



# April 2020 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"> <li>Cancel all papers of the candidate at that particular examination.</li> <li>Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets.</li> <li>Inform candidate's employers.</li> </ul>
2.	Bringing in materials not related to the particular examination into the Examination Hall.	<ul style="list-style-type: none"> <li>Issue a warning letter to the candidate</li> </ul>
3.	Impersonation Usage of another Candidate's Login details to access the Examination	<p><b>(i) Impersonatee</b></p> <ul style="list-style-type: none"> <li>Cancel all papers of the candidate at that particular examination.</li> <li>Ban the persons concerned from taking the Institute's Examinations for life.</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> </ul> <p><b>(ii) Impersonator</b></p> <p><b>(a) If a member</b></p> <ul style="list-style-type: none"> <li>Ban the person concerned from taking the Institute's examinations for life</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> </ul> <p><b>(b) If not a member</b></p> <ul style="list-style-type: none"> <li>Hand over the affected person(s) to the Police.</li> </ul>
4.	Forgery of Examination Dockets, Signatories on the docket and other means of Identification. information or questions	<ul style="list-style-type: none"> <li>Cancel all papers of the candidate at that particular examination.</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> </ul>
5.	Assistance from Invigilator/Technical/ Support Staff.	<p>a) i) <b>The Invigilator</b></p> <ul style="list-style-type: none"> <li>Forfeits invigilation honorarium.</li> <li>Ban from future invigilation.</li> <li>Report him/her to the Investigating Panel for investigation.</li> </ul> <p>b) ii) <b>If not a member</b></p> <ul style="list-style-type: none"> <li>Forfeits invigilation honorarium.</li> <li>Ban from future invigilation.</li> <li>Hand over the affected person(s) to the Police.</li> </ul> <p>c) iii) <b>Technical/Support Staff</b></p> <ul style="list-style-type: none"> <li>a) Report to the Service Provider and request the dismissal of the Staff involved.</li> <li>b) Ban from future invigilation.</li> <li>c) Hand over the affected person(s) to the Police</li> </ul> <p>d) <b>The Person Being Assisted</b></p> <ul style="list-style-type: none"> <li>Cancel all papers of the candidate at that particular examination</li> <li>Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets.</li> <li>Inform candidate's employers.</li> </ul>
6.	Substitution of Prepared Answer Script(s) or Assistance from Individuals (mercenaries).	<p>i) <b>The Person Assisting</b></p> <p><b>If a student member</b></p> <ul style="list-style-type: none"> <li>Ban from future participation in the Institute's examinations.</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Report to his/her employers.</li> </ul> <p><b>If an Associate</b></p> <ul style="list-style-type: none"> <li>Report him/her to the Investigating Panel for investigation</li> </ul> <p><b>If not a member</b></p> <ul style="list-style-type: none"> <li>Ban from future participation in the Institute's examinations.</li> <li>Hand over the affected person(s) to the Police.</li> <li>Report to his/her employers.</li> </ul> <p>ii) <b>The Person Being Assisted</b></p> <ul style="list-style-type: none"> <li>Cancel all the candidate's papers at the particular examination.</li> <li>Ban him/her from taking the Institute's Examinations for life.</li> <li>Report him/her to the Investigating Panel for investigation</li> <li>Inform candidate's employers.</li> </ul>
7.	Proven cases of spying or copying from another candidate.	<p><b>(i) The Person Spying</b></p> <ul style="list-style-type: none"> <li>Cancel that particular paper and issue a warning to the candidate.</li> <li>Issue a warning letter to the candidate.</li> <li>Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets.</li> </ul> <p><b>(ii) The Person Being Copied</b></p> <ul style="list-style-type: none"> <li>Issue a warning letter to the candidate.</li> </ul>
8.	Refusal to abide by misconduct procedure by completing misconduct form.	<ul style="list-style-type: none"> <li>Cancel all papers of the candidate at that particular examination.</li> <li>Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets.</li> <li>Inform candidate's employers.</li> </ul>

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"> <li>• Cancel all papers of the candidate at that particular examination.</li> <li>• Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets.</li> <li>• Inform candidate's employers.</li> </ul> <p>(b) <u>If not a member</u></p> <ul style="list-style-type: none"> <li>• Hand over the affected person(s) to the Police.</li> </ul>
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"> <li>• Cancel that particular paper and issue a warning to the candidate.</li> <li>• Give warning letter.</li> </ul> <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"> <li>• Cancel that particular paper.</li> <li>• Inform candidate's employers.</li> </ul> <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"> <li>• Give warning letter.</li> </ul>
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"> <li>• Cancel that particular paper.</li> </ul>
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"> <li>• Ban the person concerned from taking the Institute's examinations for life.</li> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p>(b) <u>If an Associate</u></p> <ul style="list-style-type: none"> <li>• Report him/her to the Investigating Panel for investigation</li> </ul> <p>(c) <u>If not a member</u></p> <ul style="list-style-type: none"> <li>• Hand over the affected person(s) to the Police.</li> </ul>
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"> <li>• Ban the person concerned from taking the Institute's examinations for life</li> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p>(b) <u>If an Associate</u></p> <ul style="list-style-type: none"> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p>(c) <u>If not a member</u></p> <ul style="list-style-type: none"> <li>• Hand over the affected person(s) to the Police.</li> </ul> <p>d) <u>If a candidate</u></p> <ul style="list-style-type: none"> <li>• Cancel all papers of the candidate at that particular examination.</li> <li>• Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets.</li> <li>• Inform candidate's employers.</li> </ul>
14.	Any other established act of examination malpractice.	<p>(a) <u>If a candidate</u></p> <ul style="list-style-type: none"> <li>• Cancel that particular paper.</li> </ul> <p>b) <u>If a member</u></p> <ul style="list-style-type: none"> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p>c) <u>If an Associate</u></p> <ul style="list-style-type: none"> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p>a) <u>If not a member</u></p> <ul style="list-style-type: none"> <li>• Hand over the affected person(s) to the Police.</li> </ul>