

UNIVERSITY OF BENIN, BENIN CITY
FACULTY OF ENGINEERING
EXAMINATION REGULATIONS FOR 2020/2021 ACADEMIC SESSION

INSTRUCTIONS TO STUDENTS *(Adopted from the Faculty of Engineering Prospectus)*

- I. Only duly Matriculated/Registered Students are eligible to take Examinations
- II. Candidates must attend punctually at the times assigned for their papers and they must be in the Examination Hall **at least (30) minutes before the time that the examination is due to start.** Candidates shall not be allowed to enter the Examination Hall until invited by the Invigilator.
- III. A Candidate is required to deposit any Handbag, Briefcase, or any other prohibited material at the Chief Invigilator's Desk (or a desk, provided for that purpose) before the start of an examination.
- IV. Candidates shall bring with them to the Examination Hall, their own Ink, Pens and Pencils and any materials which are permitted by these regulations. ***Absolutely NO PHONE, BOOK, PRINTED OR WRITTEN DOCUMENT, SMART WRISTWATCH OR OTHER COMMUNICATION GADGETS OR UNAUTHORIZED AID shall be taken into an Examination Hall by any Candidate.***
- V. A Candidate shall bring **his Identity Card** to each examination and display it in a prominent position on his desk.
- VI. A Candidate shall write his Examination Number, not his name, distinctly at the top of the cover of every Answer Booklet and every separate sheet of Paper.
- VII. Each Candidate shall complete the Attendance Register in triplicate.
- VIII. During the examination, a Candidate may leave the room temporarily, with the permission of the Invigilator only if accompanied by an Attendant. A Candidate who leaves the Examination Hall shall not be readmitted unless throughout the period of absence he has been continually under supervision of an Invigilator or an Examination Attendant.
- IX. A Candidate shall not leave the Examination Hall until the first 30 minutes have elapsed and must be with the special permission of the Chief Invigilator. Such Candidate must drop his/her Question Paper and Answer Booklet before leaving.
- X. A Candidate must not give assistance to any other Candidate or permit any other Candidate to copy from or use his/her papers. Similarly, a Candidate must not directly or indirectly accept assistance from any other Candidate or use any other Candidate's papers.
- XI. Any Candidate in irregular assistance or cheating during examination shall write a statement on the spot before being allowed to continue with the examination. Refusal of a Student to write a statement on the spot shall be regarded as an examination misconduct and will be subject to the University disciplinary action.
- XII. Silence shall be observed in the Examination Hall. The only permissible way of attracting the attention of an Invigilator is by a Candidate raising his/her hand.
- XIII. Candidates are not allowed to smoke, eat or drink in the Examination Hall.
- XIV. The use of Scrap Paper is not permitted. All rough work must be done in the Answer Booklets. Even if they contain only rough work, they shall be tied inside the main booklet and crossed out neatly.
- XV. Candidates are advised in their own interest to write legibly and to avoid using faint ink. Answers must be written in English, except as otherwise instructed.

- XVI. On finishing each examination, Students should draw a line through any blank space or page of each Answer Sheet.
- XVII. Before handing in their Scripts at the end of the examination, Candidates must satisfy themselves that they have inserted the title of the examination, their Matriculation Numbers and the numbers of the question they answered, in the appropriate places.
- XVIII. At the end of the time allotted, Candidates shall stop writing and stand up when instructed to do so, remain standing and hand in their Scripts to the Invigilator before leaving the Examination Hall. Except for the Question Papers and any materials that they brought into the Hall with them. Candidates are not allowed to remove or mutilate any paper or materials supplied by the University.

EXAMINATION MISCONDUCT AND PENALTIES *(Adopted from the Faculty of Engineering Prospectus)*

The following sanctions shall apply to cases of examination misconduct as stipulated below:

SIN.	MISCONDUCT	SANCTION
1.	Proven cases of fore-knowledge of Examination Questions (Leakage)	Expulsion of all involved
2.	Coming into Examination Hall with extraneous materials	Rustication for a minimum period of 4 semesters or expulsion if fore-knowledge of Questions is proven.
3.	Writing on any materials in the Examination Hall, other than the Answer Booklet	Letter or warning
4	Non production of Identity Card or authorized letter of identification before and during examination	To leave the Examination Hall immediately
5.	Any form of unauthorized communication between and among Students during examination	To lose 10 minutes of examination time: if it persists, relocate the Student; further persistence cancel the paper.
6.	Impersonation at Examination	Expulsion of all involved
7.	Refusal to fill Examination Misconduct Form	Rustication for two (2) Semesters plus penalty for the original offence
8.	Attempt to destroy or actually destroying materials of proof of cheating	Rustication for two (2) Semesters plus penalty for the original offence
9.	Refusal to obey Invigilator's instructions such as: (i) Writing after the examination has been stopped (ii) Non-compliance with the Invigilator's sitting arrangements.	(i) Letter of warning (ii) To leave the Hall and carry over the course
10.	Refusal to submit Answer Scripts (used and unused) at close of examination	Rustication for a minimum period of two (2) Semesters
11.	Smuggling or Question Papers and Answer Booklets out of the Hall for help and returning with Answer Scripts	Expulsion
12.	Failure to write Matriculation Numbers on Answer Booklet or to sign Attendance Sheet	Letter of warning
13.	Writing of Candidates' names on Answer Booklets	Letter of warning
14.	Leaving Examination Hall without permission	To carry over the course and letter of warning
15.	Failure to draw a line through each blank space at the end of each answer	Letter of warning
16.	Unruly behaviour in the Examination Hall such as smoking, drinking of liquor, noise, etc.	Verbal warning by Invigilator. If unruly behaviour persists, to leave the Hall and carry over the course.
17.	Proven cases of physical assault on Invigilator/Attendant	Expulsion
18.	Failure to appear before Misconduct Panel	Guilty as charged. Indefinite suspension pending appearance before the Panel
19.	Any students with three (3) letters of warnings	Rustication for a minimum period of one (1) Session
20.	Any other cases of Examination Malpractice not specified	Punishment as appropriate