

**FEDERAL UNIVERSITY OF TECHNOLOGY,  
MINNA, NIGERIA**



**PROCEDURE FOR TEACHING, LEARNING AND  
ASSESSMENT**

## **1. INTRODUCTION**

Federal University of Technology, Minna is specialised university committed to training of skilled and innovative workforce that would harness the forces of nature to transform Nigeria's resources into good and services to positively affect the economy and thus the quality of her people. Therefore, the university is committed to delivering her core mandate by achieving quality teaching, learning and assessment. The procedure for teaching, learning and assessment involves several steps which are highlighted in this document.

## **2. TEACHING**

### **2.1 Teaching Requirements**

Lecturers are expected to start on the exact time they are scheduled on the lecture time-table. Any student who is not in the class 15 minutes after the lecturer has started, he/she shall be deemed to be absent from that class. Also, the students shall wait for the lecturer for up to 15minutes; starting from the time the lecture is scheduled to commence. If a lecturer fails to turn up for lectures or is fond of lateness in attending to his lectures, the class representative shall intimate the Head of Department or the Dean of the School/Faculty.

### **2.2 Practical**

Practical are to be conducted in the laboratories with the assistance of the laboratory technicians/technologists. Students are to be given laboratory manuals to read and understand before the practical. The laboratory technologist/technicians are to ensure that all the equipment, tools and other materials needed for the practical are in order. Students are to give report of the practical in the practical manual report book to be provided by the departments.

### **2.3 Quality Sustenance**

Teaching as a fit for purpose business should be based on the alignment between the University's vision, programme purpose, learning outcome, assessment criteria, learning criteria and pedagogical directions. Thus, the delivery of classes and practical are to ensure alignments with elements of quality sustenance.

### **3. LEARNING**

#### **3.1 Course Registration**

The level adviser for each level is also the registration officer for that level. Every course is assigned a credit load that corresponds with the number of lecture hours per week required to complete the course during the semester. One credit is equivalent to one hour per week per semester or 2 hours of tutorials or 3 hours per week of laboratory/studio work per semester.

Students are expected to register the courses they are to offer in a particular semester/session. Carry over courses are registered first before the fresh courses for that semester.

The maximum credit unit a student is allowed to register for in a semester is 24 credit units and a minimum of 16 credit units would be allowed in any semester. This means that the total number of credit units for all courses registered for by any student during a semester will not exceed 24 or be below 16 units.

#### **3.2 Attendance**

Attendance in lectures, practical classes, field work and SIWES shall be regarded as part of the requirements for a successful completion of a course. A 75 percent attendance in lectures and 100 percent participation in practical, laboratory exercises, class assignments, SIWES and field work shall be recorded by a student in order to qualify to sit for a semester's examination.

Therefore, each lecturer shall be required to keep attendance for each course. The student shall be made aware of this and shall be informed on an on-going basis during the course how he or she is doing in the course with respect to attendance. The mode employed in keeping the attendance shall be the prerogative of each lecturer and /or the respective departments.

Exemption from the above rules on attendance shall be on medical ground and shall be granted on submission of a certificate from the Director of the University Health Services. For reasons other than medical, student applications must be endorsed by Heads of Departments concerned in consultation with their teaching staff and ratified

by the Dean. Any student who fails to meet the above requirements in any course shall carryover that course.

### **3.3 Carryover Course**

No student is allowed to carry over any course in which he/she scored an “E” grade or above. Both the old and new grades in a carryover course shall be retained in the student’s transcript and they will also be used in computing his/her CGPA.

### **3.4 Dean’s List, Probation and Withdrawal**

Within any one semester, any student that registers a cumulative grade point average (CGPA) of 4.0 and above shall qualify to be on the Dean’s list of exceptional students. A letter shall be issued from the Dean’s Office to inform the student.

If a student recorded a CGPA below 2.0 at the end of 100 Level; he/she shall be withdrawn from the engineering programme; while if such a student is in 200 level and above; he/she shall be placed on sessional probation (SP1) at the first instance and if recorded consecutively for the second time; he/she shall be withdrawn from the University.

## **4. ASSESSMENT**

### **4.1 Conduct of Examination**

Examination shall be conducted by the school. Invigilators shall be chosen by the School Examination Officer from among the academic and senior technical members of staff of the various Departments. For each examination there is a Chief Invigilator, who is a senior academic staff among the invigilators. There shall be at least two invigilators for each examination and for examination involving more than 50 candidates, one extra invigilator shall be required for each additional 25 candidates.

### **4.2 Mode of Examination**

The following four types of assessment may be used to examine a course:

1. Practical examination
2. Oral examination

3. Written examination
4. E-examination for 100Level

The particular mode of examination or combinations chosen shall be dictated by the type of course and shall be the prerogative of the lecturer(s) and the department.

#### **4.3 Examination Questions**

The examination questions shall be set and marked by the Course Lecturer(s). Each Course Lecturer(s) is/are responsible for the printing and rolling of the question paper. The question papers shall be rolled and taken to the School Examination Officer one hour before the examination. Course Lecturer(s) shall collect their answer booklets from the School Examination Officer immediately after the completion of the examination.

#### **4.4 Moderation of Examination Questions**

The Senior Academic Board members of the Department shall moderate the question papers with the marking schemes for 100Level to 400Level. In the case of the final year degree examinations (500Level), the questions with the marking schemes shall be given to the Head of Department who shall send them to the University appointed External Examiner for external moderation. Qualified External examiners (the proposed and the alternate) shall be nominated by the Head of Department and submitted to the University Senate for approval through the school board. The external examiners shall be a professorial rank. The approved External examiner shall be appointed for one academic session and may be reappointed for a maximum of three terms. Only when a qualified and appointable external examiner is not available from within Nigeria shall such appointment be extended to examiners from outside the Country.

#### **4.5 Results Submission and Examination Answer Booklets**

Course Lecturer(s) evaluate(s) and grade(s) the students' answer booklets using marking schemes and model answers. The sum of Continuing Assessment (CA) score and examination score shall form the total score for the students for each course. The

Course Lecturer(s) shall submit his/her results with the answer booklets on the stipulated time, which shall be given by the Senate. The Academic Board of the Department shall approve results before onward submission to the School Board and the University Senate for final approval. Students shall be issued their results by the Department after the approval by the Senate at the end of each session or on request by the student(s) before the end of the session.

#### **4.6 Method of Disposing Examination Answer Booklets**

The examination answer booklets submitted by the Course Lecturers shall be in the custody of the Departmental Examination Officer, they shall be kept safely in the examination office for at least six years. After which the answer booklets shall be officially transferred to the University Store through the Registrar. The answers booklet shall be disposed after five years in the University store.

#### **4.7 School Examination Officer**

The School Examination Officer shall not be below the rank of Lecturer I, and shall be appointed by the Senate on the recommendation of the School Board. It is his/her responsibility to:

- (i) Prepare the Examination time-table and assign Chief invigilator/invigilators to each examination.
- (ii) Prepare attendance slips, attendance registers and receipts for all examinations
- (iii) Notify the Academic Officer in advance of all the materials that would be needed for each semester examination, e.g. answer booklets, answer sheets, graph papers etc. and to collect all these materials one week to the commencement of the semester examination.
- (iv) Handover the envelope(s) containing the question papers to the Chief invigilator about 30 minutes before the commencement of any examination scheduled for the period.
- (v) Collect all the answer booklets, the attendance slips and attendance register from the Chief invigilator after making sure that the total number of answer booklets tally with the number of students present at the end of the

examination. A receipt must be issued for all items collected from him/her. Handover the answer booklets to the Departmental Examination Officer or Course Lecturer concerned with the examination after he/she has signed for them.

## **5. ROLES AND RESPONSIBILITIES IN TEACHING AND LEARNING**

- i) Academics are to be up-to-date and be fully aware of the changes and dynamics that continue to evolve in their fields
- ii) Academics are to develop courses and programmes that satisfy academic quality requirements and ensure that dynamics in their fields are made to reflect in curriculum review
- iii) Students are responsible for their learning and the ethical use of learning facilities and resources provided

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**Prof. Abdullahi Mohammed**  
Director of Academic Planning  
Federal University of Technology, Minna  
Nigeria