**UNIVERSITY EXAMINATIONS**

**DISTANCE EDUCATION, EXAMINATIONS**

 **INSTRUCTIONS TO CANDIDATES**

 **(Extracts from Regulations Governing University Examinations)**

10.1 A candidate for a University Examination must have followed the approved course as a student over the required period, and must have registered for the examination.

10.2 Entry to the Examination shall be by registration on a form on which the papers to be written shall be indicated by the title. The Registration Form duly endorsed by the Head(s) of Department/Academic Advisers shall be submitted to the Director (Academic Affairs) not later than six weeks after the commencement of the semester.

10.3 A candidate shall not be admitted to a University Examination if:

 i. he/she has not been entered for it as in 10.2;

 ii. the subject of the Examination has merely been audited unless the course had been followed previously;

 iii. he/she owes fees to the University/Hall;

 iv. he/she is under suspension or has been dismissed from the University.

10.4 It shall be the duty of the candidate to consult the daily time-table (to be made available at least 24 hours ahead of time) to ascertain the papers to be written each day and to make himself/ herself available at the appointed place at least one-half hour before the examination.

10.5 A candidate shall be refused admission to a University Examination if he/she reports to the Examination more than half an hour after its commencement.

10.6 It shall be the candidate’s responsibility to provide for himself/ herself a pen, pencil, calculator and an eraser as needed. Programmable calculators are, however, strictly prohibited. It is also his/her responsibility to ensure that he/she is given the right question paper and other material needed for the examination.

10.7 **An examination candidate shall not bring to the Examination Centre or to the wash-room of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper or written information or Cellular/Mobile phones or other unauthorized material. Any such material shall not be deposited at the entrance to the Examination Room or the washroom or in the immediate vicinity of the Examination Centre. No student shall enter the Examination Room until he/she is invited or called and/or requested to enter the Examination Room.**

1. Any candidate who is seen with lecture notes or book or Cellular/Mobile phones or any unauthorized material in the Examination Centre or in the immediate vicinity of the Examination Centre before the commencement of the examination shall be deemed to have committed an offence, and shall be banned from the examination and awarded a grade X.
2. A candidate shall uphold the highest standard of civility and courtesy in an examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or misconducts himself/herself in any manner to an examination official at an examination centre commits an offence. Such candidate shall be banned from the examination and awarded a grade X.
3. A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.
4. An examination candidate shall, for the purpose of identification by the Chief Invigilator/Invigilator, carry on him/her his/her student identity card on the examination table to enable the Invigilator ascertain the identity of the person writing the examination. The Chief Invigilator shall reserve the right to refuse any candidate without an identity card entry to the Examination. A candidate who tries to conceal his/her identity by willfully writing the wrong index number on the answer booklet as against the one signed on the Attendance Sheet commits an offence.

10.8 No communication between candidates is permitted in the examination hall.

1. A candidate shall not pass or attempt to pass any information or instrument from one to another during an examination;
2. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity;
3. A candidate shall not disturb or distract any other candidate during an examination;
4. Candidates may attract the attention of the Invigilator by raising their hands.

10.9 Smoking or drinking of alcoholic beverages is not allowed in the Examination Room.

10.10 Candidates may leave the examination room temporarily, and only with the express permission of the Invigilator. In such cases, the Invigilator will be required to satisfy himself that a candidate does not carry on his/her person any unauthorized material. A candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the examination room by an Attendant designated by the Invigilator.

10.11 A candidate who finishes an examination ahead of time may leave the Examination Room but not earlier than thirty minutes from the commencement of the examination after surrendering his/her answer books. The candidate shall not be allowed to return to the Examination Room.

10.12 At the end of each examination, candidates should ensure that they do **not** take away any answer booklets, whether used or unused, from the Hall.

10.13 Candidates should not in any way mutilate or interfere with the stapling in the answer booklets. Any complaints about the answer booklets should be brought to the attention of the Invigilator.

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* 1. A candidate who fails to be present at an examination without any satisfactory reason shall be awarded a grade X. The award of grade X in a required paper means **failure in that paper**. The following shall NOT normally be accepted as reasons for being absent from any paper at a University Examination:
1. mis-reading the time-table;
2. forgetting the date or time of examination;
3. inability to locate the examination hall;
4. inability to rouse oneself from sleep in time for the examination;
5. failure to find transport;
6. loss of a relation;
7. pregnancy.

10.15 A breach of any of the foregoing regulations made for the conduct of University Examination may attract one or more of the following sanctions:

1. a reprimand;
2. loss of marks;
3. cancellation of a paper (in which case zero shall be substituted for the mark earned);
4. withholding of results for a period;
5. award of grade X.

10.16 Further to 10.15, a Grade Z leading to failure in a University Examination, shall be awarded wherever it is established that candidates had attempted to gain an unfair advantage in an examination be it a Principal Subject or an Ancillary or any other paper. Further sanctions may include:

 i. being barred from a University Examination for a stated period;

 ii. being barred from a University Examination indefinitely;

 iii. suspension from the University;

 iv. expulsion from the University.

10.17 Results of University Examinations shall be posted on the University Notice Board. It shall be the responsibility of the candidate to consult the University Notice Board for the result of any Examination taken. Alternatively, he may write to the Director of Academic Affairs to enquire about his results for which purpose he may provide a stamped addressed envelope.

* 1. A candidate who is not satisfied with the results of a University Examination affecting him may request a review by submission of an application to the Registrar and payment of a review fee shall be determined at not less than three times the normal Examination Fee.
	2. An application for a review shall be submitted to the Registrar not later than 21 days after the release of the said results, stating the grounds for review.
	3. An application entered on a candidate's behalf by a person other than the aggrieved candidate himself shall not be entertained.
	4. No action shall be taken on an application which is submitted outside the time stipulated in 10.18. Review shall not proceed unless the Review Fee is fully paid.

10.22 If it emerges that a complaint for review is frivolous or ill-motivated, the Board may prescribe further sanctions which may include barring the complainant from taking a University Examination for a stated period or an indefinite period.

 **Issued on the Authority of**

 **Academic Board**



Cynthia Adu (Mrs)

For: Director (Academic Affairs Directorate)