

Regulations for the Conduct of University Undergraduate Examinations

ALL Students are advised to take note of the REGULATIONS guiding the conduct of University Examinations. Students are required to inform themselves of the following, taking note particularly of bullet "v".

- a. Copies of the Examination Timetables shall be posted on Student Notice Boards and it is the responsibility of candidates to consult these Notice Boards for details of their examinations.
- b. The actual Examination Hall/Room in which each paper will be taken is indicated on the Timetables. In their own interest, candidates are strongly advised to find out where to report for each examination. Practical and oral examinations will normally be conducted in the Departments concerned.
- c. The University reserves the right, where circumstances so demand it, to change the times appointed for holding examinations. If it should become necessary, for any changes to be made in the Timetables, candidates will be informed accordingly.
- d. Candidates should report at the Examination Hall/Room not earlier than **30 minutes** before the time fixed for the beginning of the Examination and should occupy the place assigned to them as indicated by the Index Number or any form of identification arranged by the Invigilator on the Examination timetable.
- e. No candidate shall enter the examination room later than half an hour after the commencement of the examination.
- f. No candidate will be allowed to leave the Examination room until half an hour after the commencement of the examination.
- g. Any candidate who enters the examination room within the 30 minutes from the start of the paper should report to the Invigilator to be checked in.
- h. No candidate shall be allowed to leave the examination room within the last 30 minutes of the paper.
- i. Candidates are not permitted to commence writing on answer booklets until the Invigilator instructs them to do so. Writing on answer booklets prior to the start of the examination shall be treated as a breach of examination regulations.
- j. Candidates are to have in their possession their identity and admission cards, since Invigilators will check these before candidates are allowed to take the Examinations.
- k. Unless specifically authorised by the Examiner, no candidate shall take into an Examination room or have in his/her possession during an examination, any book, **material, hat, bag, pencil case, mobile phone, programmable calculator, palm – top computer, scanner, radio, etc.** An Invigilator has authority to confiscate such documents, materials or items and the matter shall be reported as a breach of examinations regulation to the Faculty/College Examinations Officer in writing.
- l. Candidates are to use their Index numbers throughout the examination. Under no circumstance should candidates use their names.
- m. Candidates may leave the Examination room temporarily only with the express permission of the Invigilator.
- n. Any candidate leaving an Examination room temporarily shall be escorted by an attendant appointed for that purpose. The Invigilator shall take every necessary precaution including physical search of the candidate before a candidate is allowed to leave or return to the Examination room. The maximum time the candidate can be away shall be indicated by the Invigilator.
- o. **No communication between candidates or borrowing of materials shall be permitted during the examination. A candidate may attract the attention of the Invigilator by raising an arm.**
- p. **At the end of each Examination, candidates shall not take away any used or unused answer booklet, supplementary sheet, scannable form or any material supplied for the examination.**
- q. Smoking or eating is not allowed in the Examination room.
- r. **Plagiarism is a serious offence punishable by dismissal from a programme.**
 - i. In this context, **Plagiarism** is defined as the deliberate and substantial unacknowledged incorporation in students' work of material derived from the work (published or unpublished) of another and is considered by the University to be a very serious offence which can result in severe penalties.
 - ii. Students should not attempt to use the same substantive piece of work to meet the assessment requirements of another item of Coursework, Dissertation, Project, Long Essay or Studio Work.
- s. Students, both males and females, are entreated to dress decently to the examination Hall. The University Administration is concerned about the indecent dressing of students and every effort would be made to correct it. Any candidate who does not dress decently would be refused entry into the Examination Hall.
- t. Candidates infringing any of the above regulations shall be reported by the invigilator to the Faculty/College Examination Officer for necessary action.

A Candidate shall have himself/herself to blame in the event of violation of any of the said Regulations for the Conduct of University Examinations. It is the responsibility of the Candidate to inform him/herself of these Regulations at all times.

Ignorance of these Regulations shall not be considered as a mitigating factor in the event of any breach of a said Regulation. Infringement of any of these Regulations by an Examination Candidate shall constitute MISCONDUCT and shall attract any one and/or more of the following sanctions:

- Rustication from the University for a stated Period;
- Warning;
- Reprimand;
- Suspension from the University;
- Rustication from the University for a stated period;
- With-holding of Results/Certificates/Transcripts for a stated period;
- Suspension from the University; and
- Dismissal

NB: Upon dismissal from the University a student shall not be entitled to have academic transcript from the University. All academic record including transcripts become null and void after the dismissal of a student.

Misconduct of Candidates during Examinations

Candidate(s) caught in breach of Examination Regulations should be allowed to continue writing the paper. However, the Invigilator shall submit a written report of the incident including exhibit(s), if any, to the Faculty/College Examinations Officer. The Faculty/College Examinations Officer shall forward the reports and available exhibit(s) to the Head of Department/Dean of the Faculty concerned, with copies to the candidate(s), the invigilator, the appropriate Provost of the College, Deputy Registrar (Academic) and the Vice-Chancellor. The candidate is also required to submit a signed report of the incident to the Faculty/College Examinations Officer immediately after that particular examination. The Head of Department/Dean should, in consultation with the Provost of the College, promptly appoint a committee to investigate the matter and present a report to the Provost who shall promptly forward the report including his recommendations to the Vice-Chancellor. The Vice-Chancellor shall take appropriate action before the results of the candidate(s) is/are declared.

The Committee to investigate the alleged breach of examination regulations shall include a University Lawyer and a Student representative.