



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"> 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"> Forfeits invigilation honorarium. Ban from future invigilation. 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 and issue a warning to the candidate. • Give warning letter. <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. • Inform candidate's employers. <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.