



## **POLICY ON USE OF UNFAIR MEANS IN EXAM**

**NATIONAL UNIVERSITY OF TECHNOLOGY**  
**(NUTECH), ISLAMABAD**

## **POLICY ON USE OF UNFAIR MEANS IN EXAM**

### **1. Committee on Redress of Grievances and Use of Unfair Means in Exam.**

A Committee has

been constituted as under:-

#### **a. Composition**

- |     |                  |     |                                  |
|-----|------------------|-----|----------------------------------|
| (1) | Committee Chair: | -   | Controller of Examination        |
| (2) | Members:         | (a) | - Asst Dean Student Life         |
|     |                  | (b) | - Dy Registrar                   |
|     |                  | (c) | - Asst Dean UG                   |
|     |                  | (d) | - Asst Dir IT                    |
|     |                  | (e) | - Respective Exam Supdt/ Faculty |
|     |                  |     | Members / HoDs                   |

#### **b. Tasks:** The committee will address following issues:-

- (1) Complaints of ordinary nature will be addressed through standard mechanism and process used in the University.
- (2) Serious nature of complaints regarding grading and attendance which can be attributed to online learning environment (e.g., delayed or non-receipt of recorded lectures and assignments, inability to submit or delayed submission of an assignment due to connectivity issue, inability to take online quiz, inability to take online exam, inability to timely upload or post an assignment, solved quiz and solved examination due to COVID-19 situation) will be addressed.
- (3) CRGUME shell also handle all kind of complaints related to use of Unfair Means in exams (both on campus and online) by the students.
- (4) If a student wants to withdraw from the semester based upon inaccessibility or any other inability, he may be allowed to do so without having any adverse impact on the promotion of the student. In such a case the course(s) will be treated as “freeze” and no fee shall be charged.
- (5) Evaluate the cases reported and dispose them off in accordance with the policy.
- (6) Cases requiring decision at the NUTECH Committee on Discipline (NCoD) to be referred.
- (7) After processing of the cases, approval be sought from Pro-Rector / Rector.

**2. Class/Category of Person Involved.** The malpractices and acts of misconduct in examination also give an indication of the persons and class/category of examination staff who may possibly indulge in the commission of such acts before, during or after examination. Such persons/staff may be categorized as follows:

- a. Students
- b. Employees of examination department and auxiliary staff such as checkers, scrutineers responsible for the conduct of examination.
- c. Paper setters, moderators and examiners.
- d. Invigilators, Inspectors and other auxiliary staff such as sanitary workers, N/Qasid, Lab Staff etc. deputed in examination center.
- e. Persons/staff responsible for transportation or safe custody of examination-related material.

3. **Types of Penalty (s).** Depending upon gravity of offence, priority wise various types of penalties are as under:-

Levels	Penalty	Authority
I	a. Verbal Warning b. Change of seat	Invigilators / Exam Superintend
II	Withdrawal / collection of Answer Booklets	a. Exam Superintend in coordination with Exam Office b. Exam Superintend may refer the case to committee
III	a. Written Warning b. Award of zero / reduce marks. c. Cancellation of paper with “F” grade in particular subject. d. “F” grade in all the subjects. e. Refer to committee on discipline, for more severe punishment. f. Probation on Disciplinary ground if any student earns two consecutive written warnings in a semester or overall three warnings. Once placed on disciplinary probation, will be dealt as per already approved policy.	Committee on Redress Of Grievances and Unfair Means

4. **Proposed Scenarios.** Some of the offences that can be used as an unfair means in exams are as under: -

Levels	Offences
I	a. Whispering / Talking b. Glancing / Looking / Staring c. Responding to others whispers and assisting others in seeing own Answer Sheet. d. Talking to another candidate during examination in the exam hall with the purpose to receive help. e. Being caught talking while outside the examination hall during the examination when allowed to go out e.g. visit to washroom etc. f. Getting / giving assistance by exchange of personal items like calculators, etc.

	g. Giving/Receiving assistance/copying from another candidate's Answer Sheet or allowing any other candidate to copy from his Answer Sheet.
II	<ul style="list-style-type: none"> <li>a. Misbehaving with the invigilator / Supervisory staff or refusal to adhere to University rules.</li> <li>b. Sitting contrary to seating plan, intentionally.</li> <li>c. Writing on the desk before the start of the exam.</li> <li>d. Carrying helpful material written on hands / arms / calculator etc.</li> <li>e. Exchanging Question Papers</li> <li>f. Repeat offences of Level - I</li> <li>g. Other offences of similar nature and intensity.</li> </ul>
III	<ul style="list-style-type: none"> <li>a. Carrying mobile phone, programmable calculator or other electronic device helpful in exam.</li> <li>b. In possession or accessible to books or copy from books/papers or other helping/cheating material.</li> <li>c. Using abusive or obscene language in his/her Answer Sheet (s).</li> <li>d. Writing each other's Roll No. on own Answer Sheet.</li> <li>e. Exchanging Answer Sheets during the examination.</li> <li>f. Disclosing candidates' identity in Answer booklets.</li> <li>g. Replacing answer sheets with other Answer Sheets not distributed for this exam (e.g. prepared at home, prepared in class).</li> <li>h. Proxy Sitting</li> <li>i. During open book examination / Open Ended Lab Project, having exactly the same answers as of colleagues.</li> <li>j. During online / viva, if it is found that student has copied the solution from other student.</li> <li>k. An approach made to an examiner or any other officer of the University by relative, guardian or friend of the candidate.</li> <li>l. Communication or attempt to communicate, with faculty / examiners, or other officer/s of the University with the intent to influence them in the award of marks.</li> <li>m. Leaking information about question papers.</li> <li>n. Rustling Answer booklets in or outside the examination center.</li> <li>o. Addition to Answer booklets after examination.</li> <li>p. Helping the candidates to use unfair means in any form and by any one in or outside the examination center.</li> <li>q. Obtaining admission to an examination on false identity / impersonation.</li> </ul>

	<ul style="list-style-type: none"> <li>r. Found (in or around an examination hall) in possession of weapons.</li> <li>s. Repeat offences of Level - II</li> <li>t. Other offences of similar nature and intensity.</li> </ul>
--	---

5. **Process.**

- a. All such complaints will be forwarded to Examination office.
- b. In case of any kind of online exam, respective faculty will access the degree of copying / cheating as under: -
  - (1) Percentage of Copying / Cheating (0-100%)
  - (2) Similar example specially irrelevant to the Answer
  - (3) Conceptual Answer similarity
  - (4) Google Probability
  - (5) Similarity of opening line / paragraph
  - (6) Attempting sequence etc.
  - (7) Any indication from submission time?
  - (8) Any other observation?
- c. Exam office will compile all such complaints for processing.
- d. Meeting of the committee will be called by the examination office on required basis.
- e. Decisions of the committee will be notified by the examination office to all concerned.
- f. Exam office will maintain a record of all such complaints, meeting, decisions and notifications.

6. **Appeal.**

- a. Student can appeal to Pro-Rector for reviewing the decision of the committee.
- b. Application for review will be submitted with Registrar Office.
- c. Pro-Rector NUTECH can forward the case to same committee for reviewing the decision or can constitute a new committee. If a new committee to be constituted, it will be notified by the registrar office.
- d. Registrar office will convene the meetings of committee as and when required.
- e. Reviewed decisions will be endorsed by the Rector NUTECH, and shall be considered as final.
- f. Registrar office will notify the decision to all concerned.
- g. Registrar office will maintain a record of all such complaints, meetings, decisions and notifications.

7. **Conclusion.** Use of unfair means in examination is a punishable offence. To avoid the malpractices that are commonly committed in examination at pre-conduct, conduct / evaluation stages, there is need to forecast various proposed scenarios and recommend corresponding penalty. Therefore, policy formulated so shall curtail the tendency for use of unfair means in examination and will effectively control the copying tendencies amongst students.