

## COLLEGE OF LAW

### GUIDELINES FOR THE CONDUCT OF ONLINE EXAMINATION

Pursuant to the directive of the Senate of Afe Babalola University and in compliance with the guidelines of the Federal Government on the continued physical closure of schools, the examinations for second semester 2019/2020 academic session shall be conducted both online and in person. These guidelines for the conduct of examination are also in compliance with the convention of the Council of Legal Education.

In addition to the existing code for the conduct of examination in the College of Law, Afe Babalola University, the following guidelines must be complied with by students in order to successfully write the online exams.

1. Students should login to the ABUAD online examination portal and be available to be examined at least 30 minutes before the examination;
2. Law students shall not be allowed to scan their answer scripts and upload same.
3. Students are expected to have their internet connection in perfect condition in order to engage with the online exams successfully. It is the responsibility of the students to provide internet connection for him/herself; therefore, no complaint for non-submission on account of **poor internet service** will be entertained.
4. If your device is dependent on power, you should ensure that there is adequate power supply in your homes or venue for exams;
5. Students are expected to write exams separately and not in clusters. Accordingly, for every examination, each student should have his/her personal device with a camera installed. Students in the same class who are siblings may write in the same premises but must use separate devices and different rooms;
6. Cameras and microphones on devices must be turned on at all times during the exams for proper monitoring and invigilation;
7. The venue for examination must be well lit and no other person shall be allowed into the examination rooms;
8. During the examination, all incriminating materials, such as textbooks, notes, smart devices, et cetera, must be kept outside the examination room;
9. Plagiarizing materials found on the internet or textbooks constitute examination malpractice. Thus, if the school's Turnitin software detects a plagiarized work, the candidate shall be penalized by cancelling the entire examination or having marks subtracted from his/her final score;
10. Students shall type their answers in the ABUAD electronic booklet; **No script submitted by email will be considered;**
11. Students shall enter only their matriculation numbers. On no account shall a student enter his/her name.
12. There are two types of questions: short essay type which requires a maximum of 150 words and long essay type which requires a maximum of 450 words.

13. It is important to note that questions must be answered within the timeframe allotted as the session will expire automatically whether students submit or not. Accordingly, you are advised to submit your work, latest 10 minutes before the end of the examination;
14. If you encounter any problems during the examination, please send a message immediately to the ICT during the examination and not after, for rectification;
15. No complaints about connection problems will be considered an excuse for poor performance or non-submission.
16. Your ears must be visible at all times during the exams;
17. Only students who have paid their fees in full will be eligible to write the examination;
18. Your phones shall not be within reach during the examination;
19. No other person shall be allowed into the examination room;
20. No face mask shall be allowed in the examination room;
21. Students are expected to be in the College of Law regulation dress code;
22. Examination protocols and decorum remains in full force;
23. Students who want to use the convenience must indicate and be permitted before they do;
24. Non-compliance with these guidelines shall constitute examination malpractice.