



DECISION No. 446 /D/MINTP/ENSTP/OF 16/09/22  
To lay down the procedure for conducting examinations at the National  
Advanced School of Public Works

**THE DIRECTOR OF THE NASPW,**

- Mindful of the Constitution;
- Mindful of Law No. 2001/005 of 16 April 2001 on the orientation of Higher Education;
- Mindful of Decree No. 2016/426 of 26 October 2016 to reorganise the National  
Advanced School of Public Works (NASPW);
- Mindful of Decree No. 2019/541 of 14 October 2019 appointing the Chairperson of the  
Board of Directors of the National Advanced School of Public Works;
- Mindful of Decree No. 2019/542 of 14 October 2019 appointing the Director and the  
Deputy Director in charge of studies of the National Advanced School of  
Public Works;
- Mindful of Decree No. 038/PM of 7 April 2020 establishing the composition of the Board  
of Directors of National Advanced School of Public Works;
- Mindful of Joint order No. 057/AC/MINESUP/MINTP of 7 May 2021 on the organisation  
and functioning of the Disciplinary Council of the National Advanced School  
of Public Works;
- Mindful of Resolution No. 006/CD of 7 July 2021 on the internal rules and regulations  
governing the National Advanced School of Public Works;

**HEREBY DECIDES AS FOLLOWS:**

**Article 1:** This decision lays down the procedure for conducting examinations at the National  
Advanced School of Public Works (NASPW). It governs the process from the scheduling of  
examinations to the publication of results.

All stakeholders must master and apply it.

**Article 2:** (1) At least seven (7) calendar days prior to the examination, in consultation with  
the teacher concerned, the Department shall publish the examination schedule indicating,  
among others, the cycle, the class, the title of the subject, the code, the date, the timetable, the  
examination hall(s) and the invigilators per hall.

(2) Each examination hall shall be under the responsibility of at least two (2)  
invigilators, one of whom shall be the hall manager.

(3) Liaison staff, designated by the Head of Department, shall be the link between  
the different stakeholders involved in the examination management. If necessary, they may  
accompany students to the toilets upon authorization of the Head of Department.

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**Article 3:** (1) Before proposing the examination subject for the normal session, the teacher shall be required to submit the continuous assessment marks to the Head of Department.

(2) At least seventy-two (72) hours before the scheduled examination, he/she shall file his/her paper with the Head of Department for multiplication in strict confidence.

**Article 4:** (1) At least one (1) hour before the start of the examination, the Head of the Hall shall collect from the Head of Department, the papers, the writing sheets and the list of students eligible for the examination.

(2) The Head of Department concerned shall be responsible for coordinating the examination and his/her presence in the campus shall be compulsory.

**Article 5:** (1) Thirty (30) minutes before the start of the examination, the invigilators shall, under the supervision of the Head of the hall, admit students to the hall by calling out their names from the list issued by the Department upon presentation of their national identity card or a valid student's card.

(2) Late invigilators and liaison staff shall be simply replaced by the Head of Department who shall serve them a query.

(3) Following this control, students who comply with the rules shall sign on the attendance list.

**Article 6:** (1) Unless the test instructions state otherwise, students must bring along only pens, ordinary pencils, graduated rulers, non-programmable calculators, erasers, inks, etc.

(2) Any other material shall be prohibited, in particular any other document, telephone, laptop computer, course notebook, draft book, etc.

**Article 7:** Students' materials left in a corner before their admission to the examination hall are not under the responsibility of the invigilators.

**Article 8:** (1) Students shall be placed in the examination hall by the invigilators following a spacing, at their convenience, in order to avoid any communication between them.

(2) Once admitted to the examination hall, students are not allowed to leave. However, in case of discomfort, they shall be allowed to go to the toilets under the guidance of a liaison staff.

**Article 9:** (1) In accordance with the timetable, the invigilators shall distribute the papers and start the examination. They shall write the starting and ending times on the board.

(2) Silence must be observed in the examination hall: the only way to attract the attention of the invigilators is by raising the hand.

(3) Smoking is strictly prohibited in the examination hall.

(4) The use of scraps of paper is forbidden in the examination hall: any reflective work must be done in the section reserved for rough work in the writing booklet and carefully copied onto the writing sheet.

(5) Before handing in the writing sheets to the invigilator at the end of the examination, candidates must ensure that they have inserted in the appropriate places their full name, department, cycle, year of study, academic year, date of the examination, name of the subject and its code.

(6) Apart from the examination subject and the authorised material, candidates are not allowed to tear out or mutilate the sheets of the writing sheet provided by NASPW.

(7) Candidates may not leave the examination hall thirty (30) minutes after the beginning of the test and fifteen (15) minutes before its end.

**Article 10:** (1) Students must be punctual during the examination: fifteen (15) minutes after the start of the examination, they are not allowed to leave the hall.

(2) Invigilators are authorized to search any student they suspect, strictly respecting human dignity and privacy.

**Article 11:** (1) The following shall be considered as fraud: distinctive marks on the writing sheets, communication between students, exchange of documents between students, possession of prohibited documents and materials, in particular notes or any other document, telephones, computers, etc., refusal to hand in one's paper at the end of the examination, falsifying marks on the writing sheets or on the reporting form, taking part in the examination in place of a student in the class, being in possession of the questions before the examination, being in possession and/or using documents handed in by a third party during the examination, etc.

(2) In case of fraud, the writing sheets, the documents and the prohibited materials are seized by the supervisors who expel the person(s) concerned from the examination hall and draw up a detailed report of the facts.

(3) At the end of the examination, the invigilators shall inform the Head of Department of the fraud situation who shall inform the Discipline Department in writing and transmit the whole file in original, while making sure to keep a copy.

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**Article 12:** (1) At the end of the examination, the students shall stop working, hand in the writing sheet to the invigilators and sign the script receipt form before leaving the hall.

(2) The invigilators shall draw up a report containing all the information relating to the examination, the number of candidates registered, the number of absentees, the names of the absentees and any incidents.

(3) The examination sheets, the invigilation report and, if applicable, the fraud report shall be deposited immediately with the Head of Department.

**Article 13:** (1) The Head of Department shall appoint the persons responsible for anonymising scripts in a confidential manner.

(2) The officials in charge of ensuring anonymity shall work confidentially only in the department and nowhere else. They shall have a maximum of twenty-four (24) hours for this activity.

**Article 14:** After anonymising the scripts, the teacher has a period of twenty-four (24) hours to collect and sign out the scripts and the marks form and one (1) week to hand in the corrected sheets and the signed mark sheet against a receipt.

**Article 15:** (1) Still in the Department and nowhere else and in full confidentiality, the persons in charge of anonymity or any other person designated by the Head of Department shall have a maximum of twenty-four (24) hours from the date of referral by the Head of Department to decode the anonymity.

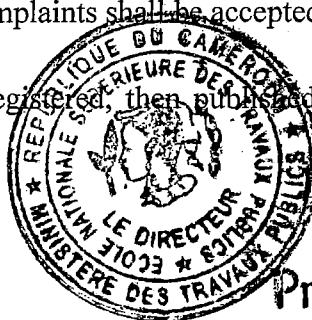
(2) After verifying the conformity of the decoding of the anonymity, the reporting form bearing the anonymity numbers, the names and marks of the students, the signature of the teacher and that of those responsible for the anonymity shall be signed by the Head of Department.

**Article 16:** (1) The Head of Department shall, without delay, publish the results by displaying the publication form bearing the names and corresponding marks of the students, the signature of the person(s) in charge of anonymity and the Head of Department.

(2) As soon as the results are published, the students shall have a period of five (5) days to file any complaints.

(3) After this period, no complaints shall be accepted.

**Article 17:** This Decision shall be registered, then published and communicated wherever need be.



*Keng Ep*

Pr NKENG George Elambo<sup>4</sup>