

# DIVINE BLESSING BIBLE COLLEGE AND SEMINARY

(INTERDENOMINATIONAL)

MOTTO: THE WORD OF GOD IS OUR LIGHT AND STRENGTH

2, C & S MOVT. AYO NI O, JOKE AYO, KOLA BUS STOP, AIT ROAD, ALAGBADO, LAGOS STATE.



## STANDING RULES & REGULATIONS

2022/2025

## **1.00 CHANGE OF NAME**

### **1.01 To avoid impersonation:**

I      No student of the DBBCS college shall change his/her name except as specified in (ii) and (iii) below.

II      A female student on getting married may change her name by notifying the Registrar. Such a notification must be backed up by necessary legal documents relating to the marriage to prove the genuineness of the change.

III      A student who has cause to change his/her name shall submit legal documents to support the change to prove the genuineness of the change. Such notice of change shall have been published in a national daily.

IV      No request for change of name shall be entertained by the Registry until after the completion of at least one session in the College and each request shall be treated on its own merit.

## **2.00 PROCEDURE FOR CHANGE OF PROGRAMME.**

2.01 A student shall not normally be allowed to change his/her programme, but in special cases, application for a change of course should be routed through his/her Course Adviser (CA) to the Academic office for the Registrar's consideration.

2.02 Any student wishing to change programme shall so signify during the second semester of the session preceding that in which the change is to take place by completing the prescribed form and submitting same to his/her Course Adviser (CA) before the commencement of the second semester examination.

2.03 Any change of programme without the letter of approval from the Academic office shall be invalid. Any student involved in unauthorized change of programme shall be deemed to have abandoned the programme for which he/she was registered and shall be so treated.

2.04 Change of programme shall only be effected if a student has spent at least one academic session in this college and is *prima facie* qualified for the new programme to which he/she applies to change.

2.05 Change of programme shall be effected before registration for the session closes.

### **3.00 MINIMUM ATTENDANCE AT LECTURE.**

3.01 An attendance of not less than 80% is required in any courses. Students who fail to satisfy this requirement shall not be allowed to write the semester examination in such course(s).

## **SECTION II**

### **4.00 REGULATION FOR EXAMINATIONS**

#### **4.01 EXAMINATION**

4.02 A student shall not sit for an examination for which he/she has not registered.

4.03 Semester examination shall consist of a maximum of seven(7) questions and a minimum of six (6) questions from which students shall answer five(5) or four(4) questions for 3 or 2 units courses respectively.

4.04 If there is no provision for resit, students shall be able to carry over all failed courses i.e if a student fails in any number of units, he/she shall first take care of the failed units before adding new courses, ensuring that all add up to the maximum of 30 units allowed.

4.05 All papers shall be marked out of 100 marks. Marks shall be indicated where all questions do not carry equal marks.

4.06 Except for peculiar subjects, there shall be no cases of "Answer all questions."

4.07 i. For the purpose of computing the final marks scored in any course,

- ❖ examination shall carry..... 60%
- ❖ continuous assessment(CA).....15%
- ❖ Chapel program.....15%
- ❖ Attendance.....10%

ii The minimum pass mark in a course shall be 40%. A student who scores less than 40% shall be required to carry it over.

### **5.00 ABSENCE FROM EXAMINATION**

5.01 A student who is absent from a paper or some papers or from the whole examination for reasons other than ill-health shall have such course(s) as outstanding. Such course(s) shall be taken when available. However, the maximum registrable units shall be 30.

5.02 Any student who is absent from a paper or some papers or from the whole examination without reasons or with reasons unacceptable to the Board shall be credited Zero mark in the examination. This shall not affect his score in the continuous assessment, chapel and attendance.

## **6.00 ARRIVAL OF CANDIDATES IN EXAMINATION-HALL**

6.01 Candidates shall arrive in the examination hall, latest 30 minutes before the commencement of a paper.

6.02 Candidates arriving the examination hall 30 minutes after the commencement of a paper shall not be allowed to sit for the particular paper.

## **7.00 DISCIPLINE AS REGARDS EXAMINATION**

7.01 A candidate for a written examination shall not take handbag/purse and any papers into the examination hall, except his/her examination permit and Identity Card given to him/her by the college.

7.02 No candidates shall bring into the examination hall any working aid like gadgets for visual display models, sketches or formulae.

7.03 Any forms of “Co-operation” between candidates(e.g. conversation, exchange of papers, writing and drawing aids, hand-set and any forms of communication in the examination hall) are regarded as examination misconduct.

7.04 Candidates can visit the toilet only one at a time during an examination and strictly under escort.

7.05 It is a serious misconduct for a candidate to:

- i. Destroy or mutilate an object that can be used as evidence.
- ii. Solicit for marks before/after an examination
- iii. Possess examination/stationery and/materials before/after the examination.
- iv. Possess examination question(s) before the examination.

7.06 It is a misconduct to carry any weapon to the examination hall.

## **8.00 SUBMISSION AND COLLECTION OF ANSWER SCRIPTS**

8.01 Candidate shall submit their Answer Scripts by hand to the invigilator and sign a prepared sheet of attendance. Invigilators shall indicate acceptance of Answer Scripts from each student on the attendance sheet.

8.02 It is misconduct for a candidate to take out of the examination hall any of the papers and materials provided by the college.

8.03 A question paper becomes the property of the candidate only where the nature of the examination permits it being taken out of the examination hall.

## **9.00 ILL-HEALTH**

9.01 Any candidate in ill-health who requires any form of special attention/supervision/who feels that his/her health may affect his/her work in the examination hall shall notify and submit a report signed by a Medical Practitioner and endorsed by the college Lord-Rector prior to the examination date.

9.02 In case a candidate falls ill during an examination. He/she shall report immediately to the invigilator, who shall take necessary actions.

## **10.00 GUIDELINES FOR TREATING EXAMINATION MISCONDUCT:**

10.01 Any candidate found engaged in any form of misconduct in the examination room shall immediately be asked by the invigilator, examiner or other officer involved in the conduct of the examination to write and sign a statement relating to the incident, which the candidate is obliged to do immediately. Any witness to the incident shall also be requested to write and sign a statement in respect of the incident.

10.02 The invigilator shall personally deliver his/her report as well as the candidates and witness's statement to the candidates Dean of Academic who shall forward them to the Lord-Rector.