

CHARTERED INSTITUTE OF HUMAN RESOURCE MANAGEMENT, GHANA

RULES AND REGULATIONS GOVERNING EXAMINATIONS

The Institute expects all candidates to read and take note of the following exam 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 displayed in the student's portal at least 10 working days before the exam.
4. Candidates are required to check the papers they have been registered for and notify CIHRM in the case of any rectifications within five 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

7. Candidates are required to carry Institute's identification card for presentation on request.
8. It is the candidate's responsibility to provide himself/herself with pens, pencils, 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.
9. Candidates are allowed to bring in bottles of water.
10. Kindly report at least an hour to the start of the paper to have enough time to go through all formalities.
11. 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.

12. Candidates will not be allowed into the exam hall an hour after the exam has begun.
13. Candidates shall comply with instructions given by the invigilators.
14. Candidates are required to read and comply with instructions on the answer booklet and the examination paper.
15. Candidates are required to write the correct index number on answer booklets at all times.
16. Candidates are not allowed to communicate with fellow candidates in the course of the exam. If Candidate has a problem or requires assistance, He is to raise his hand and the invigilator will attend to him. 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.
17. Candidates are not allowed to assist or attempt to assist fellow Candidates during the Examinations.
18. Candidates are not allowed to share pens, erasers, calculators, etc. with other candidates in the exam hall
19. Candidates are not allowed to bring notebooks, notes, handouts or any unauthorized material into the exam hall with the intention of having undue advantage.
20. Candidates are not allowed to have mobile phones, Smart watches, I-Pads, or any such electronic devices in the Hall.
21. Candidates are responsible for the security of personal valuables and the Exam Centre will not take responsibility for the loss of any item.
22. Candidates must not have any writings on any part of your body. Tattoos should be covered up with appropriate clothing.
23. Candidates breaching exam rules and regulations are liable to the cancellation of exam papers or outright ban from the Institute's exam or any such decision deemed as appropriate by the Professional Certification Board.

24. 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.

After the Examinations

25. Candidates may request for an exam feedback on their particular failed papers within 20 working days after the publication of the results at the required fee
26. 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.

Exam Malpractice

27. CIHRM defines exam malpractice as any action taken by individuals or group of persons to have an unfair advantage over other exam candidates.
28. Candidates breaching exam rules and regulations are liable to the cancellation of exam papers or outright ban from the Institute's exam or any such decision deemed as appropriate by the Professional Certification Board.