

LAGOS STATE UNIVERSITY, OJO

POLICY AND GUIDELINES FOR CONDUCT OF EXAMINATIONS

BY

**SENATE AD-HOC COMMITTEE ON POLICY AND
GUIDELINES FOR CONDUCT OF EXAMINATION**

June, 2018

Preface

As a globally renowned Institution, a lot of individuals and organizations depend on the knowledge and competence imparted on our students for growth and sustainability. The University therefore has a duty to maintain academic standards by ensuring the integrity of our research, teaching and examination processes.

This policy which is intended to guide the conduct of examinations is published by the University Senate for the benefit of all staff and students. It codifies the standards of behavior, regulations, procedures, sanctions and appeal processes relating to the conduct of examinations in the University. It is intended to prevent, limit and correct actions that may impede, obstruct or damage our academic integrity and acceptable norms.

As expected, staff and students should understand that it is their responsibility to become familiar with the contents of this book. This publication is only to guide staff and students with an understanding of their rights, responsibilities, obligations and the operating procedure for examinations in the Lagos State University. Any breach of this policy will be taken seriously and handled in line with extant regulations.

Unarguably, this policy is the University's commitment to excellence in teaching and learning. Also, it is one of the range of policies and documents which reinforce our culture, vision, mission and is within the University's quality assurance framework.

It is therefore my firm conviction that the Lagos State University is on an upward trajectory of excellence in teaching, research and service to humanity.

We are LASU, we are Proud!

Professor Olanrewaju Adigun FAGBOHUN, Ph.D, SAN

Vice Chancellor

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SECTION 1

PRE EXAMINATION ACTIVITIES

1.1 Preparation for Teaching and Setting of Questions

- i. Each lecturer is required to breakdown the topics to be taught in a course in a semester on weekly basis. This should include both theory and practical (where applicable).
- ii. Each lecturer shall use the weekly topics to complete the **Course Outline Form (Appendix A)** and submit to the HOD not later than the fourth week of the semester.
- iii. Each lecturer is required to give the course outline to students during the first lecture in the semester.
- iv. As a form of quality assurance, the HOD shall ensure that the topics contained in the course outline form are covered by the lecturer.

1.2 Setting of Examination Questions

Examiners should adhere strictly to the following guidelines while setting examination questions:

- i. **Deadline for Submission of Questions:**
Examiners are required to set questions and submit both the questions and the marking guide to the HOD in a tamper-proof envelop latest by the fourth week of the semester
- ii. **Format of Examination Question Paper:**
 - a. The question paper must contain the course code, course unit, course title, University name, Department name, Faculty name, session, semester and lecturer name (for moderation only, to be removed after moderation)
 - b. All questions and sub questions must include the obtainable marks.
- iii. **Coverage of Questions:**
Examiners must ensure that questions have a good coverage of the course content.
- iv. **Number of Questions for Written Examinations:**
 - a. A minimum of five (5) questions and maximum of seven (7) questions should be set.
 - b. For five (5) questions examination, students shall be required to answer three (3) questions.
 - c. For six (6) questions examination, students shall be required to answer four (4) questions.
 - d. For seven (7) questions examination, students shall be required to answer five (5) questions.
- v. **Number of questions for Computer Based Tests (CBT):**
 - a. A minimum of fifty (50) questions and maximum of one hundred (100) questions should be set.
 - b. The examiner shall submit a minimum of double the questions to be answered by the students to the Director/Head, ICT to allow adequate randomization. That is, if students are required to answer fifty (50) questions, the examiner shall submit one hundred (100) questions.
 - c. Only courses with more than 150 students can be examined by CBT.
 - d. Note that CBT is not allowed for final year courses.
- vi. **Examination duration for written examinations:**

- a. All written examinations shall be for a minimum of 2 hours and a maximum of 3 hours
- b. Two (2) unit course, maximum of 2 hours.
- c. Three (3) unit course, maximum of 3 hours.
- d. Four (4) unit course, maximum of 3 hours.
- vii. Examination duration for CBT:
 - a. All CBT shall be a minimum of 1 hour and maximum of 2 hours

1.3 Internal Moderation of Examination

All examination questions shall be moderated internally and the process shall entail the following activities:

- i. This shall be done not be later than two (2) weeks before the examination.
- ii. The Head of Department or his/her representative shall conduct internal moderation of questions and marking guides for all levels in the presence of the examiner. The tamper-proof envelope containing the questions and marking guide must not be opened in the absence of the examiner.
- iii. The documents to be submitted to the internal moderator shall include: questions, marking guide and **Course Outline Form (COF, Appendix A)** completed by the examiner at the beginning of the semester.
- iv. Moderation shall cover standard of questions, level of coverage, editorials, marking guide standard and mark allocation. The comments of the moderator must be used to revise the questions and marking guide where necessary.
- v. The moderator is required to complete the **Internal Moderation Form (IMF, Appendix B)** and submit to the HOD.
- vi. Appropriate record of all internal examination moderation must be kept.

1.4 External Moderation of Examination

All final year examination questions shall be moderated by a Senate approved external examiner and the process shall entail the following activities:

- i. The request of the Department for the appointment or renewal of appointment of an external examiner should be directed to the Vice Chancellor through the Dean, and should be accompanied with the Curriculum Vitae of the external examiner.
- ii. The request for appointment or renewal of appointment of external examiner should be submitted to the dean not later than six (6) months before the expiration of the tenure of the subsisting external examiner.
- iii. Senate shall be required to consider the request of the Department for the appointment or renewal of appointment of the external examiner and record its decision.
- iv. Only the Senate approved external examiner shall be engaged by the Department.
- v. The Head of Department shall work with the Examination Officer to arrange for external moderation.
- vi. External moderation shall be done not be later than two (2) weeks before the examination.
- vii. The documents to be submitted to the external moderator shall include: questions, marking guide, **Course Outline Form (COF, Appendix A)** completed by the examiner at the beginning of the semester and **EMF Appendix C**.
- viii. Moderation shall cover standard of questions, level of coverage, editorials, marking guide standard and mark allocation. The comments of the

- moderator must be used to revise the questions and marking guide where necessary.
- ix. The external moderator is required to complete the **Post Examination Moderation Form (PEMF, Appendix D)** and submit to the HOD.
 - x. Appropriate record of all external examination moderation must be kept.

1.5 Examination Time Table (ETT)

The final version of the examination time table must be released at least two (2) weeks before the commencement of the examination.

- i. Each Department shall have an Examination Officer.
- ii. Each Faculty shall have a statutory Examination Committee, comprising examination officers of all Departments, headed by the Sub-Dean. The Sub-Dean shall be saddled with the management and conduct of the examinations in the Faculty.
- iii. The Faculty Examination Committee shall prepare Examination Time Table and submit to the University Examination Committee
- iv. The University Examination Committee shall harmonize all the university examination time table to avoid clashes and accommodate carry over courses where applicable.
- v. The Faculty Examination Committee shall ensure that venues, seats and tables are adequate for the conduct of the examinations.
- vi. The Examination Officer for each Department under the supervision of the Head of Department shall collect all materials that are needed for the conduct of the examination in their respective Department.
- vii. Examination materials to be collected shall include answer booklets, attendance sheet, exam malpractices form and scripts return form (showing number of students and number of scripts).
- viii. The Director/Head of ICT shall send the list of all students registered per course to the HOD in soft copy not later than three (3) weeks before the examination. The list shall be used to design the attendance sheet.
- ix. A proper record of the examination materials must be kept.
- x. The Head of Department shall reproduce moderated questions based on the number of students that registered for the course and hand over in sealed envelope to the Examination Officer at least a day before the commencement of the examination.
- xi. Examination Officer must sign for questions collected.
- xii. Examination Officer shall prepare the examination invigilation roster for the Department.
- xiii. The Faculty Examination Committee shall give report on the conduct of examination at the end of the examination to the Faculty. Such report shall be considered at the Faculty Board Meeting when results for that semester are being considered.

SECTION 2

ACTIVITIES DURING EXAMINATION

2.1 Conduct of Examination

- i. There shall be examination invigilation roster for each Department in tandem with the examination time-table.
- ii. For each examination venue, there shall be invigilators among who shall be one (1) Chief Invigilator to provide leadership during the examination.
- iii. The number of invigilators per venue shall be based on ratio 1:30. That is one (1) invigilator per thirty (30) students, two (2) invigilators per sixty (60) students, etc.
- iv. The Chief invigilator shall collect all examination materials from the Examination Officer.
- v. All examination scripts must be numbered at the point of production. Students will be required to enter the script number in the attendance sheet.
- vi. There shall be attendance register which students must sign in the examination hall. The attendance register shall bear the course code, course title, semester, academic session, date of examination, name of invigilators and signatures, students' name, matriculation number and script number. See **Appendix E** for the template of Attendance Register (ATR).
- vii. Examination malpractices form shall be in all examination halls during examinations.
- viii. Examination questions and stationery shall be held in a secure environment until the time for their release to students.
- ix. All scripts must be collected from students, both used and unused.
- x. No student is allowed to leave the examination hall with answer booklet.

2.2 Examination Malpractice

Cases of examination malpractice shall be handled and treated as misconduct in the order stated below:

- i. The Dean shall set up Examination Malpractice Panel for the Faculty before the commencement of semester examination.
- ii. For any case of examination malpractice, students and invigilators are required to complete the examination malpractices form and submit to the HOD for onward transmission to the Dean.
- iii. The students' script, the report and examination malpractice form should be packaged separately in an envelope and handed over to the HOD.
- iv. Students involved in examination malpractice shall be arraigned before the Faculty Examination Malpractice Panel.
- v. All cases of examination malpractices must be reported by the Head of Department to the Dean within twenty-four (24) hours.
- vi. All cases of examination malpractices must be reported by the Dean (as considered by the Faculty Board) to the Vice Chancellor, who shall thereafter refer the panel's report to Committee of Provost, Deans and Directors for consideration.
- vii. The recommendation of Committee of Provost, Dean and Directors shall be forwarded to Senate for further action.

SECTION 3

POST EXAMINATION ACTIVITIES

3.1 **Collection of Examination Scripts**

Examiner shall collect scripts for marking between the period when the course examination is conducted/completed and at most two (2) days after the entire period of the examination.

3.2 **Submission of Students Grades**

- i. Students' grade scores showing Continuous Assessment (CA) Score and Examination Score and the Total Score in percentage shall be submitted at most two (2) weeks after the last day of examination. Note that the CA is 30% and examination is 70%.
- ii. Examiner must submit the grades of all students that sat for the examination.
- iii. Script(s) without matriculation number must be submitted separately to the Head of Department.
- iv. All scripts must be submitted to the HOD after grading and recording.

3.3 **Submission of Graded Examination Scripts**

The examiner shall submit graded examination scripts of all students that sat for the examination along with their grades to the Head of Department or to any person acting on his behalf with the prior knowledge of the Dean.

3.4 **Processing of Students' Results**

Processing of students' results shall be in the following order:

- i. Grading of scripts.
- ii. Submission of results to the Head of Department.
- iii. Departmental Board of Examiners meet to consider the results.
- iv. The external examiner shall be required to do a post examination moderation for all final year questions, marking guide, results, projects, score sheets and exam booklets. He /She will be required to complete the **Post-Examination Moderation Form [PEMF] (Appendix D)**
- v. Results shall be uploaded by the course lecturer into the centralized University result portal developed by LASU Integrated Data Centre (LIDC).
- vi. LIDC shall make only the raw scores visible to the students. Students will be able to download their raw scores. This will give the students the opportunity to make necessary complaints as appropriate.
- vii. Students shall have three days (3) to lodge their complaint(s) in writing, through the level coordinator to the HOD.
- viii. The HOD's correction window shall be used as the first step to correct error(s).
- ix. The Dean's correction window shall thereafter be used if need arises, to make final correction (s).
- x. Any correction effected after lecturer's original upload of results should be communicated to all lecturers in the Department through their respective email addresses.
- xi. LIDC shall process the results but students will not be able to see the grade points until after senate approval.
- xii. The HOD will be required to download the broad sheet, summary sheet and the Senate sheet, to be presented at the Faculty Board.
- xiii. The Faculty Board of Examiners shall meet to consider the results.

- xiv. The Vice Chancellor shall call a Special Senate Meeting for result consideration.
- xv. LIDC shall make the grade points, CGPA, status and final class of degree (where applicable) visible to the students. Students will be able to download their results.
- xvi. No correction, alteration or modification shall be allowed to any Senate approved results without the permission of senate.

3.5 Students Access to Semester Results

All students shall have access to their semester results immediately after approval by the Senate through the University results' portal.

SECTION 4

REGULATIONS GOVERNING EXAMINATION IN LAGOS STATE UNIVERSITY

The following shall be the regulations governing the conduct of examination:

4.1 Registration of Courses

Students are required to register for their courses at the beginning of the semester within the approved deadlines.

4.2 Examination Time Table

- i. Examinations shall be held in accordance with the published time-table which shall be available at least four (4) weeks before the commencement of the examination period and will include the date, time and venue of each examination.
- ii. Examinations shall be held on six (6) days a week from Monday to Saturday:
 - Monday to Thursday and Saturday: Three (3) Sessions (8 am – 11:00 am, 11:30 am to 2:30 pm and 3:00 pm to 6:00 pm)
 - Friday: Two (2) Sessions (8:00 am – 11:00 am and 3:00 pm to 6:00 pm)
- iii. Students should read the Examination Time-Table carefully to ensure that they have been correctly listed for their examinations and know the time, date and location of the examinations as they are required to taken.
- iv. Misreading the examination time-table will not be accepted as a satisfactory explanation for absence from an examination.
- v. Special arrangements could be made for students with disability.

4.3 Invigilation

- 1. There shall be a prescribed number of invigilators in each examination room.
- 2. If the examiner of an examination paper is not an invigilator in that examination, he/she should normally be in attendance ten (10) minutes before and the last fifteen minutes of an examination. Where it is not possible for the examiner to be present, she/he should ensure that his contact details are available or another member of the Department is present in order that any issues relating to the examination paper can be addressed.

4.4. Conduct During Examinations:

- i. 70% class attendance is a requisite requirement that qualifies a student for examination.
- ii. Students must bring their University ID card and Examination Docket to all examinations and display them on their desk throughout the examination. ID

- cards and Docket will be checked by an invigilator once the examination has started. No docket, no examination.
- iii. Invigilators should be present at all examinations and are responsible for their proper conduct. Students are required to comply with all instructions issued by an invigilator (s). Non-compliance will be treated as an examination misconduct.
 - iv. All students are required to be in the examination hall latest by ten (10) minutes before the examination.
 - v. Students who arrive late may be admitted to an examination room during the first 30 minutes of an examination. No additional time will be given.
 - vi. Students will be admitted to the examination room by an invigilator shortly before an examination is due to start. Once admitted to the room, examination rules apply; so no talking is permitted.
 - vii. Students should sit at the desks allocated for their examination in accordance with the seating plans
 - viii. Students should only bring essential items to examination as there is limited storage for personal items within examination rooms.
 - ix. Students are not permitted to wear coats, scarves, hats or outdoor wear, (except where exemption applies for religious reasons) during examinations. Invigilators will instruct that students remove any clothing of this type.
 - x. Students must bring their own pens, pencils, rulers and any other required equipment to each examination. These should be kept in a clear plastic pencil case. Other containers are not permitted on examination desks. Additional material may only be used if issued by the invigilator or where it is specifically allowed in the examination question paper rubric.
 - xi. Food and drink are not permitted in the examination room with the exception of water which, if required, should be in a clear plastic bottle with no label.
 - xii. Students should complete the attendance sheet. Note that script number must be entered.
 - xiii. Students should enter their Matric Numbers, not their name, on the examination answer booklet.
 - xiv. Examinations will start and finish on the instruction of the Chief Invigilator.
 - xv. Students must not open examination question papers or start writing until instructed to do so.
 - xvi. No mobile phone or any other electronic device is allowed in the examination hall.

4.5 What Constitutes Examination Malpractice?

The University operates a zero tolerance policy in relation to cheating in examinations. At the beginning of each examination, invigilator should make announcement that it is an offence for students to be in possession of any note, documents or unauthorized material or to have any information written on their body or clothing. The invigilator will ask anyone with such material to raise his/her hand. The material will then be collected and the opportunity provided for information on the body or clothing to be removed. After this point, if any student is discovered with such material or with any information written on any part of their body or clothing in the examination room it will automatically be assumed that cheating has taken place and such will be treated as an examination malpractice.

- i. Talking or communicating in any other way with other students in the examination room is forbidden. Failure to observe this requirement will be treated as Examination misconduct.

- ii. If a student wishes to speak to an invigilator, he/she should raise a hand and stay seated.
- iii. It is an offence for students to be in the examination hall without Student ID card and examination docket.
- iv. Any student wishing to leave the examination room temporarily should raise his/her hand to request permission from an invigilator. Students permitted to leave the room will be escorted by an invigilator. Any student who leaves without an invigilator's permission will be deemed to have withdrawn from the examination and will not be allowed to return. The Chief Invigilator will provide a report to the Head of Department in such cases.
- v. Any student who causes a disturbance in an examination room will be reprimanded by an invigilator. If the conduct persists, the student may be required to withdraw from the examination room and report be made to the Head of Department.
- vi. Students wishing to leave an examination early must inform the invigilator and must remain in their seats until their examination scripts have been collected. They must leave the examination room quietly without any disturbance both inside and immediately outside the examination room.
- vii. At the end of an examination, the Chief Invigilator will instruct students to stop writing. Students must remain seated at their desks until all examination scripts have been collected by an invigilator and they are instructed that they may leave.
- viii. No answer booklet or part of an answer book, whether used or not should be taken out of the examination room.
- ix. Question papers can be taken out of the examination room unless otherwise specified.

4.6 Alternative Examination Arrangements

- i. Alternative examination arrangements may be made for students with long or short term medical conditions or disabilities
- ii. Requests for alternative examination arrangements in writing on the grounds of specific learning difficulties should be made to the Head of Department two (2) days before the examination.

4.7 Use of Calculators and Dictionaries

Except where special arrangements apply, the use of programmed calculators is forbidden. Where the use of such calculators is permitted only specified models may be used and any unauthorized calculators will be confiscated. Any suspected misuse of calculators will be considered as an examination malpractice.

4.8 Action in Event of Emergency

In the event of emergency, the Vice Chancellor will be informed as soon as possible and the Vice Chancellor shall take appropriate decision to safe guide the lives and properties of staff and students and reschedule the examination to a more suitable period.

4.9 Action in the Event of a Fire Alarm

In the event of a fire alarm during an examination, students will be instructed by

the invigilator to stop what they are doing and leave the examination hall through the nearest exit. In such case students should not take anything with them when leaving the hall.

4.10 Examination Misconduct Processing

Examination misconduct cases shall be handled through the following process:

- i. All cases of examination malpractices must be reported to the Dean in writing within 24 hours of the examination.
- ii. The Dean shall set up Faculty Examination Malpractice Panel before the commencement of every semester examination.
- iii. Students involved in Examination Misconduct shall be arraigned before the Faculty/School/College constituted Examination Misconduct Committee for investigation at the end of each Semester Examination.
- iv. The Examination Misconduct Panel of the Faculty shall try all cases of Examination Misconduct and submit its report within one (1) week after the semester examination.
- v. The Dean shall thereafter forward the panel's reports to the Vice-Chancellor who shall refer it to the Committee of Provost, Deans and Directors for its recommendations to the Senate.
- vi. The Committee of Provost, Deans and Directors may, if necessary invite individuals and/or witnesses to clear grey areas in the report of the Examination Malpractice referred to it.
- vii. The Panel's report shall be presented by the Chairman of the panel at the Faculty board meeting when results for the semester are being considered.

5 Penalties/Sanctions for Examination Misconduct

S/N	Offence	Penalty/Sanction
1	Impersonation (within and outside LASU)	Expulsion
2	Smuggling question papers out of examination hall for help and returning with answer scripts.	Expulsion
3	Failure to appear before the Misconduct Panel.	Suspension for 1 semester after which non-appearance leads to Expulsion
4	Being found in examination hall with jottings relevant to the examination (in the locker).	Rustication (2 Semesters)
5	Physical attack or assault on Invigilators/fellow students.	Expulsion
6	Coming to examination hall with prepared answer scripts.	Expulsion
7	Writing relevant materials on palms or any part of the body.	Rustication (2 Semesters)
8	Exchange of sheets, copying other students or exchange of question papers in Examination Hall.	Rustication (2 Semesters)
9	Failure to submit answer scripts at the end of examination.	Rustication (2 Semesters)

10	Rudeness, Insubordination Disobedience and Disorderly behavior within the examination hall.	Rustication (1 Semester)
11	Failure and or refusal to fill the Examination Misconduct Form when apprehended.	Rustication (1 Semester)
12	Use of cell phones to answer/solve examination questions.	Rustication (1 Semester)
13	Refusal to submit self for search by an invigilator of same sex.	Rustication (1 Semester)
14	Being in possession of answer scripts without being authorized.	Rustication (1 Semester)
15	Destruction of evidence.	Rustication (2 Semesters)
16	Discussion during examination, consultation, giving information or assistance or soliciting.	Student will be awarded zero if found culpable by Examination Malpractice Committee
17	Indecent dressing by students into Examination Hall.	Denial into the Examination Hall by the invigilator
18	Possession of mobile phone or any electronic device.	Rustication (1 Semester)

LAGOS STATE UNIVERSITY

FACULTY.....

.....SEMESTER.....ACADEMIC SESSION

DATE: _____

COURSE CODE: _____

VENUE: _____

COURSE TITLE: _____

EXAMINATION ATTENDANCE REGISTER

[illegible]

Invigilator's Name: _____

Signature & Date: _____ Time: _____



APPENDIX F

LAGOS STATE UNIVERSITY

FACULTY.....

EXAMINATION MISCONDUCT / MALPRACTICE FORM

SECTION A: STUDENT'S SECTION

Name (Surname First): _____

Matriculation Number: _____

Academic Session / Semester: _____

Department of Student: _____

Phone Number(s): _____

Email Address: _____

Examination taken (course title & code): _____

Time & Date of Examination: _____

Statement of student: _____

Student Signature & Date: _____

SECTION B: LECTURER'S SECTION

Lecturer's Name: _____

Department: _____

Statement of Lecturer: _____

Signature & Date: _____



LAGOS STATE UNIVERSITY

COURSE OUTLINE FORM (COF)

APPENDIX A

FACULTY _____

DEPARTMENT _____

COURSE CODE/TITLE _____

NUMBER OF UNITS _____

COURSE DESCRIPTION _____

SEMSTER _____

CONTACT HOURS _____

LECTURER(S) IN CHARGE _____

WEEK	DATE	TOPIC	LECTURER	REMARK
1				
2				
3				
4				
5				
6				
7		Continuous Assessment		
8				
9				
10				
11				
12				
13		Examination		

Signature of Lecturer(s)

Date



LAGOS STATE UNIVERSITY, OJO

INTERNAL EXAMINATION MODERATION FORM (IMF)

Academic Session..... Semester:.....Faculty.....Department.....

List of Courses

S/N	Course Code	Course Title	Units		Duration (Hour)(s)	Level of Coverage	Quality of Questions	Mark Distribution
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

B. General Comments

.....

.....

.....

.....

C. Details of Moderator

Name:..... Rank:..... Area of Specialization.....

Signature..... Date:..... Tel.:.....



LAGOS STATE UNIVERSITY, OJO

EXTERNAL MODERATION FORM (EMF)

Academic Session..... Semester:.....Faculty.....Department.....

List of Courses

S/N	Course Code	Course Title	Units	Duration (Hour)	Level of Coverage	Quality of Questions	Mark Distribution
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

B. General Comments

.....

.....

.....

.....

C. Details of Moderator

Name:..... Rank:..... Area of Specialization.....

Name of Institution:.....Faculty/Department.....

Signature..... Date:..... Tel.:.....



LAGOS STATE UNIVERSITY, OJO

POST EXAMINATION MODERATION FORM (PEMF)

Academic Session..... Semester:.....Faculty.....Department.....

List of Courses

S/N	Course Code	Course Title	Units	Mark Distribution	Standard of Marking	Students Performance	Suggestions on Grade
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

B. General Comments

.....

.....

.....

.....

C. Details of Moderator

Name:..... Rank:..... Area of Specialization.....

Name of Institution:.....Faculty/Department.....

Signature..... Date:..... Tel.:.....