



FEDERAL UNIVERSITY LOKOJA

OFFICE OF THE REGISTRAR (EXAMS AND RECORDS DIVISION)

Internal Memorandum

To: University Community	Date: Tuesday, July 30, 2024
Deputy Registrar, Exams & Records	Ref: FUL/R/E&R/NS/012

RE: EXAMINATION CODES OF CONDUCT

This is to inform the University Community that the 2023/2024 Second Semester examination commences on **Monday, August 12, 2024**. It thereafter becomes necessary to emphasize that the rules and regulations guiding the examination conduct should be strictly adhered to, to ensure a hitch-free examination.

Given the foregoing, students are hereby advised to note the Rules and Regulations/ Code of Conduct on examination as contained in the University Student Handbook; *(2021- 2026 revised edition, sections 13.3.1 and 13.3.2)* categorized the offence within and outside an Examination hall/room with their penalties:

The under-listed offence shall constitute the examination malpractices within and outside the Examination Hall and their prescribed sanctions

- i. disobedience/insubordination, rudeness, and insulting an invigilator/examiner and the penalty shall be rustication for two (2) semesters.
- ii. found with relevant textbook(s), notebook, prepared material, a piece of paper in the Examination Hall and the penalty shall be expulsion from the University.
- iii. oral seeking/soliciting and getting academic assistance in the Examination Hall and the penalty shall be rustication for two (2) semesters and the penalty shall be rustication for two (2) semesters.
- iv. impersonation/writing for another candidate in the Examination Hall and the penalty shall be expulsion from the University.

- v. found with University answer booklet/sheet with written material in an examination and the penalty shall be expulsion from the University.
- vi. found with University answer booklet/sheet without written material in an examination and the penalty shall be rustication for two (2) semesters
- vii. assaulting, threatening an Examination Officer during an Examination and the penalty shall be expulsion from the University.
- viii. student colluding with staff or fellow students in the act of aiding and abetting examination misconduct in and outside Examination Hall and the penalty shall be expulsion from the University.
- ix. refusal to make a written statement in an alleged examination misconduct the penalty shall be expulsion from the University.
- x. absent from examination without permission and/or failure to meet 75% attendance and has been disqualified to take the examination and the penalty shall be that such student will be deemed to have failed the examination under contention.
- Xi copying from one another or exchanging question/answer sheets and the penalty shall be expulsion from the University.
- xii. collaboration with the invigilator/Lecturer (where the lecturer involved provides written/oral answer to a student) in the Examination Hall and the penalty shall be expulsion from the University.
- xiii. illegal removal of answer scripts from the examination hall. Non-submission of answer scripts at the end of the examinations and the penalty shall be that the student would be disqualified from the entire examination and rustication for two (2) semesters.
- xiv. bringing in briefcases/bags, prepared answers, cheat notes, instruction manuals, textbooks, atlases, lecture notebooks, laboratory specimen, copying from textbooks, and any other instructional aides, smuggled into the Examination Hall and the penalty shall be expulsion from the University.
- xv. consulting cheat notes outside the Examination Hall during the examination and the penalty shall be expulsion from the University.
- xvi. physically assaulting and intimidating the Invigilator/Examination Officer in and outside the Examination Hall and the penalty shall be expulsion from the University.

- xvii. use of handset, calculator, electrical & electronic, bluetooth, wireless, information storage or smart devices during examination and the penalty shall be expulsion from the University.
- xviii. deliberate destruction of evidence of examination misconduct and the penalty shall be expulsion from the University.

A lecturer or staff who is guilty of colluding with students to cheat in any examination that extorts money or seeks sexual or any other kind of favour from a student in exchange for marks will be referred to the University Staff Disciplinary Committee for appropriate action.

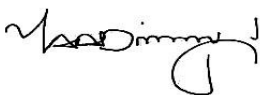
In addition, students should note that:

- i. in the case of CBE students must be orderly and abide by the rules and guidelines prevailing at the ICT Centre.
- iii. it is compulsory for students to sign in at the beginning of each examination and sign out at the point of submission of the answer script.

Students will be required to present the following vital documents at the entrance of the Examination Halls before he/she would be allowed in:

- a. printed Examination Card with passport photograph
- b. university Identity Card
- c. evidence of payment of approved charges/levies

Thank you and best regards.



Ayuba Adinoyi Yahaya

Deputy Registrar, Exams & Records Division

*for: **REGISTRAR***

Copy to: Vice-Chancellor
Deputy Vice-Chancellor (Academic)
Deputy Vice-Chancellor (Administration)
Registrar
Provosts
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Ag. Director, Directorate of ICT

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