



KWARA STATE UNIVERSITY, MALETE

P.M.B. 1530, ILORIN, KWARA STATE

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Office of The Registrar

Internal Memorandum

From: Registrar

Ref: KWASU/REG/22-03/16

To: University Community

Date: 16 March 2022

Guidelines on Make-up Examinations.

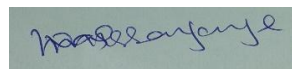
Management, at a meeting considered the plight of students who for acceptable reasons, missed their Examinations and resolved that such students may write makeup examinations.

The following are guidelines for Makeup examinations:

1. Students with clashes due to carryover courses are to decide which paper to write during the normal examinations and write the other(s) make-up examinations.
2. Deans and Heads of Departments are to please ensure that only genuine cases are entertained as false claims will attract sanctions.
3. Where a student has fulfilled the minimum of 70% attendance and other requirements for writing an examination but could not write the Examinations due to illness, accident, or other unforeseen circumstances, the candidate may be allowed to sit for make-up examinations (MUE).
4. A candidate who falls ill during an Examination may on the advice of the Chief Examiner (Head of Department), be permitted to discontinue the Examination. Such candidate may apply for MUE after his/her medical condition has been supported by certified medical report by the Director, KWASU Health services.
5. A report of inability to sit for an examination due to illnesses must be made to the Chairman, Examination Monitoring Committee through the HOD, through the supervisor/Chief Invigilator on the day of the said examination.
6. The applicant shall pay a specified administrative charge as may be required by the University clinic for verification of Medical Reports obtained from any other public hospital.
7. The candidate shall write an application to the Business Committee of Senate through the registrar, the Dean of his/her faculty, the Head of his/her Department, and his/her Level Adviser attaching the following documents:
 - a. duly signed Course Registration Form,
 - b. evidence of payment of all fees in the said semester,

- c. duly signed medical report from the Director of University Health Services, or any other public hospital duly authenticated by the University Health Services, and
 - d. evidence of payment of the administrative charge for the MUE examination, except those who missed their examinations due to university engagement.
8. Such applications shall get to the Business Committee of Senate not later than the first week of resumption of the semester that the MUE is to be taken.
9. Candidates whose applications have been approved after careful consideration will be duly communicated through the HOD.
10. Period and Mode of Conduct of MUE.
- a. The third week of any semester shall be set aside for make-up examination (MUE). This shall be included in the University calendar. However, where a Summer Semester is included in the University calendar, the MUE for the second semester shall be taken along the main exams during summer.
 - b. The MUE shall be Faculty based. However, the Timetable shall be designed centrally by the University Examination Council.
 - c. Make up examination questions must be submitted by the course lecturer to the Head of Department before the commencement of the MUE.
 - d. Result of MUE of students whose applications were earlier approved shall be processed within one week through the Deans to the BCOS for approval of the University Senate.
 - e. Determination of true academic status of candidates who sat for the MUE shall be through the University result modification process.

Thank you for your cooperation.



Dr. Kikelomo W. Sallee