



HERITAGE CHRISTIAN COLLEGE

EXAMINATION MALPRACTICE POLICY

Approved:

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HERITAGE CHRISTIAN COLLEGE, HCC



MINATION MALPRACTICE POLICY



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APPROVAL AND REVIEW DETAILS

Approval and Review	Details	
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Advisory Committee to Approval Authority	[Relevant advisory committee, e.g., Learning and Teaching Committee]	Academic Board
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Administrator	[Title of position/s with overall responsibility for implementation, compliance, monitoring, and review]	Assistant Registrar, Academics
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GENERAL OVERVIEW OF POLICY

1.1 Introduction

Examinations are the means to fulfill one of the University's main functions apart from teaching. It forms the basis for assessing Candidates' performance. Heritage Christian College strives to attain the optimal or best standard of practice and administration in the conduct of all examinations.

1.2 PURPOSE

The purpose of this operational policy is to provide guidelines on how to deal with malpractice issues that arise during the conduct of examinations in HCC.

1.3 SCOPE

The policy guides all processes of dealing with issues of examination malpractices. It applies to all students of HCC

1.4 Definition of Terms

Examination Malpractice: It is the deliberate wrongdoing contrary to the official examination rules which place candidate(s) at an unfair advantage or disadvantage.

Candidate: Student taking part in the examination

Examination Leakage: Examination leakage refers to the illegal filtration of an examination question paper from its system or accessing the examination question paper by a candidate before the paper is officially opened in the examination room.

POLICY STATEMENTS

2.0 Examination Malpractice Issues



A candidate is said to have committed examination malpractice if the candidate is involved in any of the following misconduct during the examination:

- 2.1 A candidate found with unauthorized answer scripts, reference material or any other written material in the examination hall.
- 2.2 Impersonation (for both the impersonator and the impersonated).
- 2.3 Refusal to hand over suspected offending material(s).
- 2.4 Destruction of suspected offending material(s).
- 2.5 Assaulting or fighting an invigilator or any other examination officer.
- 2.6 Substituting examination answer scripts.
- 2.7 Involvement in examination question(s) leakage.
- 2.8 Coming to the examination hall with dangerous weapon(s).
- 2.9 Exchanging answer scripts or written materials in the examination hall.
- 2.10 Failure to return an answering script after the examination.
- 2.11 Collaborative copying during examination in the exam hall.
- 2.12 Tendering of any unauthentic document relating to the examination.
(e.g., fake ID, fake school fees printout, etc.)
- 2.13 Smuggling of question paper out of the examination hall, where the candidate has been instructed not to take said questions out of the examination hall.
- 2.14 Unruly behaviour in examination hall e.g., disobedience of lawful order concerning sitting arrangement, etc.
- 2.15 Writing before the start of the examination.
- 2.16 Borrowing or lending any material in the examination hall.
- 2.17 Writing after the call for a stop of examination.
- 2.18 Delay submission of answer scripts.



- 2.19 Deliberately exposing one's script for another to copy.
- 2.20 Giraffing and discussing in the examination hall.
- 2.21 Possession of any examination material before or after the examination.
- 2.22 Writing on the palm, cloths, body or ruler, valuation table, etc.
- 2.23 Discuss examination questions while visiting the washroom during an examination.

3.0 Procedure for Reporting Malpractice

The following procedure shall be adhered to in filing an examination malpractice issue;

- 3.1 The supervisor (invigilator, examination officer, etc) who notices or apprehends the candidate suspected to be involved in malpractice shall fill out an examination malpractice form "A" (which is an appendix to the invigilator's policy document) and attached all evidence.
- 3.2 The candidate(s) involved shall fill the malpractice form "B" also an appendix to the invigilator's policy document.
- 3.3 Both forms shall be submitted to the examination officer (Assistant Registrar, Academics) along with all collected evidence.
- 3.4 The Assistant Registrar, Academics shall submit an examination malpractice report along with the evidence received to the Examination Committee for further action.
- 3.5 The Examination Committee shall appoint a Disciplinary Committee to review, interrogate and recommend appropriate disciplinary actions.
- 3.6 The Committee shall inform the candidate involved in the malpractice of any disciplinary action recommended for them.



4.0 Penalties & Punishments

The following sanctions can be recommended as disciplinary action against any candidate found culpable in an examination malpractice issue;

- 4.1 Warning
- 4.2 Referral to the Dean of students for counselling
- 4.3 Cancellation of Paper and graded fail ("F", examination mark = 1; continuous assessment)
- 4.4 Repeating a semester or academic year
- 4.5 Indefinite Suspension
- 4.6 Expulsion from the University
- 4.7 In the case of impersonation issue, If the impersonator is not a student at HCC, he/she shall be handed over to the police. If a student of HCC impersonates anyone outside the University, he/she may be expelled from the University. If an HCC student impersonates another HCC student then any of the above from 4.1 to 4.6 will be applied based on the recommendation of the Disciplinary Committee.

NB: One or a combination of these penalties can be recommended by the Disciplinary Committee depending on the severity of the issue at hand.

