

GHANA TECHNOLOGY UNIVERSITY COLLEGE



UNDERGRADUATE RE-SIT EXAMINATION POLICY

September 2016

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1.0 Purpose

A Re-sit is a further attempt to pass a course and be awarded the associated credit. When a student fails a course, then a re-sit is required. The format of the re-sit usually follows that of the original examination. The purpose of this policy is to provide clear guidelines for students who failed in a course and are interested to apply for a re-sit exam. This policy however takes effect from January 1, 2017.

1.2 Policy Statement

The University College shall provide (from time-to-time) academic staff and students with clear information regarding the requirements for re-sit examinations in accordance with the policy in place.

1.3 Procedure Title

Re-sit Examination procedure

1.4 When Can a Student take Re-sit Examination?

A student who is awarded grade 'F' (fail) in a course shall be required to re-sit the paper on a date that is determined by the Academic Board of the University. In addition to showing proof of payment of all fees, such students shall also be required to register and pay the appropriate re-sit fee. A student who, owing to ill-health or other extenuating circumstances (e.g., hospitalization, bereavement (with appropriate evidence), has not completed all assessments shall be considered by the University Examination Office is eligible to join students writing re-sit examinations as incomplete.

Students with failed grades in level 100 courses shall be required to write them before progressing to the third year. Similarly level 300 or (3rd year) students shall be required to re-sit all failed courses at levels 100 and 200 before they progress to level 400. Special re-sit examination shall be organized for a final year student who fails in not more than 4 papers at the end of his/her last semester to enable him/her graduate. A final year student who obtains grade 'F' in more than 4 subjects in the last semester of the programme shall be made to repeat that semester. Students who obtain grades A, B, C and D shall not be allowed to register to re-sit those papers. Tutorial classes shall be organized for students for the re-sit examination.

1.5 Re-sit Dates

Re-sit examinations shall be held at the end of every semester (during the end-of-semester examination period) and shall be written by students who obtain grade 'F' in their courses. The re-sit examinations shall take place during the end-of-semester examinations (including Saturdays if need be). Students who intend to write the re-sit examinations shall be required to pay a re-sit fee that will be determined by the Academic Board and register for the examinations.

1.6 Registration of Re-sit

Continuing students who trail between one (1) and four (4) 1st, 2nd and /or 3rd year courses at the end of the second semester Examination shall be required to;

- First register the outstanding trialed course (s) for the appropriate semester.
- Then register additional current courses (s) to make up the required maximum credits for the semester and defer the rest of the failed courses/examination papers. The total number of credits for the courses registered for re-sit for each semester shall not exceed 21. All re-sit candidates who register are automatically allocated a seat in the exam hall.

1.7 Deadline for Registration of Re-sit

Registration for re-sit examinations shall be done during the semester registration period (1st week of the semester). The deadline for registration of re-sit will not be extended under any circumstance.

1.8 Re-sit Payment

The re-sit fees for each academic year shall be communicated to students by the Finance Office together with the fees schedule for the academic year. A student who owes tuition fees shall not be permitted to register for any re-sit examination. Formal notices shall be served to candidates who shall be writing the re-sit examination through GTUC Student mail and campus notice boards. Students who absent themselves from re-sit examinations without notifying their respective Departments and Faculties in writing in advance shall be liable to pay fees without refund. Payment for re-sit courses will be done at the Cash Office before registration at the Faculty. Once payment is made at the Cash Office, a candidate shall wait for 24 hours before going online to register.

Note that if you do not pay requisite fees for all courses indicated, you cannot register. Payment for re-sit is not refundable.

2.0 Organization of Re-sit Papers

All re-sit examination Papers shall be organised by the various Departments and Faculties.

2.1 Absence from re-sit examination

Candidates who register must be available for all re-sits papers if required; concessions shall not be granted candidates who cannot take the examinations due to holiday, travel or other personal arrangements. Candidates who cannot write the re-sit examinations shall be required to inform the Registrar in writing in advance. Failure to do so will mean that the Candidate shall obtain Grade 'F' for the paper.

2.2 Number of Chances Given to Students to Re-Sit a Course

Students are given one chance to re-sit examinations of courses they fail in. The policy also demands that, students who fail after the one attempt for each failed paper will be made to repeat if they exceed the total number of credits for re-sit.

2.3 Grade for Re-sit

The marks for the courses in which examinations/assessments have been retaken will be computed at 100% for the purpose of calculating the average for degree classification.

2.4 Publication of Re-sit Results

Examination results shall state whether exams or coursework need to be re-sat / re-submitted. Results for re-sits will be published based on the Examination Declaration-Policy of the University.

RE-SIT INSTRUCTIONS (3 Steps):

STEP 1: RE-SIT APPROVAL

Download appropriate re-sit approval form below from www.gtuc.edu.gh/resit, or obtain re-sit form from your department/faculty administrative office. Print out, fill in and forward to the relevant Unit/Department for endorsement. Leave a copy of the re-sit form at the Department/Faculty for their records.

STEP 2: RE-SIT PAYMENT

Submit a copy of endorsed form to the Cash Office for payment of re-sit fees.

1. Pay the re-sit fee at Cash Office.
2. Once payment had been made at the Cash Office, you wait for 24 hours before going online to register.

***Note that if you do not pay requisite fees for all courses indicated, you cannot register.**

Step3: ONLINE REGISTRATION

You may register online 24 hours after payment at the cash office.

1. Go to the re-sit registration page at www.gtuc.edu.gh/resit
2. Login with your GTUC Student ID
3. After a successful log in, click on “Re-sit Registration” (this will be found against your name)
4. Click on the plus sign (+) below your profile to add a course you want to re-sit
5. On the registration page, click on “Select Course” to bring up the course lookup dialogue box.
6. In the search box, type the course code of the course you want to re-sit without a space.
7. Tick the box by the course and click on “Select” below
8. Select the period you wish to write the exams.
9. Click on the “Register” button to register for the course