



آغا خان یونیورسٹی ایگزامینیشن بورڈ
AGA KHAN UNIVERSITY EXAMINATION BOARD

Disciplinary Procedures and Code of Conduct for Candidates sitting for the Aga Khan University Examination Board (AKU-EB) Examinations

Below are some extracts of AKU-EB's Disciplinary Procedures and Code of Conduct Policy for Candidates.

Introduction

- i. The AKU-EB Disciplinary Procedures and Code of Conduct Policy are devised with the primary objective of ensuring exemplary behaviour and conduct of candidates in all AKU-EB organized examinations. It is expected that AKU-EB candidates will display the highest degree of moral and ethical values.
- ii. Accordingly, the powers for determination of an offence and imposition of penalty thereof in accordance with the provisions of this Code and Procedures shall vest exclusively with AKU-EB.
- iii. AKU-EB expects that the behaviour of its candidates during the examination sessions will be in conformity with the highest standards of honesty, morality and discipline. Candidates will respect the rights and privileges of the examination staff appointed by AKU-EB at all times. They will conduct themselves in ways that uphold the reputation of AKU-EB.
- iv. In cases where there are grounds to suspect a breach or any infringement of the Code of Conduct, disciplinary action under the auspices of the Disciplinary Procedures may be initiated for such behaviour committed by the students.

1.0 Malpractice Categories

1.1 Malpractice by Candidates

It will be an infringement of the Code of Conduct to:

- 1.1.1 submit false or altered documents for registration of exams or for assessment purposes.
- 1.1.2 submit false information or false medical documentation to gain an undue advantage.
- 1.1.3 forge, alter or fabricate any AKU-EB issued documents, including but not limited to Admit Cards, Result Slips or other official documents.
- 1.1.4 impersonate a candidate, or have an impersonator take the examination on one's behalf or provide a false signature for attendance at any assessment procedure or on any document related to attendance or the submission of

material where the signature is used as proof of authenticity or participation in the examination.

- 1.1.5 tear any part of the examination booklet.
- 1.1.6 to remove and/or attempt to remove the examination booklet outside the examination room.
- 1.1.7 Cheat in examinations, including the use of unauthorized material or aids (whether verbal, written or an audio visual cue or electronic device or otherwise) during the examination.
- 1.1.8 Copy from another candidate's work or seek help from invigilation staff.
- 1.1.9 Assist another candidate in writing his/ her examination.
- 1.1.10 Deviate from the instructions given by the invigilator.
- 1.1.11 Disrupt the atmosphere of the examination room.
- 1.1.12 Any sort of misconduct; carrying weapons, refusing/resisting the lawful orders of supervisory staff, creating disturbance, instigating other candidates, threatening or assaulting the invigilating staff, impeding the progress of examination, in or outside the examination room.

1.2 Evidence of malpractice identified by AKU-EB Examiners during the marking of exam responses

- 1.2.1 Unexpected similarity in the candidates' responses sitting in one examination center observed at the time of e-marking.

1.3 Malpractice identified in coursework/personal portfolios submitted by the school

- 1.3.1 Submit someone else's work for assessment as the candidate's own unaided work
- 1.3.2 Plagiarise
- 1.3.3 Fail to acknowledge sources in the personal portfolios submitted to the Board

2.0 Disciplinary Actions

2.1 In cases of breach of disciplinary procedures, AKU-EB's Malpractice Committee may impose any one of the disciplinary actions listed below, depending on the severity of the offence.

- 2.1.1 Issue Cautionary Warnings to Candidates.
- 2.1.2 Cancel Candidate registration and/or enrolment with AKU-EB.
- 2.1.3 Withhold result(s) in one or more specific subject(s).
- 2.1.4 Debar from taking AKU-EB examinations for a period ranging from 1-4 years.
- 2.1.5 Exact any other penalties as may be deemed appropriate to the circumstances.

3.0 Appeals against the decisions of the AKU-EB's Malpractice Committee

3.1 Any appeal by the candidate and/or schools must be made within 15 working days of the date of the letter notifying the candidate of the malpractice committee's decision.

3.1.1 Candidates and/or schools must clearly state the reason for the appeal and provide any additional information that they would like the appeals committee to consider.

3.1.2 Candidates and/or schools must submit their appeal in writing.

3.1.3 AKU-EB will inform the candidates and/or schools of the outcome of their appeal within 15 days of the receipt of the appeal.

3.1.4 The outcome of the appeal will be considered final. AKU-EB will not engage in any further correspondence with either the candidates and/or schools.

4.0 Confidentiality

The disciplinary proceedings held under the provisions of this Code of Conduct shall be of a confidential nature. To ensure the safety and security of all concerned, all information, statement, evidence, material, etc. received and/or presented during the disciplinary proceedings shall be kept strictly confidential and the candidates will not be entitled to have access to and/or seek copies of any of the record(s) of the disciplinary proceedings.