

# REGULATIONS GOVERNING THE CONDUCT OF EXAMINATIONS



***AFRICA CENTRE OF EXCELLENCE IN AGRICULTURAL DEVELOPMENT  
& SUSTAINABLE ENVIRONMENT (CEADESE)***

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**FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA**

## **REGULATIONS GOVERNING THE CONDUCT OF EXAMINATIONS**

### **A. INVIGILATION OF EXAMINATIONS**

1. The organization of invigilation shall be the responsibility of the Centre. They shall select suitable examination halls and draw up a list of invigilators from members of staff of each Programme at least a week before the commencement of examination.
2. There shall be an Invigilator for each examination session comprising a listed number of papers.
4. All invigilators shall be at the examination hall thirty minutes before the commencement of the examination with all the examination question papers and answer scripts.
5. For each examination, the Examiners of the respective papers shall be present at the examination for the first thirty minutes to address all matters that may arise and should submit a written situation report on the conduct of the examination to the Chief Invigilator.
6. Students shall not be allowed to bring in paper including blotting papers into the examination hall. They should normally enter the examination hall only with pen, ink, pencil, eraser, ruler and other materials such as mathematical instrument which may be allowed in the examination hall.
7. Bags, books, lecture files and all other students' properties must be left outside the examination hall.
8. Invigilator shall inspect the hall and search the candidates before they are seated for the examination to ensure that no student has on him/her any unauthorized materials.

### **B. INSTRUCTIONS TO CANDIDATES**

1. Candidates must be present at the examination hall promptly at the times assigned to their papers and must be ready to be let into the

- examination hall fifteen minutes before the commencement of the examination.
2. Candidates must show their identity cards before they are allowed into the examination hall. They may be searched by the invigilator before they are allowed into the examination hall, and while in the examination hall.
  3. Candidates shall not leave the examination hall during the first thirty minutes of the examination except with the special permission of the Chief Invigilator.
  4. Candidates must display their University identity cards on their desk during each examination.
  5. Candidates must bring their own ink, pen, pencil, rulers, calculators and other required materials to the examination hall. Candidates are not allowed to bring any books and papers. Borrowing of such materials in the examination hall is strictly prohibited.
  6. Communication between candidates is strictly forbidden while examination is in progress. Any violation shall be regarded as cheating and the candidates are liable for disciplinary action.
  7. Smoking is not allowed in the examination hall.
  8. Candidates requiring medical attention while the examination is on may contact the invigilator and would be accompanied to the Health Centre.
  9. All rough work must be done in the answer book and cancelled neatly.
  10. The answer to each question must be started on a separate sheet of paper.
  11. Candidates are advised to make sure that they write their examination numbers and the numbers of questions answered in the appropriate places so provided, before submitting their answer scripts to the invigilators.
  12. Candidates are not allowed to leave the examination hall with examination answer scripts/sheets whether used or unused.
  13. Candidates involved in any form of examination misconduct or malpractices may be expelled from the University, if a Disciplinary Committee charged with that responsibility so advises.

