



NATIONAL OPEN UNIVERSITY OF NIGERIA

University Village, Nnamdi Azikwe Expressway, Jabi, Abuja.

DIRECTORATE OF EXAMINATIONS AND ASSESSMENT (DEA)

GUIDELINES FOR THE CONDUCT OF PHYSICAL EXAMINATIONS (PEN-ON PAPER EXAMINATIONS)

Please find below guidelines for the conduct of examinations as approved by the Senate. Without prejudice to all the provisions therein the guidelines, kindly note and implement the following guidelines for NOUN examinations.

1. Candidates **MUST** arrive the examination hall 30 minutes to the scheduled time for the paper i.e; 7:30am for 8:00am, 10:30am for 11:00am and 1:30pm for 2:00pm sessions respectively.
2. Study Centres are allowed to accept visiting students during the entire examination. Such students **MUST** show evidence that they have paid and registered for the examinations they intend to sit for and that they are on official assignments outside their stations. Signals are required for all military and paramilitary personnel, asking to take examination as visiting students. Centre Directors are to properly document this and forward a copy to the Director, DEA and also to the marking venue.
3. In implementing 2 above, there should be no abuses. In order to control abuses, mega Study Centres (5,000 students and above) are allowed a maximum of 50 additions for POP and e-Exams; those below that number are allowed not more than 15 additions. **Community Study Centres are not allowed to add any candidate as visiting student without the prior approval of the Director, DEA. However, Community Study Centres which could prove that there is an ongoing communal crisis necessitating some candidates to take examination at their Centres may be considered.**
4. Any student who intend to sit for an examination at another Study Centre **MUST BE** cleared by their original Study Centres. The Examination Transfer Form duly completed and endorsed, can serve as evidence that the student is qualified to sit for the examination.
5. Study Centre Directors are to ensure that students with issues of **portal reversal or wrong Study Centre listing are resolved before the commencement of examination. Ensure change of Study Centre is authorized via a letter from Registrar. Centre-to-Centre transfer off record had been abolished long ago.**
6. Host Study Centre Directors for marking of scripts of are expected to reject all scripts not captured in the SSS system. Subject Officers and Marking Coordinators may not allocate scripts not captured on the SSS to Markers. This is to protect the integrity of the process.

7. Candidates caught cheating during examination sessions are to be given the Examination Malpractice/Misconduct Form to fill and also presented with a letter inviting them to Study Centre Examination Misconduct Committee Meeting immediately. The Centre Misconduct Committee **MUST** be chaired by the Study Centre Director who conducted the examination. The report of the Study Centre Misconduct Committee should accompany the answer booklet(s) of the candidate for the examination in question. Also, all other necessary documentations to prove the case against the students should be attached to the report and forwarded to DEA not later than 3 days after the last day of e-exam. The decision of Central Examinations Committee is that scripts for candidates caught cheating in exams should not be forwarded to marking Centres for marking. Rather, they should accompany the report of Misconduct Committee of the Study Centre to DEA.
8. All staff, visitors and students should be made to observe NCDC guidelines as a condition for gaining access to venues where examinations will take place.
9. Nursing mothers may be allowed to take examination in such a way that their children **DO NOT** disturb other candidates. The discretion of the Study Centre Directors should be exercised in this regard.
10. Any staff who is a candidate for an examination is not allowed to participate in the preparation, meetings and conduct of examinations for which they are candidates.
11. Where a Study Centre Director may not be available to conduct examination in person, such a Director should indicate in writing to DLSS. Management will appoint an Examiner for the Centre for the conduct of all examinations. This means that only the person so appointed shall conduct the entire exams and submit scripts in person to the marking venue.
12. The Super-users are hereby directed to ensure strict compliance with the rules on the use of SSS and addition of visiting students. They shall be held responsible for all breaches in that regard. **Manipulation of any exam servers will not be tolerated.** Offenders will be reported to the University Management for disciplinary action.
13. Payment of the introduced Invigilation Allowance still subsist. This should be done on the basis of pay-as-you-work following the rate below:

CONTISS 12 and above/CONUASS 5-6	N2,500 per day
CONTISS 11-12/CONUASS 3-4	N2,000 per day
CONTISS 6-10/CONUASS 1-2	N1,500 per day
CONTISS 1-5	N1,000 per day

It should be understood that these guidelines are only sent to designated staff of NOUN. **It is not for notice boards or social media outlets of staff, students or members of the public.** Study Centre Directors can extract the information here and re-write it suitably for students' bulletins and information outlets if necessary.

Prof. Olugbenga Ojo

Director, DEA

Cc: *Vice Chancellor
Deputy Vice Chancellor (Academic)
Deputy Vice Chancellor (Administration)
Deputy Vice Chancellor (TIR)
Registrar
Director, Academic Planning
Director, Learners Support Services
All Deans
Director, Management Information System
All Heads of Academic Departments
All Marking Coordinators
All Super Users
File*