



OCTOBER 2021 EXAMINATION

EXAMINATION MISCONDUCT: OFFENCES AND PENALTIES

S/ N	OFFENCES	PENALTIES
1.	Bringing into the Hall materials related to the examinations.	<ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers.
2.	Bringing in materials not related to the particular examination into the Examination Hall.	<ul style="list-style-type: none"> • Issue a warning letter to the candidate
3.	Impersonation Usage of another Candidate's Login details to access the Examination	<p>(i) Impersonatee</p> <ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban the persons concerned from taking the Institute's Examinations for life. • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>(ii) Impersonator</p> <p>(a) If a member</p> <ul style="list-style-type: none"> • Ban the person concerned from taking the Institute's examinations for life • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>(b) If not a member</p> <ul style="list-style-type: none"> • Hand over the affected person(s) to the Police.
4.	Forgery of Examination Dockets, Signatories on the docket and other means of Identification. information or questions	<ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers.
5.	Assistance from Invigilator/Technical/ Support Staff.	<p>a) i) The Invigilator</p> <ul style="list-style-type: none"> a) Forfeits invigilation honorarium. b) Ban from future invigilation. c) Report him/her to the Investigating Panel for investigation. <p>b) ii) If not a member</p> <ul style="list-style-type: none"> • Forfeits invigilation honorarium. • Ban from future invigilation. • Hand over the affected person(s) to the Police. <p>c) iii) Technical/Support Staff</p> <ul style="list-style-type: none"> a) Report to the Service Provider and request the dismissal of the Staff involved. b) Ban from future invigilation. c) Hand over the affected person(s) to the Police <p>d) The Person Being Assisted</p> <ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers.
6.	Substitution of Prepared Answer Script(s) or Assistance from Individuals (mercenaries).	<p>i) The Person Assisting</p> <p><u>If a student member</u></p> <ul style="list-style-type: none"> • Ban from future participation in the Institute's examinations. • Report him/her to the Investigating Panel for investigation. • Report to his/her employers. <p><u>If an Associate</u></p> <ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation <p><u>If not a member</u></p> <ul style="list-style-type: none"> • Ban from future participation in the Institute's examinations. • Hand over the affected person(s) to the Police. • Report to his/her employers. <p>ii) The Person Being Assisted</p> <ul style="list-style-type: none"> • Cancel all the candidate's papers at the particular examination. • Ban him/her from taking the Institute's Examinations for life. • Report him/her to the Investigating Panel for investigation • Inform candidate's employers.
7.	Proven cases of spying or copying from another candidate.	<p>(i) The Person Spying</p> <ul style="list-style-type: none"> • Cancel that particular paper and issue a warning to the candidate. • Issue a warning letter to the candidate. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. <p>(ii) The Person Being Copied</p> <ul style="list-style-type: none"> • Issue a warning letter to the candidate.
8.	Refusal to abide by misconduct procedure by completing misconduct form.	<ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers.

9.	Assault, Intimidation of monitor/invigilator or inciting any other person to act in a disorderly manner for the purpose of disrupting the conduct of the exam.	<p>(a) <u>If a member</u></p> <ul style="list-style-type: none"> Cancel all papers of the candidate at that particular examination. Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. Inform candidate's employers. <p>(b) <u>If not a member</u></p> <ul style="list-style-type: none"> Hand over the affected person(s) to the Police.
10.	Bringing telephone or any other unapproved Electronic/Information Communication Technology gadgets such as mobile phones, spy glasses or MP3 players and any form of smart watch into the examination hall.	<p>(a) <u>If the candidate is caught using the device containing materials related to the exam</u></p> <ul style="list-style-type: none"> Cancel that particular paper. Inform candidate's employers. <p>(b) <u>If the device is not in use but contains materials related to the exam</u></p> <ul style="list-style-type: none"> Cancel that particular paper. Give warning letter. <p>(c) <u>If the device is not in use and doesn't contain materials related to the exam</u></p> <ul style="list-style-type: none"> Give warning letter.
11.	Failure to adhere to the examination instructions by: - Ensuring biometrics are done promptly/ timely - removing all textbooks and materials not allowed in the exam hall - non-presentation of docket	<ul style="list-style-type: none"> Cancel that particular paper.
12.	Tampering with examination materials or technical equipment by: - Pilfering of answer scripts/extra sheets, - Manipulation of CCTV records at centres etc.	<p>(a) <u>If a member</u></p> <ul style="list-style-type: none"> Ban the person concerned from taking the Institute's examinations for life. Report him/her to the Investigating Panel for investigation. Inform candidate's employers. <p>(b) <u>If an Associate</u></p> <ul style="list-style-type: none"> Report him/her to the Investigating Panel for investigation <p>(c) <u>If not a member</u></p> <ul style="list-style-type: none"> Hand over the affected person(s) to the Police.
13.	Having prior knowledge of arrangement for exam misconduct and not escalating to the Institute immediately.	<p>(a) <u>If a member</u></p> <ul style="list-style-type: none"> Ban the person concerned from taking the Institute's examinations for life Report him/her to the Investigating Panel for investigation. Inform candidate's employers. <p>(b) <u>If an Associate</u></p> <ul style="list-style-type: none"> Report him/her to the Investigating Panel for investigation. Inform candidate's employers. <p>(c) <u>If not a member</u></p> <ul style="list-style-type: none"> Hand over the affected person(s) to the Police. <p>d) <u>If a candidate</u></p> <ul style="list-style-type: none"> Cancel all papers of the candidate at that particular examination. Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. Inform candidate's employers.
14.	Any other established act of examination malpractice.	<p>(a) <u>If a candidate</u></p> <ul style="list-style-type: none"> Cancel that particular paper. <p>b) <u>If a member</u></p> <ul style="list-style-type: none"> Report him/her to the Investigating Panel for investigation. Inform candidate's employers. <p>c) <u>If an Associate</u></p> <ul style="list-style-type: none"> Report him/her to the Investigating Panel for investigation. Inform candidate's employers. <p>a) <u>If not a member</u></p> <ul style="list-style-type: none"> Hand over the affected person(s) to the Police.

NB:

- Wristwatches will not be allowed for the examinations.
- The only acceptable socks that can be worn by candidates to the examination hall is ankle length socks.
- Any device seized in the examination hall must remain in its original form without any form of tampering, which include but not limited to sim card retrieval, change of password of apps, deleting of materials or documents on Google drive or any other device folders by any means.
- Any candidate established to have tampered with the confiscated device or information therein, would serve the maximum penalty as contained in the Examination Misconduct policy.