



**GENERAL LEGAL COUNCIL
INDEPENDENT EXAMINATIONS COMMITTEE**

**RULES AND REGULATIONS FOR THE CONDUCT OF THE ENTRANCE
EXAMINATION INTO THE PROFESSIONAL LAW COURSE**

1. INTRODUCTION

- 1.1 These Rules and Regulations are designed to govern the conduct of the Entrance Examination into the Ghana School of Law. These Rules and Regulations, as modified from time to time, shall take precedence over any pre-existing practice or procedure.
- 1.2 Only a candidate who has officially registered, submitted his or her required documents and paid the required examination fees is eligible to sit the PLC Entrance Examination.

2. DUTIES AND RESPONSIBILITIES OF CANDIDATES

- 2.1 A candidate for an Entrance examination conducted by the Independent Examinations Committee of the General Legal Council must report to the examination Centre assigned to him or her at least one hour before the start of the examination.
- 2.2 No candidate shall enter the Examination Hall until he/she is invited and/or requested to enter the examination room by the Chief Invigilator and /or his/her representative.
- 2.3 Strict silence must be observed at all times in the Examination Hall. The examination is deemed to be in progress from the time a candidate enters the room until the scripts have been collected at the end of the examination.
- 2.4 Once in the Examination Hall, the Chief Invigilator, assisted by other Invigilators, is in charge of the examination. Any candidate who has any problem with the question paper or any other matter relating to the examinations should raise his/her hand to call the attention of an Invigilator to explain his problem quietly.

- 2.5 A candidate must not speak to or otherwise communicate with any other candidate throughout the examination.
- 2.6 A candidate who reports for an examination more than half an hour after its commencement shall be refused entry to the examination.
- 2.7 It shall be the candidate's responsibility to provide for himself/herself a pen, pencil, eraser or other approved material required to complete the examination.
- 2.8 It is also the candidate's responsibility to ensure that he/she is given the right question paper and other material needed for the examination.
- 2.9 A candidate shall not bring to the Examination Hall or the washroom of the Examination Centre or its immediate vicinity, any book, paper, written information, wristwatches, cellular/mobile phones, tablets or any other material, device or instrument not expressly authorised for the purpose of the examination. Any such material shall be deposited only in the area designated by the Chief Invigilator and must not be taken to the Examination Hall or into the washroom.
- 2.10 A candidate who is suspected of hiding unauthorized material on his/her person may be asked by the Invigilator to submit to a body search.
- 2.11 Smoking and/or drinking alcoholic beverages is not allowed in the Examination Hall.
- 2.12 A candidate shall uphold the highest standard of civility and courtesy in the Examination Hall and shall not flout the instructions of the Chief Invigilator or Invigilator.
- 2.13 A candidate shall for the purpose of identification by the Chief Invigilator/Invigilator, carry on him/her a valid National ID card (Ghana Card, Voters ID Card, Driver's license, Passport) which shall be placed on the examination table to enable the Invigilator to ascertain the identity of the person writing the examination. A defaced identity card shall not be deemed valid for the purpose of identification.
- 2.14 The Chief Invigilator shall not allow any candidate without a valid identity card to sit or write the examination.
- 2.15 Candidates would be told by the invigilator(s) when to start answering the questions. Candidates would be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.

2.16 Communication between candidates is not permitted in the Examination Hall, and accordingly:

- i. A candidate shall not pass or attempt to pass or receive any information, material, device or instrument from another candidate during an examination.
- ii. A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity, and no candidate shall allow another candidate to copy his or her work or answer.
- iii. A candidate shall not in any way disturb or distract any other candidate during the examination.
- iv. A candidate shall not have any writing on any part of his/her body or clothing.
- v. A candidate shall not plagiarise by presenting another person's work as though it were his/her work.
- vi. A candidate may attract the attention of the Invigilator by raising his/her hand for the purpose of making a request or complaint.

2.17 A candidate may leave the Examination Room temporarily, only with the express permission of the Invigilator. In such cases, the Invigilator shall satisfy himself/herself that the candidate does not carry on his/her person any unauthorised material or bring into the Examination Hall any such prohibited material.

2.18 A candidate who is allowed to leave the Examination Hall temporarily will be accompanied while outside the Examination Hall by an Attendant designated by the Invigilator.

2.19 A candidate who finishes an examination ahead of time may leave the Examination Hall but not earlier than 30 minutes from the commencement of the examination and not later than 15 minutes to the end of the examination, and only after his/her answer booklet(s) has been collected and he/she has signed the attendance register. The candidate shall not be allowed to return to the Examination Hall thereafter.

2.20 At the end of the examination, a candidate shall ensure that he/she does not take away any answer booklets, whether used or unused, from the Examination Hall.

- 2.21 A candidate shall not in any way mutilate or interfere with the stapling or perforation in the answer booklets/sheets. Any complaints about the answer booklets/sheets should be brought to the attention of the Invigilator who shall record the complaint in writing.
- 2.22 A candidate who fails to be present at the scheduled Entrance Examination shall be deemed absent.
- 2.23 At the close of examination, 'STOP WORK' shall be announced. Candidates are to stop writing and shall remain seated until all answer scripts have been collected and the Invigilator gives the signal to leave the Hall. Candidates have the personal responsibility of ensuring that their answer booklets are collected by the invigilator/invigilation assistants.
- 2.24 At the end of the examination, candidates **should not take away the question paper** as well as any used or unused answer booklets/sheets or any material supplied for the examination.
- 2.25 A candidate shall not write or sign his/her name on any part of the answer booklet/sheets.

3. PASS MARK FOR ALL EXAMINATIONS

- 3.1 Each of the two questions carry 50 marks. The pass mark for each of the two questions to be answered by candidates in the Entrance Examination shall not be less than 25 marks for each question. A candidate shall be deemed to have passed only if he or she scores the 25 pass mark or more in each of the two questions expected to have been answered by the candidate.

4. USE OF PROPER ENGLISH

- 4.1 A candidate who sits the Entrance Examination of the Ghana Law School is required to answer the questions in acceptable English grammar.
- 4.2 Examiners will take into account and mark down bad English such as improper grammar, mixed tenses, poor spelling and poor expression of English.

4.2 Candidates are supposed to write clearly and legibly so that their scripts will be readable. Ineligible handwriting can be a great disadvantage to a candidate if markers cannot read to score what has been written.

5. IMPAIRMENTS OR PHYSICAL CHALLENGES

5.1 A candidate with any form of impairment should have duly communicated in writing during the application stage and or to the IEC with the required medical reports.

6. MALPRACTICES OR OFFENCES

6.1 An examination malpractice or offence shall include any attempt on the part of a candidate, conspiring with another candidate, or aiding or abetting or facilitating any candidate to gain an unfair advantage in the examination, and any breach of the instructions to candidates.

6.2 An examination offence shall include but not be limited to the following:

- a. Writing or signing his/her name on the answer booklet or answer sheet.
- b. Cheating or attempting to cheat, by any means or assisting another candidate to cheat.
- c. Impersonating an examination candidate or allowing oneself to be impersonated.
- d. Opening the examination question paper before the examination has commenced.
- e. Having any writing on any part of a candidate's body or on his or her clothing.
- f. Carrying unauthorised material into the Examination Hall and/or having unauthorised material on his/her person.
- g. Communicating or attempting to communicate with other candidates or any other person without the permission of the invigilator or other authorised person while inside the Examination Hall.
- h. Attempting to gain an unfair advantage in the examination.
- i. Plagiarising another person's work.

- j. Continuing to write after the examination has officially ended.
- k. Attempting to conceal identity by willfully writing the wrong index number on the answer booklet as against the one indicated on the Attendance Sheet.
- l. Any unruly behaviour including but not limited to screaming in the examination hall, talking aloud to no one in particular in the examination hall, arguing with an invigilator, refusing to comply with an invigilator's instructions or any such similar misconduct.
- m. Assaulting an invigilator or any official of the IEC or any person within the premises of the examination hall

7. SANCTIONS FOR MALPRACTICES AND OFFENCES

7.1 A breach of any of the Instructions to candidates herein may result in one or more of the following sanctions:

- i. Loss of marks
- ii. Cancellation of a candidate's marks for the examination question in which the issue occurred. (In which case zero shall be substituted for the marks earned).
- iii. Cancellation of a candidate's marks in all of the candidate's two questions expected to be answered.
- iv. In case of serious offences such as assault of an examination officer, the candidate may be handed over to the Ghana Police. Such a candidate may be banned from taking the PLC Entrance Examination for a period of five years.

Chairman, IEC

Date of Circulation: 4th September 2023