

## MUA STUDENTS' HANDBOOK

### 7.2 Examination Irregularities and Disciplinary Actions

The examination irregularities and disciplinary actions are classified into various types.

If it is evidently established that a candidate has committed an examination irregularity, disciplinary action shall be taken as stipulated below:

S. No.	Irregularity	Disciplinary Action
1.	(i) Any students who will write his/her Name in the answer booklet instead of the registration number (ii) If the mistake is repeated (iii) Any student who writes a wrong admission number	Warning Letter.  Cancellation of examination results for the unit/course.  Shall be charged a retrieval fee to be determined by senate.
2.	(i) Having unauthorized materials such as bags, laptops, notebooks, electronic devices such as: mini computers, iPads, tablets, smart watches, phones, etc. into the exam room.	Cancellation of examination results in the affected unit/course and issuance of a warning letter.
3.	(ii) Writing on the question paper. (i) Having unauthorized written material and/or taking into examination rooms drawings on paper, writings/drawings on any parts of the body, clothes, clipboards, writings on adjacent walls, desks, tables, calculators or work found with	Issuance of a warning letter.  Cancellation of examination results for the unit/course and suspension of the candidate for one (1) academic year.

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	<p>or on a candidate during an examination other than in his/her answer-book or supplementary answer book</p> <p>(ii) Reading or attempting to read answer scripts belonging to another candidate.</p>	<p>Cancellation of examination results for the unit/course and suspension of the candidate for a period of one (1) academic years</p>
<p>4.</p>	<p>(i) Copying from, or attempting to copy from, or making references to unauthorized material(s) in the examination room.</p> <p>(ii) Permitting another candidate to copy from or make use of one's papers to answer questions.</p> <p>(iii) Copying from the examination papers of another candidate.</p> <p>(iv) Any evidence of cheating in an examination that may be detected during marking.</p> <p>(v) Failing to appear before the Senate Student Disciplinary Committee when one has been summoned to do so after a suspected examination irregularity.</p>	<p>Cancellation of all examination results within the examination session and suspension of the candidate for a period of one (1) academic year from the University. If the imposter is not a student of MUA, the University shall be at liberty to file a</p>
<p>5.</p>	<p>(i) Tearing or mutilating one's /or another candidates examination scripts/answer sheets in the examination room.</p> <p>(ii) Carrying examination scripts/answer sheets, one's/or another candidate's out of the examination room.</p> <p>(iii) Obtaining or attempting to obtain assistance from another candidate, student or person (impersonation), and/or giving or attempting to give assistance to another candidate or student</p>	<p>Cancellation of all examination results within the examination session and suspension of the candidate for a period of one (1) academic year from the University. If the imposter is not a student of MUA, the University shall be at liberty to file a</p>



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	<p>(impersonation), directly in answering an examination paper.</p> <p>(iv) Accessing a question paper or questions of an examination before the date and time scheduled for the examination.</p> <p>(v) Possessing a written or unwritten examination script, other than the one issued officially by an invigilator in the examination room.</p> <p>(vi) Presenting for marking an examination answer script whose answers were written elsewhere other than in the examination venue at the time when the particular examination paper was scheduled to be done.</p> <p>(vii) Destroying evidence which may be used as proof of an examination irregularity. The invigilators report shall be considered final.</p> <p>(viii) Threatening invigilators, and obstructing the invigilator from carrying out his/her duties</p> <p>(ix) Assaulting the invigilator or causing him or her actual bodily harm.</p> <p>(x) Behaving in a manner likely to disrupt the examination process</p>	<p>criminal charge of impersonation in a court of law against the person. For the student; Cancellation of all examination results within the examination session and expulsion of the candidate from the University.</p> <p>Cancellation of all examination results within the examination session and expulsion of the candidate from the University</p>
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	<p>or cause a breach of peace.</p> <p>(xi) Presenting for examination the works of another person or persons without acknowledgement and with intent to deceive in either a CAT/WBA/Term Paper/Research Project/Thesis etc.</p> <p>(xii) Forging an examination card and using it to sit to sit an examination or sitting an examination when not authorized.</p> <p>(xiii) Sitting for examinations at a time when one is on suspension or has been expelled.</p> <p>(xiv) Committing a subsequent irregularity after being warned or suspended and re- admitted.</p> <p>(xv) Committing a breach of any other examination rule or regulation which may be communicated to the candidates from time to time by the invigilators.</p>	
6.	(i) Any emerging evidence of cheating, falsification of examination results or committing any of the offences in type 1-5 above after the student has graduated.	Withdrawal or cancellation of the degree/diploma/ certificate conferred on or awarded to the candidate upon establishing that cheating or falsification of results did indeed occur.

NB. Disciplinary Action shall be taken against any other examination irregularity reported by the invigilators or examiners NOT necessarily captured in table 7.2.