Addis Ababa University
Addis Ababa Institute of Technology
Pre-Engineering and Common Courses Office

How to avoid academic dishonesty by respecting exam room discipline?

Permitted and forbidden items

- It is not allowed to bring mobile phones or any other electronic device (except scientific calculators) to exam hall. Any student caught during examination with mobile phones, either switched on or not, will be accounted for cheating.

- Mobile phones shouldn't be used as substitute for calculators.

- Students shouldn't wear hat and other type of clothes that hampers the invigilators inspection capacity.

- Each student must bring his/her University ID card and keep on the chair visible to the invigilator.

- No student may be admitted into an examination hall 30 minutes after the beginning of the examination and no student may be allowed to leave an examination hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.

- If a student is forced to leave an examination hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform him of the fact that certification from a medical doctor must be obtained expeditiously to substantiate the claim of sickness or illness.

Violation of examination regulations in an examination room

- Copying from pieces of paper or any other source of information brought into an examination hall where such material is not specifically permitted.
- Working on or being found in possession of examination papers other than one's own.
- Exchanging information in the examination hall in oral, symbolic, written or any other means, such as mobile phones where these are not specifically permitted.
- Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own.
- Sitting for an examination in a module/course for which one has not been registered.
- Taking an examination by proxy, i.e., through another party.
- Disorderly conduct in an examination hall, including refusal to accept and abide by instructions given by the invigilator.
- Being caught in the act of avoiding signing attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.
- Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.

Penalty if a student commits an act of academic dishonesty

- He /she shall be **suspended for a minimum of one academic year**.