

KESSBEN UNIVERSITY COLLEGE

RULES AND REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

As part of its core values (*INTEGRITY AND CULTURE OF EXCELLENCE*), Kessben University College gives much attention to the highest ethical standards in all domains in the areas of academic excellence, high quality examinations. Inculcation of academic integrity, sincerity and excellence into our students has been the hallmark of Kessben University College. All stakeholders, especially our cherished students, are therefore required to abide by the following rules and regulations governing the conduct of examinations by the College. Failure to observe and obey these regulations will result in necessary disciplinary action listed below.

1. These regulations are made with the primary purpose of making students aware of the need to observe examination regulations with due diligence, integrity, hard work, ethical standards and genuine achievement.
2. It is required that any students obtaining a certificate/diploma/degree from following a programme of studies should be proud that their honest efforts have earned them a qualification.
3. Examination Timetables for all College examinations shall be posted on respective School/ Departmental and Student Notice Boards at least four weeks before the examinations for the study of all candidates and Examiners.
4. Any concerns (like clash of examinations) shall be promptly brought to the attention of the School Examinations Officer for redress.
5. Where necessary final time tables shall be posted two weeks to the examinations.
6. In exceptional cases, the College may make changes to the posted examination schedules in which case affected candidates shall be duly informed.
7. Misreading the time table shall not be good grounds for missing an examination.
8. Candidates for any examination shall present themselves at the Examination centre twenty minutes to the commencement of the examination.
9. Candidates shall abide by the seating arrangements made by the Examination Officer or the invigilators for the examination.
10. All candidates shall show their student Identity and Examination Cards to the Invigilators before being allowed into the Examination room

11. Candidate shall not leave the Examination Room within **THIRTY MINUTES** of the start of the Examination; nor shall any candidate leave the examination centre in the last **THIRTY MINUTES** of the examination.
12. Clause xii (above) notwithstanding, candidates may be allowed by the invigilator to leave the Examination Room for a short while to respond to the call of nature. Such candidates shall be escorted in all cases. The Invigilator has the right to search such candidates before they leave or return to the Examination Room.
13. No candidate shall start the Examination until the Invigilator explicitly gives the permission to do so.
14. No candidate shall bring into the examination centre any unauthorized extraneous materials including reading materials, mobile phones, computers of all kinds, listening devices, programmable calculators or any other devices deemed to be inappropriate by the invigilators including bags or purses, hats and caps, pencil cases, etc.
15. Any such unauthorized materials shall be seized and destroyed as appropriate. Defaulting candidates shall be guilty of examination malpractice and sanctioned accordingly
16. Under no circumstance shall a candidate communicate (verbally or otherwise) with other candidates in the course of an examination. Communication shall be defined to include, but not limited to, the following:
 - a) Attempting to pass or passing information to other candidates
 - b) Copying from fellow candidates
 - c) Leaving answer books/scripts in a way that allows another candidate to copy or read
17. Candidates shall attract the attention of Invigilators, if needed, by raising a hand
18. Candidates shall not borrow or attempt to borrow pencils, erasers, pens, calculators or other materials from other candidates. All candidates shall make sure that they have all required and allowed materials before entering the examination room or hall
19. Candidates shall not write their names on any supplied examination materials including answer booklets or supplementary sheets, unless expressly required. The use of names shall attract sanctions by the Examiner, including loss of marks.
20. Candidates shall not take away any material supplied for the examination (whether used or unused) including answer booklets/supplementary sheets, scannable forms, graph books, etc.
21. Any candidate completing the examination more than 30 minutes before the stipulated duration may leave the examination room after handing in all examination materials to the Invigilator. Once examination materials are handed in any such candidate shall not be allowed back into the examination room.

22. Smoking and eating are strictly prohibited in all examination rooms.

23. Any breach of common sense is also a breach of the examination regulations

24. Any violation of these regulations shall be treated as an examination malpractice/misconduct and shall attract any one or a combination of the following sanctions depending on severity:

- a) Warning
- b) Reprimand
- c) With-holding of results for a period
- d) Rustication from the College for stated period
- e) Cancellation of the affected results/paper(s)
- f) Suspension from the College
- g) Dismissal