

RUSANGU UNIVERSITY

ACADEMIC AND EXAMINATIONS MALPRACTICE POLICY

Examinations Malpractice	Senate Recommendations
1. Noise a. While entering, writing exam or leaving the examinations hall	Disqualify student from examination with an F grade for the course
2. Smuggling Entering examinations with forbidden/ foreign material related or not related to the course being examined, whether in use or not in use– such as: a. Cell-phone b. Pieces of paper c. Calculator d. Text book e. Digital watches f. Question papers when asked to leave them in the exam hall	A-E Disqualify student from the examination with an F grade for the course F. Confiscation of question paper and an F grade
3. Inscriptions on body parts – words, figures of any kind related or not related to the course being examined – whether in use or not in use such as: a. On palms b. On thighs c. On hands d. On clothing e. On rulers f. On handkerchiefs g. On calculators	A-G Disqualify student from examination and an F grade
4. External assistance before or during the examinations that puts an examination candidate at an advantage on an exam a. Assistance from course lecturer b. Assistance from lecturer from the dept c. Assistance from any other lecturer	A-F Disqualify from exam and give an F grade

<ul style="list-style-type: none"> d. Assistance from any RU employee e. Leakage – access to the whole or part of an examination before the examinations commences f. Being found with examination script that already has answers 	<p>Any person assisting student/s should be subject to disciplinary action</p>
<ul style="list-style-type: none"> 5. Irregular activities inside or outside examination hall- such as: <ul style="list-style-type: none"> a. Stealing other candidates' possessions b. Being found drunk c. Unauthorized tearing of answer scripts 	<ul style="list-style-type: none"> a. Refer student to disciplinary committee for theft b. Refer student to disciplinary committee for being found drunk c. F grade for the course
<ul style="list-style-type: none"> 6. Impersonation <ul style="list-style-type: none"> a. Using false ID cards b. Using false examination docket c. Using stolen ID card or examination docket d. Substitution – having a non examination candidate write an examination for a registered candidate. 	<p>A – C Refer student to disciplinary committee with an F grade</p> <p>D. Suspension for a year and F grade in the course (for both parties)</p>
<ul style="list-style-type: none"> 7. Assault of a fellow candidate, lecturer, invigilator, examinations officer etc <ul style="list-style-type: none"> a. Verbal attack b. Physical attack 	<p>A-B F grade and refer student to disciplinary committee for further action</p>
<ul style="list-style-type: none"> 8. Collusion: Getting assistance from another examination candidate during exam such as: <ul style="list-style-type: none"> a. Exchange of scripts b. Exposing answers on answer script c. Passing notes d. Talking, discussing or whispering e. Bribery or attempted bribery for assistance f. Mass cheating 	<p>A-F Disqualify from exam with an "F" grade</p>
<ul style="list-style-type: none"> 9. Arrival for examination after 30 minutes has elapsed 	<p>Student not to be allowed to write the exam with an F grade</p>

<p>10. Examination Scripts</p> <ul style="list-style-type: none"> a. Walking out of examination hall with answer script b. Bringing back an answer script that has gone out of the examination hall 	<p>A-B Collect answer script but nullify the exam with an F grade</p>
<p>11. Assistance after examination is over</p> <p>Lecturer or any other member of Rusangu University assisting student to revise, correct, edit examination script after the examination period is over</p>	<p>Any person assisting student/s should be subject to disciplinary action</p> <p>Disqualify the exam with an F grade for the student</p>
<p>12. Taking Examinations at non authorized sites or times</p> <ul style="list-style-type: none"> - Lecturers or any RU member giving students examinations at non official sites or non official times 	<p>Nullify exam with an F grade for student/s</p> <p>Any person assisting student/s should be subject to disciplinary action</p>