

REPUBLIC OF RWANDA



**HIGHER EDUCATION COUNCIL
P.O.BOX 6311 KIGALI**

**CODE OF PRACTICE:
THE CONDUCT OF EXAMINATIONS**

CODE OF PRACTICE: THE CONDUCT OF EXAMINATIONS

This code outlines minimum standards for the handling of examination papers and the conduct of examinations, to avoid cheating and suspicion that results are unsafe. For the purposes of the Code an examination is defined as a formal, time-limited, written or practical assessment which is scheduled during the examination period, with invigilation provided by the academic staff and scheduled by the Academic Registrar. This policy has to be implemented in tandem with the *General Academic Regulations*, especially with regard to the assessment and conduct of examinations.

Preparation of examination papers

All staff involved in the preparation of examination papers must ensure that students are not able to see or gain access, either accidentally or deliberately, to examination questions or related material. The arrangements to ensure security will depend on circumstances in individual offices but should be in accordance with the following:

1. The Dean of Faculty is responsible for the security of information relating to examination papers
2. Staff who are preparing papers should keep a record of the progress of each paper, including date submitted for typing, date typed, date final version checked, signed and approved for print by the examiner concerned, and date delivered to the Examinations Office. The Examination Office staff should arrange for the papers to be printed
3. Ideally, there should be no student access to a room in which examination papers are being prepared. If this is not possible, care must be taken to ensure that, whenever students are in the room, examination material is not visible either on paper or on a computer screen. Offices should be locked when unattended and PCs should be 'locked' or staff logged out. Where possible, papers should be typed outside of student hours.
4. Examination questions should not be transmitted via the campus computer network – i.e. they should not be stored locally on a PC hard disc. Instead they should be typed and stored on a portable drive and should be printed only on printers which are connected directly to a PC, not on printers which are attached to a network.
5. Examination papers stored on a portable drive should be password protected to prevent unauthorized access. It is of course important that nobody else knows or can easily guess the password

6. All examination material on a portable drive must be locked away securely when not being used. If papers are stored on portable drives, these must not be used for other purposes.
7. Care must be taken when disposing of earlier versions or unwanted copies of examination papers. Hard copies should be destroyed by shredding.
8. Examination questions and papers should not be sent by internal mail or as email attachments within the institution but should always be delivered by hand.
9. Arrangements for the conveyance of examination papers or external examiners' comments should take account of the need for security. Examination papers should not be sent by fax to the External Examiners but should always be sent through the external post by recorded delivery. The External Examiner should return the examination papers by a similar postal method.
10. The final typed version of an examination paper should be checked carefully by the internal examiner and at least one other person before being sent to the Registrar's office for printing.
11. After printing, papers should be packaged ready for the examination, clearly labelled, and securely stored in the Registrar's office.

Examination Organisation

All invigilation of examinations will be organised by the Academic Registrar, who should:

1. Publish information on the date, time and place of each examination;
2. Draw an 'invigilation of examination' schedule in consultation with Faculty Deans
3. Ensure that relevant question papers are available at each examination in sufficient quantity;
4. Ensure that sufficient examination script books are available and that they are securely stored both before and after any examination.
5. Register all students for the examination
6. Draw a sitting arrangement for the students in the examination room with each student allocated a seat number.

Accommodation

12. Examinations of different durations should not normally be scheduled in the same rooms.
13. Where two or more groups of students are undertaking different examinations in the same room, a clear indication of the division(s) between the groups must be available in advance.

Invigilation

14. Two invigilators should be present in each examination. If more than fifty candidates are to be examined in any room, an additional invigilator should be present for each additional thirty candidates (or part thereof).
15. Sufficient invigilators should be designated to cover all examinations
16. Under no circumstances whatsoever must the examination room be left unattended during any part of an examination.
17. The Academic Registrar should ensure arrangements are in place to designate one invigilator in each examination room as the Chief Invigilator, with overall responsibility for the conduct of the examination in a particular room.
18. Invigilators may not delegate their appointment. If an invigilator is unable to fulfil his or her duties because of circumstances beyond their control, they should notify the Academic Registrar, who should designate an alternative invigilator.
19. Students should not be permitted to enter an examination after it has started except with the permission of an invigilator, nor to hand in their scripts and leave within one hour of the end of the examination.
20. At the beginning of an examination the Chief Invigilator should remind students of the length of the examination, warn them that they may not talk to each other or look at each other's work during the examination and tell them when they may start. Students should be told how long remains at the end of each hour and 30 minutes and ten minutes before the end of the examination. When the Chief Invigilator announces the end of the examination, all writing must cease.
21. Any student needing to leave the examination room during an examination for an unavoidable reason with permission and with the intention of returning should be accompanied by an invigilator.
22. Invigilators have a responsibility to ensure that the examination for which they are appointed runs smoothly and is conducted in accordance with the *General Academic Regulations* and any specific institutional rules.
23. Talking among candidates or looking at each other's work will not be permitted in examinations and will be grounds for exclusion from the examination by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating.
24. The Chief Invigilator should collect all examination stationery, including question papers and list/lists of candidates, from the Registrar's Office not later than 30 minutes before the start of the examination and to ensure that an adequate supply is maintained throughout the examination.

25. Invigilators must arrive in the examination room at least 30 minutes before the planned start of the examination.
26. Invigilators should ensure that the examination room is suitably prepared. They should see that there are sufficient places for the number of candidates expected, that each place is provided with the materials, aids and equipment indicated on the rubric of the paper, and with an answer book where required.
27. The invigilators should ensure that the correct examination question papers are distributed to candidates before the examination starts and that each question paper is complete.
28. Candidates should be seated as directed by the invigilators and in accordance with the sitting arrangement provided by the Academic Registrar.
29. No food or drink is permitted in the examination room other than medicines on prescription and a small bottle of water where applicable;
30. If a candidate wishes to attract the invigilator's attention they should do so by raising a hand;
31. Candidates must not cause a disturbance of any sort;
32. If an alarm sounds, candidates must leave their scripts, collect their personal belongings, and evacuate the room quickly and quietly.
33. Except where specified in the Module Description, students may not bring into the examination room any books, papers, calculators with text facility or mobile telephones. If candidates report that they have inadvertently brought an unauthorised item to their desk, the invigilator should remove the item, make a report on the Examination Incident Form and report the full circumstances to the Academic Registrar. The candidates should be permitted to continue the examination.
34. In the event of a candidate becoming ill (or similar emergency), the Chief Invigilator should send immediately for the Health Personnel and submit a full report using the Examination Incident Form.

Ending the Examination

35. The Chief Invigilator should announce the end of the examination and instruct candidates to stop writing.
36. The Chief Invigilator should remind candidates that all work, including rough work, must be handed in and that no answer book, official stationery or equipment is to be removed from the examination room. Candidates should be reminded to complete the front of their script(s) (answer book(s)) and, if special loose sheets are used, to attach these to the completed scripts (answer book(s)).

37. Before dismissing the candidates the Chief Invigilator must ensure that all completed scripts are collected from each candidate who has signed the candidate list and check that the number of candidates agrees with the number of scripts collected.
38. Candidates should be reminded that they must remain seated and silent until all scripts have been collected and counted and until dismissed by the Chief Invigilator.

After the Candidates have Left

39. All scripts (completed answer books), list(s) of candidates and unused examination stationery are to be returned to the Office of the Academic Registrar immediately after the examination by the Chief Invigilator. If it is not possible to return completed examination scripts and unused stationery immediately to the Office of the Academic Registrar (e.g. after an evening examination) the Chief Invigilator should ensure that completed examination scripts, any unused scripts (answer book(s) and the Examination Incident Form are kept secure and returned to the Office at 08.30 hours the following morning.

Dealing with Emergency Interruptions to Examinations

40. An examination should be deemed not to have started provided that students have not yet been given the opportunity to read the examination question papers.
41. Where at the designated time of starting an examination, the building in which it was due to be held is closed as a result of an emergency building evacuation, the examination will normally start fifteen minutes after the building has been re-opened or in an alternative room.
42. It is the responsibility of the invigilators to remain in the vicinity of the building so that they may be the first people to (re)enter the building after the all-clear is given. It is the responsibility of the students to ensure that they are present at the time when the building is re-opened. No examination candidates should (re)enter the examination room until authorised to do so by the Chief Invigilator.
43. As soon as possible after the emergency is over, the Chief Invigilator will (re)enter the examination room.
44. Where an examination has been in process and it is disrupted because of an emergency then such an examination may be rescheduled
 1. When the disruption occurs before 75% of the time allocated has passed, the examination will be rescheduled.

2. When the interruption occurs after 75% or more of the time allocated has passed, the Dean, in consultation with appropriate colleagues and taking into account the nature of the paper, will decide either:

- a) To assess the candidates on the basis of the work available, if it is sufficient to allow an informed judgment to be made on the achievement of the learning outcomes; or
- b) To require that the examination be rescheduled.

45. The Academic Registrar, in consultation with the Dean, is responsible for communicating the decision to students within 48 hours of the interrupted examination, by means of a notice affixed to the students' notice boards, that the examination will not take place as scheduled. The Registrar will fix a new date, time and place and display the information on the students' notice board and forward the same to the Faculty concerned. It is the responsibility of the students to ascertain the revised schedule and to be present at the designated time and place for the examination