

MEASURES TO MINIMIZE ERRORS IN THE NAMES/ORDER OF NAMES OF STUDENTS OF THE POLYTECHNIC

The volume of complaints by students received by the Register recently with respect to errors in their names and order of their names in official documents is becoming a huge concern.

Our investigations reveal that such problems occur as a result of the following:

- a) Candidates who seek admission ask other persons to help them purchase forms online without giving them their correct details.
- b) Errors caused by Cyber cafes which were not cross-checked by the candidates or persons who purchased the form.
- c) Candidates using print out with errors in registrations
- d) Candidates giving wrong spelling of their names without cross checking as a result of typing errors.
- e) Illegal handwriting of students during applications for admission letters.
- f) Candidates/students deviating from names in their previous certificates.
- g) Failure of the candidates to cross-check and confirm their correct names and order of their names during registration.

RECOMMENDATIONS:

In order to curb the volume of student complaints in respect of this matter, all students and prospective students must henceforth adhere strictly to the following guidelines:

- i. Students/Candidates must register themselves or at least give the persons that help them the correct names and correct order of their names.
- ii. All names must be in capital letters during completion of forms, whether on-line or manually.
- iii. Students/candidates should be consistent with their names and order of their names as they appear in their previous certificates.
- iv. Candidates should not abbreviate their names but should write them in full.

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