



# **MADUKA UNIVERSITY, EKWEGBE**

## **STUDENTS EXAMANATIONS AND HONOUR CODE**



Examinations have remained critical in academic and professional circles. Maduka University lays emphasis on the sanctity of the examination processes. This section presents the regulations governing all examinations in the university. This is to avoid those pitfalls that have tended to erode public confidence in university degrees. Students are admonished to study well, attend lectures and cultivate the habit of personal reading and studying. All students should observe the regulations, as ignorance to them shall not be taken as an excuse.

## **Admission to Examinations**

Only students who have been duly admitted, registered, certified for all fees, and matriculated with shall be allowed to take examinations. Every student shall also sign the University Honour Code. In addition:

- Every student must have a minimum of 75% physical attendance in the course selected, before being allowed to take their examinations. Each lecturer keeps a class attendance register for courses taught. Any student who fails to meet the 75% lecture attendance in any course, would be deemed to have failed the course,
- Students who are serving any disciplinary action will not be allowed to retake any examination already written during the course of serving such penalties, except as decided at the discretion of University Management. Such examinations will be carried over to the next academic session by such student(s).

## **Use of Assigned Seats by Students**

The invigilators shall assign seats to candidates. A candidate shall neither choose a seat for himself/herself, nor refuse a seat assigned to him/her by the invigilator.

## **Dress Code During Examinations**

Students must comply with the dress code regulations during examinations, including hanging their current identity cards.

## **Punctuality During Examinations**

Students are expected to report at the Examination Hall, at least, 30 minutes before the commencement of the examination. Students who report late to the examination hall may be admitted at the discretion of the Chief Invigilator, but no student shall be admitted 30 minutes after the commencement of the examination.

## **Visiting the Conveniences During Examinations**

No student is allowed to leave the examination hall with the intention of returning, except to visit the conveniences. An appropriate examination attendance will accompany such a student.

## **Unauthorised Communication during Examination**

Students must maintain utmost silence during examinations. No student is allowed to communicate with any other student during examinations. Students who need clarification are advised to raise their hands to draw the attention of the invigilator.

## **Personal Requirements**

Students are expected to go into examination halls with their pens, erasers, rulers, pencils and any other materials that are permitted. No borrowing of any material is allowed during examinations. Students are not allowed to bring in papers, books, or bags into the examination hall. However, where a course requires the use of tables, graphs, etc., the University shall supply these during examinations.

Also, scientific calculators, organisers, etc., are not allowed during examinations unless specifically permitted by the course lecturers. Students are advised to search themselves before entering the examination halls.

## **Use of Wrong Matriculation Number.**

It is unlawful to sign in with a wrong matriculation number; hence, it is important for students to memorise their matriculation numbers.

## **Use of Scrap Paper**

The use of scrap paper is not permitted in the examination hall. Students are advised to do rough examination work on their answer

booklet(s). Similarly, no rough work is permitted on the question paper, the desk, the student's palm, handkerchief or anywhere else.

### **Legible and Neat Writing.**

Students are advised to write neatly and legibly.

### **Filling of Examination Answer Booklets**

Students are advised to ensure that the necessary documentation and instructions are followed before submitting their answer scripts to the invigilator.

### **Possession of Used or Unused Scripts**

Students are not allowed to take away any used or unused script from the examination hall as it constitutes gross violation of Examination conduct. Such student will be made to face the Students Disciplinary Committee (SDC). This is viewed as unauthorized access to Examination material.

### **Submission of examination Scripts**

No student is allowed to leave the examination hall without handing over the examination script to the invigilator. On handing over the script, the student must ensure that he/she sign out on the attendance register. However, students are not permitted to leave the examination hall without the permission of the invigilator, who may wish to reconcile the number of scripts with number of students present in the hall.

### **Processing of Visa and Sitting for Professional Examination**

No student would be given permission to go out of campus to process his/her visa or attend any professional examination during the mid-semester or end-of-semester examinations.

While not against students' participation in professional examinations, the university may not be directly involved in students' participation in such examinations.

Students are to note that all academic activities have priority over and above any professional examination/programme. Thus, students are strongly advised to schedule their professional examination/programme during vacation periods.

However, where students are interested in any of the professional programmes, they should ensure that the timing does not conflict with their basic academic activities.

The university would not organise any make-up examination/test for students who miss their examinations as a result of external examination/programme.

Since the academic curriculum remains the major focus of the university, permissions to attend to issues that may arise on the platform of the requirement of professional examinations, which may come in the course of the academic session, can only be granted by the Management of the University.

## **EXAMINATION MISCONDUCT**

Students are admonished not to be involved in any form of examination misconduct, as cheating of any kind during examinations is strictly prohibited. Any action by student, which prejudices the integrity and sanctity of the University examinations, shall be considered to be examination misconduct, punishable by appropriate disciplinary action. This section summarises what constitutes examination misconduct. Examination misconduct not covered in this section shall be appropriately addressed by the Student Disciplinary Committee.

### **Impersonation.**

Entering into agreement with another student or any other person to undertake examination, test, laboratory work or other assignments on behalf of a student.

### **Plagiarism**

Plagiarism is the act of presenting the ideas or works of another as one's own without due acknowledgement. The acknowledgement of sources of information is the accepted academic behaviour.

### **Unorthodox Means**

Obtaining by any improper means examination papers and using such materials or distributing them to other students.

### **Falsification of Academic Record for Admission**

Falsifying academic records or submitting false credentials and documents for purposes of gaining admission into the university or for any other academic purpose.

### **False Medical Certificate**

Submission of a false medical certificate, or obtaining such a certificate under false pretences for examinations or any other academic purpose.

### **Re-submission of Used Materials**

Submitting an essay, report or assignment to satisfy some, or all of the requirement of a course, when that essay, report or assignment has been previously or is current being submitted for another course whether in this university or any other institution.

### **Disruption and Harassment**

Behaving in a manner which infringes the orderly conduct of an examination.

### **Anti-safety Behaviour**

Violation of safety-regulation in the workshop, studio room or laboratory.

### **Unauthorised Communication**

Engaging in any unauthorized communication (oral, written or sign) during examinations.

### **Influencing/Attempting to Influence an Examination Official**

Influencing or attempting to influence any examination official with a view to gaining an advantage in marks or soliciting marks from the examiners.

### **Writing on Unauthorised Materials**

Writing on any unauthorized paper or material(s) during an examination.

### **Unauthorised Change of Seating position**

Changing assigned seating position in the examination hall without the permission of the invigilator.

### **Possession of Unauthorised Written Materials**

Possession of written or photocopies of relevant notes written on any part of the body, clothing, instruments such as set square, slide rules, rulers, calculators, etc., or having notes written on chairs, tables, desks, neck ties or drawing boards during examinations.

### **Copying from Unauthorised Materials**

Copying from any book or note on to any part of clothing, body, table, desk or instruments like set square, slide rule, protractors, calculators etc.

### **Consulting Recommended Books or Lecture Notes**

Consulting lecture notes or recommended textbooks in any format including digital or electronic during examinations.

### **Passing Unauthorised Materials to Others**

Passing any unauthorised material to another student during examinations.

### **Receiving Unauthorised Help from others During Examinations**

Receiving or giving help to another student.

### **Aiding and Abetting Others to Copy**

Aiding and abetting any other student to copy from you or any other unauthorized material.

### **Destruction of Unauthorised Materials**

Destruction of any unauthorized note or paper found on a student during an examination or refusal to hand over same.

### **Disobeying Examination Instructions**

Disobeying instructions from examination officials. This includes writing before the start of examination or after the call for students to stop writing in an examination.

### **Refusal to Complete Misconduct Form**

Refusal to complete examination misconduct form.

### **Illegal Possession of Examination Materials**

Illegal possession of any materials relevant to an examination.

### **Making Prior Arrangements for Help**

Making any prior arrangement to obtaining help in connection with the examination.



### **Smuggling of Answer Scripts**

Smuggling, in or out of the examination hall, any answer script or continuation sheet or any question paper not meant to be taken out of the examination hall.

### **Attacking Invigilator(s) or Lecturer(s)**

Attacking an invigilator or any examination official in or out of the examination hall or exhibiting an unruly behaviour towards the Invigilator or Examination Official.

### **Failure to Return Examination Booklets**

Failure to return examination booklets after examinations constitutes examination misconduct.