

UNIVERSITY OF ILORIN, ILORIN, NIGERIA  
ACADEMIC SUPPORT SERVICES



INTERNAL MEMORANDUM

FROM: Deputy Registrar (Exams & Records)

TO: University Community

REF NO: UI/REG/ASS/24

DATE: 19<sup>th</sup> April, 2023

**COMMENCEMENT OF 2021/2022 HARMATTAN SEMESTER EXAMINATIONS**

This is to inform the University Community that the **2021/2022 Harmattan** Semester Examinations will commence on **Monday, 8<sup>th</sup> May, 2023**. It therefore becomes necessary to emphasize that the rules and regulations guiding the conduct of examinations should strictly be adhered to, in order to ensure a hitch-free examinations.

Further to the above, the cooperation of all those who will be involved in the conduct of the examinations is hereby solicited and all necessary machinery needed for a hitch free examinations should be put in place.

Students are strongly advised not to be involved in any form of examination malpractices, as anyone caught would face appropriate disciplinary action.

Also note that **digital wrist watches, mobile sets, i-pods, etc are prohibited** and any electronic device discovered in the examination halls would be impounded.

Students are also required to present to invigilators, the following:

- i. duly signed original coloured registration forms (**not copies**) and no registration form with any alteration without proper endorsement by the Level Adviser and Faculty Officer would be accepted;
- ii. University identification cards; and
- iii. Evidence of payment of school charges

It is advisable that students who have misplaced their I.D. cards should make request for a replacement urgently. Students are equally advised to get acquainted with the rules and regulations guiding the conduct of the examinations as contained on pages 125-130 of the University Academic Programmes (Undergraduate and Sub-Degree 2014-2018) with particular attention to the section which talks about absence from examination as stated below:

- (a) Students shall present themselves at such University Examinations for which they have registered under these Regulations. Students who fail to do so, for reasons other than proven ill-health, accident or any proven emergencies shall be deemed to have failed that examination. Mis-reading/ignorance of the Time-Table and such other excuses shall not be accepted as a satisfactory explanation for absence.
- (b) A student who falls ill during an examination period should report in writing to the Dean of his Faculty through his Head of Department.

- (c) A student who is absent from an examination on account of ill-health confirmed by medical report from the Director of University Health Services may be given a make-up examination in the course(s) missed, based on guidelines approved by Senate. Otherwise, he shall take the regular examination on the following occasion as his make-up.
- (d) Approval for make-up examination shall be by the Faculty Board, provided: (a) the ill-health has been reported to the Dean through the Head of Department; and (b) the student has obtained a written report from the Director of Health Services or his designate which either is dated prior to the end of the examination, or provides evidence that the student was hospitalized during the examination.
- (e) Application for make-up examinations shall normally be made immediately at the end of the semester examinations.
- (f) make-up examination shall normally be concluded within the first five (5) weeks of the semester following the application for the make-up.

Finally, all students and invigilators will be required to adhere strictly to the protocols and guidelines on Covid-19.

Thank you.



**A.R. Sidique**

For: Deputy Registrar (Exams & Records)

cc: Vice-Chancellor  
Deputy Vice-Chancellors  
Registrar  
Bursar  
University Librarian  
Provost/Deans/Deans Student Affairs  
All Directors  
Director, COMSIT - Please upload on the University Website  
Director, Corporate Affairs - Kindly include in the University Bulletin and Radio advert  
Heads of Departments  
Sub-Deans  
Secretary, College of Health Sciences  
Faculty Officers

**BGA**