CONDUCT OF EXAMINATIONS

1. To be eligible to present himself for examinations in a paper, course or subject, a candidate must have been enrolled and registered as a student in the University and must have duly performed the work required for the semester/academic year.

2. The examinations shall be held at the end of each semester/academic year except that:

   A student who has been prevented by illness or other acceptable reasons from presenting himself/herself for any ordinary sessional examinations and who satisfies the Senate that it would be great hardship for him/her to wait for the next ordinary sessional examinations may apply to the Senate to grant him/her a deferred examination.

3. The examination shall comprise such written, oral and practical tests as the Boards of Studies may determine. The departments shall advise the Registrar’s Office of any change in dates and/or times of any examinations.

4. No candidate may be examined in any paper, course or subject at any time other than that set down in the time-table. The departments shall advise the Registrar’s Office of any change in dates and/or times of any examination.

5. No candidate shall be allowed into the examination hall later than thirty minutes after beginning of the examinations nor to leave the examination hall until thirty minutes have elapsed from the beginning of the examinations and then only with permission of the Chief Invigilator and upon handing in his/her script.

6. No candidate shall be allowed into the examination hall before presenting his student identity card and examination slip.

7. The Registrar’s Office staff shall ensure that:

   (i) A candidate is not allowed into the examination hall if he/she does not possess both his/her student identity card and examination slip.

   (ii) The Student Identification number and name of candidate on the official identify card matches with the computer number and name of the candidate’s examination slip.

   (iii) All candidates surrender any unauthorised material before being allowed entry into the examination hall including mobile phones, IPods, Headsets, Mp3 players.

   (iv) The University reserves the right to search a candidate for any unauthorised material before being allowed entry into the examination hall.

   (v) The course code and the computer number and name of candidate Appear on the Examination Attendance Register.

   (vi) Other materials may be permitted in the examination hall if a candidate has authorisation and certificate to use electronic calculators (provided that calculator covers are not brought into the Examination hall) and any other materials including text-books and other equipment.
8. Where a candidate has to seek proof of identity after being denied entry into the examination hall, the thirty minutes regulation on punctuality shall still apply.

9. In case of emergency the Chief Invigilator may give permission to a candidate to leave the examination hall and under such circumstance the candidate shall be accompanied by an officer assigned by the Chief Invigilator.

10. No candidate shall leave the writing desk until after the invigilators have collected all the scripts and the Chief Invigilator has given permission.

11. Candidates shall be allowed to read the examination paper for a period of five minutes before the examinations commence, but may not begin writing their answers until the Chief Invigilator announces that they may do so.

12. No candidate shall bring with him/her into the examination hall any written, printed or other matter except by the direction of the examiner. All paper used during the examination must be handed to the Chief Invigilator.

13. No candidate shall communicate with another in the examination hall.

14. No candidate shall continue writing an answer after the Chief Invigilator has announced the expiry of time. In no circumstances shall any time over and above the time allocated to any paper be allowed to Candidates for reading over or making amendments or additions to their scripts.

15. A candidate who falls sick in the examination hall shall report to the Chief Invigilator who in return shall advise the candidate to seek medical attention. The Chief Invigilator shall provide a written report to support the candidate’s application for a deferred examination.

16. Application for a deferred examination on behalf of a candidate who is unable to make an application himself/herself shall be submitted together with supporting medical certificate or other evidence to the Dean of the School before the date of the examination.

17. Candidates shall write their Student Identification Numbers on every answer book but must not write their names.

18. Answer books not bearing candidates’ Student Identification Numbers shall not be marked.

19. Answer Books bearing candidates’ names shall not be marked.

20. Instructions for Invigilation:

   (i) Chief Invigilators and other invigilators shall be appointed by the Deputy Vice-Chancellor on recommendation of Heads of Departments. There shall be a minimum of one invigilator for every 50 candidates.

   (ii) All invigilators shall report at the examination hall thirty (30) minutes before start of examination.

   (iii) Invigilators at examination sessions are responsible for the supervision of candidates during the period of the examination and for ensuring that candidates have answer books as needed. They are also responsible for collecting, counting and reconciling the number of answer books collected and students’ attendance in each examination.

   (iv) The Chief Invigilator is in charge of the examination hall and shall ensure that all examination regulations and procedures are observed. He/she has the responsibility of receiving question papers from the Lecturers and attendance lists from the Registrar, reporting absence of candidates or any irregularities and completion of the Chief Invigilators report form and ensure that the candidate
alleged to be involved in examination malpractice is made to sign an acknowledgment of the alleged examination irregularity written by the Chief Invigilator and countersigned by at least one other invigilator.

(v) The Chief Invigilator shall, five minutes before the end of the examination, draw the candidates’ attention to the need for the completion of attendance slips and writing computer numbers on all their examination answer books and shall make all necessary announcements.

(vi) The Chief Invigilator shall announce the commencement of the examinations and also announce that students may leave the examination hall thirty minutes after the beginning and thirty minutes before end of the examination.

(vii) When more than one examination is held in the same room care shall be taken to keep answer scripts, attendance slips and mark sheets separately.

(viii) The Chief Invigilator shall ensure that each course invigilator counts all scripts collected from students in the examination hall.

(ix) Any property left in the examination hall by candidates shall be handed to the Academic Office or to the Chief Invigilator in the case of examination centres outside Kitwe.

(x) All invigilators shall act under the direction of the Chief Invigilator in accordance with the requirements of the regulations specified.

21. Retention and Disposal of Answer Scripts

Answer scripts shall be retained in the respective schools under the custody of Heads of Departments for a period of two (2) years after which they shall be handed over to the Examinations Office where they shall be kept for a period of four (4) years before disposal.

22. Infringements of Examination Regulations

(a) Any complaint of an examination malpractice shall be reported in writing by the Chief Invigilator to the Registrar on the same day. The Registrar shall refer it within 48 hours to the standing Examinations Irregularities Committee of Senate.

(b) The candidate charged with an examination office shall be notified within the 48 hours of receipt of the Chief Invigilators report by the Registrar in writing and he/she shall be invited to state in writing his/her response to the complaint not later than 48 hours after receipt of the Registrar’s letter.

(c) A candidate alleged to have committed an Examination Irregularity shall not leave campus until their case has been dealt with.

(d) For the purpose of these regulations, examination offences are tabulated hereunder:
23. Examination Penalties

i) When caught cheating, Student Identification Card and Examination Slip should be withdrawn immediately until such a time when the student is cleared.

ii) The standing Examinations Irregularities’ Committee of the Senate Examinations’ Committee shall hear and determine any complaint and shall have the power to do any of the following things in the case of a candidate being found guilty of an examination offence:

|   | CHEATING
|---|---|
| i) | Communicating with or copying from any other student during examination or test
| ii) | Communicating during an examination with any other person without permission of the authorised invigilator or other authorised member of staff
| iii) | Introducing any written or printed material into the examination room unless expressly permitted by the examiner or the course regulation
| iv) | Introducing any electronically stored information into the examination room unless expressly permitted by the examiner or the course regulation
| v) | Bringing into examination hall any written, printed or other unauthorised materials
| vi) | Gaining access to unauthorised material during or before an examination/test
| vii) | The provision or assistance in the provision of false evidence of knowledge or understanding in examination or tests or assignments or laboratory reports, field tour reports etc.
| viii) | Allowing your work to be copied by another student or copying another student’s work. Here work may include, essays, assignments, laboratory reports, field tour reports etc.
| ix) | Alteration of grades or any other records related to academic performance of students. This shall also include submitting any false records in order to gain access to the University.
| x) | Tearing off any part of the answer book or attempts to remove from the examination room a written answer book, blank answer book or any part thereof.
| xi) | Continuing to write an answer after the Chief Invigilator has announced the expiry of time.
| xii) | Obtaining Examination Papers ahead of its authorised released.

|   | COLLUSION:
|---|---|
|   | The conscious collaboration, without official approval, between two or more students in the preparation and/or production of work which is ultimately submitted by each in an identical or substantially similar form and/or is presented by each to be the product of his or her individual effort. Collusion also occurs where there is unauthorised cooperation between a student and another person in the preparation and/or production of work which is presented as the student’s own.

| A | CHEATING IN EXAMINATIONS
|---|---|
| i) | Dismissal: An indefinite separation from the University. In order to be re-admitted, a student dismissed for disciplinary reasons must file a petition to the Examination’s Committee of Senate through the Registrar for review and decision about whether or not the student shall receive judicial clearance. Such judicial clearance may only be granted if the student has been away from the University for a period of not less than three years. All students who receive judicial clearance will be permitted to return to the University on probationary basis if the student has also met the readmission criteria.

| ii) | Suspension: A separation from the University for a specific period not to exceed two years. During the suspension a student is excluded from class and all other University privileges or activities. At the conclusion of the period of suspension, the student is permitted to return to the University on a probationary basis if the student has also met the readmission criteria.

| iii) | Probation: A conditional retention of a student status until the student graduates from the University or is separated from the University for a Period Not less than four years. During the period of probation, a student’s privileges may be restricted at the discretion of the Examinations Committee of the Senate.
<table>
<thead>
<tr>
<th>B</th>
<th>CHEATING IN TESTS, ASSIGNMENTS, LABORATORY AND FIELD REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>A mark of zero will be recorded for the paper or part of the assessment affected. Depending upon the structure of the assessment, the mark of zero will be conflated to the remainder of the assessment and the result will go forward whether it be pass or fail.</td>
</tr>
<tr>
<td>ii)</td>
<td>A lower or failing grade in the course.</td>
</tr>
<tr>
<td>iii)</td>
<td>A lower or failing grade or mark on the assessment.</td>
</tr>
<tr>
<td>iv)</td>
<td>Additional work to provide evidence of the student's academic performance and/or evidence that the student knows and understands the course material. However, this can only be done with the express agreement of the examiner.</td>
</tr>
<tr>
<td>v)</td>
<td>The entire result for the year in which the cheating or plagiarism has occurred will be expunged. The student will then be required to repeat the year. In such circumstances the maximum mark that can be attained for any assessment will be a pass (P) or fail (F).</td>
</tr>
</tbody>
</table>

**Note:**
1) A repeat offence in a test, assignment, laboratory work or field report may attract penalties as tabulated in B.
2) The penalty for a second offence is immediate expulsion from the University. However, a student who was on probation may apply for re-admission after having been away from the university for a period of not less than three years.