



EXAMINATION OFFENCE

THE FOLLOWING ARE THE VARIOUS OFFENCES AND THEIR CORRESPONDING PENALTIES

<u>OFFENCE</u>	<u>PENALTY</u>
1. When you cause a leakage of questions (i.e. you know the Questions before the paper is taken)	Dismissal
2. When you possess material that has a bearing on the paper being taken	Cancellation of that papers plus two (2) semesters suspension
3. When you copy from a prepared note or a colleague's script during examinations	Cancellation of that paper plus two (2) semesters suspension
4. When you persist in looking over other candidates shoulders "GIRRAFING" / allow your work to be copied by another	Disqualification from taking the examination in question
5. When you impersonate another candidate or allow yourself to be impersonated.	Dismissal
6. When you assist a candidate or obtain assistance from another candidate	Cancellation of that paper for all parties involved
7. When you try to fish out information from books, notes, internet etc. during examination unless told to do so.	Cancellation of that paper plus two (2) semesters suspension
8. When you deliberately disturb other candidates or cause them to lose attention	Expulsion from Examination room
9. When you destroy material that may incriminate you	Cancellation of all papers plus two (2) semesters suspension
10. When you insult or assault an invigilator	A Cancellation of the candidate's examination paper plus rustification for two semesters
A. Verbal assault on Invigilator	B Dismissal / report to POLICE
B. Physical assault on Invigilator	
11. When you continue to write after the examination is ended	Loss of ten (10) marks for that paper
12. When you copy another's work without acknowledgement (PLAGIARISM)	Cancellation of Long Essay / Project / Thesis
13. When you send any paper into examination hall including a plain sheet	Disqualification from taking the examination
14. When you use an unauthorized answer booklet	Cancellation of Paper plus disqualification from taking the rest of the examination
15. Taking mobile /cell phone to examination room;	Seizure of phone to be released only upon payment of fine to be determined from time to time
A. When you are caught with a phone in the examination hall even when switched off.	This offence attracts GH¢ 30.00
B. When you are caught cheating using mobile/ cell phone in the examination hall	B i. Examination paper will be cancelled
	ii. An amount of GH¢ 50.00 must be paid by the offender after investigation
	iii. Rustification for two semester if found guilty