RULES AND REGULATIONS GUIDING THE USE OF EXAMINATION ROOMS
(COMPUTER BASED EVALUATION AND ASSESSMENT CENTRE AND WRITTEN EXAMINATION ROOM)

September 2011

1. **Conduct during the examination at the Rooms:**

   a. Candidates are requested to keep order and silence once inside the examination room.
   b. A candidate requiring assistance should signal by raising his/her hand and one of the Room(s) operatives will come to his/her aid.
   c. The candidate is required to agree to a Confidentiality Agreement (on line or hardcopy) that he/she will not compromise the security of the test items.
   d. A candidate who does not agree to the Confidentiality Agreement will not be able to proceed with the test and may be requested to leave the Examination Room(s). A report will be made by the administrative assistant from the Examination Office.
   e. If required, 15 minutes is allowed for practice session before the start of the examination if computer based.
   f. There will be one invigilator for 20 candidates and not more than six altogether if computer based (including the technical and administrative staff present). At least ONE of these will be a representative of the external body.
   g. The FMHS Examination Officer will be the Chief Proctor.
   h. The Chief Proctor will provide clear information on the conduct of the examination at the beginning; announce the start and end of the examination and time spent at halfway and three quarters of the allotted time.
   i. **There will be NO discussion on the test items.**
   j. NO candidate will be admitted to the examination after 30 minutes from the start of the examination.
   k. No candidate may leave the examination until permitted to do so by the Chief Proctor.
   l. No candidate is permitted to leave the examination room 10 minutes to the end of the examination.
   m. Computer based candidates are NOT allowed to plug any hardware into the computer at the workstation.

2. **After the Examination:**

   a. Candidates will promptly stop answering the questions when the Chief Proctor announces the end of the examination.

   b. Candidates will remain on their seats until asked to leave.

   c. Candidates will be requested to leave the examination room in an orderly fashion by rows.

   d. Computer based candidates are kindly requested to remove ALL their personal effects from the locker and leave the key in the lock.

   e. The examination results (candidates' scores) will be sent to each candidate and to the agency (ies) of their choice.

3. Violations of rules and Regulations during Examination

a. Any violation of these rules and regulations must be documented and reported to the Examination Officer if he/she is not the Chief Proctor at the event.

b. Candidate who display unruly behavior, non-compliance, disturbs peace, or violates any of these rules will be removed from the Room(s). The Examination officer must be notified in such an event.

c. The help of the Faculty security staff may be solicited.

d. A candidate caught cheating during the examination will be asked to discontinue the examination and leave the centre.

e. The circumstances and evidence will be documented clearly and a report made to the Examination Officer and organizer of the Examination.

Appendix 1

CODE OF PRACTICE FOR STUDENT BEHAVIOUR DURING
ASSESSMENTS/EXAMINATION WITHIN THE FACULTY OF MEDICINE
AND HEALTH SCIENCES

The rules for the conduct of examinations are laid down in the University Bylaws contained in Federal Law Number (4) of 1976 as amended by Chancellorial Decrees Number (48) for 1986 and Number (23) for 1988.

1.   Students shall abide by the timings specified for examinations. In addition they shall abide by the following code of behavior whilst in the examination room: **OBSERVE SILENCE, MAINTAIN APPROPRIATE DISCIPLINE, FOLLOW ALL INSTRUCTIONS GIVEN BY INVIGILATORS**.

2.   Students shall normally enter the examination room five (5) minutes before the examination is due to begin. They shall occupy the desk which carries their student number. **STUDENTS ARE NOT PERMITTED TO MAKE THEIR OWN SEATING ARRANGEMENTS.**

3.   Upon entering the examination room students shall maintain **ABSOLUTE SILENCE.**

4.   Students who arrive more than ten (10) minutes after the start of the examination will not be permitted to sit the examination. Students who arrive late, but within ten minutes will not be given additional time to complete the examination.

5.   Students may not bring any items into the examination room other than those needed to complete the examination (pens, pencils, rulers, erasers and approved calculators or any other item specified for the particular examination).

6.   **COMMUNICATION BETWEEN STUDENTS BY ANY MEANS WHATSOEVER IS STRICTLY FORBIDDEN WITHIN THE EXAMINATION ROOM** as is smoking, eating or drinking.
 [Chancellorial Decree Number (48) for 1986].

7.   Questions during examinations are discouraged. A student who wishes to ask a question shall do so by raising his/her hand and waiting to be recognized by an invigilator. It is a matter for the invigilator to decide whether the question should be answered.

8.   Students shall comply with all instructions/requests from invigilators. Failure to do so may result in the student being required to leave the examination room.

9.   If a student is caught cheating in any way whatsoever, the Invigilator shall instruct him/her to leave the exam hall and shall apprehend all relevant articles. [Article 138 Chancellorial Decree Number (23) for 1988].

10.   The invigilator shall make a comprehensive report on the matter which must detail all evidence and names of witnesses to the Dean via the Course Director. With regard to this regulation cheating shall be defined as:
       talking without permission, communicating or attempting to communicate with another student by any means, verbal or otherwise, using or attempting to use information pertaining to

the course which is written or contained in any place other than the examination paper or attempting in any way to provide himself/herself with an illegal advantage over other students.

11. The possible disciplinary measures which may be incurred by any student who breaches examination regulations is laid down in Amended decision of the Chancellor No (23) 1988 0n 14/5/1988.

- "Verbal or written admonition.
- Warning.
- Suspending the student from some or all of the privileges and activities destined for students or depriving him/her therefrom completely.
- Stopping him from attending classes for one semester in respect of one class or more.
- Canceling the exam of the student in one module or more, in which case he shall be considered as having failed that exam and a mark of zero (0) shall be recorded.
- Irrevocable dismissal from the University.
- Canceling the decision granting him/her the scientific degree if it is established that forgery or deceit was exercised in the process of the award of the degree.

Two or more disciplinary punishments of those stated above may be imposed simultaneously."

12. Normally no student may leave the examination hall during the first half hour of an examination. After this time a student may only leave after obtaining the permission of the Chief Invigilator.

13. At the end of the examination students shall stop work immediately; refrain from talking and follow instructions given by invigilator. Students shall not remove any examination or answer materials from the exam hall. Failure to comply with an instruction to stop working may result in that student's paper not being marked.

14. Any student who does not attend a scheduled summative examination shall present to the Module Coordinator a written excuse that has been validated by the appropriate Assistant Dean for Student Affairs and the Faculty Assessment Officer. FAILURE TO COMPLY WITH THIS REGULATION WILL RESULT IN A MARK OF ZERO (0) BEING REGISTERED.

15. The above regulations apply to all summative assessments within the Faculty of Medicine and Health Sciences programme.

16. "THE STUDENT IS NOT TO ATTRIBUTE HIS/HER BEHAVIOUR TO IGNORANCE OF THE RULES AND REGULATIONS" [Chancellorial Decree Number (48) of 1986].