



National Open University of Nigeria

Policy Title	Policy on Examination Misconduct/Malpractices
Policy No:	NQSA/POL/TEL/021
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Academic Registry
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1.0 Introduction

Examination policy entails guidelines regulating the administration of examination and the conduct of staff and students (undergraduates/ postgraduates) examinations. Malpractice includes maladministration and any act, default or practice which compromises, or attempts to compromise, or may damage the process of assessment, the integrity of the qualification or the validity of the result/certificate and/or damages the reputation or credibility of the National Open University of Nigeria.

2.0 Purpose

This policy aims at ensuring the highest standard of integrity and reliability in the assessment of examination practice.

3.0 Scope

This Policy applies to all students and employees, both academic and Non-Teaching staff of the National Open University of Nigeria.

4.0 Definitions

- 4.1 **Guidelines.** This means a general rule, or a piece of advice.
- 4.2 **Regulate.** This means control by means of rules and regulations.
- 4.3 **Conduct.** This means manner of behaviour.
- 4.4 **Malpractice.** This refers to illegal or improper behaviour.

- 4.5 **Default.** This refers to failure to fulfil an obligation.
- 4.6 **Maladministration.** This means mismanagement or corrupt, incorrect or incompetent administration.
- 4.7 **Compromise.** This means acceptance of standards that are lower than is desirable.
- 4.8 **Assessment.** This means judgment or systematic basis for making inferences about the learning and development of students.
- 4.9 **Credibility.** This means the quality of being trusted and believed in.
- 4.10 **Integrity.** This means quality of being honest and having strong moral.
- 4.11 **Rustication.** The act of making a student leave the university.
- 4.12 **Giraffing.** This is the act where a student looks into another student answer book or looking and copying answers from another student in the examination hall.

5.0 Principles

The examination malpractice act (1999) explains examination malpractice as any act of omission or commission by a person who in anticipation of, before, during or after any examination fraudulently secure any unfair advantage for himself or any other in such a manner that contravenes the rules and regulations.

This policy shall set out the procedures to be followed in the event of any dispute or allegation regarding staff Misconduct/Malpractice in the assessment of internal examination by:-

1. Altering a score of a candidate as recorded
2. Fraudulently collects money to give mark to a student that was absent during examination and other fraudulent acts.

This is also applicable to Staff Promotion Examination and regarding examinations invigilated by staff at the Study Centres (Student Examination). Attempted or actual malpractice activity shall not be tolerated.

6.0 Policy Statements

6.1 The following shall be regarded as malpractice for staff participating in internal examination (Staff Promotion Examination). This list is not exhaustive:

- 6.1.1 E-Cheating: the habit of staff engaging ICT devices to indulge in examination malpractice.

- 6.1.2 Failing to follow rules and regulations for the conduct of examinations/assessments.
 - 6.1.3 Obtaining unauthorised access to examination/assessment materials.
 - 6.1.4 Aiding/Abetting Examination Malpractices
- 6.2 The following shall be regarded as malpractice by staff with regards to examinations invigilation at the Study Centres (Student Examination). This list is not exhaustive:
- 6.2.1 Assisting candidates with examination questions outside of the Examination Hall
 - 6.2.2 Allowing candidates to talk, use a mobile phone/smart watch/internet or go to the toilet unsupervised.
 - 6.2.3 Tampering with scripts prior to marking exercise
 - 6.2.4 Collecting money and other incentives from students to aid Examination Malpractice.
 - 6.2.5 The alteration/forging of any result document
- 6.3 The following offences shall be regarded as examination malpractice. The list is not exhaustive.
- 6.3.1 Cheating at examination.
 - 6.3.2 Stealing, etc, of question papers.
 - 6.3.3 Personation.
 - 6.3.4 Dis-Orderliness at examinations.
 - 6.3.5 Disturbances at examinations.
 - 6.3.6 Misconduct at examinations.
 - 6.3.7 Obstruction of supervisor, etc.
 - 6.3.8 Forgery of result, etc.
 - 6.3.9 Forgery of examination clearance slip.
 - 6.3.10 Breach of duty.
 - 6.3.11 Conspiracy, aiding, etc.
 - 6.3.12 Conviction for alternative offence.
 - 6.3.13 Offences by bodies corporate.
- 6.4 Discrepancy in electronic attendance register and the number of physical answer booklets in terms of number or names or matriculation number shall be treated as examination malpractice at whatever point it is discovered e.g. at marking venues. In this instance, the study centre director, the invigilators, staff that manage the electronic attendance, and those that packed the scripts would be charged for examination malpractice.
- 6.5 Any staff who compromise the students checking-in procedure, sitting arrangements, free talk among students in the examination halls, allowing students to write examination outside the approved venue, or giving any form of assistance leading to examination malpractice, including gratifications, such a staff would be charged for examination malpractice.

- 6.6 Any Centre Director who deliberately covers any act of examination malpractice committed by a staff member or student shall be charged with an examination malpractice offence.
- 6.7 Any staff who compromise NOUN examination procedures shall be charged with examination malpractice. This includes examination registration, managing the examination server at the study centre, printing and distribution of question papers, invigilation, and collation of answer booklets.
- 6.8 Inconsistency in students' scoring or grading of electronic or pen-on-paper examination shall be considered as examination malpractice.
- 6.9 Multiple scores/grades earned by a student on a course shall be treated as examination malpractice.

7.0 Policy Implementation

1. The university should consciously educate students and staff on the gravity of examinations malpractices in the university. This can be done during orientations and through workshops.
2. The Directorate of Examination and Assessment (DEA) should prepare Instructional Video(s) on Examination malpractice and its Consequences. The Director, DEA is to send the video link(s) to the Director, DMIS to upload into the students' portal.
3. Before the beginning of each semester examination, DEA should send a mail to the students to direct them to this policy. Enclose the link in the mail.
4. The Chief Invigilator should always remind the students about examination malpractice policy before the start of examination each day.
5. The accused must be given opportunity of fair hearing before the University disciplinary committee before sanction.
6. DEA is to report all cases of examination malpractices before, during, and after each semester examinations to the University Disciplinary Committee.
7. Any member of the public including students and staff can report any case of examination malpractice to the university through the office of the Vice Chancellor. The University will ensure the protection of such individual.

8.0 Sanctions of Violating this Policy

- 8.1 Offences leading to rustication from the university:
 - 8.1.1 Impersonation, aiding and abetting.
 - 8.1.2 Substitution of answer scripts.
 - 8.1.3 Forging and altering result grade and signature of officials.

- 8.1.4 Involvement in examination leakage and possession of any material relevant to question paper before and during the examination.
 - 8.1.5 Coming into examination hall with gun or dangerous weapon.
 - 8.1.6 Refusal to sign examination misconduct/write statement in respect of alleged misconduct after being advised by the Chief Invigilator.
 - 8.1.7 Leaving the hall with answer scripts during and after the examinations.
 - 8.1.8 Self-destruction of answer scripts or any evidence that may jeopardise the examination Committee from successfully investigating reported case of malpractice.
 - 8.1.9 Forging any document relevant to examination.
 - 8.1.10 Anyone who refused to be searched at the entrance of the examination hall.
 - 8.1.11 Smuggling in and out of the examination hall, blank answer booklet or continuation sheet.
 - 8.1.12 Insulting / Physical assault of Invigilator or any of the examination Officials.
 - 8.1.13 Refusal to give evidence before the examination misconduct Committee as a confirmed witness.
- 8.2 Offences leading to suspension from the university for **four** semesters:
- 8.2.1 Copying from another candidate's answer script, question paper or any document/paper/item brought into the examination hall.
 - 8.2.2 Bringing into the examination hall, transmitting to toilets or any part of the examination hall, unauthorized materials, books, notes, paper, mobile phone, or any electronic gadget etc except the one allowed.
 - 8.2.3 Writing on any part of the body, clothes, valuation tables, paper and bringing same into the examination hall.
 - 8.2.4 Failure to submit answer scripts at the end of the examination.
- 8.3 Offences leading to suspension of a student for **two** semesters:
- 8.3.1 Unruly behaviour in examination hall e.g. disobedience of lawful order concerning sitting arrangement etc.
 - 8.3.2 Leaving examination hall temporarily or permanently for any purpose without the permission of Invigilator before the examinations is finished.
 - 8.3.3 Engaging in unnecessary discussions with other candidates during examination
- 8.4 Offences leading to Cancellation of examination paper:
- 8.4.1 Delay in submission of answer scripts.
 - 8.4.2 Deliberate exposing one's answer script for another to copy.
 - 8.4.3 Exchange of scripts or question paper during the examination.
 - 8.4.4 Sitting for a level of examination not approved by the Institution.
 - 8.4.5 Giraffing and discussing in the examination hall.
 - 8.4.6 Writing before the Official commencement of the examination or writing beyond the Official termination of the examination.
 - 8.4.7 Violating the sitting arrangement of the examination.
 - 8.4.8 Failure to sign out at the end of the examination.

8.5 Any staff that violates this policy shall earn any of the following punishment depending on the gravity of the offence as would be recommended by the University Examination Committee.

8.5.1 have his/her annual Increment withheld for two (2) years.

8.5.2 be posted out of his/her location at the time of committing the offence to headquarters office with immediate effect for a period not less than 5 years before he/she can be reposted to any other place if need be.

8.5.3 be removed from holding administrative position for a period as would be determined by the university management.

8.5.4 be demoted in rank (for staff on CONTISS 9 and above or its equivalent).

8.5.5 be denied of 2 promotions (for staff on CONTISS 5 – 8 or its equivalent).

8.5.6 be suspended for a period of six to twelve months.

8.5.7 be dismissed for gross misconduct.

9.0 Policy Alignment

This policy is in alignment with:

9.1 Nigeria Examination Malpractices Act 2018

9.2 National Policy of Education in Nigeria and

9.3 Keffi declaration on enhancing standard of education in Nigeria,

Team of Developers

1. Mr. Oladipo Ajayi
2. Prof. Kolawole Lawal
3. Prof. Obhajajie Juliet Inegbedion
4. Mr. Osebi S. Olagboye
5. Mrs. Christiana C.Uzoukwu
6. Dr. Emeka C. Ogoko