



## **Covenant University Policy on Make-up Examination**

**116<sup>th</sup> Senate (S.116/1521) – Thursday, November 19, 2015**

Sequel to the directive of Senate at its 115<sup>th</sup> session, the policy for the administration of make-up examinations in Covenant University is hereby presented. The provisions in this policy are made available to students who ordinarily have qualified to write the regular examinations. This is presented as follows:

1. All applications for make-up examinations by students shall be routed through the Head of Department and Dean to the Office of the Registrar for the consideration of the Senate Business Committee (SBC) before they depart for their holiday.
2. Approval for make-up examinations shall be based solely on the merit of each condonable case. However, proven cases of health related challenges may be considered by SBC. In addition, all medical reports/certificates obtained from external hospitals and presented by students must be supported by a referral document from the University Health Centre before they can be considered as valid documents.
3. Make-up examinations shall be scheduled during the first 2 weeks of resumption and all processing of results shall be concluded during the third week of resumption for the Semester or Session as the case may be.
4. All guidelines and rules for regular examinations shall subsist in the conduct and administration of make-up examinations. However, in cases where the student has valid Continuous Assessment (CA) scores, these shall form part of the assessment.
5. Late payment of tuition fees/course registration penalties shall be waived for the concerned students so as to enable them participate in the make-up examinations.
6. For the avoidance of doubt, the provisions in this policy do not apply to issues of fresh registrations, failed or dropped courses.