

UNIVERSITY OF GHANA
INSTRUCTIONS TO CANDIDATES

(Extract from the Statutes on Regulations Governing University Examinations, 10)

10.1 A candidate for a University Examination must have followed the approved course over the required period, and must have registered for the examination.

10.2 It is the duty of the candidate to consult the daily time-table at least 24 hours ahead of time.

10.3 A candidate who reports for an examination more than half an hour after its commencement shall be refused entry to the examination.

10.4 It shall be the candidate's responsibility to provide for himself/herself a pen, pencil, calculator, an eraser or other approved material as needed. It is also the candidate's responsibility to ensure that he/she is given the right question paper and other material needed for the examination.

10.5 An examination candidate shall not bring to the Examination Centre or to the wash-room of the Examination Centre or to the immediate vicinity of the Examination Centre any book, paper, written information or cellular/mobile phones, tablets or any other material, device or instrument not expressly authorized for the purpose of the examination. Any such material shall not be deposited at the entrance to the Examination Room or in the washroom or within a 50-metre radius of the Examination Centre.

10.6 A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the Invigilator to submit to a body search.

10.7 Smoking and drinking of alcoholic beverages is not allowed in the Examination Room/Centre.

10.8 No candidate shall enter the Examination Room until he/she is invited and/or requested to enter the Examination Room by the Chief Invigilator and/or his or her representative.

10.9 Candidates shall uphold the highest standard of civility and courtesy in an Examination Room/Centre, and shall not flout the instruction(s) of a Chief Invigilator or Invigilator or misconduct themselves in any manner.

10.9.1 An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him/her a valid University of Ghana student identity card which shall be placed on the examination table to enable the Invigilator ascertain the identity of the person writing the examination. A defaced student identity card shall not be deemed valid for the purpose of identification.

10.9.2 The Chief Invigilator shall refuse any candidate without a valid University of Ghana student identity card entry to the Examination.

10.10 No communication between candidates is permitted in the Examination Room.

- i. A candidate shall not pass, attempt to pass or receive any information, material, device or instrument from another candidate during an examination.
- ii. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity.
- iii. A candidate shall not in any way disturb or distract any other candidate during an examination.
- iv. A candidate shall not have any writing on any part of his/her body or clothing
- v. A candidate shall not plagiarize by presenting another person's work as though it were his/her work
- vi. A candidate may attract the attention of the Invigilator by raising his/her hand.

10.11 A candidate may leave the Examination Room temporarily, only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy himself/herself that the candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the Examination Room by an Attendant designated by the Invigilator.

10.12 A candidate who finishes an examination ahead of time may leave the Examination Room but not earlier than 30 minutes from the commencement of the examination, and not later than 15 minutes to the end of the examination, and only after surrendering his/her answer book(s) and signing the attendance register. The candidate shall not be allowed to return to the Examination Room.

10.13 At the end of each examination, a candidate shall ensure that he/she does not take away any answer books, whether used or unused, from the Examination Room.

10.14 A candidate should not in any way mutilate or interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator. A candidate who tries to conceal his/her identity by willfully writing the wrong index number on the answer booklet as against the one signed on the Attendance Sheet commits an offence.

10.15 A candidate who fails to be present at an examination without any satisfactory reason shall receive a Failure grade in that paper. Reasons which may not normally be accepted as excuses for being absent from any paper at a University Examination include but are not limited to:

- i. mis-reading the time-table;
- ii. forgetting the date or time of examination;

- iii. inability to locate the examination hall;
- iv. inability to rouse oneself from sleep in time for the examination;
- v. failure to find transport;
- vi. any medical condition which has not been certified as such by the Director of Medical Services.

10.16 Provisional results of University Examinations may be posted on the University Notice Boards and/or the MIS web portal on the University's website www.ug.edu.gh and/or any other approved platform. It shall be the responsibility of the candidate to consult the University Notice Boards, the MIS web portal and any other approved platform for the provisional results of any examination taken.

10.17 A candidate who is not satisfied with the results of a University Examination affecting him/her may request a review by submission of an application to the Registrar and payment of a review fee that shall be determined at not less than three times the normal Examination Fee.

10.18 An application for a review of examination results shall be submitted to the Registrar not later than 21 days after the release of the said results as approved by the Board of Examiners, and should state the grounds for review.

10.19 An application entered on a candidate's behalf by a person other than the aggrieved candidate himself/herself shall not be entertained.

10.20 No action shall be taken on an application which is submitted outside the time stipulated in 10.18. Review shall not proceed unless the Review Fee is fully paid.

10.21 If it emerges that a complaint for review is frivolous or ill-motivated, the Board of Examiners may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

10.22 The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.

10.23 No application **whatsoever** for review of academic award conferred or not conferred by the University of Ghana shall be entertained later than 5 (five) years after completion of programme.

Issued on the Authority of the Academic Board



**Lydia Anowa Nyako-Danquah (Mrs.)
For: Director (Academic Affairs Directorate)**