



POLICY ON ENGAGING IN, AIDING AND ABETTING EXAMINATION AND GRADE MALPRACTICE ACTS

Preamble

The ‘Students Must Earn their Grades’ basic principle underlying this Policy is that: the act of committing an examination or grade malpractice offence most often starts with a student approaching a member of staff or another/other student(s) seeking for assistance to commit such an act or a member of staff offering assistance to a student(s) or another member of staff to commit such an act.

The university in addition to having a well-laid down policy on punishments for specific examination and grade malpractice acts and misconducts by students or staff, is focusing this Policy on those acts that can be described as constituting: *soliciting, aiding, abetting, encouraging or promoting the commitment of examination or grade malpractice offences.*

By the definition of this Policy, *the mere act of seeking assistance for or soliciting to offer assistance to commit an examination or grade malpractice act, although the act itself may or may not have been committed, constitutes an offence.*

Definition of Examination and Grade Malpractice Aiding and Abetting Acts

1. In relation to Students of the University

- 1.1 Student(s) approaching a member of the university administrative staff or faculty asking for his/her assistance to engage in any of the following acts: (i) falsification of examination grades (ii) access to examination papers prior to the scheduled examination at which the examination papers will be taken (iii) access to answered scripts after a scheduled examination session prior to the grading of the scripts by the authorized examiner/faculty member (iv) swapping of answered scripts, by way of replacing answered scripts submitted to the invigilator at the end of a scheduled examination session with foreign answered script(s) after the scheduled examination
- 1.2 Student(s) assisting other student(s) to engage in any of the examination or grade malpractice acts referred to in (1.1) above
- 1.3 Student(s) knowing about or have prior knowledge of or have in his/her possession information about other student(s) or staff member(s) planning to engage in any of the examination or grade malpractice acts referred to in (1.1) above but failed to alert or inform the university authorities about it.

2. In relation to Staff of the University

2.1 Staff (Members of the University Administrative Staff and Faculty) approaching student(s) or other staff members of the university and offering to give assistance to engage in any of the following acts: (i) falsification of examination grades (ii) access to examination papers prior to the scheduled examination at which the examination papers will be taken (iii) access to answered scripts after a scheduled examination session prior to the grading of the scripts by the authorized examiner/faculty member (iv) swapping of answered scripts, by way of replacing answered scripts submitted to the invigilator at the end of a scheduled examination session with foreign answered script(s) after the scheduled examination

2.2 Staff (Member(s) of the University Administrative Staff and Faculty) assisting other staff members to engage in any of the examination or grade malpractice acts referred to in (2.1) above

2.3 Staff (Member(s) of the University Administrative Staff and Faculty) knowing about or have prior knowledge of or have in his/her possession information about other staff or student(s) planning to engage in any of the examination or grade malpractice acts referred to in (2.1) above but failed to alert or inform the university authorities about it.

Sanctions for Committing Examination and Grade Malpractice Aiding and Abetting Acts

The Policy stipulates that any student or staff member that engages in the stated examination or grade malpractice acts will in the case of:

- A student: Be dismissed forthwith from the University without transcript.
- A member of Staff (Members of the University Administrative Staff and Faculty): Be dismissed from his/her position forthwith.

Notifying the University Authorities

Information passed on to the University Authorities by any student or staff in connection with any staff or student(s) planning to engage in any of the listed examination or grade malpractice acts will be treated in STRICT CONFIDENCE

University Authorities that information can be passed on to can be any of the following Officers:

- Head of Division of General Administration (DGA)
- Head of Examination Management and Administration (EMA)
- Any Executive Manager within the Division of Academic Administration (DAA)
- Any Senior Coordinator within the Open University Unit

You may instead decide to send a confidential e-mail to: alert@ait.edu.gh