



UNIVERSITY OF HEALTH AND ALLIED SCIENCES

ACADEMIC AFFAIRS DIRECTORATE

TEACHING AND EXAMINATIONS UNIT

EXAMINATION REGULATIONS AND POLICY

Candidates are reminded to read and observe the following **Regulations** during the forthcoming Examinations:

1. The Examinations will take place in Lecture Theaters/Rooms and designated Laboratories indicated on the Time Table or approved by the University. It shall be the duty of the candidate to consult the Time Table and ascertain the papers to be written each day and make himself/herself available at the designated place at least **30 minutes** before the start of the Examinations.
2. A candidate may be refused admission to a University Examination if he/she reports for the Examination **more than 15 minutes** after the commencement of the paper.
3. A candidate who completes an examination ahead of the prescribed time may leave the Examination Room after surrendering his or her answer booklets, but not earlier than thirty minutes from the commencement of the examination. The candidate shall not be allowed to return to the Examination Room.
4. (i) At the end of each examination, candidates should ensure that they do not take away any answer booklets, whether used or unused, from the Hall.
(ii) Chief Invigilators reserve the right to retain other materials used by the candidates after they have left the Hall, including question papers.
5. Candidates should not in any way mutilate or interfere with the stapling or material integrity of the answer books. Any complaints about the answer booklets should be brought to the attention of the Invigilator.

6. A candidate for a University Examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.
7. A candidate shall not be admitted to a University Examination if he or she:
 - a. has not been entered for that particular paper;
 - b. has audited the course for which the examination has been set;
 - c. owes fees to the University or its Hostels;
 - d. is under suspension or has been dismissed from the University.
8. (i) It shall be each candidate's individual responsibility to provide functional and adequate writing implements and equipment, including pen, pencil, calculator, straight-edge, compass, correction fluid, and an eraser as needed. Borrowing of materials listed above **WILL NOT BE ALLOWED.**
 - (ii) Pre-programmed or programmable calculators are strictly prohibited. Use or custody of unauthorised equipment or mobile phones is sanctionable as an academic offence.
 - (iii) It is the candidate's responsibility to ensure that the correct question paper has been provided, along with other materials needed for the examination, and to verify that the copy of the question paper(s) provided is complete, legible, and satisfactory in every respect before the call to start work.
9. A candidate **SHALL NOT** bring to the Examination Centre or to the wash-room of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper, written or digitalised information or cellular/mobile phones or other unauthorised material. No such material shall be deposited at the entrance to the Examination Room or in the wash-room or in the immediate vicinity of the Examination Centre.
 - a. **No candidate shall enter the Examination Room until he/she is invited or called and/or requested to enter the Examination Room by the Invigilation staff.**
 - b. Any candidate who is seen with lecture notes or books or pamphlets or cellular/mobile phone or any unauthorised calculator or material in the Examination Centre or in the immediate vicinity of the Examination Centre before the commencement of the

examination shall be deemed to have committed an academic offence, and shall be banned from the examination and awarded a grade X.

- c. A candidate shall uphold the highest standard of civility and courtesy in a UHAS examination centre. A candidate who flouts the instruction(s) of a Chief Invigilator or Invigilator or who demonstrates misconduct in any manner to an examination official at an examination centre, thereby commits an academic offence and may be liable to allegations of further civil or criminal violations. Such a candidate shall be banned from the examination venue and awarded a grade X.
- d. A candidate who is suspected of hiding unauthorised material on his or her person may be asked by the Invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct. It is also an offence to destroy or to attempt any tampering with evidence of unauthorised material. Candidates may leave the examination rooms temporarily (to the washroom), but only with the permission of the Chief Invigilator and accompanied by an Invigilation Assistant. In such cases, the Invigilator will be required to certify that the candidate does not carry on himself/herself any unauthorised material back to the examination room.

10. No communication between candidates is permitted in the examination hall.

- (i) Candidates shall not pass or attempt to pass any information or instrument to each other during an examination.
- (ii) Candidates shall not copy or attempt to copy from each other, nor aid and assist in such copying attempts.
- (iii) A candidate shall not disturb or distract any other candidate during an examination.
- (iv) Candidates may attract the attention of an Invigilator by raising their hands.

11. Smoking or drinking of alcoholic beverages is not allowed in the Examination Room.

12. **Under no circumstance should a candidate write his/her name on any part of the answer booklet provided.**

13. Candidates are required to use **ONLY** their **Index Numbers** throughout the examination period. **Unless** otherwise instructed. Candidates are to locate and be seated according to their index numbers for all written papers.

14. For the purposes of identification by the Chief Invigilator or assisting Invigilator(s), an examination candidate shall carry a valid **STUDENT IDENTITY CARD**, which shall be placed on the examination table and shall remain available for inspection throughout the examination exercise.
15. The Chief Invigilator presiding at an Examination Centre shall reserve the right to refuse entry or to expel any candidate who is without a valid identity card and who is unable or who refuses to present the card upon request.
16. A candidate who tries to conceal his or her identity by willfully writing the wrong index number on the answer booklet as against the one signed on the Examination Attendance Sheet commits an academic offence.
17. A candidate who signs the Attendance Sheet and fails to submit a paper, or submits an unidentified or defaced paper, commits an academic offence. A candidate who willfully or negligently writes an illegible ID number, or an incorrect ID number on the front or anywhere throughout the answer booklet(s) submitted for assessment and marking, commits an academic offence.
18. Candidates who have misplaced their student identity cards should seek for clearance from the Students Affairs Office before the start of Examinations period.
19. Candidates should carefully read instructions on both the answer booklet and the question papers before attempting any question.
20. Candidates **SHOULD NOT** in any way remove any sheet(s) from the answer booklets. Any complaints about the answer booklets should be brought to the attention of the Chief Invigilator.

21. There should not be any verbal or written communication nor gesturing between students in the examination hall. **Any irregular conduct on the part of a candidate may result in the cancellation of his/her examination paper, suspension or expulsion from the University.**
22. Candidates are to **STOP** writing as soon as the “**Stop Work**” order is given. Candidates are to remain seated and wait for their answer booklets to be collected by the Invigilators before leaving the examination room. Candidates have a personal responsibility for ensuring that their answer booklets are collected by Invigilators/Invigilation Assistants.
23. At the end of each examination, candidates should ensure that they do not take away any answer booklets or supplementary sheets whether used or unused from the Examination Hall.
24. A candidate who fails to be present at an examination without any satisfactory reason and without prior written permission of the Registrar shall be awarded a grade X. The award of grade X in a required paper means failure in that paper. The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:
- a. **misreading the Time Table**
 - b. **forgetting or remaining ignorant of the correct date and time of an examination**
 - c. **inability to locate the examination venue in sufficient time to be seated**
 - d. **inability to rouse oneself from sleep in time for the examination**
 - e. **failure to find transport**
 - f. **pregnancy**
 - g. **attending to funerals**
 - h. **religious orientation**
25. A breach of any of the foregoing regulations made for the conduct of University Examinations may attract one or more of the following sanctions and any other sanction in the Statutes of the University:
- (i) a reprimand

- (ii) loss of marks
- (iii) cancellation of a paper (in which case zero shall be substituted for the mark earned)
- (iv) withholding of results for a period of time
- (v) award of grade X or Z

26. Further to number 25, a grade Z leading to failure in the semester's examination, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination be it in a Principal Subject or an Ancillary or any other paper. Further sanctions may include:

- (i) being barred from a University Examination for a stated period
- (ii) being barred from a University Examination indefinitely
- (iii) suspension from the University
- (iv) expulsion from the University

27. Any candidate, who fails to attend any part of an examination **EXCEPT** on medical grounds, shall have failed that examination.

ANY OF THE FOLLOWING SHALL CONSTITUTE AN EXAMINATION MALPRACTICE OR OFFENCE

Examination offences shall be understood to include any attempt on the part of a candidate to gain an unfair advantage, and any breach of the Examination Regulations and Instructions to candidates including but not limited to:

- (i) refusal on the part of a candidate to occupy an assigned place in an Examination Room,
- (ii) any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination,
- (iii) Smoking or imbibing any illegal substance,
- (iv) leaving an Examination Room without permission of the Invigilator, or
- (v) refusal to follow instructions
- (vi) attempting to bully or threaten or manipulate Invigilation personnel

- (vii) attempting to misrepresent candidate's identification on exam materials
- (viii) copying from prepared notes or scripts from a colleague
- (ix) positioning script(s) or booklet(s) at a vantage point to enable a friend cheat
- (x) if found with notes on the body or in clothes.
- (xi) tampering with answer booklets in an attempt to cheat.
- (xii) craning or looking over one's shoulders in order to cheat
- (xiii) exchanging question papers
- (xiv) challenging or struggling with Chief Invigilators/Invigilation Assistants in the Examination Room
- (xv) destroying materials suspected to help in establishing cases of examination malpractice
- (xvi) disturbing or distracting other candidates during an examination (whispering, dragging furniture deliberately, etc)
- (xvii) impersonation
- (xviii) writing after "Stop Work" has been announced
- (xix) writing on the question paper
- (xx) A candidate SHALL NOT bring to the Examination Centre or to the wash-room of the Examination Centre or in the immediate vicinity of the Examination Centre any book, paper, written or digitalized information or cellular/mobile phones or other unauthorized material. No such material shall be deposited at the entrance to the Examination Room or in the wash-room or in the immediate vicinity of the Examination Centre.

NOTICE OF FORTHCOMING EXAMINATIONS

1. The End-of-Second Semester Examinations for the 2016/2017 Academic year have been scheduled to take place from **Tuesday, 2nd May, 2017 to Tuesday, 16th May, 2017.**
2. The Sandwich Programme Supplementary Examinations for 2016/2017 Academic year have been scheduled to take place from **Thursday, 18th May, 2017 to Sunday, 21st May, 2017. (To be confirmed)**
3. **Access Course and Sandwich Programme Examinations** for 2016/2017 Academic year have been scheduled to take place between the periods of July and August, 2017. (**To be confirmed**)
4. The Supplementary Examinations for Regular Students for 2016/2017 Academic year have been scheduled to take place in the month of August, 2017. (**To be confirmed**)

SUPPLEMENTARY EXAMINATION REGISTRATION PROCESS (SANDWICH PROGRAMME)

Supplementary Examination has been scheduled to take place from **Thursday, 18th May, 2017 to Sunday, 21st May, 2017. (To be confirmed)**

REGISTRATION PROCESS:

1. Registration starts on Tuesday, **16th May, 2017 to Wednesday, 17th May, 2017**
2. Examinations start on Thursday, **18th May, 2017 to Sunday, 21st May, 2017.**
3. Payment of Registration Fees (GHS 40 per failed paper)
4. Pay into **GCB Account** HO Branch: **5011130016925**
5. Pick Registration form from your School/Department and register course(s) for the examination
6. Take a copy of the pay-in-slip to the Directorate of Finance for clearance and authentication.
7. Bring a copy of the authenticated pay-in-slip to Academic Affairs Directorate (AAD) for Registration
8. Students in School of Public Health should register at Hohoe Campus
9. Keep a copy of the registration form, send a copy to your Department/School, Student Affairs Unit and AAD.

FOR MORE INFORMATION, CALL 0203778289/ 0362196501