

JOINT UNIVERSITIES PRELIMINARY EXAMINATIONS BOARD

INSTRUCTIONS TO CANDIDATES ON THE CONDUCT OF EXAMINATIONS

A. INSTRUCTIONS

1. Candidates are to arrive early to go through biometric verification and must be seated in the Examination room/hall at least 15 minutes before the commencement of Examinations.
2. Candidates will not be allowed to leave the hall during the Examinations unless escorted by an Examinations Official.
3. Candidates must come with their docket (with JUPEB Exam number) to the examination hall.
4. Candidates must come with their own writing materials to the Examination hall.
5. Wearing of “**Number tags**” in the examination hall is compulsory.
6. Communication between candidates is strictly forbidden.
7. Candidates who need the attention of the Invigilator should signal by the raising of hand.
8. Candidates are to write legibly. The answers to each Question number should start on a new page.
9. Each Candidate must ensure that he/she signs the Attendance Register at the commencement of the Examination and at the end of the paper when submitting his/her answer script to the Invigilator.
10. Candidates must ensure that they write legibly, at the appropriate places on the front cover of their booklets, their Examination Numbers and indicate the questions numbers answered. Candidates should also write their examination number on every page of the answer booklet.
11. Candidates are advised to read the instructions on the Questions papers as well as all the instructions on the Answer Booklet as failure to adhere to these instructions may affect your result.
12. Failure to shade the **OPTION** of your question paper on your OMR sheet will attract ZERO score for MCQ.
13. Mobile phones and other electronic gadgets are not allowed in the Examination room/hall. **Any phone or electronic gadget seized in the examination hall will be forfeited by the candidate to the Board.**

The following prescribed penalties will be imposed on anyone involved in any of the following acts of misconduct. **No plea will be entertained.**

B. PENALTIES/SANCTIONS FOR EXAMINATIONS MISCONDUCT

	OFFENCES	PENALTIES
1	Lateness to Examination: All candidates should be at the Examination venue one hour (1hr) before the commencement of the Examination. A candidate is deemed to be late 10 minutes after the scheduled time for the examination paper.	Candidates arriving after 9am for morning paper or 1pm for afternoon paper will not be allowed to go through biometrics or be allowed to seat for the examination paper.
2	Copying: Copying from chips, pieces of paper, textbooks, lecture notes, other candidates’ scripts; inscriptions on the body, exchange of question papers/answer sheets, collaborative copying, WhatsApp, etc.	Candidate will be required to complete Exam misconduct form and if found guilty his or her result shall be cancelled.

3	Possession of mobiles phone(s) and other electronic gadgets either in use or not in use.	Mobiles phone(s) and other electronic gadgets will be seized and result cancelled. The mobile phone will be forfeited by the candidate to the Board.
4	Smuggling of question papers/answer sheets in and out of Examination hall, absconding with answer script.	Candidate's result will be cancelled.
5	Impersonation (Another person standing in for a Candidate)	The impostor and the candidate impersonated shall be handed over to Law Enforcement Agencies and the candidate's results cancelled.
6	Disorderliness (Disobedience to the standing order): mob, group or individual action against Supervisors/Invigilators or Examination officials causing disruption, chaos, etc. during the Examination in the Examination room/hall.	i) If this happens in a room/hall, the results of the whole exam room/ hall will be cancelled. ii) If it happens on a wide scale in a centre, the results of the whole centre will be cancelled.
7	Disturbances (whispering, noise making, exchange of exam materials, discussion, etc.); Unauthorized changing of sitting position and disobeying Examination instructions.	At the first attempt, the candidate shall be disengaged for 10 minutes by being made to stand and face the wall. If the candidate persists in such misbehavior, candidate must compulsorily submit his or her answer script to the Invigilator who will book him/her and be sent out of the venue. The answer script will be marked as it is.
8	Attack on Examination Officials: mob, group or individual attack on Supervisor/Invigilator or Examination officials before or after the Examinations.	Suspect(s) will be handed over to Law Enforcement Agencies and the results of the whole centre will be cancelled.
9	Forgery of Results: alteration, upgrading, falsification, production of fake results/documents and manipulation of results.	The results of the candidate(s) will be cancelled. The facilitator's appointment will be terminated. Both the candidate and the facilitator will be handed over to Law Enforcement Agencies.
10	Destruction of Unauthorized Examinations Materials	Cancellation of results.
11	Refusal to complete Examination misconduct form and/or refusal to submit offending materials.	Cancellation of results.
12	Other related act of Examination misconduct not specifically stated	Penalty shall be determined based on the recommendation of Board.