

**EXAMINATION MISCONDUCT: OFFENCES AND PENALTIES**

| S/N | OFFENCES                                                                                                              | PENALTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Bringing into the room materials related to the examinations.                                                         | <ul style="list-style-type: none"> <li>• Cancel all papers of the candidate at that particular examination.</li> <li>• Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets.</li> <li>• Inform candidate's employers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2.  | Bringing in materials not related to the particular examination into the Examination room.                            | <ul style="list-style-type: none"> <li>• Issue a warning letter to the candidate</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3.  | Impersonation<br>Usage of another Candidate's Login details to access the Examination                                 | <p><b>(i) Impersonatee</b></p> <ul style="list-style-type: none"> <li>• Cancel all papers of the candidate at that particular examination.</li> <li>• Ban the persons concerned from taking the Institute's Examinations for life.</li> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p><b>(ii) Impersonator</b></p> <p><b>(a) <u>If a member</u></b></p> <ul style="list-style-type: none"> <li>• Ban the person concerned from taking the Institute's examinations for life</li> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p><b>(b) <u>If not a member</u></b></p> <ul style="list-style-type: none"> <li>• Hand over the affected person(s) to the Police.</li> </ul>                                                                                                                                                                                                                                                                             |
| 4.  | Forgery of Examination Dockets, Signatories on the docket and other means of Identification. information or questions | <ul style="list-style-type: none"> <li>• Cancel all papers of the candidate at that particular examination.</li> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5.  | Assistance from Invigilator/Technical/ Support Staff.                                                                 | <p>a) i) <b>The Invigilator</b></p> <ul style="list-style-type: none"> <li>a) Forfeits invigilation honorarium.</li> <li>b) Ban from future invigilation.</li> <li>c) Report him/her to the Investigating Panel for investigation.</li> </ul> <p>b) ii) <b><u>If not a member</u></b></p> <ul style="list-style-type: none"> <li>• Forfeits invigilation honorarium.</li> <li>• Ban from future invigilation.</li> <li>• Hand over the affected person(s) to the Police.</li> </ul> <p>c) iii) <b>Technical/Support Staff</b></p> <ul style="list-style-type: none"> <li>a) Report to the Service Provider and request the dismissal of the Staff involved.</li> <li>b) Ban from future invigilation.</li> <li>c) Hand over the affected person(s) to the Police</li> </ul> <p>d) <b>The Person Being Assisted</b></p> <ul style="list-style-type: none"> <li>• Cancel all papers of the candidate at that particular examination</li> <li>• Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets.</li> <li>• Inform candidate's employers.</li> </ul> |
| 6.  | Substitution of Prepared Answer Script(s) or Assistance from Individuals (mercenaries).                               | <p>i) <b>The Person Assisting</b></p> <p><b><u>If a student member</u></b></p> <ul style="list-style-type: none"> <li>• Ban from future participation in the Institute's examinations.</li> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Report to his/her employers.</li> </ul> <p><b><u>If an Associate</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|    |                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Report him/her to the Investigating Panel for investigation</li> </ul> <p><u>If not a member</u></p> <ul style="list-style-type: none"> <li>• Ban from future participation in the Institute's examinations.</li> <li>• Hand over the affected person(s) to the Police.</li> <li>• Report to his/her employers.</li> </ul> <p>ii) <b>The Person Being Assisted</b></p> <ul style="list-style-type: none"> <li>• Cancel all the candidate's papers at the particular examination.</li> <li>• Ban him/her from taking the Institute's Examinations for life.</li> <li>• Report him/her to the Investigating Panel for investigation</li> <li>• Inform candidate's employers.</li> </ul>                                                                                                                                                                                    |
| 7. | Bringing telephone or any other unapproved Electronic/Information Communication Technology gadgets such as mobile phones, spy glasses or MP3 players and any form of smart watch into the examination hall. | <p><u>(a) If the candidate is caught using the device containing materials related to the exam</u></p> <ul style="list-style-type: none"> <li>• Cancel that particular paper.</li> <li>• Inform candidate's employers.</li> </ul> <p><u>(b) If the device is not in use but contains materials related to the exam</u></p> <ul style="list-style-type: none"> <li>• Cancel that particular paper.</li> <li>• Give warning letter.</li> </ul> <p><u>(c) If the device is not in use and doesn't contain materials related to the exam</u></p> <ul style="list-style-type: none"> <li>• Give warning letter.</li> </ul>                                                                                                                                                                                                                                                                                             |
| 8. | Having prior knowledge of arrangement for exam misconduct and not escalating to the Institute immediately.                                                                                                  | <p>(a) If a member</p> <ul style="list-style-type: none"> <li>• Ban the person concerned from taking the Institute's examinations for life</li> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p>(b) If an Associate</p> <ul style="list-style-type: none"> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p>(c) If not a member</p> <ul style="list-style-type: none"> <li>• Hand over the affected person(s) to the Police.</li> </ul> <p>d) <u>If a candidate</u></p> <ul style="list-style-type: none"> <li>• Cancel all papers of the candidate at that particular examination.</li> <li>• Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets.</li> <li>• Inform candidate's employers.</li> </ul> |
| 9. | Any other established act of examination malpractice.                                                                                                                                                       | <p>(a) <u>If a candidate</u></p> <ul style="list-style-type: none"> <li>• Cancel that particular paper.</li> </ul> <p>b) <u>If a member</u></p> <ul style="list-style-type: none"> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p>c) <u>If an Associate</u></p> <ul style="list-style-type: none"> <li>• Report him/her to the Investigating Panel for investigation.</li> <li>• Inform candidate's employers.</li> </ul> <p>a) <u>If not a member</u></p> <ul style="list-style-type: none"> <li>• Hand over the affected person(s) to the Police.</li> </ul>                                                                                                                                                                                                                                                                         |

NB:

- Wristwatches will not be allowed for the examinations.
- Any candidate established to have tampered with the confiscated device or information therein, would serve the maximum penalty as contained in the Examination Misconduct policy.