

## **Rules Concerning Examination Malpractices 1.**

### **Offences Committed by Members of Staff**

(A)

#### **Examination Leakage**

RULE 1, that:-

- (i) It shall be an offence for any person to engage in the leakage of information about examinations.
- (ii) For the avoidance of doubt, examination information included:-
  - (a) Selective dissemination of information on examination or regular assistance to some students.
  - (b) Release of examination questions prior to the examination scheduled date and time.
  - (c) Negligence in ensuring that the examination materials are secure.
- (iii) A person who engages in the leakage of information on examination shall be liable to:

be reprimanded or warned

That to reprimand or warn a member of staff, the matter should be discussed by the Examinations Committee, then the Senate. After the approval of the Senate, the Secretariat would accordingly write a letter of reprimand or warning to the affected staff.

or

- (b) be recommended to the Appointments Board for appropriate disciplinary action.

(B).

#### **Negligent Invigilation**

RULE 2, that:-

- (i) It shall be an offence for an invigilator to conduct him/herself in a negligent, careless or irresponsible way in the execution of his/her

duties, which is likely to encourage students to engage in examination malpractices.

- (ii) Negligent invigilation includes:-
  - (a) Reading materials such as Newspapers in the examination, which distracts the invigilator from his/her duties.
  - (b) Abandoning the examination room without making arrangements for an acceptable alternative invigilator.
  - (c) Reporting late for invigilation.
  - (d) Failure to report examination malpractice promptly.
  - (e) Lack of vigilance in executing his/her duties as an invigilator including failure to actively monitor the examinations room and candidates, and failure to secure the candidate's signature in regard to proof and right of attendance.
- (iii) a person who is negligent in carrying out his/her duties, as an Invigilator shall-be:-
  - (a) Reprimanded or warned or
  - (b) in the event of failure to report an examination malpractice, shall be recommended to the Appointments Board for appropriate disciplinary action.

(C) **Refusal to Invigilate**

: RULE 3, that:-

- (i) It shall be an offence for an authorized member of staff to refuse to invigilate following due instructions.
- (ii) A member of staff who refuses to invigilate shall be:-
  - (a) Reprimanded or warned or
  - (b) After being warned for three times, shall appear before the Appointments Board for appropriate disciplinary action.

(D) **Accountability by Internal Examiners**

RULE 4, that:-

- (i) It shall be an offence by an Examiner:-

- (a) To fail to account for students/candidates' answer scripts received by him/her.
- (b) To lose coursework scripts and/or marks received by him/her.
- (c) To intentionally omit to record course work on the Final Mark Sheet.
- (d) To evaluate an examination answer to the prejudice of the candidate.
- (e) To transfer his/her responsibility as an Examiner to an unauthorized or unqualified person.
- (ii) An Examiner who fails to account for results as herein defined shall be liable to:-
  - a. be reprimanded or warned or
  - b. After being warned for three times he/she shall appear before the Appointments Board for appropriate disciplinary action.
  - c. Bear any cost arising from negligence in a suit brought by the student/candidate.

(E) **Fraud in the Examination Process**

RULE 5, that:-

- (i) It shall be an offence by an Examiner to:-
  - (a) Intentionally alter/falsify or in any way change the students'/candidate's marks in order to punish or favour the affected student/candidate.
  - (b) Threaten or deliberately fail a student/candidate.
  - (c) Substitute an answer book/answer script prepared outside the scheduled period for a particular examination for the one used during the examination period.
  - (d) Fraudulently accept any examination or course work script outside the scheduled period.
  - (e) Fraudulently conduct an examination/test outside the official scheduled period.
- (iii) Any Examiner who engages in fraudulent conduct as defined herein shall be liable to:-

- (a) be reprimanded/warned or
- (c) After being warned for three times he/she shall appear before the Appointments Board for appropriate disciplinary action.