

Guidelines for unfair means



UNFAIRMEANS

At or in connection with examinations, no candidate shall utilize unfair means or engage in unruly conduct.

The term 'candidate' refers to a person who is taking an examination. Examinations include any midterm, end-of-term and quizzes that are used by the instructor to examine and evaluate a subject for assigning grades.

Unfair means shall include the following:

1. Having in possession of or having access to throughout the examination period

A. Any paper, book, note, or other unlawful material pertaining to the curriculum of the examination paper in question.

B. Cell phones or any other electronic device, other than a calculator, that can be used for communication or copying, even when turned off.

C. Any written material on any other instrument, piece of furniture, or other substance that may be relevant to the test paper's syllabus.

D. Anything written or drawn on the candidate's body, his or her clothes / garments, handkerchief, or other personal items that may be relevant to the examination paper's syllabus..

E. Anything written on the question paper that might be relevant to the examination paper's syllabus.

2. Giving or receiving help in answering questions from or to any other applicant / person in the test hall or outside during the examination hours.

3. Without the approval of the invigilating personnel, conversing with another candidate or any unauthorized person inside or outside the examination room during examination hours.

4. Swallowing or attempting to swallow a message, paper, or other material, or destroying or attempting to destroy it.

5. Pretending to be someone else or being pretended to be someone else in order to take the exam.

PUNISHMENT:

At or in connection with an examination, a candidate who is found to be using unfair methods, disruptive behavior, or disrupting other candidates will be reported to the Unfair Means Committee. After considering the case as reported to it by the instructor/invigilator, the committee can impose penalties. The punishment imposed by this committee shall be in addition to any punishment imposed by the course coordinator, which may include one or more of the following:

1. Cancellation of the examination of the paper for which he was found guilty; and/or

2. Cancellation of the examination of the semester examination for which he was a candidate and/or debarring from future semester examinations (s).

3. Any additional sanction considered appropriate by the committee.

NORMS OF PUNISHMENT:

The following are the punishment guidelines.

1. If the candidate is discovered to have any material relevant to the syllabus of the test paper in question but has not copied or utilized it.

a. The punishment will be the cancellation of that paper's examination, as well as a F grade in that paper with all the repercussions that will follow. However, if the material detected in the candidate's possession is minimal, the punishment may be reduced to the point where he or she will be allowed to retake the exam.

2. If a candidate is found to have copied or used the material discovered, he or she will face the following penalties:

a. The punishment will be the cancellation of the current semester's examination, as well as a F grade in all of that semester's papers, with all of the penalties that will follow.

3. If a candidate is caught talking to another candidate or any unauthorized person inside or outside the examination hall during the examination hours without the invigilator's permission, the candidate's examination in that paper may be cancelled, and a F grade will be given in that paper, with all the consequences that go along with it.

4. If the candidate is discovered reading or possessing incriminating material relevant to the syllabus of the paper in a verandah, urinal, or other public place, his or her examination in that paper or his or her entire semester examination will be cancelled, depending on the gravity of the offence.

5. If a candidate is caught giving or receiving assistance in answering question papers from another candidate or person in the examination hall or outside during the examination hours, his or her examination in that paper will be cancelled, and a F grade will be awarded in that paper, with all consequences.

6. If the candidate's behavior after being caught is unsatisfactory, or if the candidate uses resistance/violence against the invigilator or any other person on examination duty, or consistently refuses to obey the instruction,

the above punishments may be increased by the Unfair Means Committee, depending on the gravity of the offence.

All cases of this nature must be reported to the Academic Senate at its next meeting.




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