

**KWAME NKURUMAH UNIVERSITY  
MEMORANDUM**

**TO :** All Students  
**FROM :** Registrar  
**DATE :** 15<sup>th</sup> July, 2024

**SUBJECT: GUIDANCE ON SUPPLEMENTARY AND DEFERRED EXAMINATIONS**

Reference is made to the above-stated subject.

2. On behalf of the Chairperson of the University Senate, I am pleased to provide clarification and guidance regarding the conditions and procedures for supplementary and deferred examinations at Kwame Nkrumah University. Effective 2024 July/August Examinations, the following is the guidance per the University's academic policy concerning the above subject:
  - 2.1 Supplementary examinations shall offer students who have not passed or have performed poorly in regular examinations a second opportunity to demonstrate their knowledge and potentially pass the course.
  - 2.2 Deferred examinations shall be available for students who cannot take a scheduled examination due to various reasons as specified in the Deferred Examination Policy attached herewith. Candidates must apply for a deferred examination within the specified timeframe, providing appropriate documentation to support their request.
3. Please refer to the attached documents for comprehensive guidelines on both supplementary and deferred examinations for detailed information and instructions. For further clarification, please do not hesitate to contact your respective School Deans or Deputy Registrar Academic.

You are guided accordingly.



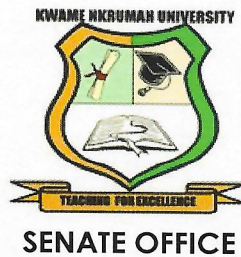
Chilombe Polity

**Registrar**

**KWAME NKURUMAH UNIVERSITY**

Cc: Vice-Chancellor  
Cc: Deputy Vice-Chancellor  
Cc: Chief: Internal Auditor; Financial Officer  
Cc: Deans and Directors  
Cc: Deputy Registrar Academic  
Cc: Principals, Satellite Colleges





## **Kwame Nkrumah University Deferred Examination Policy Guidelines**

### **1. Purpose**

This policy aims to provide a fair and equitable process for students facing extenuating circumstances that prevent them from taking scheduled examinations.

### **2. Definitions**

- 2.1 Deferred Examination: An examination taken later than the originally scheduled due to extenuating circumstances.
- 2.2 Extenuating Circumstances: Unexpected events or situations beyond the student's control that significantly affect their ability to sit for an examination.

### **3. Eligibility Criteria**

Students may apply for a deferred examination if they are unable to attend a scheduled examination due to extenuating circumstances, which include but are not limited to:

- 3.1 Medical Conditions: Severe illness or injury requiring hospitalization or significant medical attention, supported by a medical certificate from a public hospital detailing the nature and impact of the condition.
- 3.2 Bereavement: Death of an immediate family member (parent, guardian, sibling, spouse, child, hosting of funerals), supported by a death certificate or other relevant documentation.
- 3.3 Emergencies: Unforeseen and unavoidable events such as natural disasters, fires, accidents, or other crises requiring immediate attention, supported by official documentation (e.g., police report, insurance claim).
- 3.4 University-Sanctioned Events: Mandatory participation in university-sponsored activities like representing the university in sports or other competitions, supported by official documentation from the relevant university department.



#### **4. Application Process**

- 4.1 Submit a completed Deferred Examination Application Form to Academic Office within one week of the missed examination.
- 4.2 Candidates must provide official documentation to support their claims of extenuating circumstances. The type of documentation required will vary depending on the circumstances (e.g., medical certificates, death certificates, police reports).
- 4.3 Late applications/submissions shall not be considered.

#### **5. Approval Process**

- 5.1 The Head of Department (HoD) will review the application and supporting documentation within five working days of receipt. They may request additional information or clarification from the student if needed.
- 5.2 The Head of Department shall recommend to the School Dean whether to approve or deny the application based on the provided evidence and the university's guidelines.
- 5.3 The School Dean shall approve or not approve the recommendation upon verifying the case and attached documentation.
- 5.4 The Registrar shall communicate the decision to the student in writing, including reasons for approval or denial with all necessary information.

#### **6. Deferred Examination Arrangements**

- 6.1 Successful applicants will be notified of the date, time, and location of the deferred examination, at least a week before the set deferred examination date.
- 6.2 Candidates taking deferred examinations are expected to adhere to the university's examination policies and guidelines as per academic policy.
- 6.3 Candidates with Special Needs may request reasonable adjustments for their deferred examination through the university's established channels.

#### **7. Appeals**

Students who have their deferred examination application denied can appeal the decision in writing to the Senate Chairperson within five working days of receiving the denial. The Senate Chairperson's decision will be final.

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## DEFERRED EXAMINATION APPLICATION FORM

### 1.0 INTRODUCTION:

A deferred examination is taken later than originally scheduled to ensure fairness due to extenuating circumstances. Refer to the Deferred Examination Policy for details.

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## APPLICATION PROCESS

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### 2.0 CANDIDATE'S DETAILS:

#### Personal Information:

Full Name: ..... Student Number: .....  
NRC/Passport No.: ..... Mode of study (FT/PT/ODL):.....  
School:..... Year of Study: .....  
Study Programme: ..... Phone Number: .....  
Email address: .....

### 3.0 EXAMINATION DETAILS:

Course Code: ..... Course Name: .....  
CA Grade: ..... Name of Lecturer:.....  
**Original Examination Date:** .....  
**Original Examination Time:** .....

### 4.0 REASON FOR DEFERRAL

Please tick where applicable and provide a brief detail of the extenuating circumstances that prevented you from taking the scheduled examination.

**Tick Applicable**

- |     |  |                          |
|-----|--|--------------------------|
| 4.1 | Medical Conditions: Severe illness/injury with medical documentation.                | <input type="checkbox"/> |
| 4.2 | Bereavement: Death of an immediate family member with supporting documents.          | <input type="checkbox"/> |
| 4.3 | Emergencies: Unforeseen events with official documentation (e.g., police report).    | <input type="checkbox"/> |
| 4.4 | University-Sanctioned Events: Mandatory participation with university documentation. | <input type="checkbox"/> |

.....  
.....  
[Attach any supporting documentation as outlined in the Deferred Examination Policy (e.g., medical certificate, death certificate, official documentation for university-sanctioned events etc.)].

### 5.0 DECLARATION:

I ..... hereby declare that the information provided above is accurate to the best of my knowledge. I understand that providing false or misleading information may result in disciplinary action. I have read and understood the Kwame Nkrumah University Deferred Examination Policy.

Signature: ..... Date: .....





-----FOR OFFICIAL USE ONLY-----

**6.0 COORDINATOR/ASSISTANT REGISTRAR:**

Name: .....  
Application Received Date: .....

Application Received Date: .....

Comments: .....  
.....

Name: ..... Sign: ..... Date/Stamp: .....

**7.0 HEAD OF DEPARTMENT**

Name: ..... Sign: ..... Date/Stamp: .....

Verified Continuous Assessment (CA) Grade: .....

Verified Class Attendance Percentage: .....

Recommend Eligibility: YES ☐ NO ☐

**8.0 SCHOOL DEAN**

APPROVED ☐ NOT APPROVED ☐

Any Additional Comments:

.....  
.....

Name: ..... Sign: ..... Date/Stamp: .....

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**10.0 DEPUTY REGISTRAR ACADEMIC**

Action To be Taken: .....

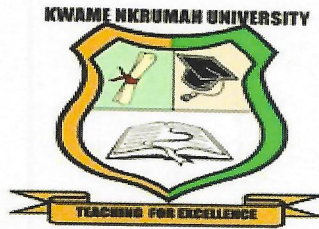
Deferred Examination Date: .....

Deferred Examination Time: .....

Deferred Examination Location: .....

Name: ..... Sign: ..... Date/Stamp: .....

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## SENATE OFFICE

### Kwame Nkrumah University Guidelines for Supplementary Examinations

#### 1.0 Introduction

A supplementary examination is an additional opportunity given to a student who has failed or performed poorly in a regular or main examination. It is a chance for the student to retake the exam with the goal of improving their performance and achieving a pass grade. It gives an opportunity for candidates at border line to redeem themselves.

#### 2.0 Conditions to sit for Supplementary Examinations

The general conditions for a student to be eligible to sit for a supplementary examination shall include the following:

- i. A student must have failed with a **D+** in the regular examination.
- ii. A Student must have generated and passed the Continuous Assessment for the course in which they are seeking a supplementary exam. This includes attending a minimum 80% percent of classes or other instructional activities.
- iii. Eligibility to sit for supplementary examinations shall be on condition that one fails a maximum of two (02) full courses or four (04) half courses in a regular examination.
- iv. A student must have a supporting course, in which they obtained a C and above, in order to be eligible to sit for the supplementary examination in a given course.
- v. The supplementary examination results shall be graded "P" and shall not attract points towards classification of final results.
- vi. **Being within the Time-frame for Supplementary Exams:** Supplementary examinations should be written within the same academic year the candidate failed the regular exam after the regular examination period.



- vii. **Paying Additional Fees:** Supplementary examinations shall be subject to additional fees which candidates have to pay apart from being a fully registered student and having met the required threshold of the tuition fees of that particular term.