



Processing of Undergraduate Results in Unilag

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1. Processing of Undergraduate Results

- Each department is solely responsible for generating its students' results on the Premier Platform.
- **Departments must hold meetings to consider broadsheets and summary sheets. Thereafter, the results are considered at the Faculty Board of Examiners' meeting. As a rule, the University Examinations' Officer or a representative must be present at such meetings to consider results.**
- The Examinations' Officer will advise and guide the Board of Examiners on the results so presented.



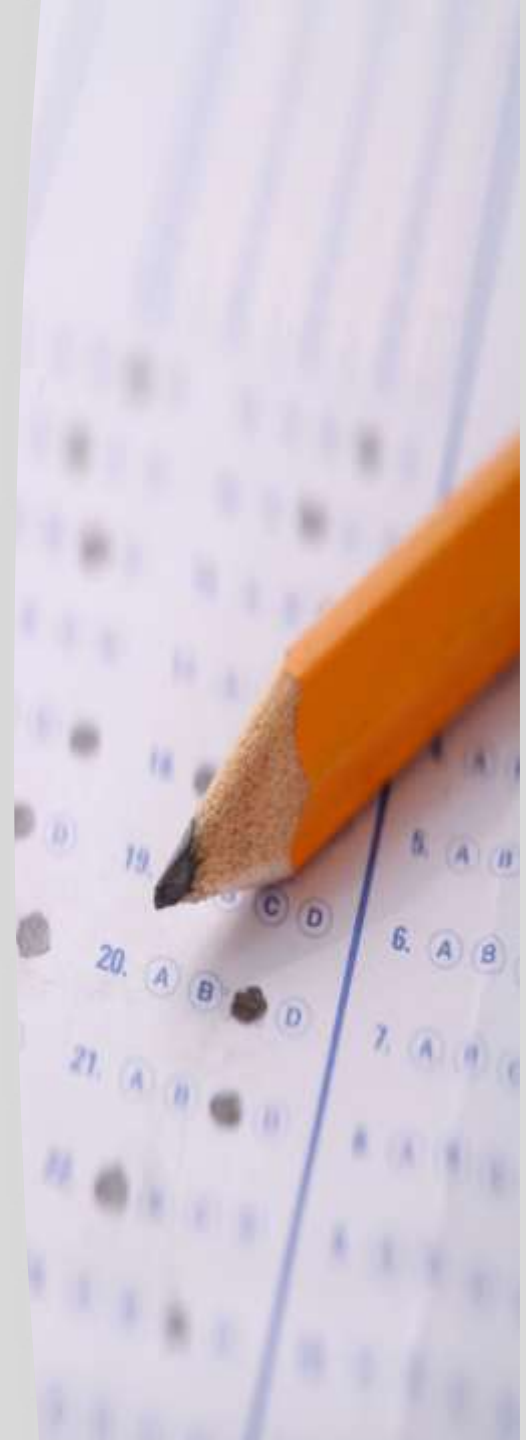
1. Processing of Undergraduate Results

- The broadsheets considered at the Faculty Board of Examiners should then be submitted for online approval.
 - The broadsheet and summary sheet with the caption 'submitted for approval' would be printed, duly signed by the relevant signatories (original hard copies and twenty-five copies) forwarded to the Examinations' office.
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Upon receipt of the broadsheets, Examinations' Office checks the result as follows:

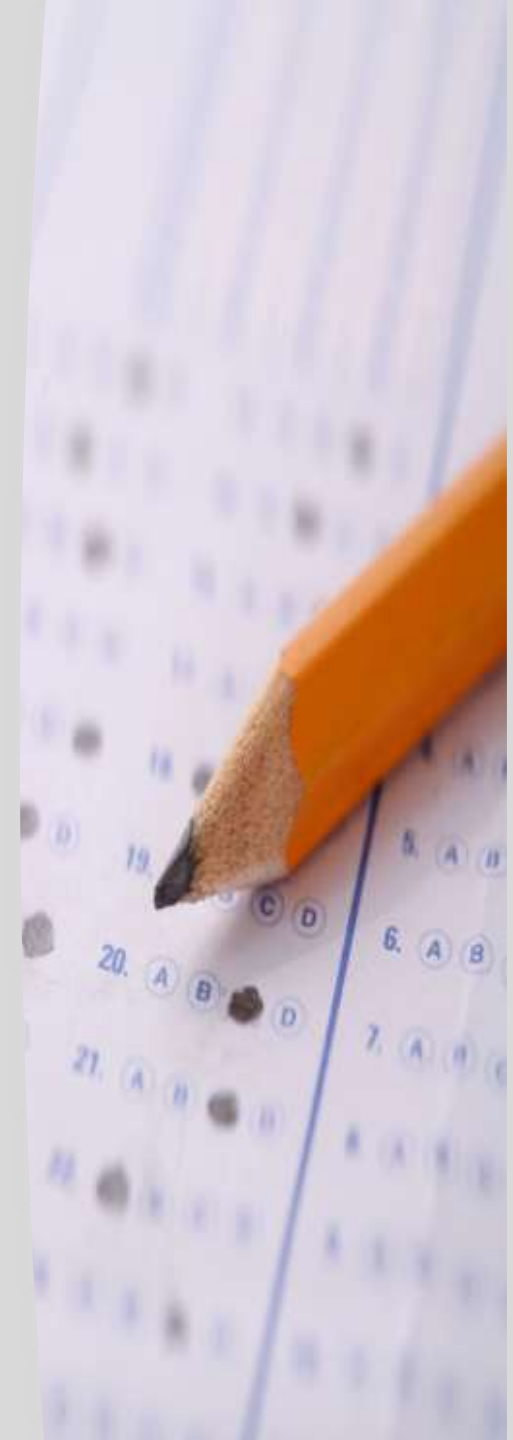
- i. Has the previous result been approved?
- ii. Has the broadsheet been signed by the relevant signatories?
- iii. Has the broadsheet been submitted for approval?
- iv. Have the results of students listed as incomplete (INR) in the previous broadsheet been completed before the present result?





Upon receipt of the broadsheets, Examinations' Office checks the result as follows:

- v. Does the number of students in the previous approved broadsheet tally with the present results, after taking into consideration all the factors that could lead to reduction or increase in the number of students of the same cohort?
- vi. If the broadsheet is an amended broadsheet, is the approval letter to amend the result attached to the broadsheet?
- vii. Is the broadsheet legible and meet the required 12 font size?





- Broadsheets which do not meet any of the conditions listed above are returned to the Department from the Examinations' Office with a memo stating the observations. If the broadsheet satisfies the conditions enumerated above, it is processed to the BCOS for consideration; the results are either recommended to Senate for approval or returned to department for corrections.

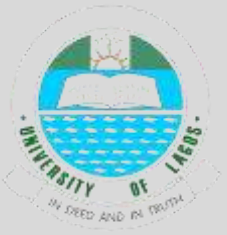
NB: Results for which hard copies have been submitted to Examinations' Office must not be rejected online without the knowledge of the Examinations' office.



2. Attendance at the Faculty Board of Examiners' Meetings

- The Examinations' Office attends the Faculty Board of Examiners meetings scheduled for the consideration of students' results. This is to ensure that Faculties comply with Senate-approved guidelines on presentation of results.





3. Online Approval of Results

- As the Unit responsible for the online approval of the Senate-approved results, the Examinations' Office **does the online approval at the end of every Senate meeting.** The online approval has implication for generation of broadsheets for subsequent sessions and generations of the graduation list for convocation ceremony.



4. Processing of Results for Vice Chancellor's Signature

Senate-approved broadsheets are processed for the Vice Chancellor's signature. The signed broadsheets are forwarded to the Departments, Faculty Offices and University Records' Office for record and processing of transcripts, statement of results, NYSC mobilization.





5. Tracking of Results

The results submitted to the Examinations' Office are tracked to ensure that there is no lacuna in the inventory of broadsheets received from departments, processed to BCOS and Senate. There is a template wherein all the results are recorded to ensure seamless tracking of results presented so far and also to update the University Management on issues related to results. At the end of every semester, departments with outstanding results are informed and requested to forward results for processing.



6. Amendment of Results

All previously Senate-approved results with any inherent error remain the official result of the department cum students listed therein. The concerned department could initiate amendment of such results by strictly following the amendment procedure laid down by Senate.

- The Department requesting to amend students' results submits its' request with other supporting documents to the Examinations' Office.
- The Course Adviser and the Examiner for the course to be amended are invited to BCOS meeting to defend their request.



6. Amendment of Results

- The BCOS makes a decision on the presentation and recommends to Senate for approval or otherwise. If BCOS is not satisfied that the request meets the guidelines set by Senate, the Course Adviser or the representative of the department is duly informed of the reason(s) for not recommending the request.
- Requests can either be **recommended**, **not recommended** or **stepped down**. A stepped down request could be represented, while the not recommended should not be represented. After the Senate meeting, the decision of Senate on the request is communicated to the concerned department and the Director (CITS) for further action.



7. Processing of Scheme of Examinations and Panel of Examiners



At the beginning of every session, a memo is sent to all Heads of Department requesting them to submit original and twenty copies of the Scheme of Examinations and Panel of Examiners to the Examinations' Office for processing through the Business Committee of Senate (BCOS) for Senate



7. Processing of Scheme of Examinations and Panel of Examiners



Examinations' Office ensures compliance with the approved guidelines and processes to BCOS for its consideration, while those with corrections are returned to the relevant departments with a memo. After BCOS, incorrect Schemes are also returned to department via a memo detailing the observations of the BCOS, while those that comply with Senate guidelines are recommended to Senate for approval.



The Schemes must meet the following requirements:

