LESOTHO COLLEGE OF EDUCATION

KEY EXAMINATION REGULATIONS

A) GENERAL

1) Only registered Lesotho College of Education students will be allowed to write examinations.
2) Every student MUST wear a face mask throughout the entire examination duration. **No student shall be allowed into the examination venue without wearing a face mask.**
3) Every student is expected to produce a valid student ID to the invigilator before entering the examination venue. In the case where a student does not have a valid student ID, valid national ID or passport accompanied by proof of registration shall be used by such student to get access into examination venue. **No student will be allowed into any examination venue without having produced one of the documents mentioned above.**
4) Students should be properly seated **fifteen (15) minutes** before the start of the examination.
5) Students will only be allowed to write examinations in the specific allocated venues. No exchange of venues will be allowed.
6) Students are not allowed to leave the examination room **before half of the duration of the examination** has elapsed. Exceptional cases will be decided by the invigilators.
7) If a student has to leave the examination room for valid reasons, he/she should be back within **five (5) minutes** if the examination has not been completed.
8) Students are expected to bring their own stationery for the examination, except the answer booklet which shall be provided. They should bring a soft
lead pencil, an eraser, a pencil sharpener, a pen, and any other equipment which may be required for specific examinations e.g. mathematical instruments. No borrowing of equipment will be permitted during the examination.

9) Students are not allowed to bring unauthorised materials and equipment (for example books, pamphlets or cellular phones or any printed materials) into the examination room.

10) Every student is required to sign the attendance list personally before leaving the examination room

B) Examination misconduct/offense & Procedures

1) It is an offense to:

   i) Bring unauthorised material(s) and/or equipment into the examination room.
   ii) Demonstrate disruptive behaviour in the examination room (including the use of offensive language);
   iii) Fail to follow an invigilator’s instructions
   iv) Communicate in any manner with another candidate without the authorisation of the invigilator(s).
   v) Impersonate other people, that is pretending to be someone else, arranging for another person to take one’s place in an examination.
   vi) Act in a manner that disturbs other candidates.
   vii) Refusing to hand over to the invigilators any material that is not allowed in the examination room and/or destroying evidence.
   viii) Copy from other candidates.
   ix) Behave in such a way as to undermine the integrity of the examination.

2) A student who is found to have committed an offense in the examination room shall be required to submit a written report to the office of the Assistant Registrar-Academic within twenty-four (24) hours.
3) The chief invigilator has authority to remove from the examination room, any candidate whose behaviour disturbs and distracts the attention of other candidates.

4) If after a disciplinary hearing a student is found guilty of examination misconduct by College Senate, the sanction will be as provided in the following regulations.

   i) A student who is found in possession of unauthorised material and/or equipment shall forfeit the examination marks in the course and will be assessed on the basis of course work alone (*This means that the final score will be 40% of the course work*).

   ii) Once it has been proven beyond doubt that a student has cheated, such a student shall be *discontinued* from the College for a *Year*.

      *The sanction will be effective from the beginning of the academic year following the one in which the misconduct was committed.*

5) A student who is found guilty of examination misconduct more than once shall be *discontinued and shall not be admitted again* under any circumstances.

C) **Special Examinations**

1) Writing a Special examination is not *automatic* but is permitted on request made in writing to the office of the Registrar, and after consideration of the reasons provided by the student in accordance with the following regulations.

   a) In the case of absence from the examination due to ill-health, the student or someone acting on her/his behalf must submit a valid medical certificate to the Registrar’s office within 7 days.

      In order to be regarded as relevant, a medical certificate must relate to the period of examinations or the period before the examinations or both. Evidence of illness will not normally be taken into account unless substantiated by a valid medical certificate.

   b) In the case of absence from an examination due to serious causes other than the candidate’s own ill-health, the student or someone acting on
his/her behalf must submit to the Registrar’s office, evidence of the cause where possible and a written explanation of the absence within 7 days after the examination has taken place.

In all cases a letter requesting permission to write a special examination(s) must be included in the submission.

2) A candidate who misses an examination because of ignorance of the timetable, misreading it or failing to report clashes before examinations are written, shall be deemed to have failed the examination and will be assessed only on course work.