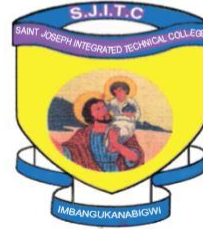


**SAINT JOSEPH INTEGRATED TECHNICAL COLLEGE (SJITC)**  
**JOSEPHITE BROTHERS**  
**NYAMIRAMBO - KIGALI**  
**P.O. Box 1330 Kigali**  
**Tel: (+250) 782306593**  
**E-mail : [sjtc2010@yahoo.fr](mailto:sjtc2010@yahoo.fr)**  
**[www.sjtc.ac.rw](http://www.sjtc.ac.rw)**



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# **SJITC EXAMINATION RULES AND REGULATIONS**

**July 2023**

Examinations are subject to the Academic Regulations. In addition, the individual lecturer's exam instructions for each exam must be followed exactly. Be sure to take the time in each exam to read the instructions carefully and to count the pages of the exam once the Proctor starts the exam, ensuring that you have all the pages. Proctors do not remain in the examination rooms, although they circulate through the rooms periodically. Students are bound to follow all the applicable rules and to report to the Registrar any violations of rules or procedures that they believe may have occurred. If for some reason you cannot find Registrar, contact the Vice Principal Academics office.

## **Examination Regulations & Procedures**

### **1. CODE OF CONDUCT VIOLATIONS:**

Students are bound by the Code of Conduct. All students must be familiar with the Code. Failure to report a violation of the Code of Conduct is itself a violation of the Code.

### **2. IMPROPER DISCLOSURE:**

Students must not disclose the form, content, degree of difficulty or any other information about an examination to a person who the student knows or should have known has not taken the exam, and must not discuss this information in the Law School building or any other place where someone who has not taken the examination may overhear.

### **3. ROOM OF EXAMINATION**

The examination room should be prepared one hour before the exam, all seats arranged, no paper and other raw materials. The students will enter the examination room after

presentation of college ID card and Examination Card. Fault of these document no student is allowed to enter the Examination Room.

#### 4. **TIME AND PLACE:**

All Exams: Students must be in the exam room and ready to start the exam at least 15 minutes before the designated start time published by the Registrar's Office. Students using laptops must allow enough time to start their laptops and properly launch their exam software. **RESCHEDULED AND SPECIAL CIRCUMSTANCE EXAMINATIONS** will be conducted in rooms designated by the Registrar. These students should **not** report to the assigned room, and should instead, follow the Registrar's instructions.

#### 5. **STARTING THE EXAMINATIONS:**

- A.** When the exam invigilators enter to the examination room with the exam paper, students must place all materials that are not specifically designated "permissible materials" in the front or back of the classroom, including but not limited to, ***backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, iPod, headphones, purses, and bags.*** Nothing except an article of clothing (sweater, etc.) or food and drink, may be kept at the student's seat. Students may only have one laptop or monitor at their seats. Once all materials are in the front of the room, and students have returned to their seats, the invigilator of the room will distribute the exam.
- B.** Once the invigilator begins handing out the exams, students may not write anything.
- C.** Students must not open the exam until the exam Invigilator starts the exam on the time prescribed and/or instructs students to do so. When the exam invigilator starts the exam. Students must check to ensure they have all pages of the exam, must fill out their examination numbers in the appropriate locations, and must read the instruction page(s) of the exam.

## 6. EXAMINATION MATERIALS:

The examination will be handed out by the exam invigilators. Should students need scrap paper or booklets, initially these materials will be at the front of the room, after the exam is started, if more paper or another booklet is needed students may pick them up from the Invigilators in the exam room.

## 7. LEAVING THE EXAMINATION ROOM:

Students may leave the room during the examination but may go **only** to the toilet and, in appropriate circumstances, the invigilator have to accompany him. Students **may not take any materials (including booklets, answer sheets, the examination, laptops, scrap paper, and permitted materials)** from the examination room during the examination. Books or other materials may not be placed in any area to which the students are permitted access during the examination. During the time the student is out of the exam room he/she may not talk with anyone except the Invigilators, the Registrar and the Academic Dean or Tech Support personnel as appropriate.

## 8. CONCLUDING THE EXAMINATION:

Students will be notified when there are fifteen minutes and 1 minute remaining in the examination and when time has expired. Immediately upon the announcement that time has expired, all writing or typing must stop, all pens/pencils must be put down. A student should not leave the exam room after the exam to be submitted. A student may not review the examination or make any additions or deletions to the answers after time is called. Students who need to perform an administrative detail, such as adding their exam numbers to the exam or booklets, **must ask the examination administrator for permission to do so**. Writing after time has been called is a

violation of the Code of Conduct. Students may not remain in the room after completion of the examination.

#### **9. TURNING IN BOOKLETS, ANSWER SHEETS, EXAMS, AND SCRAP PAPER:**

At the conclusion of the allocated time for the exam, or when finished before the allocated time, students must observe the following procedure:

- A.** The student must gather all examination materials, including **the examination, used booklets, answer sheets, used and unused scrap paper**, and all other materials provided to the student at the start of the exam and hand them to the Invigilators Representative.
- B.** Each student must write his/her exam Registration Number on the cover page of the exam answer booklets.
- C.** Students completing the exam **before time is called** must turn in their exam materials to the Invigilators table outside of the exam room. Students turning in exams **when time is called** must turn in their exam materials as instructed by the exam invigilators.
- D.** Once the examination has been handed in it may not be retrieved.

#### **10. EMERGENCY OR ILLNESS:**

Should an emergency or serious illness arise preventing a student from getting to school to take an examination, he or she must immediately contact the Registrar or, in her absence, the Vice Principal Academic by a form of written. If a sudden emergency or serious illness arises during an examination, the student must contact the Invigilators representative as soon as possible. You **must not** speak to the professor whose examination may be affected, as this may interfere with the Law and academic regulation

### 11. LATENESS:

Students must report on time for examinations. In the event that a student is late for an examination, he or she must report immediately to the Registrar or, in her absence, to the Vice Principal Academic and specify the cause for the lateness. **A request for full time to complete the examination will be granted only upon showing of truly extraordinary circumstances out of the student's control.** If permission is granted, the examination will be administered under direction of the Vice Principal Academic. Otherwise, the student will begin the exam within the remaining time no extra time will be allocated to him.

### 12. QUESTIONS ARISING DURING THE EXAMINATION:

Questions during an examination are handled only by an Invigilators representative, the Registrar or Vice Principal Academic. Invigilators representatives will be available throughout the examination. **Do not attempt to contact the lecturer directly.** For students taking computerized exams, technical questions should be directed to technology staff or the Invigilators who will contact technology staff. The lecturer should pass in the examination room once to answer some question.

### 13. MATERIALS:

Only the materials or equipment allowed by the lecturer may be brought into the examination room and may only be used by the student bringing them into the room. **Coats, books, bags, cell phones (and other electronic devices) and other**

**items must be placed at the front of the room or in another specified location well before the examination is distributed. All cell phones must be OFF.**

**14. ELECTRONIC DEVICES:**

No electronic devices of any kind will be permitted at the students' seats including, but not limited to, cell phones, PDAs, headphones, iPods, iPhones, or Android devices. Should the Lecturer specifically permit a calculator in the "materials permitted," this refers **only** to a basic function, non-memory calculator. No other device will be permitted.

**15. BOOKLETS, ANSWER SHEETS, QUESTION PAPER**

Unless otherwise specified by the Lecturer, examinations must be hand written in a booklet using only fresh question with fresh page. Nothing should be written on the question paper.

**16. EXAM MATERIALS OPTIONS:**

Students will be instructed by their Lecturer regarding materials that are permitted into the exam room. Given these instructions. Every student should carry its own materials no chance of exchange permitted materials during the exam.

**17. MATERIALS PROVIDED ONLY:**

Students may access only the materials provided by the Lecturer that will be included with the examination (for example, the Federal Rules of Evidence pamphlet included with the Evidence exam) or are attached as an appendix (for example statutory provisions copied and attached to the exam). Students must operate the exam software in CLOSED mode.

#### **18. FOOD, DRINK AND SMOKING:**

Beverages and food are permitted in the examination rooms, provided that students maintain basic standards of cleanliness, quiet and respect for those around them. Students are required to keep sounds of eating, rustling of papers and containers and other bothersome noises to a minimum, and to exercise care with respect to spills. No alcoholic beverages or containers such as coolers or ice chests are allowed in the examination room. **SMOKING IS NOT PERMITTED IN THE ACADEMIC REGULATION.** As noted above, students may not leave the building while taking an examination. Thus there can be no breaks during the exam.

#### **19. TALKING:**

Talking in the examination room is not permitted. Students taking the exam who leave the examination room during the exam may not speak to anyone except an Invigilators, other staff. Upon completion of an examination students must quietly leave the examination room to allow those not finished to do so in silence. Students **must not** congregate outside the examination room.

#### **20. SEATING:**



Whenever practicable, students should sit in every other seat, unless conditions dictate otherwise or at the direction of the Invigilators.

**Bro.Pie SEBAKIGA**

**Principal of SJITC.**

**July 2023**