



## **JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

### **RULES AND REGULATIONS GOVERNING ONLINE EXAMINATION**

#### **1. Purpose and Scope**

These rules and regulations contain the provisions on how students should conduct themselves while taking examinations remotely.

The University Examination Rules and Regulations are applicable to Online Examination methods of exam administration. Engagement in any form of examination malpractice will result to disciplinary action taken against those violating the rules and regulations

#### **2. General Examination Provisions for Online Examination**

The following regulations should be observed:

- a) You are required to adhere at all times to the University Examination Rules and Regulations and the guidelines for Online Examination. If you are found to be in breach of the regulations and guidelines, you may become liable to disciplinary action which could result in your suspension or Expulsion from the university.
- b) You should have registered for the examination and cleared the University fee before sitting for the exams
- c) You are required to comply in all respects with all instructions issued before, during and at the submission of an exam.
- d) You are warned to desist from gaining unfair advantage in the exam (whether by breaching an exam regulation or otherwise).
- e) Your work may be subjected to verification and inspection in the event of detection of any form of examination malpractice.
- f) You are advised to familiarize yourself with the examination timetable to confirm the date and time for the online exam and open-book assessment.

- g) You are required to avail yourself for all examinations in person. In case for a good cause you may be unable to attempt the exams, you may seek for special examinations which may be offered at a later date and on the discretion of the University.
- h) Examinations will be available on the dates and time indicated in the timetables and will not be accessible once the time has elapsed.

### **3. General Examination Rules**

Each Candidate must observe the **University Examination Rules and Regulations** and the **Online Examination Regulations and Guidelines** as stipulated in this article.

The test environment in which the Candidate takes the Examination must meet the following requirements:

#### **3.1 Before start of the examination**

- a) The Candidate's test environment must be quiet and tranquil. There may not be sounds from music, television or any other sounds.
- b) Make sure you have a good internet connection and fully charged computer/smartphone/tablet (device used for examination).
- c) No other persons except the test-taker should be permitted near testing environment. Impersonation and/or outsourcing individuals to attempt the exam on your behalf is a breach of examination rules and regulations. The University reserves the right to investigate suspicious cases.
- d) Lighting in the room must be bright enough to be considered "daylight" quality.
- e) Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. unless specifically permitted in posted guidelines for that particular examination.
- f) For room scans, students must show work area as well as entire room.
- g) Only two browser windows needs to be open; that of the exams and zoom proctor application. All other browser windows should be closed during the exam.
- h) No any other computers or similar devices should run concurrently during the timed online examination.
- i) Ensure that the physical location for examination is well lit and adequately ventilated.

#### **3.2 During the Examination the Candidate's conduct must meet the following requirements:**

- a) The timed online examination must be completed in one sitting. The exam will be accessible only once.
- b) The Candidate should not communicate with anyone during examination. In the event that the candidate faces technical challenges, communication will be allowed to seek helpdesk support from the university. Where it has been determined that the candidate has intentionally unplugged the System / Peripherals / Network etc., time will not be extended and the exam will be terminated at the original time.
- c) The candidate should not open or use any programs such as Instant Messaging, chat rooms, email, etc. or “Web Surfing” while taking the exam.
- d) The Candidate may not leave the room after starting the Examination. Breach of University Examination Rules and Regulations will apply in case of non-compliance.
- e) The Candidate must face the computer screen/smartphone/tablet during the examination to confirm his/her identity at all times.
- f) The Candidate should not take screenshots during the Examination.
- g) After you have completed your online exam, you must save all answers and click “Submit”.