**SAMPLE FORMAT**

**UNIVERSITY OF LAGOS**

**REQUEST FOR AMENDMENT OF RESULTS**

**FACULTY ………………………………………. DEPARTMENT ………………………………………………**

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| S/N | **Matric Number** | **Name of Student** | **Semester** | **Session** | **Course Code** | **Name of Internal Examiner** | **Former Score** | **New Score** | | | **Reason for Change in Score** | | **Remark by BCOS** | |
| **CA** | **Exam** | **Total** |
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**Name of Chief Examiner Signature**

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**Name of Dean of Faculty Signature**

EXAMPLES

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| **S/N** | **Matric No.** | **Name of Student** | **Semester** | **Session** | **Course Code** | **Name of Internal Examiner** | **Former Score** | **New Score** | | | **Reason for Change in Score** | **Remarks by BCOS** |
| CA | Exam | Total |
| 1 | 081101098 | Akeem, King Caleb | First | 2019/2020 | ABC 317 | Dr. Zuch | 33 | 25 | 25 | 50 | Omission of Session score | Stepped Down |

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| **S/N** | **Matric No.** | **Name of Student** | **Semester** | **Session** | **Course Code** | **Name of Internal Examiner** | **Former Score** | **New Score** | | | **Reason for Change in Score** | **Remarks by BCOS** |
| CA | Exam | Total |
| 1 | 081101098 | Akeem, King Caleb | First | 2022/2023 | BBC 310/311 | Dr. Zuch | 0 | 25 | 15 | 40 | The student registered BBC 311 instead of BBC 310.The score for 311 should be credited for 310 and 311 should be deregistered. | Recommended |

**AMENDMENT OF RESULTS**

Any result that has gone through departmental meeting, Board of Examiners, Business Committee of Senate (BCOS) and Senate successfully is deemed approved. Therefore, the process of changing any result in whatsoever form is regarded as *amendment of result*, which requires presentation of the said result to Business Committee of Senate (BCOS) for amendment and subsequent presentation at Senate by the Chairman, Business Committee of Senate for approval.

**GUIDELINES**

**Amendment of results can be done for the following reasons:**

* Wrong registration of courses by students e.g. a student in a new cohort with a new course code registering for a course in the old cohort with an old course code
* Wrong upload of scores e.g. a student was credited with 50C instead of 60B originally scored by the student
* Non-upload of scores e.g. a student was credited with 0F instead of 50C originally scored by the student
* Incomplete upload of scores e.g. recording only test or exam score for a student
* Transfer of GST scores from one programme to another for transfer students

**PROCEDURE**

* Identify and establish the error in the result.
* Liaise with the Internal Examiner on the error(s) identified.
* Fill the request for amendment form (See sample below)
* Obtain the necessary documents to back up the request. Such documents should include but are not limited to:

(i) Evidence of registration for the course(s) to be amended or courses to be uploaded in case of omission. ../../../../AppData/Local/Temp/ksohtml13692/wps1.png

(ii) Lecturer’s mark sheet and uploaded mark sheet for the **whole** class, **duly signed and dated** by the relevant signatories containing both examination and continuous assessment scores

(iii) Approved broadsheet for the relevant semester/session showing the student’s results

(iv) Duly signed mark sheet reflecting the new score(s).

(v) Student's answer scripts

(vi) Attendance sheet of examination

(vii) Minutes of departmental meeting where certain decisions concerning the amendment was taken.

(viii) Medical report from the University Medical Centre (where applicable).

(ix) Evidence of reabsorption (where applicable).

(x) Departmental prospectus for cases that involve registration of wrong course code

* Submit five (5) copies and original copy of the request form with copies of supporting documents to Examinations Office. Note that original copies of all supporting documents need not to be attached.
* Honour the Business Committee of Senate (BCOS) invitation to present and defend the request. You are to bring along fifteen (15) copies of the supporting documents and amendment form
* BCOS decision is recommended to senate for approval

Note BCOS decision on your request i.e. whether recommended, not recommended,

Stepped down etc. Please note that a request that has been "stepped down" could be re-

presented at a later date but a request "Not Recommended" cannot be represented.

* Senate's approval of the recommendation of BCOS is communicated to the Department and ABS-CITS for further processing via a memo with a copy of the approved Senate paper attached.
* Upon receipt of the approval, the Department in liaison with ABS-CITS is expected to effect the changes as approved on the Senate paper
* The Department is expected to generate the amended result for ONLY the affected student(s) and process same to the Examinations Office for BCOS consideration and Senate approval. Amendment must be done for ONLY the approved course