

## **THE ORGANIC RELATIONSHIP BETWEEN ACADEMIC DEPARTMENTS, EXAMINATIONS AND RECORDS DIVISION AND DATA PROCESSING UNIT (DPU)**

At the meeting of Committee of Provost and Deans, with the Examination Officers of All Faculties, the schedule officers in Examination and Records Division, and staff of the Data Processing Unit, held on **Tuesday, 20<sup>th</sup> July, 2010**, a wide range of issues concerning the processing of academic results of undergraduate students were discussed and the following resolutions were made:

1. **Only Examination Officers of departments should submit results to the Examinations and Records Office.**
2. **It is only when a student has a single course as outstanding against graduation that the issue of upgrading should arise.**  
The need for upgrading of a result of any student should be discussed at departmental level and finalized at Faculty Board. **The extract of the minutes of meeting on the upgrading, and upgrading form should be forwarded to the Examinations and Records Office.**
3. **Heads of Departments whose students borrow courses from other Departments should, at the end of each semester, make a list of names and matriculation numbers of such students and send to the various departments from which courses are borrowed, to request for results of students in such courses.**
4. **The Examinations and Records Office should report to Faculties for investigation, any disparity observed in hard and soft copies of results submitted by departments.**
5. A new computer programme; **Upgraded Automated Marks Sheet (UAMS) software has been developed to capture all accredited courses, matriculation numbers and names of all registered students.**

6. The Upgraded Automated Marks Sheet Software demonstrated by the Data Processing Unit was adopted for use for imputation of students' results.
7. The Upgraded Automated Marks Sheet Software should be distributed to all Examination Officers after the meeting, and it should be stored in the Departmental Computer System for use. The inputted results should be copied from it and forwarded to the Examinations and Records Office.
8. The **Upgraded Automated Marks Sheet** Software **should always be used for inputting** students' results with effect from First (1<sup>st</sup>) Semester of the 2009/2010 academic session.
9. **When profiles are returned to departments for cross-checking of errors or missing results, this should be done promptly.** If results of some students are missing, the mark sheet and course registration forms of such students should be attached to their profiles and these should be promptly forwarded to Data Processing Unit through Examinations and Records Office.
10. The results of all students that offer any course should be forwarded to Examinations and Records Office (including results of students from cognate departments).
11. **Supplementary results should contain only new names.**
12. **Students should be encouraged to always register on time.**
13. Information should be disseminated to all students that **ANY STUDENT THAT FAILS TO REGISTER FOR COURSES WILL NOT HAVE HIS/HER RESULTS COMPUTED.**

## **UNIVERSITY MANAGEMENT**