



- i). Students have the right to request a review of their mark;
- ii). A student can apply for a re-mark of his/her exam paper(s) within 7 days (one week) after announcing the course's approved results. No request will be accepted, after the specified period, for any reason;
- iii). The students should, in the first instance, petition the Registrar through their Head of Department by completing an application form. Upon the payment of the prescribed fees, the Registrar shall attach proof of payment and refer the petition to the Faculty Board through the Dean of the Faculty offering the course for a review. In case of applying for re-marking of more than one course, the student should submit a separate application letter of re-marking and form for each course. A fee of ₦25,000.00 is recommended in the first instance, with ₦10,000 paid to each re-marker as an honorarium.
- iv). The Faculty Board shall conduct an investigation into the petition and submit their findings and recommendation to the Senate within two weeks of the receipt of the student's complaint.
- v). Photocopies of the scripts to be reviewed with all the comments of the original marker removed shall be forwarded for review to two Internal Examiners (in the case of Non-final year courses) or one External Examiner (in the case of Final year courses); A honorarium of ₦10,000.00 is recommended for each of the Internal examiner or ₦20,000.00 for the External examiner.
- vi). The minimum rank of the internal assessor should be the same as the rank of the lecturer who taught the related course and examined the students. In the absence of such an assessor internally, the scripts should be sent to an external assessor. The assessor's expertise should be in the same discipline as the respective examiner. In case of a lack of experts in the area of the related course, an assessor can be selected from relevant disciplines.
- vii). For examination in final year courses, the recommendation of the Faculty Board shall be sent to Senate for ratification.
- viii). The student is officially notified about the outcome of the evaluation by the head of the Department (HoD)
- ix). The student appealing the grade of examination can appeal once again and he/she may request the re-evaluation of the script by an external assessor within seven days (one week) after the result of the first appeal has been given to him/her. The student should appeal to the Registrar through the same channel after payment of an additional prescribed fee of ₦25,000.00 A honorarium of ₦20,000 is recommended for the external assessor. The University is to bear the cost of postage to/from the external assessor.
- x). Where the student applies pursuant to clause ix, Senate is to approve the external assessor on the recommendation of the Dean through the Vice-Chancellor. The minimum rank of the external assessor should be Associate Professor. The decision of the external assessor, which shall be reported to the Senate for onward communication to the student, shall be definitive judgment; it cannot be challenged and changed.