

POLICY ON USE OF UNFAIR MEANS BY STUDENTS DURING EXAMINATION

A list of offences and their related maximum disciplinary actions is given as follows:

Level	Offences	Maximum Disciplinary Action
1	<ul style="list-style-type: none"> * ■ Whisper/Speak both on and off-camera including the appearance of the same. * ■ Disconnect video streaming due to any reason but not limited to non-functioning of the smartphone, internet, and webcam * ■ Improper placement of mobile and webcam during the exam * ■ Inadequate lighting in the room. <ul style="list-style-type: none"> ■ Glance/look at answer books/computer screens of other students ■ Respond to other students' whispers/actions. * ■ Move or act suspiciously such as an attempt to move away from the webcam or signal someone, or appear to reach or hold objects off camera, writing or scribbling, etc. <ul style="list-style-type: none"> ■ Keep books (except permissible books in open book exams), or any other prohibited material within arms' reach. ■ Other minor offence(s) of similar nature and intensity. 	Issuance of warning letter
2	<ul style="list-style-type: none"> ■ Write notes on the desk, paper, etc. before the start of the examination. ■ Speak outside the examination hall during the examination while granted permission to go out e.g., washroom, etc. ■ Take picture of the examination hall * ■ Keep additional mobile phones in the room. ■ Exchange question papers/books (in case of open book examination) during the examination without the permission of ICAP's authorized invigilation staff member(s). ■ Use of electronic communication devices (e.g., mobile phone, smartwatch, earphone, etc.) for any purpose except for receiving a call from the Proctor or Examination admin team from specified numbers. ■ Visit other websites for obtaining the answer or using search engines for finding the answer ■ Assist other students by showing their own answer book/computer screen ■ Repeat offence(s) of Level 1 (both under the in-person policy and remote proctoring policy) of which cognizance has been taken earlier on the same day or on any other day of the same or subsequent examination attempt. ■ Other offence(s) of similar nature and intensity. 	Cancellation of paper
3	<ul style="list-style-type: none"> ■ Use of materials of all kinds (including paper slips) containing examination-relevant material, except for those specifically allowed under exam policies. ■ Carry any material information written on hands, arms, dress, admit card, etc. ■ Exchange answer books during the examination. ■ Take pictures of the exam paper/answer script/computer screen during the exam. ■ Copy or transfer any examination material/screen on a computer or mobile phone including but not limited to using a print screen, photographing, displaying paper on another screen, etc. ■ Help an ICAP examinee to solve the paper during his/her exam from inside or outside the exam hall/environment / Responding to screenshots of ICAP's exam questions. * ■ Leave the examination room for any purpose whatsoever without mentioning it in the Proctor's chat panel. ■ Write/draw unethical language/sketches in the answer book. * ■ Allow the presence of someone else in the room during the exam. ■ Non-compliance with given instructions or denial to follow the Invigilator/Proctor's instructions. ■ Repeat offence of Level 2 (both under the in-person policy and remote proctoring policy) of which cognizance has been taken earlier on the same day or on any other day of the same or subsequent examination attempt. ■ Other offence(s) of similar nature and intensity. 	Cancellation of the current attempt

Level	Offences	Disciplinary Action
4	<ul style="list-style-type: none"> ▪ Attempt to threaten or abuse the Proctor/Invigilator to influence him/her during the exam. ▪ Repeat offence(s) of Levels 2 & 3 (both under the in-person policy and remote proctoring policy) of which cognizance has been taken earlier, in the same or subsequent attempt. ▪ Other offences of similar nature and intensity. 	Debar from attempting the exam for a period not exceeding two years
5	<ul style="list-style-type: none"> ▪ Proxy sitting/appearance in lieu of authorized student. 	Debar from attempting the exam for life

* Applicable only on exams to be held under a remote proctoring environment

Notes:

1. Students are advised to appear for the examination fully prepared and in a calm manner. Inability to do so can result in anxiety and involuntary actions that may be similar to the offences enumerated above and may lead to repeated interventions by the Proctor which may have an impact on the final outcome of the exams.
2. Students, who are found to be in breach of the policy for use of unfair means during any ICAP exams under remote proctoring environment, will be banned permanently to take any future exam of ICAP under remote proctoring environment.
3. ICAP reserves the right to withhold the result of students while their cases of use of unfair means are under consideration.
4. In the case of a proxy sitting in lieu of authorized students (Level 5), the following actions shall be taken against such other person:
 - i. The person who attempts the examination and is an ICAP student, shall be debarred for life.
 - ii. The person who attempts the examination and is an ICAP member, shall be referred to ICAP's Investigation Committee for further action.
 - iii. For other than (i) and (ii) above, an FIR for criminal offence shall be lodged.
5. The decision of the Examination Committee shall be final.

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8 January 2025