



**FEDERAL
UNIVERSITY OF AGRICULTURE,
ABEOKUTA**

Rules and Regulations

Governing Examination Conduct

REGULATIONS GOVERNING THE CONDUCT OF EXAMINATIONS

A. INVIGILATION OF EXAMINATIONS

1. The organization of invigilation shall be the responsibility of the Time Table Committee in conjunction with the Registry. They shall select suitable examination halls and draw up a list of invigilators from members of *staff* of each College at least a week before the commencement of examination.
2. There shall be a Chief Invigilator for each examination session comprising a listed number of papers.
3. There shall be in each hall, two invigilators for the first fifty candidates or less and one additional invigilator for every 100 candidates or part thereof. There shall be one attendant in each hall, due provision being made for the presence of male and female candidates.
4. All invigilators shall be at the examination hall thirty minutes before the commencement of examination with all the examination question papers and answer scripts.
5. For each examination, the Examiners of the respective papers shall be present at the examination for the first thirty minutes to address all matters that may arise and should submit a written situation report on the conduct of the examination to the Chief Invigilator.
6. Students shall not be allowed to bring in paper including blotting papers into the examination hall. They should normally enter the examination hall only with pen, ink, pencil, eraser, ruler and other materials such as mathematical instrument which may be allowed in the examination hall.
7. Bags, books, lecture files and all other students' properties must be left outside the examination hall.
8. Invigilator shall inspect the hall and search the candidates before they are seated for the examination to ensure that no student has on him/her any unauthorized materials.

B. INSTRUCTIONS TO CANDIDATES

1. Candidates must be present at the examination hall promptly at the times assigned to their papers and must be ready to be let into the examination hall fifteen minutes before the commencement of the examination.

2. Candidates must show their identity cards before they are allowed into the examination hall. They may be searched by the Invigilator before they are allowed into the examination hall, and while in the examination hall.
3. Candidates shall not leave the examination hall during the first and last thirty minutes of the examination except with the special permission of the Chief Invigilator.
4. Candidates must display their University identity cards on their desk during each examination.
5. Candidates must bring their own ink, pen, pencil, rulers, calculators and other required materials to the examination hall. Candidates are not allowed to bring any books and papers. Borrowing of such materials in the examination hall is strictly prohibited.
6. Communication between candidates is strictly forbidden while examination is in progress. Any violation shall be regarded as cheating and the candidates are liable for disciplinary action.
7. Smoking is not allowed in the examination hall
8. Candidates requiring medical attention while the examination is on may contact the invigilator and would be accompanied to the Health Centre.
9. All rough work must be done in the answer book and cancelled neatly.
10. The answer to each question must be started on a separate sheet of paper.
11. Candidates are advised to make sure that they write their examination numbers and the numbers of questions answered in the appropriate places so provided, before submitting their answer scripts to the invigilators.
12. Candidates are not allowed to leave the examination hall with examination answer scripts/sheets whether used or unused.
13. Candidates involved in any form of examination misconduct or malpractices may be expelled from the University, if a Disciplinary Committee charged with that responsibility so advises.

RULES AND REGULATIONS GOVERNING THE CONDUCT OF EXAMINATIONS

1. The attention of candidates is drawn to the section on examination misconduct in the Regulation for the Conduct of Examinations. Examination misconduct includes communicating with, or copying from script of another candidate or introducing unauthorized notes, etc. A candidate caught in any act of examination misconduct will be made to face disciplinary actions.
2. Candidates must **wait outside** the examination hall until they are **checked in** by an invigilator.
3. Candidates **will not be allowed** to come into the examination hall **30 minutes** after the start of the examination.
4. Candidates **CANNOT** leave the examination hall earlier than **an hour** after the commencement of the examination and should not leave during the **last ten minutes** of the examination.
5. At the end of the examination, candidates **must** remain seated until the invigilators have collected all the scripts. **It is the candidate's responsibility to ensure that his/her script is handed over to the invigilator.**
6. Candidates must be quiet when entering or leaving examination hall and must not speak to anyone other than an invigilator. **A candidate creating a scene or disturbing other candidates will be made to face disciplinary actions.**
7. A candidate leaving the examination hall and intending to return **must** be accompanied by an invigilator.
8. **Bags, briefcases, purses, wallet etc. should not be taken into the examination hall.**
9. Candidates should not bring textbooks, notes or similar aids into the examination hall unless this has been specifically authorized for the examination paper concerned.
10. **Mobile telephones must not be brought into the examination hall. I pods, IPads, Bluetooth facilities and Blackberry are not allowed in and within the examination hall.**
11. Candidates may use only **non-programmable** calculators in examination. **Use of any programmable calculator will be deemed examination misconduct and the candidate will face disciplinary actions.**

12. It is in the candidate's interest that **handwritings are legible**. Therefore only black, blue or blue-black ink pens biro should be used except where additional colours may be needed in diagrams.
13. All rough works must be done in the answer booklet(s) provided. Such work should be crossed out to distinguish it from answers to questions. It is an offence to remove any part of an answer booklet.
14. **No food or drink is permitted in the examination hall**. Candidates may however drink water provided they do not disturb other candidates. **Smoking is prohibited**.
15. **Lost identity cards should be replaced before the examination**. Cases of loss of identity card should be reported to the Students' Affairs Unit early enough for replacement.
16. **Lost examination pass should be replaced before the examination**. Cases of loss of examination pass should be reported early enough to ICTREC for replacement.
17. **No inscription, jottings or writing should be made on the examination pass**.
18. **Photocopy version of the examination pass is not acceptable at the examination hall**.
19. **Impersonation is an offence and serious examination misconduct. Culprit will face disciplinary actions**.
20. **It is the responsibility of the candidates to check the University website and print their examination schedule for the E-Examination**.

Candidates **SHOULD NOT refresh or switch-off the computer system during E-Examinations**. Any attempt to refresh or switch-off the computer, the candidate will be logged-off and disallowed from continuing the - examination.
22. **Candidates are advised to follow the stepwise guide for the - Examination**.
23. A candidate that **misses his/her examination at the scheduled venue and time will not be allowed to take the same examination at the special centre under any circumstance**.
24. **Special centre is meant for students who have clashes of at least two courses**. Such candidate should register at the computer centre (ICTREC) at least 48hours prior to the schedule time for the examination.