**TEMPLATE**

**UNIVERSITY OF LAGOS**

**FACULTY OF SAMPLE**

**DEPARTMENT OF FORMAT**

**SCHEME OF EXAMINATIONS AND PANEL OF EXAMINERS 2024/2025 SESSION**

**FIRST SEMESTER**

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| **COURSE CODE** | **COURSE TITLE** | **NUMBER OF UNITS** | **COURSE STATUS** | **INTERNAL EXAMINERS** | **STATUS** | **STAFF ID** |
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\*Name of Chief Examiner: Prof. M.B Bell

External Examiner(s) Names and Addresses:

1. Professor I. G. King-Bowl

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Name & Signature of Head of Department: ……………………………………………..

Date Approved by the Faculty Board of Examiners: ……………………………….......

Name & signature of Dean: …………………………………………………………….

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| **COURSE CODE** | **COURSE TITLE**  | **NUMBER OF UNITS** | **COURSE STATUS** | **INTERNAL EXAMINERS** | **STATUS** | **STAFF ID** |
| ABC 111/ABC 101  | Introduction to Format | 3 | C | \*Prof. M.B Bell Dr. A. C. Green DR. JM. CorrectMr. F.M. Right | Professor Senior Lecturer Lecturer I Lecturer II | A26728 |
| COF 118/COF 108 | Introduction Basic Knowledge | 3 | C | Dr. B.O. NailProf. M.O. YouthDr. A. C. Green | Assoc. ProfessorProfessorSenior Lecturer | A11105 |
| CDF 119 | Basic Sample | 3 | C | Dr. M.O. GrailDr. B.O. NallDr A.C. Green | Senior LecturerAssoc. ProfessorSenior Lecturer | Q11001 |
| ABC 211 | Advanced Format | 3 | C | \*Prof. M B. Bell Dr. A. C. Green DR. JM. CorrectMr. F.M. Right | ProfessorSenior LecturerLecturer ILecturer II | A26728 |
| XYS 212 | Basic Sample Techniques | 4 | C | Prof. M B. BailDr. M.O. BlueDr. A. C. Green | ProfessorAssoc. ProfessorSenior Lecturer | A21005 |
| CDF 219 | Advanced Basic Sample | 3 | C | Prof. M.O. YouthDr. B.O. Nail Dr. A. C. Green | ProfessorAssoc. ProfessorSenior Lecturer | A21456 |
| GHI 213 | Sample Method | 4 | E | \*Prof. M B. BellDr. M.O. BlueDr. A. C. Green | ProfessorAssoc. ProfessorSenior Lecturer | A26728 |
| MON 215  | Basic Truth | 2 | E | Prof. A. B. BeleDr. M.O. BlueDr. A. C. Green | ProfessorAssoc. ProfessorSenior Lecturer | A31163 |

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**UNIVERSITY OF LAGOS**

**FACULTY OF SAMPLE**

**DEPARTMENT OF FORMAT**

**SCHEME OF EXAMINATIONS AND PANEL OF EXAMINERS 2019/2020 SESSION**

**SECOND SEMESTER**

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| **COURSE CODE** | **COURSE TITLE**  | **NUMBER OF UNITS** | **COURSE STATUS** | **INTERNAL EXAMINERS** | **STATUS** | **STAFF ID** |
| ABC 121/AAC 120 | Introduction to Format | **3** | **C** | \*Prof. M B. BellDr. A. C. GreenDR. J.M. CorrectMr. F.M. Right | ProfessorSenior LecturerLecturer ILecturer II | A26728 |
| CDF 128 | Basic Knowledge | **3** | **C** | Prof. M.O. YouthDr. B.O. NailDr. A. C. Green | ProfessorAssoc. ProfessorSenior Lecturer | A11105 |
| CDF 129 | Basic Sample | **3** | **C** | Prof. M.O. YouthDr. B.O. NailDr. A. C. Green | ProfessorAssoc. ProfessorSenior Lecturer | Q11001 |
| ABC 221 | Advanced Format | **3** | **C** | \*Prof. M B. BellDr. A. C. GreenDR. J.M. CorrectMr. F.M. Right | ProfessorSenior LecturerLecturer ILecturer II | A26728 |
| CDF 229 | Advanced Basic Sample | **3** | **C** | Prof. M.O. YouthDr. B.O. NailDr. A. C. Green | ProfessorAssoc. ProfessorSenior Lecturer | A12345 |
| GHI 222 | Sample Method | **4** | **C** | \*Prof. M B. BellDr. M.O. BlueDr. A. C. Green | ProfessorAssoc. ProfessorSenior Lecturer | A26728 |
| MON 220 | Basic Truth | **3** | **E** | Prof. A. B. Brown Dr. M.O. BlueDr. A. C. Green | ProfessorAssoc. ProfessorSenior Lecturer | A11005 |
| PMB 223 | Introduction to Luth II | **3** | **E** | \*Prof. M B. BellDr. M.O. BlueDr. A. C. Green | ProfessorAssoc. ProfessorSenior Lecturer | A26728 |
| GHI 322 | Advanced Sample Method | **4** | **C** | \*Prof. M B. BellDr. M.O. BlueDr. A. C. Green | ProfessorAssoc. ProfessorSenior Lecturer | A26728 |
| MUS 567 | Research Project | **4** | **C** | Mr. A. C. AbelAll Lecturers | Lecturer I  | A34567 |

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Date Approved by the Faculty Board of Examiners: ……………………………….......

Name & signature of Dean: …………………………………………………………….

**SCHEME OF EXAMINATION & PANEL OF EXAMINERS**

**GUIDELINES**

* Heading is to follow this order:
1. University of Lagos
2. Faculty
3. Department
4. Session
5. Semester
* Column headers (i.e. course code, course title and others) should be indicated on every page of table.
* The Scheme is to be presented semester by semester for each programme except for sessional programme.
* Both the Old and New course codes are to be listed.
* Names of internal examiners along with relevant status should be indicated on the Scheme
* Lecturers on sabbatical or leave of absence are not to be listed on the Scheme.
* A minimum of **two** lecturers are required for each course.
* The names of Assistant Lecturers are not to be included in the Scheme.
* The name of the Lecturer to upload results should be listed first irrespective of his/her status
* The name of the Chief examiner should be asterisked anywhere it appears on the Scheme.
* To qualify for appointment as an External Examiner, candidates must be at least a Senior Lecturer from a Federal or State University, or hold a professorial rank if from a Private University.
* For courses involving all Lecturers, such as SIWES and Project, only the name and status of the Lecturer responsible for uploading results should be listed. All other participating Lecturers should be referred to as "All Academic Staff."
* The current address, e-mail and phone numbers of the external examiners are to be provided.
* The date of approval by the Board of Examiners must be indicated.
* The signatories for the Scheme of Examinations are the Head of Department and Dean.
* Date of the signature of the relevant signatories must not pre-date the approval of the Board of Examiners.
* The details of external examiners and signature portion should appear immediately after the table for first and second semesters

**PROCEDURE**

* The Scheme is prepared by the Department and sent to the Dean
* The Dean presents the Scheme at the Board of Examiners meeting for approval.
* The approved scheme is then sent to the Examinations Office for further processing to BCOS
* BCOS sends to Senate for approval