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## Section 1: General Guidelines

- 1.1. Candidates entering the examination room have the responsibility of knowing the rules provided by the Academic Registrar.
- 1.2. Any breach of these rules and/or committing any act which might obtain an unfair advantage for him/herself or for others shall be regarded as an academic misconduct.
- 1.3. Candidates in the examination room are required to follow all the instructions given by the invigilators. Candidates disregarding the instructions of invigilators will be deemed to have involved themselves in examinations malpractices, thus, subjected to the disciplinary committee.
- 1.4. Except for prescribed otherwise in this code, examinations shall be held only at the end of each module/trimester/term or at the end of the program. In case of missing the scheduled examination, the candidate for any programme may, with the permission of the Senate, sit for a special examination before the beginning of the following trimester or academic year. None of the examinations shall be carried from one Academic year to another. In exceptional circumstances, the Senate Examinations Progression Admission Committee (EPAC) will deliberate and advise appropriately.
- 1.5. The Module leader shall be the Chief Invigilator for examinations of the module (or a substitute nominated by the Head of Department/Dean if he/she is unable to be present), supported by other academics as invigilators. There shall be one invigilator for every thirty students, and a minimum of two invigilators for each examination room.
- 1.6. At the beginning of the examination, the Chief Invigilator shall announce the exam duration, and remind the students that it is not allowed to talk to each other or any kind of cheating act. Invigilators shall announce when there is one hour, thirty and ten minutes left to the end of the examination. Candidates are to be instructed by the Senior Invigilator to stop writing at the end of the exam.
- 1.7. Candidates should request the assistance of any sort by raising their hands.
- 1.8. All registered candidates must ensure that they do not engage in any form of cheating in connection with the examination

## Section 2: Attendance

- 2.1. It is the responsibility of candidates to attend the examinations as required. If a candidate fails to attend an examination without any valid reason, the Registrar has the authority to declare that the candidate has failed the examination in question
- 2.2. It is acknowledged that exceptionally, through serious illness or other good cause a candidate may be unable to take an examination. The responsibility lies in candidates to decide if they are affected by mitigating circumstances to take an examination. candidates who will be absent from an examination due to illness/injury, bereavement or other serious personal issues, may put their request in writing addressed to the head of the department prior to the examination to be excused from sitting in.
- 2.3. Candidates who are absent from any examination because of illness must obtain a medical certificate immediately and deliver it to their Heads of Department.
- 2.4. The Invigilator, following consultation with the Dean or his/her nominee, may, with any good cause refuse to admit any candidate to the examinations and exclude any candidate from the venue. Whether the 'good cause' has been established shall be at

- the discretion of the Academic Registrar; any breach of these regulations may be regarded as the good cause.
- 2.5. Any candidate excluded from or refused entry to the examinations room under the above provisions (4) shall be deemed to have failed the examination.
  - 2.6. Candidates shall be permitted to enter the examination room up to 15 minutes before the published starting time.
  - 2.7. No candidate shall be admitted to the examination room later than 15 minutes after the starting time without permission from the Chief Invigilator.
  - 2.8. In the examination room, a place shall be identified for each candidate, candidates are required to sit in the numbered seat allocated to them. Seat numbers are used to verify attendance

### **Section 3: Examination Timetable**

- 3.1. The Examination timetables shall be posted on the official website of University and notice boards at least 5 days before the exam date. It is candidates' responsibility to check details and ensure arriving in the right place at the right time, properly equipped.
- 3.2. Published timetables will be strictly respected. Due to unavoidable circumstances, if there is any change in the timetable, the candidates shall be notified at least 48 hours before the examinations.
- 3.3. The complex nature of examination scheduling, together with the limited time available for examinations, may lead to candidates having two examinations scheduled at the same time. In that case, the issue should immediately be taken to the concerned Head of Department.
- 3.4. Any changes to the published timetable shall be approved by the Academic Registrar in consultation with the DVCA.

### **Section 4: Candidates' Identification at the examinations**

- 4.1. When attending examinations, the candidate shall display their student identity and registration cards on their desks before the exam starts and fill in an Attendance Card which must be verified by an invigilator. These shall be placed on the desk throughout the examinations.
- 4.2. Using false Identification cards and sitting on the exam in place of any other students shall be considered as an attempt to cheat as defined by the University students' code of conduct. All parties in the impersonation shall be deemed to be in breach of the regulations and subject to the Academic Misconduct procedures.
- 4.3. In the case of loss of the student's ID card, the candidate shall immediately inform the Registrar so that an alternative identification document is issued for entering the examination room. In some circumstances, the Registrar may ask for another form of identification for authentication (National ID, Passport / Driving license bearing a student's photo and names).
- 4.4. Wearing a cap, a headgear, or a mask, e.t.c, shall not be permitted except on religious or medical grounds (prior approval is required for the latter). In order to verify the identity

of individual female students with a facial covering, the University shall endeavor to make available a female member of staff (including invigilators) to perform this check in a private area. A suspected female student who declines to be searched shall not be permitted to enter the examination room; or if already entered, she shall be asked to leave the room.

## Section 5: Entering Examinations

- 5.1. Candidates are advised to use toilet facilities prior to entering the examination room as candidates shall not leave the room during the first hours of the examination and thereafter shall have to wait until an invigilator is available to escort them
- 5.2. No candidate shall be allowed to leave the examination room earlier than one hour from the beginning of the examination. Any candidate answering a call of nature shall obtain permission from invigilators. Only one candidate shall be allowed to go at a time and for a reasonable time.
- 5.3. **Personal belongings** of candidates, including coats and bags, shall be left in the place designated for this purpose within the examination room. Candidates shall leave the belongings at their own risk and **the University accepts no responsibility for the loss or damage of personal property.** Invigilators are not required to or permitted to look after personal items on behalf of candidates.
- 5.4. Subject to the authorization of the University, the use of equipment such as tablets, texts or other aids in examinations may be permitted. Any such authorization shall be indicated on the rubric at the top of each examination question paper, and appropriate advance notice is given to all students, as relevant.
- 5.5. **The following items are permitted on an examination desk:** the supplied examinations question paper and stationery; Pens and pencils, eraser, ruler, mathematical instruments and approved UoK calculator if it is necessary. Pencil cases must be placed on the floor unless they are transparent.
- 5.6. Where an examination is defined as ‘open book exam’, the permitted books or materials shall be specified in the examination paper’ rubric and students shall be informed prior to the examination. Permitted materials shall be checked for unauthorized notes or annotations. Any unpermitted notes or annotations discovered by the Invigilator, regardless of whether being used or not, shall constitute an examination malpractice.
- 5.7. Candidates are not permitted to have revision or course notes either on their desk or nearby during the sitting. Any notes or annotations discovered by the invigilator, regardless of whether being used or not, shall constitute an examination malpractice.
- 5.8. Food shall not be permitted in the examination room except on medical grounds, in which case, written approval must be obtained from the invigilator prior to the examinations. A small bottle of water, in a transparent plastic bottle, shall be permitted.
- 5.9. Dictionaries shall not be permitted in any examination unless indicated on the rubric at the top of the examination question paper.
- 5.10. The use of electronic devices shall not be permitted in the examination. In this context, electronic devices include and are not limited to mobile phones, tablet devices, laptops, data storage watches (‘smart-watches’) with means for inputting or storing information and or capable of transmitting or receiving information. In specified courses, a University approved calculator may be permitted

## Section 6: Rules in the Examination Room

- 6.1. Each candidate shall be eligible for taking the exams at the end of module/trimester/semester after receiving financial clearance from the Chief Finance Officer and Examination card from the Academic Registrar.
- 6.2. Permission to sit for the examinations shall normally be granted to those registered candidates who have also complied with the specific regulations of each registered module.
- 6.3. For candidates to be eligible for module/trimester/semester examinations they must have completed the continuous assessment test (CAT) and have attended all lectures as stipulated by the common University regulations (Not less than 85% attendance of the lectures)
- 6.4. In exceptional circumstances and at the discretion of the University, a candidate may be allowed to sit for a University examination after the closing date of clearance, upon payment of the appropriate late entry fee
- 6.5. Candidates shall be responsible for ensuring that they are in the right allocated examination room and that they are given to the correct question paper.
- 6.6. Candidates shall not be allowed to read the question paper, take informal notes or start writing until instructed to do so by the Chief Invigilator who announces the start of the examinations. Not complying with this rule shall be considered as an academic misconduct.
- 6.7. Candidates shall ensure that they write legibly in their examination papers unless alternative assessment arrangements have been agreed in advance. Illegible work shall be marked as failed unless the work is transcribed into a legible form under supervision at the student's expense. This may delay the determination of the grade.
- 6.8. All answers and draft work shall be completed on the stationary provided and written legibly. Any material not to be marked by the examiners is required to be crossed through.
- 6.9. No copy of the examination questions shall be taken out of the examination room by anybody within the first one hour of the examination.
- 6.10. The Invigilator has a right to change the sitting place of the candidates at any time he thinks it is a necessity.

## Section 7: Leaving the Examination Room

- 7.1. Once the examination has commenced, candidates shall not be permitted to leave their seat unless permitted by an Invigilator.
- 7.2. Candidates shall raise their hand if they have a query, feel unwell, require additional stationary or require the toilet.
- 7.3. No candidate may leave the examination room, either temporarily or permanently, during the last 15 minutes of the examination, except for necessary circumstances and with the permission of the Chief Internal Invigilator.
- 7.4. Any candidate who needs to leave temporarily the examination room shall be accompanied by an invigilator. Any candidate who leaves the examination room temporarily without being accompanied by an invigilator shall not be readmitted to

the examination room. Unless having a prior arrangement with the invigilator, no candidates shall be given additional time for taking prescribed medication, toilet visits or any other purpose.

### **Section 8: Illness/Unexpected Events during an examination session**

- 8.1. Candidates who leave an examination on medical grounds must obtain a medical certificate as soon as possible. Claims for mitigating circumstances must be submitted on the form provided with supporting evidence to the head of the department office by the published deadline.
- 8.2. Candidates who enter an examination room and take the examination are deemed to have declared themselves fit to do so, therefore, no mitigating circumstances for excuse shall be accepted.
- 8.3. A candidate who feels seriously ill during an examination shall inform the invigilators straight away so that they can arrange a medical assistance. The circumstances of the candidates' illness will be recorded in the report of the Chief Invigilator.

### **Section 9: Exceptional Circumstances**

- 9.1. In the case of exceptional circumstances which affect the conduct of scheduled examinations, the affected examinations shall be postponed and candidates shall be informed immediately. If only a specific University campus is affected, only the examinations in that campus shall be postponed.
- 9.2. In the case of a major unexpected disruption, the preceding and following examinations may be delayed by up to one hour by consulting with the Academic Registrar (or his/her nominee). Candidates shall be permitted to use the full allocated time for the postponed examinations.
- 9.3. Due to the circumstances of unsafe or impracticality, if it is not possible to start the examination, the examination shall be postponed with the consultation of the Academic Registrar (or his/her nominee).
- 9.4. In the case of the need for postponing an examination following its commencement, the decision shall be taken by the Academic Registrar (or his/her nominee) in consultation with the Dean of Faculty (or his/her nominee).
- 9.5. Where an examination is postponed it will be normal practice for the examinations to be rescheduled at the next available opportunity. Candidates shall be contacted by their faculty office regarding the rescheduling.

### **Section 10: The End of the Examinations**

- 10.1. When the Chief Internal Invigilator announces that the time of examination has ended, all candidates shall stop writing immediately and remain seated quietly until permitted to leave the room.
- 10.2. Candidates shall not take any used or unused answer books or question papers (unless the rubric states otherwise) from the room. The removal of a completed answer book from the examination room shall be treated as an examination malpractice.

## Section 11: Examination Malpractices

The following are considered as Examinations malpractices

- 11.1. **Cheating** of any variety is a serious disciplinary offense and may render the student liable to failing an assignment or examinations, failing a module, failing a Level or temporary or permanent exclusion from the Institution. Cheating may take one or more of the following forms:
  - a. Smuggling unauthorized material [including any written or printed material that is generally or specifically prohibited, cellular or mobile phones, radios, radio cassette player, computers, soft and alcoholic beverages and any other material as may be specified from time to time by the chief invigilator into the examination room.
  - b. Copying answers from any source in the examination room.
  - c. External assistance from any person in the examination room.
  - d. An indication of having prior knowledge of the examination questions.
  - e. Impersonating, or attempting to take the place of a valid candidate.
  - f. Improper behavior, e.g. making noise, disobeying supervisors, or behavior tantamount to disruption of peace in and around the examination room.
  - g. Substituting of scripts.
  - h. Writing on the question paper, or going out with the question paper.
- 11.2. Time-related regulation, e.g. starting before time, going beyond the stipulated time.
- 11.3. Tearing answer booklets into loose sheets, or folding scripts in any way.
- 11.4. Possession of a cellular phone in the examination room.
- 11.5. Spending more than five minutes in a toilet.
- 11.6. Possession of forged documents, e.g. finance clearance, examinations cards, answers booklets, etc. in the examinations room.
- 11.7. Causing disturbance in or near any examination room, and any form of dishonesty, destruction, or falsification of any evidence or irregularity.
- 11.8. Any other form of malpractice in and around the examination room.
- 11.9. Special attention should be given to the subject of plagiarism
- 11.10. The use of earphones or other wireless earpieces during examinations

Faculty members are responsible for maintaining the integrity of examinations. They should explain at the beginning of each trimester what would be required at the time of the examinations.

## Section 12: Procedure for Dealing with Examinations Irregularities

- 12.1. At the beginning of any examination, invigilators shall draw the attention of the candidates (students) to the rules of the examination.
- 12.2. When invigilators suspect that a candidate is involved in an irregular act during the examination, the invigilator shall, whenever possible confiscate the material(s) being used

for irregularity and inform the candidate that a report of the incidence will be made and sent to the Head of Department.

- 12.3. Suspected candidate shall be asked to fill the examination malpractice form and depending on the circumstance, he/she may be allowed to continue sitting the examinations until the end of the examination for the paper or be expelled from the examination room.
- 12.4. At the end of the examination, the candidate shall be advised to make a written statement, which shall be submitted along with the invigilator's report to the Head of Department.
- 12.5. If the Head of Department is convinced that there is a case to answer, he or she shall send copies of the evidence to the Dean, the Deputy Vice Chancellor Academic and the student within three working days. The evidence shall be copied to the student with a covering letter including an explanation of the procedures to be followed. The student shall then have five working days to submit a defense or justification in writing.
- 12.6. A Students disciplinary committee shall consider the evidence and the student's reply, decide whether the cheating has occurred or not and recommend a penalty, which shall be confirmed by the DVC Academics.
- 12.7. If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Deputy Vice Chancellor Academic and the committee and may bring a witness to support him or her. He or she shall be warned, however, that if the verdict is confirmed by this hearing, the recommended penalty may be increased.
- 12.8. If the student makes such an appeal and then fails to attend the hearing, it may be held in his or her absence, the evidence reviewed and the penalty re-confirmed or varied.

### **Section 13: Examinations Malpractice Penalties**

The normal penalty for a student's first offence shall be substituting a mark of zero for the assignment or examinations (at Level 1) or failure of the module (at Level 2), though in either case a higher penalty may be imposed at the discretion of the committee and the Deputy Vice Chancellor Academics if the offence appears grave. Cheating at Level 3 or higher and second/subsequent offenses, shall always be punished by temporary or permanent exclusion from the Institution, according to the gravity of the offense. The penalty for any proven attempt to harass or corrupt a lecturer in order to gain advantage shall always be permanent exclusion.

Any student found guilty of committing an examinations irregularity may be subjected to any one or more of the following penalties:

- a. Caution/Advice
- b. Disqualification from the paper
- c. Disqualification from the remaining examinations
- d. Nullification of his/her examinations results
- e. Discontinuation from the University



- f. Suspension for a specified period of time
- g. Immediate Arrest

The type of penalty to be issued is decided by the Students Disciplinary Committee on Malpractice as provided for in the charter and approved by the Senate.

A record of any proven charges of cheating, attempted cheating or collusion in cheating, and the penalty awarded, shall be held on the student's file and the record shall be produced to the Committee in any further cases involving the same student.

Any member of staff proved to be complicit in a student's cheating shall be liable to summary dismissal and may be liable to criminal proceedings

In the case of dismissal from the University, the letter of dismissal shall be signed by the Vice Chancellor. In all other letters of penalties, the letters shall be signed by the DVC Academic Affairs & Research who is also the Chairperson of the Examinations, Promotion and Admission Committee.

The automatic penalty for impersonating, substituting scripts, or being in possession of forged documents like examinations cards, payment vouchers, answer booklets, or forged signatures shall be dismissal from the University.

### **Conclusion**

This code of conduct is binding to all University of Kigali students at both undergraduate and postgraduate. Students are advised to avoid any contravention as this may lead to expulsion from the University or even stronger penalties.