



October 2018 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 materials not related to the examination into the examination Hall	<ul style="list-style-type: none"> • Issue a warning letter to the candidate.
3	Impersonation	<p>(i) Impersonate</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) <u>If a member</u></p> <ul style="list-style-type: none"> • 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>(b) <u>If not a member</u></p> <ul style="list-style-type: none"> • Handover the affected person(s) to the police.
4	Assistance from Invigilator.	<p>i) The Invigilator</p> <p>(a) <u>If a member</u></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) <u>If not a member</u></p> <ul style="list-style-type: none"> • Forfeits invigilation honorarium. • Ban from future invigilation. • Handover the affected person(s) to the police <p>ii) The Person being Assisted</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 two years i.e. four consecutive examination diets. • Report him/her to the investigating Panel for investigation. • Inform candidate's employers.
5	Substitution of Prepared Answer Script(s).	<p>i) The Person Assisting</p> <p>If an Examiner</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 not a member</u></p> <ul style="list-style-type: none"> • Ban the persons concerned from taking the Institute's • Handover the affected person(s) to the police • Report to his/her employers
6	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. • Issue a warning letter to the candidate. • Ban him/her from taking the examination for a minimum of two consecutive examination diets. <p>(ii) The being Person being copied</p> <ul style="list-style-type: none"> • Issue a warning letter to the candidate
7	Refusal to complete misconduct form.	<ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination diet.. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers.
8	Assault on examination officials.	<p>(a) <u>If a member</u></p>

		<ul style="list-style-type: none"> • Handover the affected person(s) to the Police. • 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> Handover the affected person(s) to the police.</p>
9	Bringing telephone or any other unapproved Electronic/information Communication Technology gadgets into the Examination Hall.	<ul style="list-style-type: none"> • Cancel that particular paper. • Issue a warning letter to the candidate.