments Meet to Moderate Results   | Thursday, 6 <sup>th</sup> – Friday 7 <sup>th</sup> June, 2024      |
| 6   | Deadline for Resolving Issues and Re-upload of Results into the Portals (Based on Recommendations from Departmental December, 2023 Moderation) | Tuesday, 11 <sup>th</sup> June, 2024                               |
| 7   | Faculty Boards Meet to Moderate Results  | Wednesday, 12 <sup>th</sup> – Thursday 13 <sup>th</sup> June, 2024 |
| 8   | Deadline for "Making Results Final' on the Portals by Lecturers (Clicking to 'Make Results Final' in the ERP/New SMS)                          | Thursday, 13 <sup>th</sup> June, 2024, 2024                        |
| 9   | Closure of the Portals/System  | Friday 14 <sup>th</sup> June, 2024                                 |
| 10  | Examinations Board/Academic Audit & Review Committee Meet to Consider Results  | Tuesday, 18 <sup>th</sup> June, 2024                               |
| 11  | Academic Board Meets to Declare Results  | To be confirmed  |
| 12  | Publication of Results   | At least 24hrs after Academic Board Meeting                        |

All faculty members are kindly urged to adhere to the dates accordingly.

Emmanuel Baidoo  
(Registrar)