

## **1. EXAMINATION RULES**

- i. Candidates shall be in attendance outside the Examination Hall at least 30 minutes before the commencement of each examination session but shall not enter the Halls until they are requested to do so by the Chief Invigilator.
- ii. On admission to the Hall a candidate shall occupy a seat and shall not change it except on the specific instructions of the Chief Invigilator.
- iii. No candidate shall be admitted to the Examination Hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate be allowed to leave the Hall until half an hour has lapsed from the commencement of the examination or during the last 30 minutes of the examination.
- iv. A candidate shall have his/her student identity card and examinations slip with him/her in the Examination Hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the identity.
- v. No candidate shall have on his/her person or in his/her clothes any notes, formulae etc. Any books, parcels, hand bags etc, which a candidate has brought with him/her should be kept at a place indicated by the Chief Invigilator/ Invigilator.
- vi. A candidate may be required by the Chief Invigilator to declare any item in his/her possession or person.
- vii. Hats, caps and earplugs are not to be worn in the Examination Hall and watch alarms must be turned off.
- viii. Cell phones are to be switched off and left with bags/personal possessions at a place indicated by the invigilator. No other forms of electronic listening and/or receiving devices or digital/mobile technologies are permitted in the Examination Hall and surrounding places.
- ix. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.
- x. Candidates shall bring their own pens, mathematical instruments, erasers, pencils, or any other approved equipment or stationary which they have been instructed to bring.

- xi. Examination stationery (i.e. writing paper, graph paper, drawing paper etc.) will be supplied as and when necessary. No paper other than those supplied to him/her by the Chief Invigilator/ invigilator shall be used by candidates. All the material supplied, whether used or unused, shall be left behind on the desk and not removed from the Examination Halls/Centres.
- xii. Every candidate shall enter his/her computer number on the answer book and on every continuation paper. He/she shall also enter all necessary particulars as indicted in the cover of the answer book. A script that bears no computer number is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer script. A script that bears the name of the candidate is liable to be rejected.
- xiii. Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not to be counted shall be neatly crossed out.
- xiv. Candidates are under the authority of the Chief Invigilator and shall assist him/her by carrying out his/her instructions and those of his/her invigilators, during the examination and immediately before and after it.
- xv. Every candidate shall conduct himself/herself in the Examination Hall and its precincts so as not to cause disturbance or inconvenience to the Chief Invigilator or his/her staff or to other candidates. In entering and leaving the Hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the Examination Hall for disorderly conduct.
- xvi. Candidates shall stop work promptly when ordered by the Chief Invigilator/ invigilator to do so.
- xvii. Absolute silence shall be maintained in the Examination Hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Chief Invigilator/invigilator.
- xviii. No sharing of items in the examinations shall be allowed for example exchanging ball pens among others, not even through the invigilator.
- xix. No exchange of question papers or parts thereof is allowed in the examination room. During the course of the examination, parts of the question paper must remain fastened/stapled together. A candidate whose question paper gets separated shall immediately notify the Chief invigilator/invigilator.

- xx. During the course of answering an examination, no candidate shall be permitted to leave the Examination Hall without permission of the invigilator. In case of an emergency, the Chief Invigilator/ invigilator shall grant him/her permission to do so but the candidate will be under surveillance by the Security/Hall attendant. Any candidate who leaves the examination room without the invigilator's permission shall be deemed to have withdrawn from the examination and will not be allowed to return.
- xxi. If a student wishes to go to the toilet or becomes ill during an examination, they must raise their hand and will be escorted out by a Hall attendant/Security. Students must not leave the room unaccompanied unless they have completed the examination.
- xxii. In the event of a candidate falling ill during an examination, the Chief Invigilator, where possible shall seek the assistance of the Medical officer. However, if a University Medical Officer is not available the Chief Invigilator may refer the candidate to the University Clinic under security escort to be assessed by the available Medical personnel. If the candidate is compelled to discontinue answering the paper, the Chief Invigilator shall collect the answer script mark the time at which it was collected and make his/her report on the matter.
- xxiii. In the case of handicapped students, the Chief Invigilator shall ensure that the facilities allowed to such students are provided.
- xxiv. No person shall impersonate a candidate in the examination, nor shall any candidate allow himself/herself to be so impersonated by another person.
- xxv. If circumstances arise which in the opinion of the Chief Invigilator render the cancellation or postponement of the examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Registrar.
- xxvi. The Chief Invigilator/ Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it.
- xxvii. Every candidate shall hand over the answer script personally to the Invigilator or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to the attendant or another candidate.
- xxviii. Every candidate who registers for an examination shall be deemed to have sat the examination unless he/she withdraws from the examination within

the specified period or submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the University Medical Officer. If this is not possible the medical certificate should be obtained from a Government Medical Practitioner, and submitted to the University Medical Officer at the earliest possible time.

- xxix. When a candidate is unable to present himself/herself for any part/section of an examination, he/she shall notify or cause to be notified this fact to the Dean of School/Head of Department immediately. This should be confirmed in writing with supporting documents within 48 hours.

## **2. EXAMINATION OFFENCES AND PENALTIES**

### **2.1 Examination Irregularities Committee**

There shall be an Examinations Irregularities Committee appointed by the Senate to enquire into and make recommendations (including penalties) into examination offences referred to it.

### **2.2 Offences by candidates**

- i. Any candidate who violates Examination Rule 7 (iv) shall be deemed guilty of the offence of failure to present student identity card and examination slip and shall be liable for punishment as outlined in section 8.3.1 (j).
- ii. Any candidate who violates Examination Rule 7 (v) shall be deemed guilty of the offence of possession of unauthorized documents and shall be liable for punishment as outlined in section 8.3.1 (c) and/or (d).
- iii. Any candidate who violates Examination Rule 7 (ix) and (viii) shall be deemed guilty of the offence of copying and having cheated at the examination and shall be liable for punishment as outlined in section 8.3.1 (b).
- iv. Any candidate who is detected removing examination stationary and other material provided for the examination shall be deemed guilty of an examination offence and shall be liable for punishment as outlined in section 8.3.1 (h).
- v. Any candidate who violates Rule 7 (xv) shall be deemed guilty of the offence of disorderly conduct and shall be liable to punishment as outlined in section 8.3.1 (f).
- vi. Any candidate who violates Rule 7 (xvi) shall be deemed guilty of the offence of disorderly conduct and shall be liable to punishment as outlined in section 8.3.1 (a).

- vii. Any candidate who violates Examination Rule 7 (xxiv) shall be guilty of the offence of impersonation and shall be liable for punishment as outlined in section 8.3.1 (e). He/she may also be liable to any punishment under the penal code/criminal law.

### **2.3 Penalties**

The minimum punishments for the examination offences are as outlined in these regulations for the conduct of examinations.

The punishments/penalties mentioned herein for the conduct of examinations are the minimum, but may be enhanced depending on the gravity of each case.

#### **8.3.1 Procedure for prescribing punishments of offences detected by the Chief Invigilator**

- i. In all cases of violation of examination rules, the Chief Invigilator shall take actions as outlined in this section and forward his/her report to the Registrar.
- ii. In cases of disorderly conduct, the Chief Invigilator shall in the first instance warn the candidate to be of good behaviour. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the Chief Invigilator is considered as causing a disturbance in the conduct of the Examination. Where the candidate persists in unruly or disorderly conduct the Chief Invigilator shall then take the action outlined in (f) to exclude the candidate from the Examination Hall and issue him/her a letter cancelling his/her candidature from the examination. Where a candidate's offence is only disobedience the Chief Invigilator shall warn the candidate and forward a report to the Registrar.
- iii. In all other cases of examination offences, the Chief Invigilator shall on the detection of the offence take possession of unauthorized documents if any, obtain a statement from the candidate and write his/her report on the matter.
- iv. The Registrar shall consider all reports of examination offences submitted by Chief Invigilators for and shall decide whether they shall be referred to the Examination Irregularities Committee for further action.
- v. The punishments/penalties recommended by the Examination Irregularities Committee shall be submitted to the Senate for decision.

<b>OFFENCE</b>	<b>CHIEF INVIGILATOR</b>	<b>EXAMINATIONS IRREGULARITIES COMMITTEE</b>
(a) Continuing to write an Answer after the Chief Invigilator has announced the expiry of time.	Non-transmission of candidate's scripts for marking until a report has been made.	Reduction of grade to the next lower grade.
(b) Aiding or attempting to obtain Aid or communicating with another student during the examination.	Immediate expulsion of the candidate(s) from the Examination Hall/Room.	Nullification of the candidate(s) results involved in the particular courses being examined.
(c) Bringing into the Examination Hall/Room any written, printed or other unauthorised material, including cell phone while writing an examination.	Immediate expulsion of the candidate(s) from the exam hall/room.	Disqualification from all examinations of that particular session.
(d) Being in possession of pre-written answers, unauthorised written or printed materials or other unauthorised items.	Immediate expulsion of the candidate from the examination hall/room.	Expulsion from the University.
(e) Impersonating/that is one impersonating and the one being impersonated.	Immediate expulsion of the candidate(s) from the examination room/hall.	Expulsion from the University.
(f) Disorderly conduct or riotous behaviour during the examination, such as refusing to sit for an examination as	Immediate expulsion of the candidate(s) from the examination room/hall.	Expulsion from the University.

<p>specified in the time table and use of abusive language.</p> <p>(g) Threatening violence against an examinations officer or fellow candidate in the course of the examination.</p> <p>(h) Student leaving the examination room/hall with an answer script.</p> <p>(i) Failure to present student identity card and examination slip at the entrance to the examination room/hall.</p>	<p>Immediate expulsion of the candidate(s) from the examination room/hall.</p> <p>The student shall be barred from writing the examination.</p>	<p>suspension for one academic year shall be imposed.</p> <p>Student will be deemed to have failed that examination (suspension for one academic year shall be imposed).</p> <p>The student shall be barred from writing the examination.</p>
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