



GUYANA POLICE FORCE ACADEMY EXAMINATION POLICY

1. BACKGROUND

1.1 Standing as the gateway to a noble career in service and protection, the Guyana Police Force Academy holds integrity and excellence as its guiding principles in keeping with the Police Standing Order No.19. This commitment extends beyond the classroom, permeating every aspect of the training process, including examinations, which serve as pivotal moments in a student's journey.

1.2 An examination is a moment for the students to demonstrate their level of knowledge that they would have acquired at the Academy. The examination is developed by the Academy and the lecturers for a course in a specific academic discipline. The examination will vary depending on the programme level and the type of course.

2. OBJECTIVE

2.1 The objective of this policy is to provide the Guyana Police Force Academy with guidelines on maintaining a robust and effective examination system that upholds the highest standards of fairness, integrity, and excellence.

3. POLICY STATEMENT

3.1 The Guyana Police Force Academy is committed to upholding the highest standards of excellence in the selection and training of all members of the Force. This commitment extends to the development and implementation of comprehensive Examination Policies that ensures fairness, integrity, and the rigorous evaluation of students' knowledge, skills, and readiness for service and protection.

4. SCOPE

4.1 The scope of this policy is introduced to ensure various procedures associated with the examination are carried out. Below are key procedures in relation to the examination policy:

4.1.1. Examination

- Ensuring that examination scheduling and management are done efficiently and in the best interests of the candidate.
- Ensuring the operation of an efficient examination system with clear guidelines.

4.2.1. The lecture of the course must:

- Be present at all examinations and always remain on-site during the examination.
- Manage all examinations and ensure the timely submission of results as is the requirement of the Academy.
- Provide guidance to students who may be unsure about an examination requirement.
- Must be present for the distribution of exam papers and scripts.

4.2.2. Invigilators would be persons from the University of Guyana, and they are responsible:

- For maintaining the integrity of the examination.
- Distributing and receiving all examination papers and scripts.
- Inform students of the rules of the examination.

4.2.3. Examination Rules:

- Students must arrive at the examination room at least 10 minutes before the scheduled time.
- Students who have not satisfied the attendance requirements of a course will not be permitted to write the final examination.
- No cellular phones or electronic devices would be allowed in the examination room.
- No reading materials related to the course would be allowed in the examination room.
- Silence must be maintained in the examination room at all times. If a student has any kind of query, he/she must raise his/her hand and await a response from the invigilator.

5. COMPLIANCE AND ENFORCEMENT

5.1 The Force Training Officer and middle management will ensure strict compliance of this policy in accordance with the Police Standing Orders, Laws of Guyana, local and international accreditation standards, and best practices. Further, and the Quality Management Committee will ensure this policy is enforced.

6. REPORTING AND COMMUNICATION

6.1 The Force Training Officer will report to the Quality Management Committee, Training Board, and the Executive Leadership Team.

7. EFFECTIVE DATE

7.1 This policy came into effect on November 21, 2024.

8. REVIEW PERIOD

8.1 A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.

9. REVISION DATE

9.1 Revised in February 2024.

10.0 APPROVAL OF POLICY

10.1 This policy was approved by the Guyana Police Force Executive Leadership Team and the Guyana Police Force Academy Training Board.