



**GHANA COLLEGE OF  
NURSES & MIDWIVES  
(GCNM)**

# **EXAMINATION REGULATIONS**

2023

## EXAMINATION REGULATIONS

All residents of GCNM, as part of preparations for examinations, are to take note of and comply with the following:

### 1.0 Admission to Examinations

Before residents qualify to be a candidate for examination, they must satisfy the following requirements:

- i. have followed the approved programme of study as a full-time resident over the required period.
- ii. fulfilled the continuous assessment requirements of that module.
- iii. paid all the required fees.

Residents who fail to fulfil the above regulations will not be admitted into the examination hall.

### 2.0 Instructions to Candidates

- i. It is the responsibility of residents to take note of the details of the examination timetable posted via email/social media handles (Residents' WhatsApp platforms)/notice boards, find the examination venue(s) in advance, and locate the desk bearing their index number (*where available*).
- ii. Residents shall not carry any unauthorized items to the examination hall. Where necessary, Residents may be subjected to body search by authorized official(s).
- iii. It is the responsibility of residents to go to the examination room with only relevant materials such as pens, pencils, rulers, erasers, and sharpeners for an examination. Lending or borrowing of any such materials **shall not** be allowed.
- iv. Residents shall be seated at the examination hall at least 30 minutes before examination begins.
- v. Residents shall not be admitted into an examination hall 30 minutes after the examination has started.
- vi. Residents shall **not** be allowed to leave the examination hall within the first 30 minutes of the period scheduled for the paper without permission. If it becomes necessary, residents shall be escorted by an attendant and upon return may be subjected to body search.

- vii. Residents shall **not** leave the examination hall within the last 30 minutes to the end of an examination. It is the responsibility of residents to take note of the details of the examination timetable posted via email/social media handles (Resident WhatsApp platforms)/notice boards, find the examination venue(s) in advance, and locate the desk bearing their index number.
- viii. Residents shall **NOT** leave the examination hall within the last 30 minutes to the end of the paper.
- ix. Residents who wish to leave the examination hall with the intention of returning shall seek permission from the invigilator. Such residents shall be escorted by an attendant while outside the examination hall.
- x. Residents shall write only their index numbers on the question paper and the answer booklet provided before the start of each examination. All rough work shall be done in the answer booklet and cancelled afterwards.
- xi. Residents are expected to provide information as requested on the cover page of their answer booklets before the start of each examination.
- xii. Residents shall **NOT** start an examination until instructed to do so by an invigilator.
- xiii. No materials such as textbooks, notebooks, logbooks or formula tables and calculators shall be taken into the examination room unless otherwise authorized.
- xiii. It is an offence to copy from a notebook or any material, printed material or from another resident's script.
- xiv. No communication device such as mobile phones, computers, tablets shall be taken into the examination hall.

**Note:** No examiner/invigilator or attendant will take custody of any such gadgets

- xv. There shall be **no** communication (verbal or non-verbal) among residents in the examination hall.
- xvi. Residents who need assistance shall seek the attention of the invigilator or the examiner by raising hand.
- xvii. Residents who fail to write an examination, **except** on medical grounds confirmed by a medical report from a certified medical practitioner or on other legitimate grounds, will be required to write a supplementary examination after paying the approved fees when the module becomes available.
- xviii. In case of admission at a hospital, a special arrangement will be made for residents to write their papers, if declared capable by a medical officer
- xix. Residents shall stop work at the end of an examination when asked to do so. Residents shall remain seated until all scripts have been collected before leaving the examination hall.
- xx. Residents shall **NOT** take away any used or unused examination material.
- xxi. The question paper shall **NOT** be taken away unless the instruction states otherwise.
- xxii. Residents who complete the examination before time, shall submit their answer booklets to the invigilator before leaving the examination hall.
- xxiii.
- xxiv.

- xxv. Candidates shall in no way interfere with the stapling of answer booklets. Any complaints about an answer booklet shall be brought to the attention of an invigilator.
- xxvi. Residents shall **NOT** in any way mutilate the answer booklets. xxvi. Residents shall **NOT** destroy any material suspected as evidence of a malpractice.
- xxvii. Residents shall **NOT** physically or verbally assault an invigilation officer or do anything to undermine his/her authority inside or outside an examination room.
- xxviii. To avoid the loss of important items, residents are advised not to carry bags or containers to the examination hall.

### 3.0 Sanctions

A breach of any of the foregoing regulations may attract one or more of the following sanctions after an investigation by the College Disciplinary Committee and recommendations implemented by the Rector:

- i. A reprimand
- ii. Loss of marks
- iii. Cancellation of results
- iv. Withholding of results for a period
- v. Banning from College examinations indefinitely
- vi. Suspension from the College
- vii. Expulsion from the College

**Note:** In cases of suspected examination malpractice, the invigilator/examiner shall submit the following to the Director of Academics:

- An incident report
- Evidence of malpractice
- Resident's statement.

### 4.0 Guidelines for Clinical Examinations

- i. Residents shall be present at the examination centre at least one hour before the examination begins.
- ii. Residents shall register with examination coordinator and ensure that information provided are as requested and accurate.
- iii. Residents shall dress appropriately for examinations in the prescribed uniform i.e. scrub for in-patient unit and
- iv.

short-sleeved laboratory coat over formal attire for out-patient units.

- v. Residents shall rotate through all the stations, spending at least **30 minutes** at each station.
- vi. All items for the examinations will be provided and residents are required to use available items to enhance their work.
- vii. Communication devices such as: mobile phones, computers, tablets shall **not** be taken into the examination area.

**Note:** No examiner/invigilator or attendant will take custody of any communication gadgets

- viii. Residents shall respect the patient's rights and dignity by being polite and gentle.
- ix. Residents shall read all instructions carefully and ask examiner/invigilator for clarification, if necessary, before starting the examination
- x. Residents shall read all questions/tasks carefully and ask examiner for clarification if any before answering questions or performing tasks.
- xi. Residents shall **not** discuss any issues on the examination with colleagues until they have left the examination centre.
- xii. Residents shall remain at the examination centre after their examinations unless they are permitted to leave the examination centre.
- xiii. Results of the examination shall be made known to candidates on the day of examination before they leave the centre.
- xiv. Residents shall be given the opportunity to perform **same task** if their performance are rated as unsafe practice.
- xv. Residents who fail the practical examination will be required to be placed at the clinical training centre for 3 months before taking the re-sit clinical examination.
- xvi. Residents shall, except in sudden illness, inform the College in writing at least **one (1) week** before examination when indisposed and cannot take part in the examination.

## 5.0 Station Specific Instructions

- i. Residents shall rotate through all stations (3 to 4) and register appropriately in each station.
- ii. Residents are expected to focus on station specific tasks and interact with two (2) examiners in each station.
- iii.
- iv. Residents shall use items available in the station for procedures.
- v. Residents shall read about station situations, patient, and required tasks carefully before starting the examination.
- vi. Residents shall inform examiners about concerns in the station and if instructions given are not clear they shall ask for clarification.
- vii. Residents will be prompted to begin or end the examination by the invigilator.
- viii. If during the examination a resident had left out a task that should have been performed earlier, the resident is allowed to go back to perform the task.
- ix. Residents are expected to take care of and hand over all instruments used during the examination.
- x. At the end of the examination residents shall be escorted to an area to sign out of the examination

## 6.0 Illness during Examination

- i. If a qualified candidate is prevented by illness from taking the whole or part of any examination, he/she shall report to the hospital and produce a full medical report on the state of his/her health.
- ii. The report shall state whether the candidate can take the examination at the hospital or at a later date.
- iii. Where it is recommended that the resident can take the examination, the officer-in-charge of the examinations will arrange for the resident to take the paper(s) at an appointed time and place.
- iv. Where it becomes necessary for residents to defer an examination on grounds of illness, they shall apply to the Rector through the Faculty Chairperson and the Academic Director. The application shall be supported by a full medical report issued by a registered medical

officer. Residents shall be allowed to take a supplementary examination as their main examination after paying the approved fees.

## 7.0 Re-marking of Examination Scripts

- i. A candidate who is not satisfied with his/her examination result(s) may request a review by submission of an application to the Rector through the Faculty Chairperson and the Academic Director.
- ii. An application for a review shall be submitted not later than 21 days after publication of the said results and shall state the grounds for requesting the review.
- iii. A review fee to be determined by the finance committee on the recommendation of Academic Board, shall be paid by the candidate.
- iv. An application entered on a resident's behalf by a person other than the aggrieved resident shall **not** be considered.
- v. Action shall **not** be taken on an application which is submitted outside the time stipulated above.
- vi. The faculty chair in consultation with the board shall oversee a fair review of the examination script by a competent committee.
- vii. The academic board may authorize the amendment of the original results if there is justification for it after the review.
- viii. The Academic Board shall direct a refund of the fee in whole or in part where the result of the review favours the applicant. The Academic Board shall direct a forfeiture of the review fee when the review results does not favour the applicant.
- ix. If it is suspected that a complaint is frivolous or ill-motivated, the Academic Board may refer to the Disciplinary Committee for further investigation and sanction prescribe further sanctions which may include barring the complainant from taking College examinations for a specific or an indefinite period.

## 8.0 Supplementary/Re-sit Examinations

- i. Residents who fail a module shall be required to re-write the examination as a supplementary examination at a time when it is next available.
- ii. Residents shall register for the supplementary examination.
- iii. Residents shall pay an approved fee.
  
- iv. Residents who fail any portion of a module that has both theoretical and practical components shall be required to re-write all parts of the examination (i.e. both the practical and theory components).
- v. Residents who fail to obtain the requisite pass in a module after the Supplementary Examinations shall repeat the module.
- vi. Residents who repeat a whole module shall earn the full grade as appropriate.
- vii. Residents who fail in more than three modules in any block shall repeat the modules when they are available. The resident cannot progress into the next academic block.

**Note:** Residents who fail in four (4) or more modules in a block, shall not be allowed to take supplementary exams but reregister for those modules and repeat the entire block.

## 9.0 Examination Malpractices

An Examination malpractice shall include an attempt on the part of a resident to:

- conspire with another resident.
- aid and abet with other residents.
- facilitate gaining an unfair advantage in the examination.
- breach the Examination Regulations and Instructions to residents.

## 9.1 Examination Offences

An examination offence shall include but not limited to the following:

- i. Cheating by any means, attempting to cheat, or assisting another candidate to cheat.
- ii. Impersonating an examination candidate or allowing one-self to be impersonated.
- iii. Opening the examination paper before the examination has commenced.
- iv. Having any writing on any part of a resident's body or on his or her clothing.
- v. Carrying unauthorized material to the examination hall and/or having unauthorized material on his/her person
- vi. Communicating or attempting to communicate with other residents or any other person without permission of the invigilator or other authorized person while inside the examination hall.
- vii. Presenting another person's work as though it were the resident's work.
- viii. Continuing to write after the examination has officially ended.

## 9.2 Sanctions for Examination Malpractice

A breach of any of the Regulations or Instructions to Residents herein may attract one or more of the following sanctions and/or any other sanction prescribed by the Policies of the College unless a specific sanction has been prescribed for the said breach:

- i. A reprimand
- ii. Loss of marks
- iii. Cancellation of resident's marks for the specific examination paper (in which case zero shall be substituted for the mark earned)
- iv. Cancellation of resident's marks for the whole module concerned.
- v. Cancellation of resident's marks in all of resident's modules for that block
- vi. Withholding of results for a period of one year

- vii. Being barred from College Examination for a stated period
- viii. Being barred from College Examination indefinitely
- ix. Suspension from the College
- x. Expulsion from the College
- xi. Notification of relevant professional bodies of the offence which may lead to inability to practice in a particular profession.
- xii. A failure may be awarded only by the Academic Board upon the recommendations of the Examinations Committee.

## 9.0 Review of Examination Regulations

This document shall be reviewed annually in response to new developments and practices that impede the conduct of examinations.

***Thank you!***