



BUILDING A 21<sup>ST</sup> CENTURY UNIVERSITY  
THROUGH QUALITY EXAMINATIONS



# General Examination Protocols

By  
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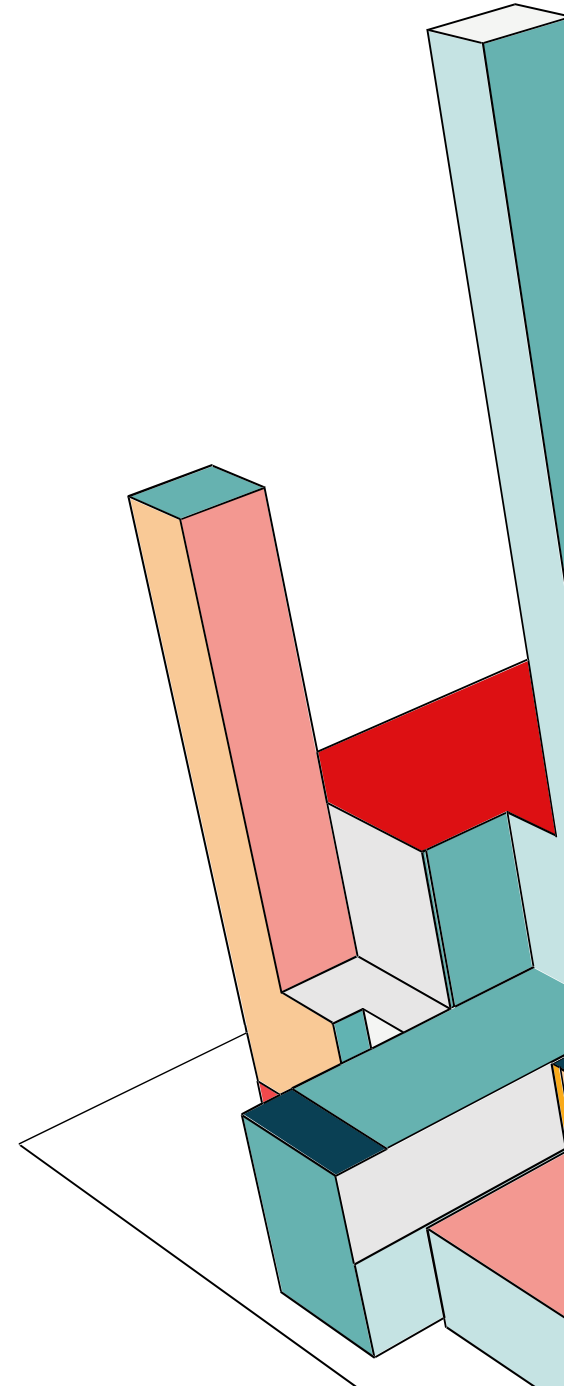


# Introduction

What should we call our procedure for examinations?

Please let discuss

All examination questions through the Dean of Faculties or through the Lecturer to the Examination Center





# QUOTES

- “The nicest thing about not planning is that failure comes as a complete surprise and is not preceded by a period of worry and depression.” - **John Preston, Boston College**
- “Whatever failures I have known, whatever errors I have committed, whatever follies I have witnessed in private and public life have been the consequence of action without thought.” - **Bernard M. Baruch**



# Don't trust all QUOTES

*“A thing worth having is a thing worth cheating for” (W.C. Fields) TAU says NO~~X~~*

*“A thing worth having is a thing worth working for” (AT Adetunji) ✓*

# OUR VISION & MISSION

Excellence in Education

What does it mean to you?

Please discuss with someone





# Our Vision & Mission

The quality system rests on an appropriate organizational structure as well as good management and decision-making.

Quality is considered to be the result of contributions from diverse groups, individuals, parts and functions of the University.



# Things you need to know about our vision

- It is not magic; it is a culture.
- It does not change things; it changes people.
- It is not a short-term plan; it works over a period of time.
- It does not have negative effect on the system; it enhances productivity.
- It is not managed alone; it is maintained by all



# TAU'S QUALITY MANAGEMENT FRAMEWORK

The TAU's quality management framework is informed by the following key definitions:

- Academic standards are the level of academic achievement that must be attained in order for a student to gain an academic award or be awarded academic credit.





# TAU'S Quality Management Framework

- Quality assurance is the process of ensuring that the quality of learning opportunities are appropriate to enable students to meet the academic standards of the award for which they are studying;
- Quality enhancement is the process of using systems and information to improve the quality of the student learning experience.
- Output is iQ



# Admission into Examination Hall

Students Checking

Examination card

Course form registration

Bursary clearance

Student ID card

Decently dressed

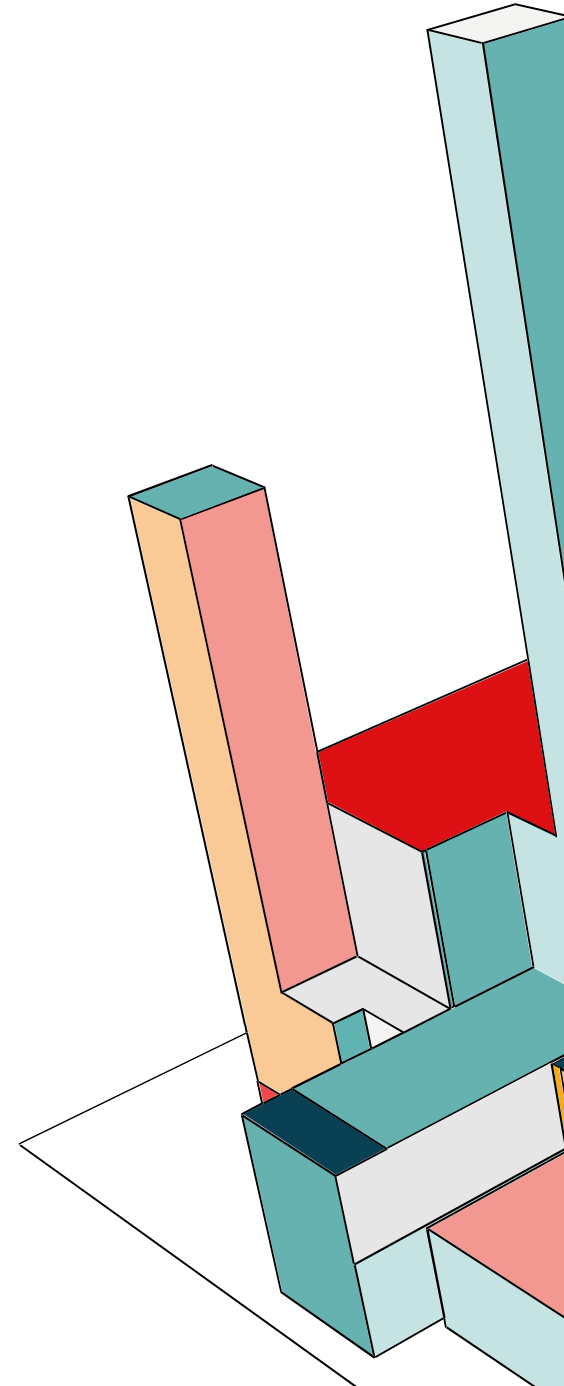
No cap

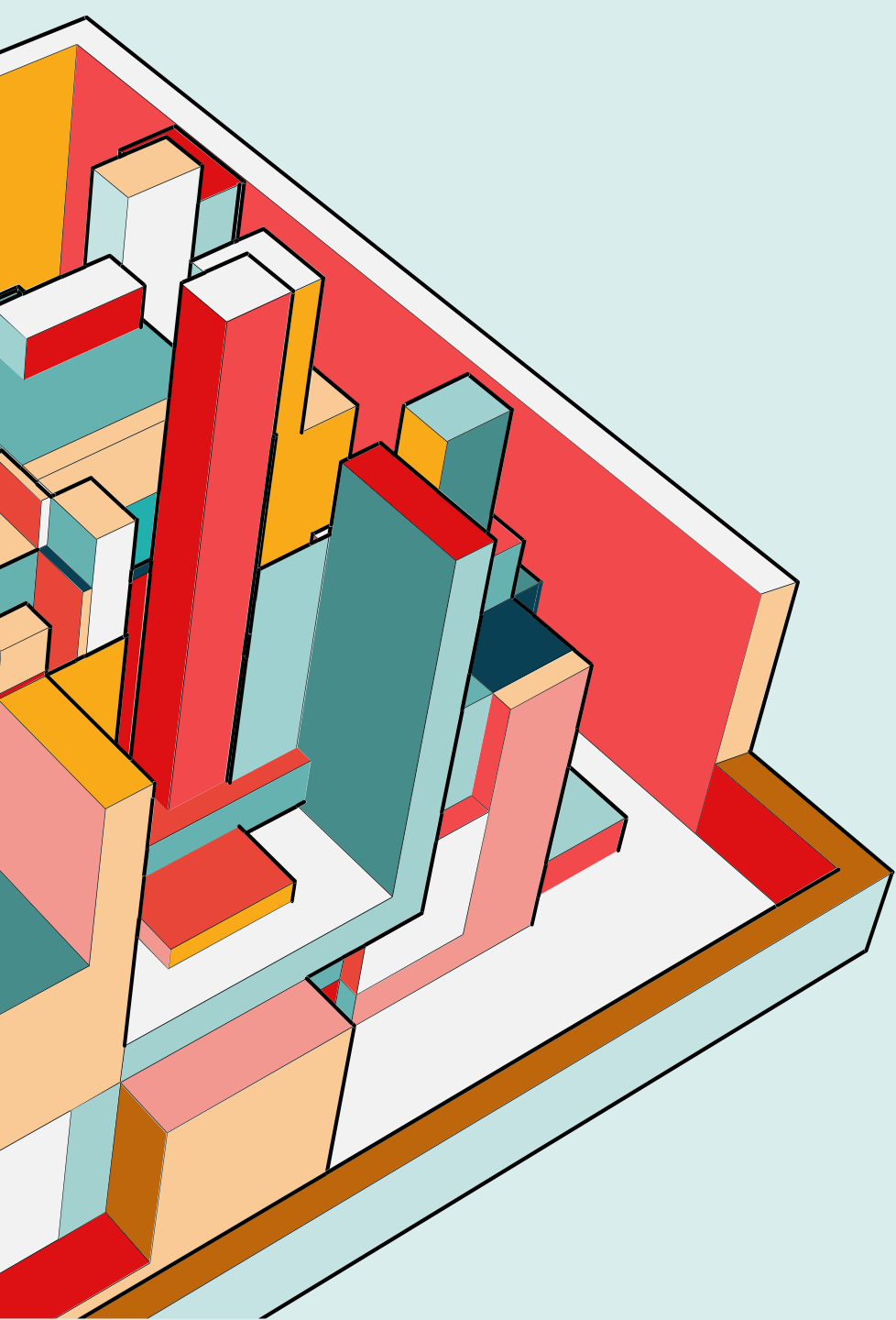
No flip flop or slippers

No mobile phones

# Protocols

- Principal Officers of the University
- Professors and Lecturers can visit anytime
- Students
- Invigilator
- Security Personnel





# REMEMBER

Enhancing your present in the hall



## Remember to:

- Prepare well for the exercise (its University Exam not my students)
- Dress well
- Arrive earlier
- Collect exam materials on time
- Plan your activities
- Silence or Switch off your phone
- Distribute exam materials on time
- Take note of exam requirements
- Check chairs and desk for hidden items



# Remember Your Duties:

- Seat arrangement
- Clear instruction to students
- Rest room visits not allowed 30minutes into the exam and 30 minutes before the end of an exam
- No candidate leaves the hall 15 minutes to end
- Raise your hand if you need extra materials or assistance
- Filling attendance sheet in and out



# Remember

- Count your answer booklets before students are permitted to leave the exam venue
- Return all materials to exam center immediately after exam
- No drinks or snacks in the examination hall
- Mobile phone collection (register)
- Sick students in the exam hall
- All documents should be filled and signed by the Chief invigilator



# Remove from the Hall Facilitating Materials

- Erase from the white board or walls any materials that could illicitly aid students in their response to questions.
- Remove from desks, chairs, etc., information that will improperly aid students' response during the examination.



## Lesson Learnt

- Good intension may be misinterpreted if not communicated well
- Apology on the communication
- Academic Briefs and BBMAS will be made available to all Deans
- Course Outline will be provided to each lecturer via Deans



## What can we do better

- Please list on the cardboard
- Write on a sheet of paper and pass to the secretariats



**THANK YOU**

