

# JOINT UNIVERSITIES PRELIMINARY EXAMINATIONS BOARD

## GUIDELINES ON THE CONDUCT OF JUPEB

### EXAMINATIONS

#### A. INSTRUCTIONS TO CANDIDATES

1. Verification commences two (2) hours before entry into the examination hall and candidates must be seated in the Examination room/hall at least fifteen (15) minutes before the commencement of Examinations.
2. Candidates must obey all COVID-19 safety regulations: wearing of face mask is compulsory, washing of hands and use of sanitizers before entering the exam hall, as well as temperature check.
3. Candidates must maintain social distancing all the time and have a good health status.
4. Candidates must not take unauthorized materials like chips, scribbles, dubs to the examination hall.
5. **Indecent dressing is not allowed.** Candidates must not wear spaghetti/ sleeveless tops, knickers and/ or shredded jeans for examinations. Any candidate who dresses indecently will not be allowed to sit for the examination. Candidates are to ensure that their hair is properly groomed and combed for the examination. Dreadlocks and long braided hair are not allowed.
6. Slippers are not allowed in the examination hall. Science students must not wear slippers and sandals to the laboratories.
7. Candidates may not leave the hall during the Examinations unless escorted by an Examination Official.
8. Candidates must come with their own writing materials to the Examination hall.
9. All rough work must be done in the answer booklets and crossed out neatly.
10. Communication between and among candidates is strictly forbidden.
11. Candidates who need the attention of the Invigilator should signal by the raising of hand.
12. Candidates are to write legibly. The answers to each question must be started on a new page.
13. The signing of Attendance Register will start at the commencement of the Examination and at the end as each candidate hands in his/her script to the Invigilator.
14. 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.
15. Candidates should write their examination number on every loose sheet.
16. Mobile phones and other smart electronic gadgets are not allowed in the Examination room/hall.
17. Science students are to come along with their long-sleeved laboratory coats and hand gloves during practical examinations.
18. Candidates should confirm their JUPEB Number on the School of Foundation Studies' website ([foundation.unilag.edu.ng](http://foundation.unilag.edu.ng)) and on the student's profile prior to the JUPEB

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**

	<b>OFFENCES</b>	<b>PENALTIES</b>
1	<b>Lateness to Examination:</b> All candidates should be at the Examination venue two (2) hours before the commencement of the Examination and be seated at least fifteen (15) minutes before the examination.	Candidate coming after 30 minutes of commencement of examination is deemed to be late and will be disallowed from seating for the Examination.
2.	<b>Indecent dressing:</b> Candidates must not wear spaghetti/ sleeveless tops, knickers, shredded jeans and slippers. Science students <b>must not wear sandals to the laboratories.</b>	Any candidate caught will not be allowed to sit for the examination.
3	<b>Copying:</b> Copying from chips, pieces of paper, textbooks, lecture notes, other candidates' scripts; inscriptions on the body, exchange of question papers/answer sheets, collaborative copying, etc.	Candidate will be required to complete Exam misconduct form and if found guilty his or her result shall be cancelled.
4	<b>Possession of mobiles phone(s), smart wrist watches</b> and other electronic gadgets either in use or not in use.	Mobiles phone(s), smart wrist watches and other electronic gadgets will be seized and result cancelled.
5	<b>Smuggling of question papers/answer sheets in and out of Exam hall, absconding with answer script.</b>	Candidate's result will be cancelled.
6	<b>Impersonation</b>	The impostor and the candidate impersonated shall be handed over to the Law Enforcement Agencies and the candidate's results cancelled.
7	<b>Disorderliness</b> (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.	<b>i)</b> If this happens in a room/hall, the results of the whole exam room/ hall will be cancelled. <b>ii)</b> If it happens on a wide scale in a centre, the results of the whole centre will be cancelled.
8	<b>Disturbances</b> (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.
9	<b>Attack on Examination Officials:</b> mob, group or individual attack on Supervisor/Invigilator or Examination officials before or after the Examinations.	Suspect(s) will be handed over to the Law Enforcement Agencies and the results of the whole centre will be cancelled.
10	<b>Forgery of Results:</b> 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 the Law Enforcement Agencies.
11	<b>Destruction of Unauthorized Examinations Materials</b>	Cancellation of results.
12	<b>Refusal to complete Examination misconduct form and/or refusal to submit offending materials.</b>	Cancellation of results.
13	<b>Other related act of Examination misconduct not specifically stated</b>	Penalty shall be determined based on the recommendation of Management.