



NATIONAL OPEN UNIVERSITY OF NIGERIA

UNIVERSITY VILLAGE, PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESSWAY, JABI, ABUJA
(OFFICE OF THE REGISTRAR)

REVISED POLICY ON REMARKING AND RE-COMPUTATION OF STUDENTS' EXAMINATION SCRIPTS

- (i.) Appeals for the review of examination results should be made within 30 days from the date of publication of results as uploaded on Students' Portals;
- (ii.) All applications for re-marking should be addressed to the Registrar through the Study Centre Directors. Copies of the said applications are to be forwarded to the Dean of the Faculty concerned and the Chairman, University Examinations Committee;
- (iii.) Applicants for the service must complete the appropriate form and submit at their Study Centre. The correct course(s) codes(s) and title(s) are to be entered in the form;
- (iv.) A non- refundable fee of ₦20,000.00 (twenty thousand Naira) only is charged per course for the re-marking of scripts. The said amount should be paid to a bank account designated for the purpose. An evidence of payment of the fees must be attached to a completed application form. All applications without evidence of payment will not be entertained;

A receipt must be issued as proof of payment for the service;

- (v.) Study Centre Directors should, in all cases, ensure and supervise that payments for applications are received, receipts issued and that all the applications are properly recorded;
- (vi.) Study Centre Directors are required to forward all applications to the Registrar, Dean of the affected Faculty and Chairman, University Examinations Committee either in hard or soft copy within three days of receipt of the application form to registrar@nou.edu.ng or

The Registrar
National Open University of Nigeria
Plot 91, Cadastral Zone

Nnamdi Azikiwe Expressway
Jabi, Abuja

- (vii.) The Registrar shall forward the application form to the University Examinations Committee within two weeks of receipt. The Faculty shall constitute a 3-Man Committee to re-mark Scripts. The 3-Man Committee shall be made up of the Head of Department and two other experts other than those earlier involved in marking the Scripts. The Re-marking exercise shall be completed within two weeks and returned to the University Examinations Committee through the Faculty. The new score awarded shall be approved by the Dean of the Faculty on behalf of the Faculty's Academic Board.
- (viii.) A valid withdrawal of an appeal before it is considered by the Committee shall be done in writing.
- (ix.) In the event of an upward review of the score, the University may place appropriate sanctions on the Examiner.
- (x.) At the end of the exercise, the Student must complete and sign an acknowledgement form (Annexure B)
- (xi.) The University Examinations Committee shall communicate its recommendations to the Senate within a period of 14 days for approval.

*****Approved at the 87th Regular Meeting of Senate held on Tuesday, 10th May, 2016**