

**CHARTERED INSTITUTE OF HUMAN RESOURCE MANAGEMENT, GHANA
(CIHRM, GHANA)**

EXAMINATION CODE OF CONDUCT AND GUIDELINES

FOR PROFESSIONAL CERTIFICATION PROGRAMME

INTRODUCTION

The Human Resource Profession is a noble profession that has integrity as the bedrock. As a result, The Chartered Institute of Human Resource Management believes that Integrity should permeate through all that it does including its examinations.

All examination Candidates are expected to be guided by integrity and abide by all of the Institute's rules and regulations including this code.

This code is written to govern the Institute's Examinations and is subject to review by the The Professional Certification Board.

In cases where the Code does not cover certain offences, The Professional Certification Board is required to deliberate on the matter and recommend sanctions to the National Governing Council which subsequently will be added to the Code.

Penalties for offences will include:

- Written warnings
- Cancellation of results.
- Withholding of results.
- Barred from sitting the Institute's Examinations either for specified period of time or for the candidate's lifetime.
- Police Prosecution

CHARTERED INSTITUTE OF HUMAN RESOURCE MANAGEMENT (CIHRM), GHANA
RULES AND REGULATIONS GOVERNING EXAMINATIONS

EXAMINATION CANDIDATES NOTICE

The Institute expects all candidates to read and take note of the following examination regulations before sitting any paper.

Before the Examinations

1. January Examination Registration is opened in the last week of October of the preceding year. July Registration is opened in the last week of May of the same year. Late Exam registration is allowed five working days after the close of normal Exam Registration at a penalty. No registrations will be done after the close of late registration date.
2. Candidates should fill the exam registration form and pay the required Exam Registration Fees.
3. List of candidates registered for the exam will be published at least 10 working days before the exam.
4. Candidates are required to check the papers they have been registered for and notify the Institute in the case of any rectifications within five(5) working days after publication.
5. Candidates will be seated according to index numbers and therefore should check seating plan before each paper.
6. Candidates are required to take note of the exam timetable for the designated Exam period.

During Examinations

1. Candidates are required to carry their CIHRM, Ghana Identification Card for presentation on request.
2. It is the candidate's responsibility to provide himself/herself with pens, pencils, correction fluid, erasers, rulers and calculators. It is also candidate's responsibility to ensure that he/she has been provided with the correct question paper and material needed for the examination.
3. Candidates are allowed to bring in bottles of water.
4. Candidates shall be seated in the lecture hall fifteen (15) minutes before a paper.
5. Candidates will be given 10 minutes reading time. During this time, Candidates may write their points in pencil on the Question Paper until the invigilator gives permission to start work in the answer booklet.

6. Candidates will not be allowed into the exam hall an hour after the exam has begun.
7. Candidates shall comply with instructions given by the invigilators.
8. Candidates are required to read and comply with instructions on the answer booklet and the examination paper.
9. Candidates are required to write the correct index number on answer booklets at all times. This should be very legible.
7. Candidates are not allowed to communicate with fellow candidates in the course of the exam. If a Candidate has a problem or requires assistance, s/he is to raise his/her hand and the invigilator will attend to him/her. If caught communicating with a fellow candidate, it will be assumed that candidate intended to have an undue advantage and the situation will be treated as such.
8. Candidates are not allowed to assist or attempt to assist fellow Candidates during the Examinations.
9. Candidates are not allowed to share pens, correction fluid, erasers, calculators, etc. with other candidates in the exam hall.
10. Candidates are not allowed to bring notebooks, notes, handouts or any unauthorized or foreign material into the exam hall.
11. Candidates are not allowed to have mobile phones, Smart watches, I-Pads, or any such electronic devices in the Hall.
12. Candidates are responsible for the security of personal valuables, and the Exam Centre will not take responsibility for the loss of any item.
13. Candidates must not have any writings on any part of their bodies. Tattoos should be covered up with appropriate clothing.
14. Candidates are not allowed to leave the exam hall before the first hour. However, upon the express permission of the invigilator, a candidate may temporarily leave the exam hall during the exam. During the period, candidate will be accompanied by an authorized person. The candidate will not receive additional time.
15. Candidates breaching exam rules and regulations are liable to the cancellation of exam papers or outright ban from the Institute's exams or any such decision(s) deemed as appropriate by the Professional Certification Board.

After the Examinations

16. Candidates may request for exam feedback on their particular failed papers within 20 working days after the publication of the results at the required fee.

17. Candidates who do not sit an exam will not have the fees refunded and will be subject to the payment of prevailing exam registration fees at the time of the next registration or any subsequent examination which they choose to register for.

EXAM MALPRACTICE

CIHRM, Ghana defines exam malpractice as any action taken by individuals or group of persons to have an unfair advantage over other candidates or deliberate act of wrongdoing by a candidate or group of candidates contrary to the Examination Code of Conduct and Guidelines.

OFFENCE	PENALTY
<p>POSSESSION OF FOREIGN MATERIAL</p> <p><u>FOREIGN MATERIAL RELATED TO EXAMINATION</u></p> <p>Candidates caught with written text, notebooks, notes, handouts or any unauthorized material in the exam hall or during the subsistence of the examination.</p> <p>Where a candidate is found in the examination hall or within the precincts thereof with notes, textbooks, prepared materials, or any other printed materials.</p>	<ul style="list-style-type: none"> • Entire Results withheld pending Investigation • Cancellation of result of subject paper(s) • Candidate barred from sitting CIHRMP examination for up to two (2) years i.e. Four (4) consecutive examination sittings.
<p><u>FOREIGN MATERIAL NOT RELATED TO EXAMINATION</u></p> <p>Candidate is caught in the examination hall with a blank piece of paper or any other material not related to the examination</p>	<ul style="list-style-type: none"> • Candidate will receive a written Warning.
<p>COLLUSION:</p> <p>Candidates caught providing or receiving assistance to/from other candidates whether Verbal or non-verbal. These may include exchanging or passing notes, using gestures or</p>	<ul style="list-style-type: none"> • Entire Results withheld pending Investigation • Cancellation of result of subject paper(s) • Candidate barred from sitting CHIRM examination for up to two (2) years i.e.

<p>sign language, exchange of examination scripts or any such similar activity.</p>	<p>Four (4) consecutive examination sittings.</p>
<p>COPYING:</p> <p>Reproducing another candidate's work with or without permission during Examination. This includes students who assist others by allowing them to copy their work and representing same as their original work.</p>	<ul style="list-style-type: none"> • Entire Results withheld pending Investigation • Cancellation of result of subject paper(s) • Candidate barred from sitting CHIRM examination for up to two (2) years i.e. Four (4) consecutive examination sittings.
<p>CHEATING</p> <p>Definition: Undertaking acts of conduct that are contrary to guidelines stipulated in the examination Code to gain an unfair advantage over other candidates</p> <p>Where it is established that cheating took place or cheating is detected in examination scripts.</p>	<ul style="list-style-type: none"> • Entire Results withheld pending Investigation • Cancellation of result of subject paper(s) • Candidate barred from sitting CHIRM examination for up to two (2) years i.e. Four (4) consecutive examination sittings.
<p>IMPERSONATION</p> <p>Situation where Person writing under the pretense of being a specific exam candidate s/he is not.</p> <p>Impersonator/Actor – person doing the impersonation</p> <p>Non-Actor- Candidate being impersonated</p>	<ul style="list-style-type: none"> • Entire Results withheld pending Investigation • Cancellation of all papers (Internal ie one of CIHRM Student/Member) • Both the Impersonator and the candidate(s) shall be barred from writing examination for their lifetime.

	<ul style="list-style-type: none"> • If the Impersonator is a Member other than a student Member of the Institute s/he will be subject to the Professional Ethics Committee (PEC). • If the impersonator is a non-Member, s/he will be handed over to the Police for prosecution. • If impersonator is a prospective candidate or student member, s/he is barred from ever taking the Institute's examination. <p>NB: If the person has another membership category in addition to a student Membership, the higher membership category supersedes the lower.</p>
<p>ASSISTANCE FROM EXTERNAL PERSONS</p> <p>Situation where external person(s) offers help to candidate to answer exam questions.</p> <p>External persons are defined as persons other than Registered Candidate.</p>	<ul style="list-style-type: none"> • Entire Results withheld pending investigations. • Cancellation of all papers • The offending candidate(s) shall be barrd from writing examination for up to two years (four Consecutive Exam sittings). <p>External Person</p> <ul style="list-style-type: none"> • If the external person is a Member of the Institute s/he will be subject to the Professional Ethics Committee (PEC). • If the External Person is a non-Member, s/he will be handed over to the Police for prosecution. • If External Person is staff of the Institute, s/he shall be subject to Institute's disciplinary processes.
<p>POSSESSION OF ELECTRONIC COMMUNICATION DEVICES</p> <p>Possession of mobile phones, Smart watches, I-Pads, or any such electronic devices in the Hall.</p> <p>Use of mobile phones, Smart watches, I-Pads, or any such electronic devices in the Hall or washrooms etc. during exam.</p>	<ul style="list-style-type: none"> • Entire Results withheld pending Cancellation of result of subject paper • The Candidate shall be barred from writing examination for up to two years.

	<p>External Person Assisting</p> <ul style="list-style-type: none"> • If the external person is a Member of the institute s/he will be subject to the Professional Ethics Committee (PEC). • If the External Person is a non-Member, s/he will be handed over to the Police for prosecution.
<p>SUBSTITUTION OF PREPARED ANSWER SCRIPTS DURING OR AFTER EXAMINATIONS</p> <p>Candidates or a third person swaps or substitutes an Answer Script and submits it as if same was the examination script prepared during the examination period.</p>	<ul style="list-style-type: none"> • Entire Results withheld pending investigations. • Cancellation of all papers • The offending candidate(s) shall be barred from writing examination for up to two years (four Consecutive Exam sittings). <p>External Person Assisting</p> <ul style="list-style-type: none"> • If the external person is a Member of the Institute s/he will be subject to the Professional Ethics Committee (PEC). • If the External Person is a non-Member, s/he will be handed over to the Police. • Where a Staff of the Institute is involved, s/he shall be subject to disciplinary procedure of the Institute.
<p>ASSAULT OF EXAMINATION OFFICIAL</p> <p>Causing bodily harm / injury to person in the lawful performance of their duties inside or outside the examination hall</p>	<ul style="list-style-type: none"> • Entire Results withheld pending Investigations • cancellation of all papers • The offending Candidate shall be barred from writing examination for up to five (5) years • Offender shall be handed over to the police

NB: Candidates caught engaging in examination malpractice a second time will be banned for up to 5 years from taking the Institute's Examination, (that is, ten consecutive Exam Sittings).

- For a third time offender, the sanctions may include a lifetime ban.
- The Institute reserves the right to publish details of offenders.
- It is the responsibility of the Professional Certification's Board to recommend sanctions for cases not covered by the present code to the National Governing Council. Subsequent recommendations will be included in the revised code.