



**PENTECOST
UNIVERSITY**

STUDENTS' EXAMINATION GUIDE

APRIL 2021



PENTECOST UNIVERSITY

ACADEMIC AFFAIRS SECTION

EXAMINATION REGULATIONS

A. HIGHLIGHTS OF GENERAL RULES AND REGULATIONS

Examinations are compulsory for all students. Students must read and strictly observe the examination regulations. Failure to comply, with these regulations, you may become liable to disciplinary action, pursuant to the University Examination Regulations.

The following regulations apply to all students:

1. You are required to adhere at all times to the examination regulations. If you are found to be in breach of any of these regulations, you may become liable to disciplinary action, which could result in your suspension or dismissal.
2. Any behaviour deemed violent by the Chief Invigilator in the examination hall will result to your removal from the Examination Hall.
3. You are required to comply in all respect with any instructions issued by the Chief Invigilators/Invigilators before, during and at the end of the examination. If you fail to comply with such instructions, you may face disciplinary action. Note that, the Chief Invigilators/Invigilators are obliged to report any cases of irregularity or improper conduct. They are also empowered to discontinue your examination if you are suspected of misconduct and to also exclude you from the examination hall.
4. You may not attempt to deceive the Invigilators, by giving false or misleading information.
5. You are not permitted during the examination to possess, use or attempt to use any notes, books or other written materials except those expressly permitted.
6. You are not permitted to use a dictionary or an electronic translator of any kind on or electronic communication device, camera, any item with smart technology functionality or mobile phones. These are regarded as 'unauthorised items' and are taken into the examination hall at your own risk.
7. If a student is caught with an 'unauthorised items', it will be assumed that you intended to use the 'unauthorised items' to gain an unfair advantage in the examination. In any subsequent disciplinary proceedings, you will have to prove that you did not intend to use the 'unauthorised items' to gain an unfair advantage in the examination.
8. If you fail to disclose any 'unauthorised materials' and the Invigilator reasonably suspect you to have in your possession, it will be assumed the 'unauthorised materials' are relevant to the course outline being examined and that you will liable to disciplinary action.
9. You are not allowed to enter the examination hall with a weapon (even if you are a licensed weapon holder). If you are found to have a weapon in your possession you will be excluded from the examination without any compensation.



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10. You may not engage in any improper conduct intended to assist you in your examination attempt or provide any improper assistance to any other students in their examination attempt.
11. **Giraffing is prohibited**
12. You must not copy, photograph or reproduce in any manner examination questions. You are also strictly prohibited from distributing or seeking to exploit for commercial gain unauthorised copies of examination questions.

B. BEFORE THE EXAMINATION

1. WHAT STUDENTS NEED TO KNOW BEFORE THE EXAMINATION DAY

- Ensure you check your timetable carefully. It is the responsibility of students to ensure they know the correct date, time and venues for all their examinations.
- Only students who have attended lectures, participated in all course work are eligible to write end-of-semester/trimester examination.
- Only students who have fully paid their fees would be allowed to write the examination.
- Students who have registered but have not finished paying their fees would not be allowed to write the examination. Such students are required to settle their indebtedness before the start of the examination.
- Students who are not able to make full payment before the start of the examination can make payment **one hour** before the start of the examination either through **Bank or PU Mobile Money Account. Note that if payment is made 30 minutes after the start of the examination, you will not be allowed entry to the examination hall.**
- Accounts Office will confirm payment and such students will be accompanied to the examination hall by the Accounts Officer **before the start of the examination.**
- No Interpay Slip and notes from Key Officers and Accounts Office would be issued to any student.
- **Only students** with **Students Identification Card** will be allowed entry to the examination hall. Students who have misplaced their students' ID card are required to contact the **Students Support Services for replacement at a fee** before the start of the examination.
- Students are required to check their seat number on the seating chart in front of the examination hall and show their students' ID card to the Invigilators for verification before entry to the examination hall.
- Students will be allowed entry to the examination hall with their examination logistics such as Pen, Pencil, Ruler, Eraser, Mathematical Set, Non-Programmable Calculator, Bottle Water (all labels removed) and their student's ID card.
- Check-in time starts **one hour before the start of every paper** (for example, if the paper starts at 9:00 am, the check-in starts at 8:00 am).



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2. NON-SITTING/FAILURE TO SIT FOR AN EXAMINATION

- i. Any student who fails to sit for an examination, except under extenuating circumstance i.e. medical grounds, bereavement etc., shall be deemed to have failed that examination.
- ii. The following shall not be accepted as reasons for being absent from sitting any examination paper during a University examination:
 - Mis-reading the timetable
 - Forgetting the date or time of examination
 - Over-sleeping
 - Failing to find transportation
 - Inability to locate the examination hall
 - Inclement (stormy, rainy or bad) Weather

3. EXAMINATION DAY

- You are required to arrive at the examination venue **one hour** before the examination start time. Students who arrive 30 minutes after the start time of the examination may still attempt the examination, but will not be granted extra time. Students who arrive after this time will not be permitted to sit the examination.
- Students are not permitted to send any other materials (books, notes, dictionaries etc.) to the examination hall, even if they are not related to the examination paper(s). The only exception is for students sitting a Case Study examination where additional materials are permitted as specified on the examination question paper.
- You are not permitted to leave your desk or the examination hall if question papers have been distributed.
- If you are required to leave the examination hall for a short period at any time, you will be escorted by an invigilator.
- You must leave all personal belongings such as bags, mobile phones, books, dictionaries, revision notes or written material of any kind at the Students Support Services or in an area designated by the Chief Invigilators. These items should not, under any circumstances, be left near the examination Hall. The University is not responsible for the theft, loss or damage to, any valuables or unauthorised items left in the examination hall.
- Calculators must be visible on your desk so that invigilators can inspect them.
- Remember to take your student ID card. This will be checked during the examination to confirm your identity. If your identity cannot be confirmed, you may not be allowed entry to the examination hall. Note that any other form of national IDs, such as passport, driving licence, national identity card will not be permitted.
- The University does not prescribe a dress code for its examinations. However, you should dress for your examination(s) in a manner that will not offend your fellow students.



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- Before, during and after your examination, you must not behave in a manner that will distract your fellow students. Inappropriate behaviour will be reported by the Chief Invigilator.
- Examination conditions apply as soon as students enter the examination hall.

3.1 Permitted Examination Materials

- Student Identification Card
- Rulers, pens, pencils and an eraser
- Mathematical Set
- A small bottle of water or soft drink, all labels removed. No other drinks or food are permitted
- Scientific calculators, including those with basic programming functions and those with standard memory functions

3.2 Non-Permitted Examination Materials

- Calculator functions on watches or mobile phones
- Personal organisers
- Calculators with alpha-numeric keyboards (an alphanumeric display of stored data – including text- equations or alphanumeric formulae)
 - Those that allow text to be saved in their memory
 - Those that are programmable from other sources by detachable modules, barcodes, tapes or cards
 - Those that feature graphical displays
 - Those that make a noise, Checklists and Memo Pads
 - Those with symbolic algebraic capability.

Note: Students are not allowed to use their calculator instruction booklet during the examination. It is the students' responsibility to check the functionality of their calculator before using it in the examination hall.

3.3 Checking Students

- Check-in time start **one hour** before the start of every paper
- All students must be subjected to a thorough body search. Female students will be searched by female Invigilators while male students are also searched by male invigilators.
- Students must have their student identification card and any materials required for the examination e.g. pen, pencil, ruler, eraser, mathematical set, calculator before they enter the examination hall.
- Your students' ID card will be checked with the seating chart provided to verify whether you are eligible to write the examination.



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- You are required to be seated at least **30 minutes** before the start of the examination.
- You must ensure that you are sitting at the correct desk number indicated on the seating chart. Note that if you do not sit at the correct desk your answer booklet(s) may be rendered invalid.
- The doors to the examination hall will be closed **30 minutes** after the start of the examination. You will not be allowed to enter the examination hall after this time unless you have the permission of the Chief Invigilator

4. BEFORE THE START OF THE EXAMINATION

4.1 Announcements to Students by the Chief Invigilator

Students when seated at the examination hall are required to take note of the following announcements by the Chief Invigilator:

- You are now under examination conditions and you must not communicate in any way with another student or bring any items out of the examination hall. If you wish to speak to an Invigilator at any point, raise your hand and wait for them to come to your desk.
- If you wish to visit the washroom during the examination, raise your hand and wait for an invigilator to accompany you.
- All personal belongings should have been placed in the area indicated, away from the examination hall.
- Any examination logistics brought to the examination hall must be left on your desk in view of the Invigilators.
- Mobile phones must be switched off and should be left in your bag, or away from the examination hall.
- Mobile phones must not be used as a calculator.
- You must not have any notes or other written materials at your desk. If you are still in possession of unauthorised materials, raise your hand and an Invigilator will come and take them from you.
- Do not remove or use the answer booklet for personal work. Examination booklets are only intended for the writing of examinations by students.
- Any student found to have any unauthorised materials with them once the examination has started will be treated as examination malpractice.
- Make sure that you have your Student Identification Card on your desk for the invigilators to check.
- Question papers are being distributed, check the front of the question paper to make sure that you have the correct paper. Do not start work until the examination has begun.
- Complete the front page of your answer booklet. Remember to include your student number.
- Do not leave the examination hall without prior permission from the Chief Invigilator.



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C. DURING EXAMINATION

1. Question Paper and Answer Booklet

- You must ensure that you have been given the correct question paper. It is the student's responsibility to ensure they have been given the correct question paper. Raise your hand to inform the Invigilator immediately if you believe you have been given a question paper for a different course.
- You must not open your question paper or start writing in your answer booklet until you are instructed to do so by the Chief Invigilator.
- When instructed by the Chief Invigilator you must complete the following details on the front page of your answer booklet in black or blue ballpoint pen:
 - Your Student Number/Programme/School
 - Course Code/Course Title
 - Date/Time/Venue of the Examination

2. Reading Time

Before the three or two hours' examination time begins for all examination papers, 10 minutes of reading time is allowed. During the 10 minutes, **you are not allowed** to make notes, highlight your question paper, write in your answer book or use your calculator.

3. Conduct During the Examination

1. Your answers must be written in the answer booklet in blue or black pen only. This includes answers to the objective questions unless otherwise. Rough work and calculations must be written in the answer booklet, but maybe crossed out if they do not form part of the answer that you wish the Examiner (Lecturer) to consider.
2. You may use a pencil to draw diagrams or graphs.
3. Begin the answer to each question on a new page and write the question number at the top of the page. You must indicate where a question is continued later in the answer booklet
4. You are not permitted to remove either your answer booklet(s) or your question paper from the examination hall. All students answer booklets remain the property of the University. Answer booklets that have been removed from the examination hall will be cancelled.
5. An additional paper will be provided by the Invigilator if you have used all pages of the answer booklet.
6. Supplementary answer booklet will only be handed out when you have completed your initial answer booklet. You must ensure that the supplementary answer booklet and pieces of graph paper are fastened together before collection at the end of the examination.



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7. Do not write any personal communications to the Examiner (Lecturer) in your answer booklet. Any such communication, particularly where it contains ill-mannered or threatening language will be reported to the Registrar for disciplinary action.
8. If you wish to speak to the Invigilator, raise your hand and wait for them to attend to you. Do not call out or leave your desk.
9. You must not ask for any answers to the questions from the Invigilators.
10. You must not communicate with any other person during the examination, except the Invigilator. Do not disturb other students, or attempt to borrow any items from them.
11. Any attempt to communicate or collude with, copy from, or disrupt in any other way will be deemed as malpractice and will result in disciplinary action.
12. If you wish to use the washroom, raise your hand to attract the attention of the Invigilator. An Invigilator will escort you to the washroom. No extra time is allowed for washroom visits. Students are required to turn out their pockets before and after any washroom visit.
13. Eating is not permitted in the examination hall unless for medical reasons.
14. If you finished writing and wish to leave the examination hall may do so once the examination has been in progress for more than one hour, and with the permission of the Chief Invigilator. Please hand your answer booklet and question paper to the Invigilator, and do not disturb other students whilst leaving the examination hall. You will not be permitted to re-enter the examination hall.
18. Any student who leaves the examination hall without supervision will not be allowed to return to the examination hall.
19. In the event of a fire alarm or other emergency requiring evacuation, the Chief Invigilator will instruct students to leave all materials on the desk, leave the examination hall in an orderly manner, and assemble at the designated point outside the examination hall.

4. Disruptive Conduct During Examinations

Disruptive conduct during examinations will not be permitted. The Chief Invigilator has the right to terminate the examination of any student whose behaviour is disruptive and to have the student escorted from the examination hall. In such cases, a full report will be made to the Dean of Faculty for onward submission to the Registrar for disciplinary action.

5. Examination Misconduct

5.1 Examination Malpractice

Incidents, where a student is in breach of the Examination Regulations, are known as examination malpractice. Examples of malpractice may include:

- Misuse of examination material
- Behaving in such a way as to undermine the integrity of the examination
- Assaulting Invigilator(s)



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- Failing to abide by the instructions of an Invigilator concerning the examination regulations
- Breaching the security of an examination
- Disruptive behaviour in the examination hall (including the use of offensive language)
- Introduction of unauthorised material into the examination hall, for example, notes, textbooks, study materials, own blank paper, programmable calculators or materials, smart programmable watch, mobile phones (when prohibited).
- Writing on your clothes and/or any other part of the body.
- Destroying materials suspected to help in establishing cases of examination malpractice.
- Exchanging question papers or substituting worked scripts during the examination.
- Seeking or receiving help from another student(s).
- Tampering with answer booklets in an attempt to cheat.
- Possession of unauthorized examination answer booklet or supplementary paper
- Obtaining or receiving information which could be examination related through talking, written or non-verbal communication
- Impersonation
- Copying from or communicating with another student
- Deliberate destruction.

Note: Failure to follow this procedure will be considered as a breach of examination regulations. This could subsequently result in disciplinary proceedings being taken against such student. Reference should be made to the Students Handbook on the University Website for the detailed examination rules and regulations.

5.2 Offence(s) Related to Particular Examination Paper

- Sitting for an examination without being properly registered or knowing very well that you have not attended at least 75% of lecture hours for a particular paper(s).
- Refusal on the part of a student to occupy an assigned seat in an examination hall.
- After verbal warnings from the Invigilator, if the offence of unauthorised borrowing of rulers, calculators, erasers, etc., is repeated, the student's paper shall be cancelled.
- Defacing answer booklets to hide student number.
- Placing scripts at a point where another student can copy.
- Established leakages for any particular examination paper(s).
- 'Giraffing' or looking over one's shoulders to cheat.
- Communicating with any student in the examination hall will upon the testimony of at least two Invigilators, be considered as an offence.
- Unnecessary disturbance, e.g. whispering, singing, humming, soliloquizing (to talk at length to yourself), distracting other students while the examination is in progress.



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- Starting to write before the commencement of examination is officially announced or continuing to write after official orders have been given for students to stop work.
- **Failure to write student number on the answer script.**
- Mass Cheating - Where more than half of the students in the examination hall are involved in collusion or other forms of examination malpractice, this shall be regarded as mass cheating.
- Bribing or attempting to bribe any University Official for examination questions, good marks, or changes in marks/grades or attempting to threaten any of the Officials for the same reason.
- Sitting for an examination without a student identification card or another authenticated form of identification.
- Offering or attempting to offer sexual favours
- Any conduct that brings the integrity of examination into disrepute

6. **Sanctions for Examination Misconduct**

A breach of any of the Examination Regulations by students depending on the gravity of the offence could attract one or more of the following sanctions and/or any other sanction prescribed by the Academic Board of the University:

- A reprimand (verbal or written)
- Cancellation of the student's marks for the examination paper in question in which case **Grade F** shall be substituted for the mark earned. Under this circumstance, the student can only redeem the failure by registering and taking the failed course again by attending lectures.
- Withholding of results for a period as determined by the Academic Board
- Award of Grade F leading to failure in the entire Semester's/Trimester's examination
- Being barred from the University Examination for a period determined by the Academic Board
- Suspension from the University for a period as determined by the Academic Board.
- Dismissal from the University

D. **END OF THE EXAMINATION**

1. **Ending the examination**

- The Chief Invigilator will announce the remaining time available at 1 hour, 30 minutes and 15 minutes before the end of the examination.
- If you wish to leave the examination before the normal finish time you must notify the Invigilator who will collect your answer booklet, question papers and any other provided materials before permitting you to leave the examination hall. You cannot leave the



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examination hall during the first one hour and the last 30 minutes to the end of the examination.

- No student leaves the examination hall without submitting his/her answer booklets, in the last **30 minutes no movement rule** will be enforced. Before the last 30 minutes, students who may have finished their paper, may walk to the front and hand it over to the Chief Invigilator. Thereafter, there will be no movement whatsoever by students (within the last 30 minutes of the examination).
- Once the 3 or 2 hours have elapsed, the Chief Invigilator will make the following announcements:
 - Stop writing, and put your pens down. The examination is now over.
 - The Invigilators are coming around to collect your answer script. stay seated and silent until all answer booklets and any examination related documents have been collected.
 - Any additional sheets that you have been given must be handed in with your answer booklet. You must not remove any materials from the examination hall.
- No student will be allowed to leave the examination hall until the Chief Invigilator has officially declared the examination closed.