



**INAMA Y'IGIHUGU Y'ABAFOROMOKAZI, ABAFOROMO N'ABABYAZA**  
**NATIONAL COUNCIL OF NURSES AND MIDWIVES**  
**CONSEIL NATIONAL DES INFIRMIERES, DES INFIRMIERS ET DES SAGES FEMMES**

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## **RULES AND REGULATIONS ON NURSING AND MIDWIFERY LICENSING EXAMINATIONS**

**September 2023**

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## **CHAPTER I: GENERAL PROVISIONS**

### ***Article one: Purpose of rules and regulations***

The purpose of these rules and regulations on Nursing and Midwifery Licensing Examinations is to establish the guiding principles that shall serve as reference in the process of conducting the NCNM licensing examination

### ***Article 2: Assessment***

The Rules and Regulations on nursing and midwifery examination describe an assessment to be considered after training programs of nurses and midwives who have not been registered.

This assessment aligns with article 3 of the law N° 25/2008 of 25<sup>th</sup> July 2008 establishing the National Council of Nurses and Midwives and determining its organization, functioning and competence. The same law gives the NCNM the responsibility of protecting the public from anything that may endanger their lives arising from the harmful deeds/practices of nurses and midwives.

The assessment intends to identify competent nurses and midwives that are able to provide quality health services to the public.

To comply with international and national standards of professional regulations, the National Council of Nurses and Midwives established the system of setting licensing examinations as a pre-requisite to Registration and licensure of Nurses and Midwives.

### ***Article 3: Objective of the assessment***

The assessment intends to identify competent nurses and midwives that are able to provide quality health services to the public with the following specific objectives:

- 1) To determine sufficient competence of those seeking a practicing license after completion of training as a nurse and /or midwife
- 2) To assess the readiness of the graduate to proceed to practice
- 3) To determine that all accredited health profession schools are graduating candidates who meet the required standards for safe practice
- 4) To provide feedback on examination performance to health profession schools from which candidates received their primary health science qualification
- 5) To benchmark graduates with international standards



## **CHAPTER II: CANDIDATES**

### **Section one: Eligibility to sit for licensing examination**

#### ***Article 4: Requirements for eligibility***

A candidate shall be considered as eligible for the Licensing Examination if he/she meets all the requirements depending on where he/she was trained

#### ***Article 5: Applicant trained in Rwanda***

Applicants who have undergone the nursing and midwifery education in Rwanda shall produce the following evidences:

1. Have been indexed with the NCNM
2. Successfully undergone approved nursing or midwifery program at an accredited institution
3. Successfully passed school examinations and fulfilled all academic requirements
4. Having filled the online application form and uploaded ID copy or Passport, Degree, academic transcripts for all years, High School Certificate, high school reports (A level) and criminal record clearance certificate.
5. Has presented a residential permit in case s/he is not a Rwandan
6. Having paid a non-refundable licensing examination fee as per NCNM service tariff.

#### ***Article 6: Applicants trained in a foreign country/countries:***

Applicants who have undergone the nursing and midwifery education from foreign countries shall produce the following evidences:

1. Has been indexed with the NCNM if s/he lived in Rwanda during studies
2. Successfully undergone approved nursing or midwifery program at an accredited institution
3. Successfully passed school examinations and fulfilled all academic requirements
4. Having filled the online application form and uploaded ID copy, Degree, academic transcripts for all years, High School Certificate, high school reports (A level) and criminal record clearance certificate.
5. Having provided an equivalence issued the competent authority
6. Having paid a non-refundable licensing examination fee as per NCNM service tariff.
7. Having provided a travel documents or a residency permit during the period of study.

#### **Article 7: List of approved candidates**

The list of approved candidates is published on NCNM website and every approved candidate receives a notification with an examination code via his/her email in WBA account.

### CHAPTER III: EXAMINATION STRUCTURE

#### *Article 8: The structure of written examination*

The written licensing examination is composed of one paper for general nursing, one paper for midwifery and one paper for mental health nursing for both candidates holding Advanced or bachelor degree according to the competencies.

**The course content of written examination is as follow:**

General Nursing	Medical Aspects	Medical Pathology, Medical Nursing Care, Pharmacology, Infectious Diseases, Medical Psychology, Mental Health and Psychiatry, Anatomy-Physiology, Nursing Care Plan, Nursing Ethics.
	Surgical Aspects	Surgical Pathology, Surgical Nursing Care, Applied Pharmacology, First Aid, Anesthesia And Resuscitation, Applied Anatomy, Sensory Pathology, Nursing Care Plan
	General Paper	Pediatrics, Normal Obstetrics, Neonatology, Gynecology, Reproductive Health, Community Health, Primary Health Care, Health Promotion, Leadership and Management.
Midwifery	Normal Obstetrics	Normal Obstetrics, Normal Obstetrics Nursing Care, Applied Anatomy And Physiology, Reproductive Health, Applied Pharmacology, Ethics.
	Abnormal Obstetrics	Abnormal Obstetrics, Abnormal Obstetrics Nursing Care, Applied Pharmacology, Applied Anatomy, Mental Health
	General Paper	Pediatrics, Neonatology, Gynecology, Primary Health Care, Community Health, Health Promotion, Pharmacology applied to Pediatric and Neonatology, Leadership and Management



Mental Health Nursing	General Nursing Aspects	Anatomy and Physiology, General Psychology, Developmental Psychology, Neurology, General Pharmacology, Mental Health Promotion, Community Mental Health, Fundamental Nursing, Medical Surgical Pathology, Primary Health Care, Nursing Care Plan
	Mental Health Psychiatric Aspects	Mental Health Disorders, Psychiatric Nursing, Psychiatric Emergencies, Child and Elderly Psychiatry, Maternal Mental Health, Communication and Therapeutic Relationship, Leadership and Management, Ethics

***Article 9: The structure of practical examination***

**The practical examination is divided into four parts as detailed in the following table**

1	Candidate preparation	Professional/ General Appearance and Personal Hygiene:
		Data and Information Collection
		Client Health Assessment:
		Client Presentation to Examiners
		Equipment Preparation
2	Provision of care	Essential Competencies Provision of Care
		Performing Patient Procedures
		After Patient Procedures Completed
3	Communication and professional behaviors	Essential Competencies Professional Behaviors
4	Integrating theory	Essential Competencies Theory Integration

***Article 10: Duration of the examination***

The written examination paper is done on one single day in three hours for both candidates holding Advanced Diploma and Bachelors' Degree.

The duration of practical examination is 90 minutes per candidate.

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## **CHAPTER IV: PREPARATION AND PROCESS OF LICENSING EXAMINATIONS**

### **Section one: Preparation of examinations**

#### ***Article 11: Schedule for the examination***

The schedule of the examination is prepared after approving the list of candidates. Dates and time of examinations are communicated to candidates

#### ***Article 12: Alteration/cancellation of examinations***

The dates, time, or conditions of the administration of the examinations may be changed or cancelled to protect the safety of the candidates and/ or the integrity of the examinations.

Such alterations or cancellation may also occur when the examination is hindered by an event that could not be reasonably prevented. These events include natural disaster such as fire, floods, earthquake and storm, outbreak of an epidemic disease or by threat to national security and act of political or government authority. If these occur, candidates are notified at the earliest time possible.

#### ***Article 13: Examination centers***

Examinations take place in the approved examination centers with adequate rooms.

#### ***Article 14: Selection of examiners***

Examiners are selected among nurses and midwives coming from healthcare facilities and higher learning institutions.

#### ***Article 15: The responsibility of examiners***

The selected examiners shall have the following responsibilities:

1. Setting and reviewing of examination questions
2. Providing marking scheme
3. Invigilating the examinations,
4. Conducting practical examination,
5. Marking written examination,
6. Compiling and grading marks



## ***Section 2: Process of examinations***

### **Article 16: Setting of examination questions**

The preparatory team shall be composed by a group of professional nurses and midwives based on their thematic area of expertise in teaching. They should be proficient either in English or French. This team should:

- 1) Set the required number of examination questions and marking schemes in required languages
- 2) Hand over the prepared questions to the NCNM.

### **Article 17: Review of examination questions**

The review team shall be composed by a group of professional nurses and midwives based on their thematic area of expertise in teaching. They should be proficient either in English or French. This team should:

- 1) Analyze the prepared questions: structure, content and language clarity
- 2) Select valid questions, make amendments where necessary and remove substandard questions
- 3) Review the questions for completeness and match them with marking schemes
- 4) Submit the revised questions to the NCNM.

### **Article 18: Setting of final paper**

The team to set final paper shall be composed of a smaller group of professional nurses and midwives with relevant expertise in teaching. They should be proficient either in English or French. This team should:

- 1) Draft the final papers with their exact number of questions and answers
- 2) Set aside final questions and secure alternative questions
- 3) Review the set questions for completeness and match them with marking schemes
- 4) Ensure the formatting of the examination paper is done as required
- 5) Submit the revised questions to the NCNM.

### **Article 19: Instructions on examination day**

On the day of the licensing examination, all examinees must:

- 1) Ensure that they report to the right examination center
- 2) Present national IDs/residence permit/passport and examination codes. No other item is carried apart from the ID and pen(s)
- 3) Be checked by the invigilator before entering the examination room
- 4) Be seated in the examination room at least 20 minutes prior to the commencement of the examination

- 5) Rules and regulations must be clearly communicated to candidates prior to doing examination
- 6) Start and finish writing the examination and exit the examination room at the same time
- 7) Write the examination codes properly on all their examination booklets
- 8) Raise up a hand and request for any assistance if needed
- 9) Avoid any conversation with or among themselves upon entering the examination room
- 10) Avoid any kind of cheating and if caught cheating with evidence, the examination paper will be confiscated. The examinee will be stopped from sitting for further examinations during that period and the already written examinations will be nullified.
- 11) Ensure that they write their names, codes and sign on the attendance list during submission of the examination paper.
- 12) No candidate shall be allowed in the examination room or hall after thirty (30) minutes after the examination has started.

***Article 20: Responsibilities of the invigilator***

The invigilation team shall be comprised of professional nurses and midwives. The ratio of invigilator per examinee shall be 1 per 40 and each examination room shall have a minimum of two invigilators and their responsibilities are the following:

- 1) Transporting the examination scripts to the examination center
- 2) Reporting to the examination center on the day of examination an hour prior to the commencement of the examination.
- 3) Ensuring that the center is well prepared for conducting examinations using the availed checklist
- 4) Ensuring that the written examination commences at 9.00am except in unavoidable circumstances. The examination should not commence beyond 3.00pm.
- 5) Ensure the examination center has police personnel (normally 2 per site)
- 6) Ensure the examination room has adequate ventilation, lighting and (where possible) a wall clock with second hand tick
- 7) Prepare the examinees and advise them to ease themselves before entering the examination room as it is not allowed to leave examination room once it is in process. In case of special situation, the examinee is escorted out.
- 8) Check the candidates: national IDs/residence permit/passport, examination numbers and candidates' card and that no other item is carried in examination room apart from the IDs/residence permit/passport and pen(s).
- 9) Assign seats to examinees after thorough checking. Examinees must be seated in the examination room at least 20 minutes prior to the commencement of the examination
- 10) Ensure that no candidate shall be allowed in the examination room or hall after thirty (30) minutes of the examination
- 11) Make sure that all examinees start and finish writing the examination and exit the examination room at the same time.
- 12) Ensure that all written examination instructions are read audibly to examinees

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- 13) Show examinees that the envelope containing examination papers was not tampered with
- 14) Ensure the examinees are given twenty minutes to go through the whole paper before attempting any question.
- 15) After reading through the examination paper, there should be maximum ten minutes for any clarification. In case of any error found in the question paper, no correction should be made by invigilator. The invigilator should write a report on the error identified.
- 16) Remind examinees to check whether the examination codes are written properly on all their answer booklets at least five minutes to the end of the examination.
- 17) No other explanations or conversation with or among examinees is permitted apart from the invigilator announcing at regular intervals, informing the examinees about the time remaining (i.e. after the first hour, second hour, 30 minutes and five minutes before due time).
- 18) Monitor the examination process from the beginning to the end
- 19) Write and submit a signed report covering the examination activity
- 20) Handing over all documents and other tools (including those non utilized) to the NCNM

#### **Article 21: Invigilation process**

To ensure the quality and security of the examination, the following guidelines should be respected:

- 1) There should be (an) invigilator(s) stationed at the back of examination room and another or others in front of the examinees circulating in the examination room
- 2) Any examinee caught cheating with evidence during examination will have his/her paper confiscated. This examinee will be stopped from sitting for further examinations during that period and the already written examinations will be nullified.
- 3) The invigilator has to write an immediate incident report regarding cheating, examinee's malpractice or misconduct and submit the report to NCNM office for further action.
- 4) Any unusual incidence not caused by the examinee (e.g. abrupt sickness, disaster, etc.) shall be handled accordingly and reported to NCNM office.
- 5) In case of unforeseen incidence such as sudden illness an examinee may be permitted to leave room, escorted by an appointed person
- 6) The invigilator ensures that every examinee write his/her names, codes and put signature on the attendance list during submission of the examination paper.
- 7) The invigilator must verify whether examination papers correspond to the number on the attendance list.
- 8) Giving extra time is not allowed.
- 9) Invigilator allows all examinees to leave the examination room after checking the number of examination papers submitted.
- 10) The examination papers are enclosed in fresh envelopes and sealed. The total number of examinees, examination paper written and the examination center are written on the



envelope in the presence of the examinees. The invigilators write their names and sign on the envelope. The attendance lists and the report are enclosed in separate envelopes.

- 11) Hand over all used and unused examination papers to the coordinator and make sure they are counted and recorded.
- 12) The invigilators should avoid unnecessary stop overs to and from the examination centers. No unauthorized persons should move in the vehicles transporting the examination papers.
- 13) Any complaint or appeal from the invigilator must be made the very day of examination.

## **Article 22: Responsibilities of practical examiners**

The practical examiners shall be composed by licensed professional nurses and midwives with a higher qualification than examinees. The examiners are practicing licensed professional nurses or midwives from academic institutions and clinical settings, and they must carry out their duties at the designated examination center as follows:

- 1) Signing a declaration form stating the commitment and adherence to the code of conduct
- 2) Using the check-list, ensuring that all requirements needed for practical examinations are available
- 3) Reporting to the examination clinical site a day before the examination
- 4) The examiner establishes a rapport with the nursing/midwifery leadership of the examination center
- 5) Ensuring that the clinical site is well prepared for conducting practical examinations
- 6) The examiner ensures that all examinees are aware of practical examination guidelines before attempting the examination
- 7) Ensuring that the examinees are appropriately grouped for the practical exams and that they are all examined
- 8) Checking the examinees' log books for completeness, signatures and stamp, and making comments to be included in the report
- 9) Starting the examination activity in time and following the established time table
- 10) All the practical examiners should converge in one room at the end of the day and make sure that all examinees have signed the filled mark sheet.
- 11) The examiner ensures the examinee auto evaluation at the end of the practical examination
- 12) The examiners sign on the mark sheets without crossing or white washing any recorded marks
- 13) The examiners must not alter or misrepresent examination scores
- 14) The examiner follows carefully the practical examination process and ensures that marks are awarded for performance of each item in all sections
- 15) Compiling examinee's marks immediately and recording them on the mark sheets
- 16) Write and submit a signed report covering the examination activity conducted
- 17) Handing over all documents and other tools (including those non utilized) to the NCNM
- 18) The examiners must not communicate or attempt to communicate to non-authorized personnel (authorized personnel are registrar and examination officers of NCNM or any other person that



was assigned by NCNM to coordinate practical examination) about specific examination items, cases, answers, and/or exam results at any time before, during, or after an examination

### **Article 23: Practical examination process**

To ensure the smooth running, quality and security of practical examination, the following process should be respected:

- 1) Before commencing a day's practical examination, any conflict or conflict of interest regarding either the examiner or examinee should be declared and sorted out
- 2) The examination starts on time following the schedule
- 3) Each examinee has to sit for practical exam on the date as scheduled
- 4) Each examinee is accorded 90 minutes for practical examination
- 5) Examinee's marks are immediately compiled and recorded on the score sheet without crossing or white washing the marks
- 6) Daily regular reports based on the format given and a general compiled report covering the whole practical examination
- 7) All score sheets and reports are handed over to the examination coordinator within 24 hours after all practical examination sessions
- 8) Any complaint or appeal against examiners or examinee's action or attitude has to be lodged immediately after the examination.

### **Article 24: Responsibilities of the Marking team**

The marking team shall be composed by licensed professional nurses and midwives and their duties are as follows:

- 1) Reporting to the marking center
- 2) Starting and ending marking exercise on time
- 3) Marking examination scripts while avoiding unnecessary conversations during the activity
- 4) Leaving in the room all scripts and other materials used during marking exercise at the end of each day
- 5) No bringing any unauthorized material or equipment in the marking room
- 6) No visitors are allowed during marking hours and around the marking room
- 7) Avoid any thing that may distract or disrupt the marking exercise (e.g. smoking and alcohol consumption, telephone calls)
- 8) In case of conflict of interest, the examiner declares it to the coordinator of marking activity
- 9) Any breach of the above rules must result in discontinuation from the exercise and/or face disciplinary sanctioning

### **Article 25: Marking Process**

**In order to have a quality marking process, the following must be put into consideration:**

- 1) All logistics for marking are availed to the marking center in time. If the marking center is out of NCNM premises, logistics should be availed at least a day before.
- 2) The team is briefed on the ground rules that must be strictly respected by every member prior to the commencement of the marking process
- 3) Examination papers and marking schemes are read out clearly, analyzed and agreed upon by all members before the commencement of the actual marking
- 4) Each member is allocated a number of examination scripts for marking per day
- 5) No recalling the script after marking it
- 6) Each paper is marked by two examiners, one handing over to the other after completing marking the script. In case of disagreements a third examiner may be necessary to arbitrate
- 7) The team member should report any error detected to the coordinator of marking exercise
- 8) The coordinator of marking exercise must at all times monitor the marking process until the end of the exercise
- 9) All marked scripts are collected by the coordinator of marking exercise.
- 10) A report is compiled by each marking team immediately after the end of marking exercise and submits it to the examination coordinator.
- 11) The examination coordinator writes a general report.

#### **Article 26: The recording and processing of marks**

For the smooth recording and processing of marks, the data entry team has the following responsibilities:

- 1) Recording marks in a secured software
- 2) Verifying if the recorded marks correlate with the marks on the submitted scripts/evaluation sheets
- 3) Ensure that passes and failures appear in the excel software automatically
- 4) Submitting the final copy to the NCNM for further management

#### **Article 27: Pass mark**

In order to ensure transparency, validity and reliability of the examinations process, the NCNM Board approve the candidates' results and abide to the following terms of reference:

- 1) The weight of written examination is **40** and the weight of practical examination is **60**.
- 2) The overall Award of "pass" is **60%** (written and practical examination all combined).
- 3) The decimals in marks are rounded off to full numbers using the excel software after a combination of both written and practical.



**Article 28: Deliberation**

Depending on circumstances in which the examination was conducted and the performance of candidates, the deliberation for candidates' licensing examination results may be proposed by the examination committee and approved by the NCNM Board of Directors.

**Article 29: Publication of results**

The results shall be published within 48 hours of working days following the day of approval by the NCNM BoD. In order to maintain the security and confidentiality of the results, a candidate shall access his/her results using his/her examination code.

**Article 30: Keeping examination scripts**

Examination scripts and evaluation sheets are safely kept for a minimum period of five years

**CHAPTER V: COMPLAINTS PROCEDURES**

An appeal is a complaint made by an examinee who is not satisfied with the examination process or results. The appeal related to examination results shall be lodged online via WBA within five (5) working days after the results publication.

The complaint made at the examination center during the examination process is lodge in writing to the NCNM the same day of the examination and the feedback shall be provided the following day.

**Article 31: The nature of the complaint**

The nature of the complaint shall:

- 1) Be genuine
- 2) Have an evidence
- 3) Be related to the current examination process
- 4) Respect the established period of appeal

**Article 32: Feedback of the complaint**

The complainants shall receive a feedback within fifteen (15) working days of publishing the results.

**Article 33: Complaint management committee**

The complaints of candidates are managed by the complaint management committee comprised by nurses and midwives appointed by the NCNM

**Article 34: Profile of the complaint management committee members**

Members the complaint management committee shall fulfill the following requirements:

- 1) Must be currently licensed by the NCNM
- 2) Must have a minimum qualification of Bachelor's degree in Nursing or Midwifery
- 3) Must have practical experience of three years in a school or clinical setting.

**Article 35: Responsibilities of the Complaint Management Committee**

- 1) To analyze the complaints
- 2) Investigate the complaints where considered relevant
- 3) Involve all concerned parties
- 4) Write down the findings and give recommendations to the NCNM BoD

**Article 36: Composition of the Complaint Management Committee**

The appeals or complaints management committee comprises any five of the following members and performs its activities on ad-hoc basis and must have the same values as members of examination committee:

- 1) A member of the BoD
- 2) Two members of examination committee
- 3) A member of education committee
- 4) A general nurse educator
- 5) A midwifery educator
- 6) A mental health nurse educator
- 7) A practicing nurse or midwife from a referral hospital

**Article 37: The complaint fee**

The complaint fee is determined according to the NCNM service tariff.

**Article 38: Eligibility to repeat an examination(s)**

1. All failed candidates are eligible to repeat the licensing examinations.
2. All candidates who have failed the licensing examination will repeat both written and practical examinations.
3. Candidates who are eligible to repeat shall have a maximum chance of three times.



## **CHAPTER VI: ORGANS INVOLVED IN THE EXAMINATION PROCESS**

### **Article 39: Examination Committee**

The examination committee should ensure the smooth running, quality and security of examinations. The members should have the following values: Punctuality; Confidentiality; Integrity/honesty; Impartiality; Accountability; Self-control; High sense of responsibility; Loyalty; Non-judgmental (non-prejudice); Being humane; Cooperation and communication; Non-discrimination; Humility; Professionalism.

### **Article 40: Responsibilities of the examination committee:**

- 1) Approve a timetable for examinations (written and practical)
- 2) Advise on the budget for Licensing examinations
- 3) Advise on proposed examination and marking center(s) for appropriateness to conduct and mark licensing examinations
- 4) Approve the structure of examinations and make amendments when necessary
- 5) Advise on proposed examiners from a pool of competent professional Nurses and/or Midwives to participate in examination process
- 6) Propose criteria for deliberation of licensing examinations.
- 7) Revise the rules and regulations on Nursing and Midwifery Licensing examinations
- 8) Advise on the supervision of the whole examination process
- 9) Design the practical evaluation tool and review it when necessary.
- 10) Approve the alteration or the cancellation of the planned examination
- 11) Make observations and recommendations to the NCNM Board of Directors regarding licensing examinations and results.

### **Article 41: Board of Directors**

The Board of Directors is the supreme Organ that has decision making powers on professional matter, particularly in the examination process, the BoD has the following responsibilities and powers

- 1) Approve the results of examinees
- 2) Make a decision on deliberation once deemed necessary

## **CHAPTER VII: GENERAL RULES FOR EXAMINEES AND EXAMINERS**

### **Article 42: Conduct of examiners**

In order to ensure smooth running, quality and security of examination process, every examiner or other persons involved in examination process must respect the following regulations:

- 1) Respect time scheduled for all activities related to examinations
- 2) Keep all information related to examinations in strict confidence
- 3) Communicate, act with openness and trustworthiness
- 4) Be guided by NCNM examinations' rules and regulations, transparency, objectivity, and equity including signing Service Contract
- 5) Be ready to account for ones' actions and omissions
- 6) Exercise self-control while making decisions or reacting against a negative aspect
- 7) Take appropriate decisions basing on a given situation and communicate accordingly
- 8) Follow guidelines, rules and regulations as given by the NCNM
- 9) Avoid prejudice and discrimination at all costs
- 10) Treat each candidate or any other individual with due respect and consideration
- 11) Co-operate with all persons involved in examination activities
- 12) Communicate all relevant information to the concerned in its appropriate form
- 13) Act in a professional manner at all times

### **Article 43: Examination malpractice**

Examination malpractice may be in but not limited to any of the following forms:

- 1) External assistance by an examiner or any other person(s)
- 2) Prior knowledge of examination questions
- 3) Impersonation
- 4) Copying from one another
- 5) Exchanging examination scripts between candidates
- 6) Substitution of examination scripts
- 7) Smuggling notes into the examination room
- 8) Intended improper behavior in the examination room
- 9) Smuggling any unauthorized equipment in the examination room
- 10) Knowingly or negligently reveals contents of any examination material to an unauthorized person whether a candidate or not;
- 11) With intent to fail or pass a candidate, alters the work, data or information or scores of a candidate;
- 12) Willfully and maliciously damages examination material;
- 13) With intent to impersonate, presents or attempts to present himself/herself in the place of a candidate;



- 14) Answers in unauthorized language;
- 15) Writing unrelated items to that of the subject inside the answer booklet;
- 16) Withholds any information which is prejudicial or likely to be prejudicial to the proper functioning of the examinations authority;
- 17) Commits an offence and on conviction shall be liable to legal prosecution and/ or will accordingly be sanctioned by the professional body.

### **Section one: Prohibitions**

#### **Article 44: Prohibitions before the examination**

- 1) Seeking, providing, and/or obtaining unauthorized access to examination materials
- 2) Providing false information or making false statements related to sitting the examination
- 3) Applying for an examination for which one is not eligible
- 4) Communicating or attempting to communicate about specific examination items, cases, answers, and/or exam results with an examiner, potential examiner, or formal or informal examination preparation teams at any time before, during, or after an examination

#### **Article 45: Prohibitions during the examination**

- 1) Taking an examination for which one is not eligible
- 2) Taking an examination for someone or engaging someone to take an examination for them
- 3) Giving, receiving, or obtaining unauthorized assistance during the examination or attempting to do so
- 4) Making notes of any kind while in the examination center, except on the writing materials provided at the examination center for this purpose
- 5) Failing to adhere to any examination policy, procedure, or rule, including the instructions of the examination center staff
- 6) Verbal or physical harassment of examination centers staff or other examination staff, or other disruptive or unprofessional behavior during the examination process
- 7) Possessing any unauthorized materials, including but not limited to books, summaries, photographic equipment, cell phones, and recording devices inside the examination centers
- 8) Any other electronic communication device, not herein mentioned, are prohibited in the examination hall irrespective if they are turned off, and no provision will be made to keep or store them
- 9) Communicating or attempting to communicate about specific examination items, cases, and/or answers with another candidate

#### **Article 46: Prohibitions after the examination**

- 1) Retaining examination papers or reproduction of any examination material, questions, or examination cases, including, but not limited to, through memorization, and/or dissemination of copyrights or printing rights, and print or publish them on the Internet, or anywhere else

- 2) Communicating or attempting to communicate about specific examination items, cases, and/or answers with another examinee, potential examinee, or formal or informal examination preparation teams at any time before, during, or after an examination
- 3) Communicating with the chairman or members of the examination committee to obtain the results, discuss performance or make any observations about the examination

#### **Article 47: Sanctions**

Any breach of the above rules/regulations shall lead:

1. To disqualification of the examinee (s), or the examiner (s).
2. Any examinee found involving him/herself in examination malpractice may be handed over to the police, disqualified and/or refused to continue with his/her examination.

### **CHAPTER VIII: FINAL PROVISIONAL**

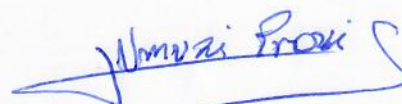
#### **Article 48: Repealing provision**

All prior provisions contrary to these rules and regulations are hereby repealed

#### **Article 49: Commencement**

These rules and regulations shall come into force on the date of their signature

  
  
**Innocent KAGABO**  
NCNM Registrar

  
**UMUZIGA M. Providence**  
Chairperson -NCNM BoD