

RULES ON EXAMINATION MALPRACTICES AND IRREGULARITIES

1.0 Coursework Malpractice

Students of St. Augustine International University (SAIU) shall not be allowed to copy coursework from another or expose their coursework to others due to negligence. Any student found guilty of such offence shall attract the following penalties:

- 1) Caution and the coursework cancelled; and
- 2) Suspended from the University for one academic year.

1.1 In case of fraud where a student has:

- a) Handed in coursework not prepared by self (him/her);
- b) Plagiarises the work from another student;
- c) Bought the coursework from another student; and
- d) Changed the marks awarded on a coursework script and claim for correction.

1.2 Any student found guilty of Fraud shall be:

- 1) Caution and coursework cancelled;
- 2) Suspended from the University for one academic year; and
- 3) Dismissal from the University.

2.0 Examination Malpractice

2.1 It shall be a great offence for a student to:

- a) Enter the examination room without a valid identification;
- b) Enter the examination room half an hour later after the commencement of examination;
- c) Leave the examination room half an hour earlier after the commencement of examination unless it is an emergency and permission has been granted by the examination official;
- d) Discuss with another student in an examination room;
- e) Disrupt other students in examination room by making noise;
- f) Sneak out the examination answer booklets from the examination room;
- g) Ignore following the examination instructions; and
- h) Fight or assault or insult a fellow student in examination room or University Official conducting examination.

2.1 Any student found guilty of Examination Malpractice shall be:

- 1) Caution and that particular examination cancelled;
- 2) Suspended from the University for two academic years; and
- 3) Dismissed from the University.

3.0 Examination Cheating

3.1 It shall be an offence for a student to:

- a) Smuggle into an examination room any print or electronic material not required for examination purposes;
- b) Copy answer from another student;
- c) Use someone's words or ideas without acknowledgement;
- d) Present someone's work that has already been presented for assessment;
- e) Pass on the answer booklet to another student to aid copying; and
- f) Discuss and share print and electronic material with another student in an examination room.

3.2 Any student found guilty of cheating examinations shall be:

- 1) Caution and that particular examination cancelled;
- 2) Suspension from the University for two academic years; and
- 3) Dismissal from the University.

4.0 Examination Fraud

4.1 It shall be an offence for a student to:

- a) Smuggle into an examination room the already answered booklet;
- b) Replace already answered booklet outside the examination room with that submitted to the examiners.
- c) Change the examination marks awarded on the answer booklet and claim for correction;
- d) Impersonate another student;
- e) Hire someone else to sit examination for him/her;
- f) Forge for eligibility to sit the University examination;
- g) Sit for University examination without authority;
- h) Hand in the examination booklet to the examiner after the examination period had ended; and
- i) Access examination question paper before the examination is done.

4.2 Any student found guilty of Examination Fraud shall be:

- 1) Caution and that particular examination cancelled;
- 2) Suspended from the University for two academic years; and
- 3) Dismissal from the University.

5.0 Offences of Irregularities in Examination

5.1 It shall be an offence for any student to:

- a) Interfere with the investigations into the matter of examination irregularity;

- b) Intimidate the Committee members investigating examination irregularity or the witnesses;
- c) Destroy evidence on examination irregularity;
- d) Provide forge or false documents on examination irregularity;
- e) Use money or other materials to bribe the Committee members investigating examination irregularity or witnesses; and
- f) Intimidate the Committee members Investigating examination irregularity or the witnesses.

5.2 Any student found guilty of examination irregularity shall be:

- 1) Caution and that particular examination cancelled;
- 2) Suspended from the University for one academic year; and
- 3) Dismissal from the University.

6.0 Examination Malpractice

6.1 Any student suspected to be engaged into examination malpractice shall:

- 1) Be confronted by the examination authority;
- 2) Be searched for any unauthorized examination materials to be used as exhibits;
- 3) Record statements from the suspect and the witnesses; and
- 4) Be allowed to continue with the examination until he/she is proved guilty and appropriate action taken.

7.0 Natural Justice

In the handling examination irregularities and malpractices, the Committee shall:

- 1) Give equal and fair treatment to affected students;
- 2) Give opportunity for a student to enter a plea to prove whether guilty or not;
- 3) Be heard by appearing before the Committee in person and defend him/her self; and
- 4) Not allow staff to sit in judgment of their own cause.

8.0 Preparation for Hearing of Examination Irregularities and Malpractices

- 1) The examination official should lodge a formal written report about the alleged examination malpractice and or irregularity to Chairperson of the Committee;
- 2) The examination official should avail the Committee with any unauthorized examination materials found on the student as an exhibit;
- 3) The alleged student shall be informed in writing by the Chairperson of the Committee;
- 4) The alleged student shall be given opportunity to respond to the letter of the Chairperson of the Committee;
- 5) The alleged student shall be invited to appear in person before the Committee to defend him or her self;

- 6) The alleged student shall be given opportunity to appear before the Committee three (3) times and failure to do so will lead to suspension from the University indefinitely;

8.1 Actual Hearing of Examination Irregularities and Malpractices

- 1) There must be a Committee consisting of such members not exceeding five to handle hearing of examination irregularities and malpractices;
- 2) The Committee shall have a Chairperson elected by the members from amongst themselves;
- 3) The quorum of the Committee shall be three quarter of the members;
- 4) A member of the Committee shall not be allowed to pass judgment on their own case;
- 5) The alleged student shall appear before the Committee in person together with the examination official lodging the allegation;
- 6) The Committee shall bring to the attention of the alleged student the offence committed drawing his/her attention to the University rules on examination irregularities and malpractices;
- 7) The alleged student shall be given opportunity to respond to the allegation against him/her;
- 8) If the response is affirmative, a plea of guilty shall be recorded by the Committee;
- 9) The examination official shall then provide the Committee with unauthorized examination materials found on the student and the report on the allegation;
- 10) The alleged student shall be given opportunity to respond to the allegation by either accepting or denying the evidence and given a chance to cross examine the examination officer alleging him/her;
- 11) When the fact presented by the examination officer are found not to be adequate to pin down the alleged student, then he/she shall not be guilty of the offence;
- 12) The alleged student shall be allowed to present the fact about the matter, bring in the witnesses to defend him/her and the Committee shall take appropriate action;
- 13) The Committee deliberation shall then be done in the absence of the alleged student and the examination officer and come up with the final position and appropriate punishment;
- 14) The report of the proceedings shall be presented to the Senate Committee on Examinations clearly stating the action taken by the investigating Committee;

8.2 Nature of Evidence on Examination Irregularities and Malpractices

- 1) The evidence to be presented before the Committee shall be inform of:
 - a) unauthorized examination materials found on the alleged student;
 - b) submission by the eyewitnesses; and
 - c) alleged student running away when the examination officer approach him/her.

- 2) No evidence shall be considered by the Committee without proof other wise such evidence shall be regarded as hearsay; and
- 3) After the submission of the evidence, the Committee can make their final decision basing on the strength of the evidence.

8.3 Post Hearing of Examination Irregularities and Malpractices

- 1) The Committee shall make their decision on the same day of hearing;
- 2) The facts on the matter shall be supported with evidence to help the Committee members make an informed decision on the allegation;
- 3) The Committee decision and recommendations shall be presented to the Senate Committee on Examinations for adaption;
- 4) The alleged student shall be informed of the decision taken in writing; and
- 5) The alleged student may appeal in case he/she feels that the decision taken was unfair.

8.4 Procedures of Appeal on Examination Irregularities and Malpractices

- 1) When the alleged student feels dissatisfied with the decision made by the Committee, he/she may appeal to the Senate Committee on Examinations within 30 working days after the communication;
- 2) The appeal shall be addressed to the Academic Registrar copied to other respective University authority stating clearly the ground of appeal;
- 3) The Academic Registrar shall acknowledge the receipt of the appeal and forward it to the Senate Committee on Examinations for action;
- 4) The Senate Committee on Examinations in preparation to hear the appeal shall notify the student and the Committee that made the decision the date of hearing;
- 5) The Senate Committee on Examinations shall hear the student appeal to logical conclusion by giving the opportunity to the student to be heard and the Committee that made decision to respond
- 6) The student appealing may be allowed to provide additional evidence to support his/her case or call for additional witnesses to be cross examined;
- 7) The investigating Committee may also be allowed to provide additional evidence or witnesses to be cross examined;
- 8) After the hearing has been done with submissions of additional evidences and witnesses cross examined from both parties, the Senate Committee on Examinations shall deliberate on the matter preferably on the same day in the absence of the student and investigating Committee and make their final decision on the appeal;
- 9) The Senate Committee on Examinations may accept or reject the decision and recommendations of the investigating Committee and make their independent judgment on the matter.