

SCHEDULE OF PENALTIES

TYPES OF MALPRACTICE	DESCRIPTION OF MALPRACTICE	ACTION	PENALTIES
PREMEDITATED CHEATING	Smuggling of unauthorized materials into the examination room, for instance pre-prepared answers, notes, electronic devices etc.	Immediate expulsion of the candidate(s) from the examination hall and recommends to the Head Academics for disqualification in course and suspension from the college for one (1) academic year.	Nullify all the results for the affected candidate. In addition, candidate barred from the college for one (1) academic calendar year.
	Impersonation – Cases where someone write an examination on behalf of the candidate	Immediate expulsion of the candidate(s) from the examination hall and recommends to the Head Academics for disqualification in course and suspension from the college for one (1) academic year.	Nullify all the results for the affected candidate. The impersonator and affected candidate should immediately be reported to Police for further proceedings. In addition, the affected candidate barred from writing ZICT College examinations for a period of One (1) academic calendar year.
ASSISTANCE	Where a candidate is being assisted by someone from the institution to write the exam.	Immediate expulsion of the candidate(s) from the examination hall and recommends to the Head Academics for disqualification in course and suspension from the college for one (1) academic year.	Nullify all the results. In addition, the affected candidate barred from writing ZICT College examinations for a period of One (1) academic calendar year.

	Where a candidate submits two answer scripts with different hand writing.	Immediate expulsion of the candidate(s) from the examination hall and recommends to the Head Academics for disqualification in course and suspension from the college for one (1) academic year.	Nullify all the results. In addition, the affected candidate barred from writing ZICT College examinations for a period of One (1) academic calendar year.
	Where a candidate submits two answer scripts with same hand writing.	Immediate expulsion of the candidate (s) from the examination hall.	Give the candidate the lowest mark from the two scripts.
COPYING	Where one candidate copies from the other candidate in one course without the knowledge of the originator.	Immediate expulsion of the candidate (s) from the examination hall and recommend to head academics to nullify results in the course.	Nullify all the results in the affected course for the culprit.
	Where one candidate copies from the originator who is not necessarily in collusion but is culpably negligent.	Immediate expulsion of the candidates from the examination hall and recommend to head academics to nullify results in the course.	Nullify all the results for both in the affected course.
COLLUSION	Where two candidates connive to copy from each other in one course.	Immediate expulsion of the candidates from the examination hall and recommend to head academics to nullify results in the course.	Nullify results in the affected course for both candidates.
	Where two candidates have copied from each	Immediate expulsion of the candidates from	Nullify results in all courses for both candidates.

	other in more than one course.	the examination hall and recommend to head academics to nullify results in the course.	
	Where one candidate copies from the originator who is in collusion.	Immediate expulsion of the candidates from the examination hall and recommend to head academics to nullify results in the course.	Nullify results in the affected course for both candidates.
WIDE SPREAD CHEATING	Where all candidates or group of candidates at examinations center have similar answers.	Recommend to the head of Academics to nullify results for all candidates and institute investigations to ascertain possibility of examination leakage or fraud.	Nullify results for all candidates in the affected courses. Institute investigations to ascertain possible examination leakage or fraud.
PRIOR KNOWLEDGE OR LEAKAGE	Candidates having access to question papers prior to the examination.	Immediate expulsion of the candidate(s) from the examination hall and recommends to the Head Academics for disqualification in course and suspension from the college for two (2) academic year.	Nullify all the results. In addition, the affected candidate barred from writing ZICT College examinations for a period of two (2) academic calendar years.
SUBSTITUTION	Where a candidate or someone else removes from the temper evident envelope the script originally submitted by the candidate and replaces it with another done by the candidate or	Immediate expulsion of the candidate(s) from the examination hall and recommends to the Head Academics for disqualification in course and suspension from the	Nullify all the results. In addition, the affected candidate barred from writing ZICT College examinations for a period of two (2) academic calendar years.

	another person inside or outside the examination room , during or after the period of the examination.	college for two (2) academic year.	
MISCONDUCT	Writing false personal details on the examination answer booklet	Immediate expulsion of the candidate(s) from the examination hall.	Nullify the results in the affected course and caution the candidate.
	Use of abusive language – where the candidate write insults to the examination authority, lecturers etc.	Immediate expulsion of the candidate(s) from the examination hall.	Caution the candidate
	Disorderly conduct likely to disturb other candidates	Immediate expulsion of the candidate(s) from the examination hall.	Nullify the results in the affected course and caution the candidate.
	Tearing off any part of the answer book or attempts to remove from the examination room a written answer book, a blank answer book or any part thereof	Immediate expulsion of the candidate (s) from the examination hall.	Reduction of grade to the next lower grade
	Continuing to write an answer after the Chief invigilator has announced the expiry of time	Transmits candidates' scripts for marking but records on scripts that student continued writing after expiry of time	Reduction of grade to the next lower grade.
PLAGIARISM	Discovery of alleged plagiarism(e.g Thesis Project reports etc) collusion, i.e the representation of another's work or	Refer to the Head of Academics for consideration and recommend for disqualification in the course	Expulsion from the College.

	ideas as one's own without appropriate acknowledgement or referencing, where the owner of the work knows of the situation and both work towards the deceit of a third party (while in plagiarism the owner of the work).		
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