

INSTITUT D'ENSEIGNEMENT SUPÉRIEUR  
DE RUHENGERRI



*Scientia et Lux*

## **INES-RUHENGERRI SECURITY AND INTEGRITY OF EXAMINATIONS POLICY**

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**Musanze, May 2015**

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**Accrédité par Arrêté Ministériel N° 005/2010/Mineduc du 16 Juin 2010**

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## **I. Introduction**

For the purposes of this policy, an examination is defined as a formal, time-limited, within or practical assessment which is scheduled during the Institute examination period with invigilation provided by the Examination Officer in consultation with the Head of Department. This policy has to be implemented in tandem with the INES-Ruhengeri Academic Regulations especially with regard to assessment and conduct of examinations.

## **II. Preparation of examination papers**

1. All staff involved in the preparation of examination papers must ensure that student are not able to see or gain access either accidentally or deliberately, to examination questions or related material. The arrangements to ensure security will depend on circumstances in individual offices.
2. The Dean of Faculty is responsible for the security of information relating to examinations papers.
3. The examination preparation process will go with the following channels: the Module Team, Module Leader, Head of Department, Dean of Faculty, Examination Officer, Director of Academic Quality Assurance and External Examiner. Staffs who are preparing papers shall keep a record of the progress of each paper, including date submitted for typing, date final version checked, signed and approved for print by the examiner concerned, and date delivered to the Examinations Office. The Examinations Office staff will arrange the papers to be printed.
4. Ideally, there should be no student access to the room in which examination papers are being prepared. If this is not possible, care must be taken to ensure that whenever students are in the room, examination material is not visible either on paper or on a computer screen. Offices shall be locked when unattended and PCs shall be locked or staff logged out. Where possible, papers should be typed outside of students' hours.
5. Examination questions shall not be transmitted via the campus computer network i.e. they must not be stored locally on a PC hard disc. Instead they must



be typed and stored on a portable drive and must only be printed on printers which are connected directly to a PC and not on printers which are attached to a network.

6. Examination papers stored on portable drive shall be password protected to prevent unauthorized access. It is of course important that nobody else knows or can easily guess the password.
7. All examination material on a portable drive must be locked away securely when not being used. If papers are stored on portable drives, these must not be used for other purposes.
8. Care must be taken when disposing of earlier versions or unwanted copies of examination papers. Hard copies must be destroyed by shredding.
9. Examinations questions and papers must not be sent by internal mail or as email attachments but must always be delivered by hand.
10. Arrangements for the conveyance of examination papers or external examiners' comments shall take account of the need for security. Examination papers shall not be sent by fax to the External Examiners but shall always be sent through the external post by recorded delivery. The External Examiner must return the examination papers by similar postal method.
11. The final typed version of an examination paper shall be carefully checked by the internal examiner (Module Leader) and at least one other person before being sent to the Academic Directorate's office for reproduction.
12. After reproduction, papers shall be packed ready for the examination, clearly labelled, and secured stored in the Academic Directorate's office.

### **III. Examination Organizations**

13. All examinations will be organized by the Examination Officer who shall:
  - a) Publish information on the date, time and place of each examination;
  - b) Draw an invigilation of examination schedule in consultation with Director of Academic Quality Assurance, Heads of Departments or Faculties Deans;
  - c) Ensure that relevant question papers are available at each examination in sufficient quantity;



- d) Ensure that sufficient examination script books are available and that they are securely stored both before and after any examination;
- e) Register all students for the examinations;
- f) Draw a sitting arrangement for the students in the examination room with each student allocated a seat number.

#### **IV. Accommodation**

- 14. Examinations of different durations should not normally be scheduled in the same rooms.
- 15. Where two or more groups of students are undertaking different examinations in the same room, a clear indication of the division(s) between the groups must be available in advance.

#### **V. Invigilation**

- 16. Two invigilators shall be present in each examination. If more than fifty candidates are to be examined in any room, an additional invigilator shall be present for each additional thirty candidates (or part thereof).
- 17. Sufficient invigilators shall be designed to cover all examinations.
- 18. Under no circumstances whatsoever must the examinations room be left unattended during any part of an examination.
- 19. Director of Academic Quality Assurance shall ensure arrangements are in place to designate one invigilator in each examination room as the senior invigilator, with overall responsibility for the conduct of the examination in a particular room. The Module Leader shall be the chief invigilator for examinations of his or her module (or a substitute nominated by the Dean of Faculty if he or she is unable to be present).
- 20. Invigilators may not delegate their appointment. If an invigilator is unable to fulfil his/her duties due to circumstances beyond his/her control, he/she shall notify the Director of Academic Quality Assurance who shall designate an alternative invigilator in consultation with the Dean of the Faculty.



21. Invigilators have a responsibility to ensure that the examination for which they are appointed runs smoothly and is conducted in accordance with the INES-Ruhengeri General Academic Regulations.
22. Invigilators are required to give their undivided attention to the surveillance of candidates and must not take into the examination room any work or reading materials. Invigilators must be positioned so that the whole room can be observed.
23. The senior invigilator should collect all examination stationary including question papers and list/lists of candidates from the Director of Academics, not later than 30 minutes before the start of the examination and to ensure that an adequate supply is maintained throughout the examination.
24. Invigilators must arrive in the examination room at least 30 minutes before the planned start of the examination.
25. Invigilators shall ensure that examination room is suitably prepared. They should see that there are sufficient places for the number of candidates expected, that each place is provided with the materials, aids and equipment indicated on the rubric of the paper, and with an answer book where required.
26. The invigilator shall ensure that the correct examination question papers are distributed to candidates before the examination starts and that each question paper is complete.
27. Candidates shall not be admitted to the examination room until all preparation has been completed.
28. Candidates shall be seated as directed by the invigilators and in accordance with the sitting arrangement provided by the Director of Academics.
29. No food or drink is permitted in the examination room other than medicines on prescription and a small bottle of water where applicable. Except where specified in the examination paper, students may also not bring into the examination room any book, paper, calculator with text facility or mobile telephone and any other unauthorized material.
30. If a candidate wished to attract the invigilator's attention they should do so by raising a hand.
31. Candidates must not cause a disturbance of any sort.



32. If an alarm sounds, candidates must leave their scripts, collect their personal belongings, and evacuate the room quickly and quietly.
33. If a candidate reports that they have inadvertently brought an unauthorized item to their desk, the invigilator should remove the item, make a report on the Examination Incident Form and report the full circumstances to the Director of Academics. The candidate shall be permitted to continue the examination.
34. In the event of a candidate becoming ill (or similar emergency), the senior invigilator should send immediately for the Health Personnel and submit a full report using the Examination Incident Form.
35. A student with an acceptable reason may be allowed to go out during examination. However, such a student shall be escorted by one of the invigilators to him/her desired destination. Such a student shall not be given an extra time for examination.
36. In case of cheating, the chief invigilator shall immediately fill in a cheating form which will be signed by all invigilators and the concerned candidate. If the candidate refuses to sign, the chief invigilator will make a report on this.

## **VI. Ending the Examination**

37. The senior invigilator shall announce the end of the examination and instruct candidates to stop writing.
38. The senior invigilator shall remind candidates that all work, including rough work, must be handed in and that no answer booklet, official stationery or equipment is to be removed from the room. Candidates shall be reminded to complete the front of their script(s) (answer booklet(s) and, if special loose sheets are used, to attach them to the completed scripts (answer booklet(s)).
39. Before any candidate leaves the examination room, the invigilators must ensure that all received scripts are collected from the candidate. The invigilator shall also ensure that the candidate has signed the attendance list and check whether the registration number on the booklet corresponds with the one on the student card.



## **VII. After the Candidates have left**

40. The invigilators shall check if the number of candidates agrees with the number of scripts collected.
41. All scripts (completed answer booklets), list(s) of candidates and unused examination stationery are to be returned to the Office of the Director of Academics immediately after the examination by the senior invigilator. If it is not possible to return completed scripts and unused stationery immediately to the Office of the Director of Academics (e.g. after an evening examination) the senior invigilator shall ensure that completed examination scripts, any unused scripts (answer booklet(s) and the Examination Incident Form are kept secure and returned to the Office at 8:30 hours the following morning.

## **VIII. Dealing with Emergency Interruption to Examination**

42. An examination shall be deemed not to have started provided that students have not yet been given the opportunity to read the examination question papers
43. Where at the designated time of starting an examination, the building in which it was due to be held is closed as a result of an emergency building evacuation, the examination will normally start fifteen minutes after the building has been reopened or in an alternative room.
44. It is the responsibility of the invigilators to remain in the vicinity of the building so that they may be the first people to (re)enter the building after the all-clear is given. It is the responsibility of the students to ensure that they are present at the time when the building is re-opened. No examination candidates shall (re)enter the examination room until authorized to do so by the senior invigilator.
45. As soon as possible after the emergency is over, the senior invigilator will (re)enter the examination room.
46. Where an examination has been in process and it is disrupted because of an emergency, then such an examination may be rescheduled. Within 48 hours, the Director of Academics will fix a new date, time and place and display the information on the student's notice board and forward the same to the Faculty





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concerned. It is the responsibility of the students to ascertain the revised schedule and so to be present at the designated time and place for the examination.

Done at Musanze, on 30<sup>th</sup> May 2015



*T. Dr. Faustin Ndayishimiye*  
*Recteur*

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