

**GAMPAHA WICKRAMARACHCHI UNIVERSITY
OF INDIGENOUS MEDICINE, SRI LANKA**

**EXAMINATION PROCEDURE, OFFENCES AND PUNISHMENT
BY-LAWS**

Given below are the By-Laws made by the Council of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka (hereinafter referred to as “the University”) under Section 135 of the Universities Act No. 16 of 1978, as amended.

These By-Laws shall be cited as the “By-Laws on Examination Procedure and Punishment No. 01 of 2023” and shall come into force with effect from 11.05.2023.

General

These By-Laws will be adopted by the University recommended by the Senate of the University (hereinafter referred to as the “Senate”) at its 21st meeting held on 23.03.2023, and confirmed by the Council of the University (hereinafter referred to as the “Council”) at its 25th meeting held on 11.05.2023.

All the By-Laws previously issued or applicable to the Examination Procedure and Punishment shall be hereby repealed without any prejudice to what has already been implemented based on such instrument by the adoption of this By-Laws.

These By-Laws shall be applicable to all the undergraduate examinations in any discipline at the University, and shall be subjected to amendments as and when required.

Each degree programme shall have a separate By-Law pertaining to its examination criteria, which is prepared and recommended by the Faculty of studies (hereinafter referred to as the “Faculty”) that offers the respective degree programme, and recommended by the Senate and approved by the Council.

Any question regarding the interpretation of these By-Laws shall be referred to the Council with the recommendation of the Senate of the University Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka. The decision of the Council shall be final.

Any matter which is not covered by these By-Laws is subject to the decision and approval of the Senate and the Council on the recommendation of the relevant Faculty Board.

These By-Laws can be amended time to time as required, with the recommendation of the Senate and the approval of the Council of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka.

Schedule 01 . Scheduling Examinations in the Academic Calendar

- 1.1 The draft academic calendar inclusive of the duration of examinations shall be prepared by the Administrative officer in-charge of the Faculty with the concurrence of the Dean. The End-semester examinations of any semester shall commence not later than 10 days after the completion of the academic programme of the semester. The date for releasing end-semester examination results of a particular course unit shall be a date within three month from the last paper of that course unit examination.
- 1.2. The draft academic calendar including the total duration of the examinations (mid-semester and End-semester) shall be sent to the Dean, Heads of Departments (HoDs), and the Timetable Committee (TTC) at least eight weeks prior to the last date of the second semester of the current academic year for their observation and comments (within a week).
- 1.3. Within a week of receiving the responses on the draft academic calendar, the administrative officer in-charge of the Faculty shall finalize it with the concurrence of the Dean, HoDs and TTC and submit it for the approval of the Faculty Board.
- 1.4. Faculty Board approved Academic Calendar inclusive of duration of examinations shall be submitted for the approval of the Senate at least one month prior to the commencement of the academic year.
- 1.5. Approved duration will not be altered without the approval of the Vice Chancellor. If it becomes necessary to revise the duration of examinations, such revision shall be made by the Faculty Board not later than one month prior to the initial scheduled date of such examination, and the revised dates shall be submitted for the approval of the Senate and the Council.
- 1.6. Based on the Senate approved Academic Calendar an Examination timetable will be prepared by the Administrative officer in-charge of the Faculty. Examination timetables shall be published in the Faculty Notice Board/ web page at least 04 weeks prior to the commencement of the examination by the relevant Faculty.
- 1.7 At the beginning of the Academic Year or as soon as became aware that his/her children, family member, relative or close friend is sitting for an examination in the relevant academic year all staff including academic and non-academic should be submitted a declaration to the Dean of the Faculty revealing if his/her children, family member, relative or close friend is sitting for an examination in the relevant academic year.

Schedule 2. Eligibility for Examinations, Continuous Assessments and End-Semester Evaluation

2.1. Eligibility for Examinations and types of examinations

2.1.1 Students who are registered for a Degree Programme offered by a Faculty for a particular academic year shall be eligible to sit for the examinations of that academic year subject to fulfilling the requirements stipulated on eligibility for registration in the Degree Programme By-Laws of each Faculty.

2.1.2 Types of examinations conducted by the University are;

Examination of a course of study/ course unit may consist of several assessment components such as Practical tests, viva-voce, quizzes, presentations, reports, researches and written examinations which include but are not limited to close book examinations, open book examinations, take home assignments and semi open book examinations or any other evaluation method decided by the relevant Department approved by the Senate. Accordingly, Continuous (in-semester) assessments and End-semester evaluations are as follows;

- (i) Continuous (in-semester) assessments which include quizzes, tutorials, homework, assignments, reports, presentations, laboratory work, mid-semester examinations, practical examinations conducted during the academic programme of the semester, and
- (ii) End-semester evaluations which include written and/or practical examinations conducted after the completion of the academic programme of the semester
Both types of examinations may include written components.

2.2. Continuous Assessments

2.2.1. All students shall attend respective continuous evaluations/examinations (announced and unannounced quizzes, mid-semester examination, tutorials, homework, assignments, reports, presentations, laboratory practical) in their first attempt.

2.2.2. If a student has missed continuous assessment(s), make up assessment(s)/examination(s) can be provided by the Course Coordinator with a written request from students giving a valid reason(s) for missing component(s) of the continuous assessments. Students shall obtain prior approval for missing assessments from the respective Departmental Board and the decision should be reported to the Faculty Board.

2.2.3. Once assessment is completed, assignments, quizzes, tutorials, reports, field note books etc., shall be handed over to students with the marks at appropriate time according to

lesson plan (i.e. first assignment and its marks should be handed over to students before giving the second assignment).

- 2.2.4. Mid-semester examination shall be based on the lesson plan as informed at the commencement of the course.
- 2.2.5. Results of mid-semester examination shall be given to students within two weeks after conducting the mid-semester examination.
- 2.2.6. Make up examination shall be given to those who missed mid-semester examination under circumstances for which a written request is made by the student giving a valid reason(s). Students shall obtain prior approval for missing mid-semester examination from the respective Faculty Board through the relevant Head of the Department.
- 2.2.7. Practical examinations are based on the lesson plan of the respective course. If it is in the end-semester examination, it is based on examination timetables specified in Clause 1.6.
- 2.2.8. Once practical examination is scheduled, the HoD shall inform the names of the Examiners and Supervisor, Invigilators, Lab technicians, Lab attendants, Lab labourers for practical examination to the Administrative officer in-charge of the Faculty in order to obtain approval of the Faculty Board and in the case of Examiners approval of the Senate.
- 2.2.9. The HoD shall display notice of examination timetables to students.

2.3. End-semester Evaluation

- 2.3.1. End-semester examinations shall be scheduled on the dates indicated in the published Academic Calendar (specified in Clause 1. 6).
- 2.3.2. Faculty shall not conduct repeat or make-up examinations for end-semester examinations of courses in the academic programmes.
- 2.3.3. The Administrative officer in-charge of the Faculty shall call for applications for examinations from repeat candidates and the students who have obtained approval from the Senate on the recommendations of the Appeals committee for appeals to sit any examination in the relevant academic year subject to conditions within two weeks of registration for each academic year. A notice on the Faculty Webpage or Notice Board will be displayed calling applications from such candidates for examinations. Applications will be closed within 2 weeks from the date of announcement.
- 2.3.4. Action shall be taken to register such students of the examinations. The repeat students shall pay the re-sit/repeat examination fees approved by the Council in order to sit for the examination.

- 2.3.5. Every student who registers for a course/ course unit shall be deemed to have sat the examination of that course/ course unit unless he/she withdraws from the course/ course unit within the prescribed period for dropping courses/ course units.
- 2.3.6. Each Candidate will be allowed one proper (first) attempt and another repeat attempts as specified in the relevant Degree By-Law to sit for course unit examination, of the relevant Degree Programme.
- 2.3.7. No student shall sit for an Examination, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular Examination, unless he/she has been granted special permission to do so by the Senate.
- 2.3.8. Students who have obtained approval from the Senate on the recommendations of the Appeals Committee for appeals to sit any examination are also entitled to sit such examinations in the relevant academic year subject to conditions.

‘Appeals Committee’ means the Committee consisting with all Deans of the Faculties of the University except the Dean of the Faculty of Graduate Studies, one senior academic member from each Faculty of the University except the Faculty of Graduate Studies nominated by the Senate among its members, Medical Officer of the University and Ayurveda Medical Officer of the University, appointed to consider the appeals of the students with regard to the Examinations. The convener to the committee shall be the Administrative Officer in charge of the Examination Division of the University or his/her nominee.

Schedule 3. Schedule of Candidates, End-Semester Examination Time Table and Admission Cards

3.1. Schedule of Candidates

- 3.1.1. Applications for repeat and the students who have obtained approval from the Senate on the recommendations of the Appeals committee for appeals to sit any examination in the relevant academic year subject to conditions examinations should be made on the prescribed forms available at the Office of the Administrative officer in-charge of the Faculty or Faculty webpage.
- 3.1.2. On receipt of the applications from repeat candidates, Administrative officer in-charge of the Faculty shall scrutinize them carefully; prepare a schedule of candidates for each examination no later than 01 month after the commencement of the academic programme.
- 3.1.3. The schedule shall contain:
 - (a) the title of the papers that each candidate is offering;
 - (b) the number of attempts the candidate has already had; and
 - (c) any other relevant information such as suspension for examinations and withholding of results.

3.1.4. The schedule shall be verified by the Dean of the respective Faculty.

3.2. Examination Time Table

- 3.2.1. Once the schedule of candidates prepared as 3.1.2 above, the Administrative officer in-charge of the Faculty shall prepare the draft timetable for examinations no later than 06 weeks after the commencement of the academic program, including the examination centres, in consultation with the Dean, and HoDs and makes it available for HoDs and students prior to finalizing.
- 3.2.2. Upon receipt of the draft time table, HoDs with course coordinator shall identify date(s) and venues for practical examinations (if any) in consultation with the Administrative officer in-charge of the Faculty and shall inform the Administrative officer in-charge of the Faculty before finalizing examination timetables (within a week).
- 3.2.3. With the comments received within 01 week from the Dean, HoDs and students, the Administrative officer in-charge of the Faculty shall finalize the examination timetables including practical examinations and display them on the notice boards and Faculty web page and also send copies of it to the Dean and HoDs, preferably within 10 weeks from commencing the academic programme.
- 3.2.4. Finalized Examination timetables shall be published at least 02 weeks prior to the commencement of the examination by the relevant Faculty.

3.3. Admission Cards and List of Candidates for Each Paper

- 3.3.1. Once the schedule of candidates and examination time tables are prepared, provisional admission cards and eligibility lists will be prepared (not later than 03 weeks from commencing of the examination).
- 3.3.2. Eligibility lists will be shared by HoDs 03 weeks prior to commencement of examination to check for eligibility (attendance requirement etc.,).
- 3.3.3. For the end-semester examinations, once lists of students who are not eligible for examinations due to poor attendance (less than 80%) are received by the Administrative officer in-charge of the Faculty from the HoDs within 13 week of the academic program, the Administrative officer in-charge of the Faculty shall publish the list of in-eligible students for examinations at the Examination centres, Faculty notice board, and inform the relevant students through written communication.
- 3.3.4. The Administrative officer in-charge of the Faculty shall issue proper **admission cards** for the examination to all eligible candidates no later than 02 weeks before the starting date of the end-semester examination. The admission cards shall be checked thoroughly with the schedules before issuing them to the students. Students should thoroughly check their admission cards as changes will not be possible one week after issuing the admission cards.

- 3.3.5. 'By-Laws and other *Regulations Relating to Examination Procedure, Examination Offences & Punishments*' shall be displayed in the webpages of the respective Faculty and the Examination Division for the reference of the students.
- 3.3.6. Candidates shall collect their admission cards in advance from the Faculty Office and get her/his signature attested by a member of the academic staff of the University.
- 3.3.7. Candidates shall be informed to bring their identity card to the examination hall, and that no candidate shall be permitted to enter the examination hall without a valid admission card.
- 3.3.8. The Administrative officer in-charge of the Faculty shall prepare in triplicate, lists of index numbers of candidates sitting for each paper separately (examination attendance sheets of students). One copy shall be used to get the signature of the candidates; the second copy shall be used to mark the attendance of candidates, and the third copy to mark the examination chairs/desks.

Schedule 4. Examination Centres

4.1. Examination Centre Specifications

- 4.1.1. The examination centre is an examination hall, a designated classroom, laboratory or other designated places where examinations are regularly held or scheduled to be held.
- 4.1.2. Examination centres shall be dedicated units with the following conditions:
- (a) a reliable clock(s) visible to all candidates, Supervisors and Invigilators.
 - (b) equipped with an audio system with clear sound, if necessary.
 - (c) well maintained.
 - (d) provide candidates with appropriate conditions such as access, good ventilation, good lighting and quiet environment.
 - (e) no displaying of any material that might help or distract the candidates
 - (f) notice to candidates is placed both inside and outside the examination centre.

4.2. Arrangement of Chairs/ Desks

- 4.2.1. The chairs and/or desks should be arranged in rows and columns with adequate space in between rows. Chairs/desks should be numbered in column with index numbers of the candidates chalked or labelled clearly on each chair and/or desk, in the order shown in the attendance list.
- 4.2.2. The arrangement of examination centres is a responsibility of the Administrative officer in-charge of the Faculty with the supervision of the respective Dean.

4.3. Duties and Responsibilities of the Administrative officer in-charge of the Faculty regarding arranging the Examinations

- 4.3.1. (a) Sending requests for necessary stationery to the Finance Division of the University. This request shall be sent at least 03 months before the examination.

- (b) Supervising the following activities in respect of the examination hall.
- Preparing the examination hall
 - Numbering the desks
 - Cleaning and other related activity for the examination
- (c) Maintaining/Archiving
- List of candidates
 - Records of attendance, admission cards of candidates
- (d) Supervising the following activities in respect of printing, custody and issuing question papers and receiving answer scripts.
- Administrative Officer in charge of the Faculty shall be responsible for printing question papers at the Faculty office.
 - A record shall be maintained about the number of printed and destroyed copies.
 - Safe removal of the discarded papers and used stencils/copies/drafts.
 - Certifying the important Information of the paper packet (no. of question papers, subject, hall no, number of copies, date, name of the supervisor etc.)
 - Custody of the question paper packet/s until handing them over to the supervisor on due date.
 - Receiving answer scripts and delivery of answer scripts to the Head of the relevant Department within one working day.
 - Supplying necessary stationery and other requirements to the examination hall.
- (e) A record shall be maintained in respect of the printed question papers, (handing over to the supervisors, receiving answer scripts from the examination hall and handing them over to the Head of Department.)
- (f) Allocating hall attendants and monitoring their work.
- (g) Details of the candidates who fail to submit relevant documents to the supervisor during the examination should be submitted to the relevant officers/ Head of the Department

Schedule 5. Appointment of Supervisors, Invigilators and Hall Attendants

5.1. Supervisors and Invigilators

- 5.1.1. Services of only the members of the permanent academic staff (probationary lecturer and above) shall be used for supervision and invigilation duties.
- 5.1.2. Two months before the commencement of examinations, the Administrative officer in-charge of the Faculty or authorized officer under the supervision of the respective Dean, shall request all Heads of Departments to finalize and return the list of Examiners and Invigilators for each paper/ course of the respective department within two weeks, in order to prepare the Supervision and Invigilation schedule.

- 5.1.3. Once the lists of Examiners/Invigilators are received from Departments, those will be compiled by the Administrative officer in-charge of the Faculty, check for the correct staff: student ratio for invigilation.
- a) A Supervisor and one invigilator for each group of 30 candidates or less are appointed to an examination hall.
 - b) The Supervisor for each examination shall be appointed from among the Invigilators based on academic seniority.
 - c) The minimum number of supervisors and invigilators per exam hall shall be two and out of that one should be female.
 - d) If the number of candidates at a center is more than 30, there shall be an additional Invigilator for every additional number of 30 or part thereof, exceeding 15.
 - e) If the number of candidates exceed 180 at a center, there shall be an additional Supervisor for every additional 180 candidates or part thereof, exceeding 60, and shall form a separate unit with separate Invigilators and hall Attendants.
- 5.1.4. However, this general pattern may vary depending on the number of candidates, papers, accommodation and other exceptional circumstances. The number of supervisors required for an examination hall with large number of candidates shall be determined by the Administrative officer in charge of the relevant Faculty.
- 5.1.5. The list of Supervisor/Invigilators shall be forwarded to the HoD meeting for their information before the commencement of examinations.
- 5.1.6. The list of names of the appointed supervisors and invigilators shall be issued by the Dean of the relevant Faculty or authorized officer by the Dean. Dean should not appoint persons whose children, family member, relative or close friend is sitting for the appropriate examination as mentioned in 1.7.
- 5.1.7. No supervisor or invigilator shall undertake the appointment, if her/his family member/ relatives/ children/ close friend are sitting the examination. On such occasions, the supervisors/invigilators shall inform the Dean of the relevant Faculty about the situation, and refuse to be involved. Dean should amend the list of names accordingly and inform the relevant parties.
- 5.1.8. Supervisors and invigilators for the examination shall be appointed by the Dean of the Faculty or authorized officer by the Dean and shall be notified to the relevant staff members at least one week before the examination.
- 5.1.9. The Administrative officer in-charge of the Faculty, shall send the following documents to each Supervisors/Invigilators with a copy to the relevant HoD:
- (a) A copy of the supervisor/invigilation/hall attendant timetable;
 - (b) A copy of the examination timetable for the centre;
 - (c) A copy of the "By-Law and other Regulations Relating to Examination Procedure, Examination Offences & Punishments
 - (d) Summary of the **Instructions to Supervisors/Invigilators**;
 - (e) Voucher.
- These copies shall also be available at the examination centres and the Faculty web page etc.,

5.1.10. After the appointment of the Supervisors and Invigilators, no alternative arrangement shall be made except in consultation with the Administrative officer in-charge of the Faculty through the Dean. However, after the commencement of the examination, a member of the hall Staff is unable to attend, owing to unforeseen or unavoidable circumstances, he/she shall immediately inform the Administrative officer in-charge of the Faculty or his/her authorized officer, and said staff member shall make alternative arrangements. If any Supervisor/Invigilator purposely neglect his/her assigned examination duty the Dean shall call explanations for the same.

5.2. Hall Attendants

5.2.1. Appointments of hall attendants shall be made by the Administrative officer in-charge of the Faculty and notified at least one week before the examination. No person should be appointed if his/her children, family member, relative or close friend is sitting for the appropriate examination as mentioned in 1.7.

5.2.2. The Administrative officer in-charge of the Faculty shall send the following documents to each hall attendant along with their letter of appointments;

- (a) A copy of the supervisor/invigilation/hall attendant time table
- (b) A copy of the examination timetable for the centre
- (c) Summary of the **Instructions to Hall attendants**

5.2.3. The staff on duty at each examination hall shall consist of at least a Supervisor, an invigilator and a hall attendant. If the number of candidates at a Centre is more than 75, there shall be an additional Hall Attendant for every additional 75 candidates or part thereof, exceeding 25. However, this general pattern may vary depending on the number of candidates, papers, accommodation and other exceptional circumstances.

Schedule 6. Paper Setting, Scrutiny, Moderation and Printing

6.1. Appointment of paper Setters, Moderators, Scrutiny board and Examiners

6.1.1. Two months after the commencement of the academic programme, quoting the examination dates, the Administrative officer in-charge of the Faculty shall send a request to the HoDs to send the list of Paper setters, Moderators and First and Second Examiners for each course of respective Department within two weeks.

6.1.2. Within a week of receiving the request, the HoD in consultation with the members of the Department of Study shall prepare a list of Setters and Moderators of question papers, the first and second examiners, and panels of examiners for evaluation of viva voce examinations and oral presentations, as appropriate, for all courses offered or coordinated by a Department of Study in a particular semester.

- 6.1.3. The teacher(s) of a particular course shall be the setter(s) of the question paper(s) and First examiner/s of that course. The Second Examiner shall be a qualified academic who does second marking of answer scripts. To avoid bias, second marking shall be carried out as 'blind marking'.
- 6.1.4. If there is a discrepancy between the total marks allocated by the 1st and the 2nd examiners which exceeds 10% of the total marks, a 3rd examiner will be appointed with the approval of the Faculty Board, Senate, and Council. In such instances, the final marks should be the average of the two highest marks.
- 6.1.5. Moderator shall be an appointed academic who scrutinize the examination papers to ensure the questions are understandable, designed to measure the desired outcomes, no repetition or overlapping between papers or with the previous year questions, marking scheme is justifiable and the language used is 'error free' and grammatically correct.
- 6.1.6. No academic shall be appointed as a Paper Setter/ Scrutiny board member/ Moderator if she/he:
- (a) has been or is engaged in private tuition in the said course unit.
 - (b) is unable to perform the work or has not performed the work up to the desired standard/quality; or
 - (c) has not been able to conform to the directives of the Senate or the Council; or
 - (d) has engaged herself/himself in activities defying the trust reposed in her/him (such as leaking of question papers and/or breach of confidentiality) and/or in such activities which are unethical, undesirable; or
 - (e) has a close friend/ relative/ children/family member is sitting the examination of the course; or
 - (f) She/he has furnished a false declaration or has concealed facts.
- 6.1.7. Any staff member belonging to any of the conditions specified under 6.1.6 (a) – (f) above should declare that to the HoD well in advance in order to appoint a different staff member.
- 6.1.8. If any ineligible member has been appointed due to non-declaration/ concealing any of above facts, such appointee shall be subjected to,
- (a) cancellation of her/his appointment as Paper Setter/Moderator/Examiner/Coordinator; and/or
 - (b) disqualification from all or some of the examination work of the University for a specified (moderate) period or permanently; and/or
 - (c) forfeiture or reduction of remuneration payable to her/him on examination matters; and/or any other action taken by the council of the University.
- 6.1.9. Before sending the list of Paper Setters, Moderators, and Examiners to the Administrative officer in-charge of the Faculty, the respective HoD shall ensure that every nominated paper setter/ moderator/ examiner is eligible to serve in the nominated capacity as per section 6.1.3 and 6.1.5, and has no conflict of interest.

- 6.1.10. Within one week of receipt of the List of Paper Setters, Moderators, Examiners from the HoDs, the Administrative officer in-charge of the Faculty shall check to ascertain the paper setters, moderators and examiners have been nominated for every paper and place at the HoD meeting.
- 6.1.11. The Administrative officer in-charge of the Faculty shall compile the list of Paper Setters, Moderators, Examiners and obtain the approval of the Faculty Board and Senate not later than 14 weeks after commencement of academic programme.
- 6.1.12. Within one week of appointment as Paper Setters, Moderators, Examiners/Invigilators, the appointees should inform the Administrative officer in-charge of the Faculty regarding their willingness to serve in the appointed capacity/ies.
- 6.1.13. Within a week of receiving the letters of consent, the Administrative officer in-charge of the Faculty shall send the following documents to the Paper setter/ Examiners enabling them to set question papers;
- (a) Request to set questions
 - (b) Format for setting questions
 - (c) Format for Answer and Marking Scheme
 - (d) Scrutiny Board submission form
 - (e) Any information provided by the Supervisor's report or Results Board of the examination of the previous year.

6.2. Paper Setting

- 6.2.1. The Paper Setters shall formulate questions in conformity with the course curriculum, and according to the format provided. They will prepare a prototype answer, a comprehensive marking scheme/ Assessment rubric for each question, assigning weightages and distribution of marks for the questions in the paper.
- 6.2.2. With the approval of the Senate and Council each Faculty can prepare criteria and marking schemes for all assessments (practical examination/viva – voce examinations, written continuous assessments, written assignments, objective clinical examination, objective practical examinations, Field Project reports, portfolios and clinical examinations) of which the marks are computed for the final examination.
- 6.2.3. Paper setters/ Examiners shall submit the question papers along with the model answers, marking schemes and weightages / marks distribution to the Head of the Department on or before the date specified for the submission of the question paper with completed Scrutiny Board Submission Form in a confidential cover.
- 6.2.4. The HoD, shall compile all papers, confirm the accuracy of the common details of the question papers, get those scrutinized and moderated before sending for printing.

6.3. Scrutiny of Papers

- 6.3.1. The purpose of scrutinizing is to ensure that the question paper adequately covers the Intended Learning Outcomes (ILOs), to avoid possible overlaps of questions or parts thereof between question papers of different courses, language editing, to avoid recycling of questions, evaluate the marking scheme/ model answer and the marks distribution therein, etc. before sending to a subject specialist for moderation.
- 6.3.2. The academic staff members who are the teachers and coordinators of a course appointed as examiners by the Senate for a particular course examination, and two senior academics of the same department shall form the Scrutiny Board.
- 6.3.3. In each semester, each Department shall form Scrutiny Boards comprising with members mentioned under 6.3.2 with the approval of the Faculty Board. The composition of Scrutiny Board may vary depending on the number of teachers involved in each subject.
- 6.3.4. The HoD shall announce a date/dates for scrutiny of the question papers.
- 6.3.5. The Scrutiny Board shall have the power to examine all question papers with respect to accuracy of instructions, information given in the first page and its adherence to the Faculty Board approved format, academic standards, consistency, overlaps between parts of the question paper, whether ILOs are assessed as indicated in the lesson plan, whether questions are properly structured, whether the questions are clearly stated / not ambiguous, whether length and degree of difficulty are acceptable and marks and time allocation have been done accordingly, whether the paper assess all the abilities (knowledge, comprehension and analysis etc.). The Board shall also check whether the assessment strategies of the examination are adequate, based on scrutiny board submission form. The scrutiny board shall also check the question paper with the previous year question paper as well.
- 6.3.6. The Board shall be chaired by the Head of the Department.
- 6.3.7. The HoD shall arrange a meeting(s) of the Scrutiny Board and shall coordinate the process. This activity should also serve the purpose of a learning experience for all academic members of a Department.
- 6.3.8. The HoD or an academic staff designated by her/ him shall take minutes to record important decisions taken at the meeting.
- 6.3.9. A report on each question paper based on the observations of the Scrutiny Boards shall be prepared on a prescribed form and handed over to the respective setter(s), in order to make necessary adjustment to the questions or to the marking scheme/ model answer or both.

6.3.10. When each paper has been scrutinized and approved by the Board, the HoD shall obtain signatures of the Board members on each paper and on a log book maintained at the respective Department.

6.3.11. The HoD shall ensure that the suggested changes have been attended appropriately by placing her/ his signature on the aforementioned form after the suggestions are suitably attended to by the setter(s).

6.3.12. It is the responsibility of Course Coordinator (chief Examiner) to address all suggestions/corrections made by the Scrutiny Board shall obtain the concurrence from the HoD before the moderation.

6.4. Moderation

6.4.1. The purpose of moderation is to obtain the observations of a subject matter expert, preferably outside the particular Department or the University and to improve the quality of the paper to be on par with other Universities while increasing transparency.

6.4.2. Moderation of question papers should be undertaken by a Moderator or a team of moderators as may be decided by the Faculty Board.

6.4.3. Moderation shall ensure that all sets of question papers are comparable, as far as possible, with regard to the concepts tested, cognitive operations required, the scope of the answer, difficulty level, time limit and conformity with the course curriculum. Moderation shall ensure that no question is erroneously or linguistically ambiguously worded, leading to an interpretation different from what the question intended to convey.

6.4.4. Moderation board shall be chaired by the HoD. Course Coordinator and teaching staff and one academic staff member (Senior Lecturer I or above) who has adequate knowledge of the subject/discipline from another Department are the other members of the Board. All the question papers shall be moderated by this Board.

6.4.5. HoD of each Department shall appoint question paper Moderation Board to moderate question papers from among the Senate approved Examiners and inform the Faculty Board for approval.

6.4.6. The Moderation Board shall have the power to examine all question papers, to modify any question in respect of accuracy of the paper (clarity, language, spelling, format, assessment procedures, time allocation etc.), relevance to ILOs, degree of difficulty and make appropriate suggestions.

For this purpose, the Examiner shall provide the lesson plan, ILOs, answer scheme etc., to the Board. The Board shall also check whether the assessment strategies of the examination are adequate enough based on Scrutiny Board submission form.

6.4.7. Moderator shall submit duly filled moderation form along with the question paper and the model answer after moderation to the Head of the Department.

- 6.4.8. When each paper has been moderated and approved by the board, the HoD shall obtain signatures of the Board members on each paper and on a log book maintained at the respective Department.
- 6.4.9. The Course Coordinator shall address all the suggestions/corrections made by the moderation board before the duplication of papers.
- 6.4.10. The Course Coordinator shall keep the original scrutinized and moderated papers by the respective Boards and a copy of the corrected paper under the custody of HoD.

6.5. Printing and Multiplication of Question Papers

- 6.5.1. The Administrative officer in-charge of the Faculty shall be responsible for multiplication of question papers with the support of Examiners/Course Coordinators.
- 6.5.2. The Administrative officer in-charge of the Faculty shall prepare a list of the number of candidates sitting for each paper at the different examination centres and make available to the HoDs and also to the printing room where the multiplication of examination papers is done.
- 6.5.3. The preparation of stencils, duplication, collection of multiple pages according to the sequential numbers, stapling them together and packeting shall be done under the immediate supervision of the Administrative officer in-charge of the Faculty and the Examiner in confidential manner at the printing unit.
- 6.5.4. Corrected question papers shall be multiplied at the printing unit of the Faculty on a date specified by the Administrative officer in-charge of the Faculty.
- 6.5.5. Setter/ Examiner of the question paper or the HoD shall present her/himself to the Faculty office for printing question papers, prepared under the instructions. Printing shall be done under her/his supervision and Administrative officer in charge of the Faculty. The packet of question papers indicating relevant and correct information shall be handed over to the Faculty office.
- 6.5.6. The Administrative officer in-charge of the Faculty and Examiners/HoDs shall ensure that each paper is cyclostyled/photocopied and packeted where each packet has been prepared according to the examination hall, and that adequate number of question papers (*i.e.* one for each candidate plus an additional 5 - 10 extra papers) have been included in each packet, and is ready not later than two days before the scheduled date of the paper.
- 6.5.7. During duplications, the Administrative officer in-charge of the Faculty shall ensure to use both sides of the paper and that no sheet, which is illegible or smudged, has been included, and that multiple pages question papers have been stapled together in the correct order.

- 6.5.8. All used stencil, carbon papers, spoilt stencils, spoilt question papers and other relevant confidential documents used for preparation of the question paper shall be burnt/smashed immediately after the process of packeting is completed under the supervision of Administrative officer in-charge of the Faculty /Examiner.
- 6.5.9. The Administrative officer in-charge of the Faculty shall be responsible to multiply the question papers and packet under strict security. The Administrative officer in-charge of the Faculty or the Examiner shall be responsible for supervising multiplication and shall not seal any packet unless he/she is satisfied that the required number of question papers had been enclosed in the packets, and that the correct title of the paper with course notation, name of examination, date, time and centre, number of question papers enclosed have been entered on the **label** of the packet.
- 6.5.10. All question papers shall be sealed and in the exclusive custody of the Administrative officer in charge of the Faculty.
- 6.5.11. All copyright in respect of question papers set by the Paper Setter(s) and subsequently moderated by the Moderator(s) shall be vested in the Council of the University.

Schedule 7. Conducting Examinations

7.1. Admission of Candidates to the Examination Centre

- 7.1.1. Candidates shall be in the vicinity of the examination hall at least 15 minutes before the commencement of each question paper, but shall not enter the examination hall until he/she is requested to do so by the supervisor.
- 7.1.2. Before admission of students for each paper, the Supervisor should inspect the examination centres and be satisfied with the conditions.
- 7.1.3. Admission of candidates to examination centre shall be requested only by the Supervisor; usually 10 minutes before the commencement of the examination.
- 7.1.4. On admission to the examination hall, candidate shall occupy the seats bearing his/her his/her registration/index number. The seat shall not be changed except under special permission of the supervisor.
- 7.1.5. No candidate shall be allowed to enter the examination hall 30 minutes after the commencement of an examination. Once the examination starts, no candidate shall be allowed to exit from the examination hall in the first and last 30 minutes of the examination.
- 7.1.6. However, under exceptional circumstances or in cases where the duration of examination is one hour or less, the supervisor in consultation with the Dean may use his/ her discretion in the enforcement of the above rule.

7.2. Identity of Candidates/ Admission Cards

- 7.2.1. Candidates shall be suitably dressed for the examination, in a way that their identity shall not be concealed by the attire.
- 7.2.2. Every candidate should have his/her Student Record Book/ Student Identity Card with him/her in the examination hall on every occasion he/she presents himself/ herself for an examination.
- 7.2.3. Candidacy of those who fail to submit produce the Student Record Book/ Student Identity Card when requested to do so is liable to be cancelled for the particular course unit examination.
- 7.2.4. If a candidate does not have the admission card and student identity card/ student record book, she/he should furnish a signed declaration statement in respect of the examination for which he/she had not produced the admission card and the student record book/ student identity card, in the form provided by the supervisor in order to sit the examination. The candidate should produce the required documents to the relevant Supervisor or the Relevant Administrative officer in-charge of the Faculty to prove identity within 24 hours.
- 7.2.5. If the Admission card / Student Record Book/Student Identity Card is lost during the period of examination, a second copy of the admission card shall be obtained from the Administrative Officer in-charge of the relevant Faculty by proving his/her identity through providing NIC, Passport, driving license or certified photograph by an authorized person in order to sit for the rest of the examination. The student should take necessary action to obtain duplicate of the student record book/student identity card in due course.
- 7.2.6. If there is a difference between the name that appears in the Student Record Book/Identity Card and the Admission Card, a letter obtained from the Administrative officer in-charge of the Faculty certifying that both names are referring to the one and the same candidate, should be produced and that letter will be issued based on an Affidavit submitted by the candidate.

7.3. Stationary Items Permitted to Bring to the Examination Center

- 7.3.1. The candidates shall bring to the examination hall only the stationary items and instruments such as pens, pencils, erasers, rulers, geometrical instruments, colored pencils and specified scientific calculators which are legally permitted to be brought for their use. The use of a calculator will be permitted only for papers that contain a rubric to that effect.
- 7.3.2. A candidate shall not bring written or printed material to the examination hall for his/her personal use or use by any other.

- 7.3.3. A candidate shall not have on his/her person or in his/her clothes or on the admission card, time table, student record book/ student identity card, any note, signs or formulae, or an instrument except those that are permitted to be used into the examination hall.
- 7.3.4. A candidate shall not have mobile phones, or other electronic communication equipment or any other technical devices in his/her possession during the examination.
- 7.3.5. Candidates shall be responsible not to keep any document or note or equipment in their possession, which can be misused at the time of examination.
- 7.3.6. A candidate may be required by the Supervisor to declare any item in his/her possession or person. The candidate shall promptly produce any document, object or any instrument which is near her/him or in her/his possession as and when the supervisor asks for it.
- 7.3.7. All unauthorized items a candidate has brought with him/her shall be kept at a place indicated by the Supervisor/Invigilator.

7.4. Use of Certified Examination Stationery for Answering

- 7.4.1. Examination stationery (*i.e.* writing books, graph paper, drawing paper, etc.) shall be supplied in the examination hall as and when necessary. Only the writing books and papers issued for the day should be used for writing answers to the question paper.
- 7.4.2. It is the candidate's responsibility to check whether the date stamp bearing the valid date and the invigilator's signature are placed on the books or/and the answering sheet.
- 7.4.3. If the frank of the valid date with the signature of the supervisor or invigilator is not placed on the answering books and papers such stationery should not be used to write the answers. It is the responsibility of the candidate to inform the supervisor as soon as possible, and get the papers with the valid date and signature.
- 7.4.4. Only the stationery supplied by the supervisor or invigilator shall be used to answer the paper. No papers other than those supplied to him/her by the Supervisor or Invigilator shall be used by candidates.
- 7.4.5. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated or removed from the examination hall.
- 7.4.6. All materials supplied to the candidate whether used or unused, shall be left on the desk and not be removed from the examination hall.

7.5. Conduct of Candidates

- 7.5.1. Every candidate shall conduct himself/herself well-mannered in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his/her staff or to the other candidates.

- 7.5.2. Absolute silence shall be maintained by candidates in and out of the examination hall and its precincts. When entering and leaving the hall, the candidate shall conduct himself/herself as quietly as possible.
- 7.5.3. Candidates shall not be allowed to leave the examination hall temporarily during the course of answering a paper. In case of an emergency, permission shall be granted to go out temporarily with the invigilator under his/her strict surveillance.
- 7.5.4. A candidate is liable to be excluded from the examination hall for disorderly conduct. The supervisor possesses the authority to expel those who do not follow the aforementioned instructions.
- 7.5.5. During the examination, the Admission card and the Student Identity Card/ Record book shall be handed over to the invigilator when requested for checking. Subsequently, the candidate shall sign in the due place of the Student list at each session of the examination.
- 7.5.6. A candidate shall not allow another person to appear for/ sit an examination on his/her behalf, and shall not appear for/ sit an examination on behalf of another.
- 7.5.7. Supervisors and Invigilators are authorized to obtain declarations from relevant candidates regarding any such event occurring within the examination hall.

7.6. Entering the Index/Registration Number

- 7.6.1. Before commencement of answering, the question paper, every candidate shall enter his/her index/registration number and the name of the examination in the allotted spaces of each of the answer book/ answer sheet and on every continuation answer script.
- 7.6.2. No candidate should write her/his name or any other symbol of identification on the answering sheets.
- 7.6.3. A candidate who writes an index/registration number other than his/her own on his/her answer sheet is deemed have attempted cheating (misconduct) which is an examination offence.
- 7.6.4. Answer scripts bearing no index/registration number or an illegible index number will be rejected.

7.7. Rough Work

- 7.7.1. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script.
- 7.7.2. Rough work should not be done on the admission card, time table, Student Identity Card, Student Record Book or any other authorized instrument. Candidates who do not follow these instructions shall be deemed to have breached the rules of the examination with the intention of copying.

7.7.3. Any answer or part thereof which is not intended to be considered for the purpose of assessment shall be neatly crossed out. If the same question has been attempted in more than one place parts that are not to be counted shall be neatly crossed out.

7.8. Stopping Answering, Handing Over Answer Scripts and Leaving the Examination Center

7.8.1. The candidates shall stop answering / all work promptly when ordered by the supervisor/ invigilator to do so.

7.8.2. If the instruction is not strictly followed, the supervisor/ invigilator bears the authority to make an endorsement to that effect on the answer script and notify the Administrative officer in-charge of the Faculty about disobedient candidates.

7.8.3. Candidates shall hand over their answer scripts personally to the supervisor or an invigilator and remain seated in their seats until all the answer scripts are collected.

7.8.4. On no account shall a candidate hand over his/her answer scripts to the hall attendants or any other person or candidate in the examination hall.

7.8.5. A candidate does not have the right to ask for the answer script once it has been handed over, for any reason whatsoever.

7.8.6. No candidate shall take her/his or someone else's answer scripts out of the examination hall.

7.8.7. A candidate may leave the examination center after handing over the answer script to the supervisor, before the last 30 minutes of the examination. When leaving the examination hall, a candidate shall conduct himself/herself as quietly as possible.

7.9. Absence from Examination

7.9.1. When a candidate is unable to present himself/herself for any part/section of an Examination or full examination, he/she shall notify or make arrangements to notify this fact to the Dean of the relevant Faculty through the relevant Head of the Department.

7.9.2. Candidate who is unable to attend any part/section of an examination or full examination for medical reasons shall inform his/her inability to attend the examination to the Dean of the Faculty through the relevant Head of the Department immediately (at least within two working days). If the candidate not in a position to inform, his/her parents or guardians shall take necessary action to inform his/her inability to attend the examination to the Dean of the Faculty through the relevant Head of the Department immediately (at least within two working days).

7.9.3. The notification of absence for examination by a candidate should be followed up by a letter (an appeal) with supporting documents on reasons for absence within 14 days from the date of holding the examination of the relevant course unit.

7.9.4. Those who were unable to appear for examinations on medical grounds should obtain a valid medical certificate from a government hospital in his/her residential area and submit it to the University Medical Officer at the earliest possible.

- 7.9.5. Those who receiving treatment from a government Hospital, a consultant physician of western medicine or Government Ayurvedic Hospital should submit the medical certificate during the period of illness to the University Medical Officer for recommendation. All medical certificates shall conform to Senate Regulations.
- 7.9.6. The medical certificate recommended by the University Medical Officer shall be submitted by the candidate to the Dean of the relevant Faculty through the relevant Head of the Department within 14 days from the date of holding the examination of the relevant course unit. The full process of submitting medical report should be completed within 21 days from the date of holding the examination of relevant course unit.

Schedule 8. Marking of Answer Scripts, Compilation of Marks and Release of Results

8.1. Marking

- 8.1.1. If any person who has been appointed as an Examiner is unable to mark the paper/practical paper, he/she shall forthwith inform the Administrative officer in-charge of the Faculty through respective Head of the Department, with a copy to the Dean, and shall make alternative arrangements in consultation with the Head of the Department concerned.
- 8.1.2. On receipt of the answer scripts from the Supervisor or the Administrative officer in-charge of the Faculty, the Examiner shall check with the attendance sheets whether he/she has received the answer scripts of all those who had been present for the paper. If there are any discrepancies he/she shall notify the same to the Administrative officer in-charge of the Faculty immediately. It is the responsibility of the Examiner/s to keep all the answer scripts in safe custody.
- 8.1.3. All scripts shall be marked personally by the Examiner/s based on the marking scheme prepared by him/her.
- 8.1.4. In marking answer sheets, when more questions than the stipulated number of questions are answered, only the specified number of answers should be marked following the same order in which the answers have been provided without marking the additional answer/s. e.g. the last answer is not marked when an additional question apart from the due number of questions is answered. Nevertheless, the examiner possesses the authority of identifying an answer or part of an answer which is not needed to be marked in cases where the candidate has answered more than the required number of questions.
- 8.1.5. Marked answer scripts of end-semester examinations by first examiners shall be handed over to the Head of the Department.
- 8.1.6. The answer scripts (or a random sample of answer scripts) shall be sent to the officially appointed Second Examiner who will mark the answer scripts for the second time (after marked by the first examiner). To avoid bias, second marking shall be carried out as 'blind marking'.
- 8.1.7. Marked answer scripts of end-semester examinations by second examiners shall be handed over to the Head of the Department.

8.1.8. If there is a discrepancy between the total marks allocated by the 1st and the 2nd examiners which exceeds 10% of the total marks, a 3rd examiner will be appointed with the approval of the Faculty Board, Senate, and Council. In such instances, the final marks should be the average of the two highest marks.

8.2. Compilation of Marks of Continuous Assessments and End-Semester Evaluations

- 8.2.1. Each course shall be assessed with more than one assessment conducted at the critical stages of learning of the course. Accordingly, the Course Coordinator (Examiner/s) shall compile marks of all assessments and end semester examination according to type of assessment and percentage of each component as introduced at the commencement of the course through lesson plan of the course.
- 8.2.2. The Course Coordinator (Examiner) shall as soon as he/she compiles the final marks for the course; shall forward the dot plot with identified clusters, mark sheet/s, and corresponding letter grade to the Head of Department.

8.3. Mini-results Board and Submission of Marks

- 8.3.1. In each Department, the Head of Department shall arrange a mini-Results Board in the presence of all Examiners of the Department for the relevant semester. The Course Coordinator shall present distribution of marks using a dot-plot with identified grade intervals (giving justification to the intervals with the level of achievements of ILOs of the course) and letter grades.
- 8.3.2. Once the mini Results Board is completed, the Head of Department shall forward the mark sheet(s) with letter grade and dot-plot(s) with identified grade intervals under a sealed cover to the Administrative officer in-charge of the Faculty on or before the deadline specified by the Faculty Board. The Administrative officer in-charge of the Faculty shall maintain a registry of receiving marks by Head of Departments.

8.4. Confidentiality of Marks

- 8.4.1. Mark sheets, mark books and all documents in connection with examinations shall be kept in the confidential record room attached to examination branch under the Administrative officer in-charge of the Faculty. The marks are treated as strictly confidential.
- 8.4.2. Once marks are received by the Administrative officer in-charge of the Faculty, he/she shall enter marks to the mark book of the Faculty.
- 8.4.3. Once marks are entered by the Administrative officer in-charge of the Faculty, the Course Coordinator/Examiner shall check marks on the mark book with submitted mark sheet on a date specified by the Administrative officer in-charge of the Faculty.

8.5. Results Board (Examiners' Board) and Releasing Results

- 8.5.1. Results of the semester based course unit examinations shall be released after scrutinizing the results by the Examiners' board chaired by the Dean of the relevant Faculty. Result sheets shall be signed by the Dean, all the Heads of Departments and examiners and Administrative officer in-charge of the Faculty. It will be considered as the official result sheet of the particular course unit.
- 8.5.2. Results of the degree programmes shall be released by an Examiners' Board chaired by the Vice-Chancellor. Results shall be issued with the signature of the Vice-Chancellor and the Registrar or on her/his behalf the officer-in-charge of the Examination Division. These result sheets will be considered as the official result sheets.
- 8.5.3. Conducting Results Board chaired by the Vice-Chancellor and releasing the final year results is a duty of the Examination Division.
- 8.5.4. For the semester course unit examinations, the Administrative officer in-charge of the Faculty shall arrange Results Board not later than one month from the last date of examination. The Chairperson and Secretary of the Results Board shall be the Dean and the Administrative officer in-charge of the Faculty, respectively. It shall be attended by all examiners of the respective semester.
- 8.5.5. At the Results Board, the Dean and the Administrative officer in-charge of the Faculty shall present distribution of marks submitted by Head of the Departments using a dot-plot with identified grade intervals and letter grades to examiners. Giving justification to the intervals with the level of achievements of ILOs of the course is a responsibility of relevant examiners.
- 8.5.6. At the meeting of the Results Board, the results of all courses of the semester shall be finalized including grades of candidates and their semester GPAs.
- 8.5.7. In the case of final years, border line cases of determining classes are considered before finalizing results. For this purpose maximum of 3 credits and their grade distribution are considered from immediate semester.
- 8.5.8. The results board decision is the final decision with respect to results of any subject.
- 8.5.9. After presenting all the results to the Board and after signing the results sheets by the Dean, the Administrative officer in-charge of the Faculty and examiners of the semester, the provisional results of examinations shall be released to students.
- 8.5.10. All provisional results after the final examination shall be submitted to the Senate for approval.
- 8.5.11. The date for releasing provisional examination results of a particular course unit shall be a date within one month from the last paper of that course unit examination.

- 8.5.12. All records and important decisions taken at the results board shall be documented by the Secretary (the Administrative officer in-charge of the Faculty) and shall take necessary steps to report to the relevant sub-committees for necessary actions, if required.
- 8.5.13. Provisions stipulated in Commission Circular No. 978 dated 09.04.2012 issued by the University Grants Commission and any other Circular issuing in future by University Grants Commission in this regard are allowed for re-scrutinization of marks and grades of undergraduates of the University.

Schedule 9. Number of Attempts for Examinations, Effective Date of Degree and Maximum Time Period to Complete Degree

9.1. Number of Attempts for an Examination

- 9.1.1. All students shall sit for the respective examinations in their first attempt.
- 9.1.2. If a student has not minimum marks for a C grade, or has not attended the first available attempt without an acceptable reason (medical certificate, loss of close relatives, etc.), the candidate is considered as a repeat student for the particular course of the examination.
- 9.1.3. The maximum number of repeat attempts for a course shall be defined in the relevant Course By-Laws of the Degree Programme.
- 9.1.4. The maximum grade for a repeated course shall be C.
- 9.1.5. A student, who obtains any grade less than a C, has the option to repeat a course and upgrade to a maximum of C using next available attempts.
- 9.1.6. If a student has not satisfied the requirement of a course within the maximum attempts granted for a course unit prescribed in the relevant By-Laws a grace attempt can be considered by the Senate and the decision shall be ratified by the Council to become effective.

9.2. Effective Date of the Degree

- 9.2.1. Effective date of the Degree programme in a proper batch of a student will be the date of submission of the last assessment (i.e., Written Examination, Submission of Dissertation etc.) of the end semester examination in the final year. Effective date of the Degree programme of a repeat student will be the date of the submission of the last assessment (i.e., Written Examination, Submission of Dissertation etc.) required to be completed the Degree Programme.
- 9.2.2. However, the Senate has the authority to determine the effective date of the Degree programme under special circumstances. The decision of the Senate shall be final.

9.3. Maximum Time Period to Complete Degree & Requirements to Award a Degree, Classes and Medals

- 9.3.1. The maximum time period of studentship for completion of the requirements of a degree programme shall be twice the duration of the degree programme.
- 9.3.2. The period of deferments and/or leave of absence granted on medical and/or foreign scholarships shall be included for computing the maximum time period. The studentship of those students who exceed the maximum time period given to complete the degree programs shall be cancelled under normal circumstances.
- 9.3.3. Requirement to Award a Degree, Classes and Medals are indicated in the By-Laws of the Degree Programmes.

Schedule 10. Duties/ Responsibilities of Deans, Heads of Departments, Supervisors, Invigilators and Hall Attendants

10.1. Responsibilities of the Dean

- 10.1.1. The Dean is responsible for determining the examination time table for the Faculty according to the academic calendar. It is the responsibility of the Dean to conduct the examination and release the results on due dates according to the dates approved by the Senate. In addition to that, Dean is responsible to get involved the academic staff and the non-academic staff of the Faculty for conducting the examinations. If there are disturbances during the examination, action should be taken to report such to the Vice-Chancellor immediately.
- 10.1.2. Obtaining the approval for the list of examiners from the Senate and the Council is a responsibility of the relevant Dean.
- 10.1.3. With the approval of the Senate and Council each Faculty can prepare criteria and marking schemes for the practical examination/viva – voce examinations, written continuous assessments, written assignments, objective clinical examination, objective practical examinations, Field Project reports, portfolios and clinical examinations of which the marks are computed for the final examination.
- 10.1.4. Dean of each Faculty shall issue detailed instructions for all the examination work (including instructions for Paper Setters/ Moderators/ Examiners/ Coordinators) in conformity with these by-laws.
- 10.1.5. Provided that any emergency arises out of the administrative function or otherwise, which, in the opinion of the appropriate Dean, requires instructions/ directions in deviation of these by-laws, the Vice-Chancellor may order issuance of such instructions/directions as she/he may deem necessary.
- 10.1.6 Taking action for releasing the end- semester examination results as scheduled.
- 10.1.7 Taking action for securing the confidentially of the examination process.

10.2. Responsibilities of Heads of Departments

- 10.2.1. Obtaining recommendation for the list of examiners from the Faculty Board.
- 10.2.2. Recommending staff eligible to be appointed as invigilators.
- 10.2.3. Supervising activities related to preparing, moderating and/or translating the question papers.
- 10.2.4. Examining the following details of the question paper before sending them for printing, with the examiners and the other academic staff of the Department.
 - (a) Name and number of the question papers
 - (b) Name of the examination
 - (c) Year and the month
 - (d) Number of questions in the question paper
 - (e) Allocated time
 - (f) Directives given to the candidates to answer the questions
 - (g) Preparing or supervising departmental marking schemes for evaluating the answer scripts
- 10.2.5. Confirm the accuracy of the common details of the question paper, and scrutinize the paper, before sending it for printing.
- 10.2.6. Collecting answer scripts from the officers in charge of the Faculty within one working day and immediately handing over them to the relevant examiners.
- 10.2.7. Obtaining corrected answer scripts from the examiners.
- 10.2.8. Preparing mark sheets and certifying the student number of the mark sheets.
- 10.2.9. Recommending a 3rd examiner in the event of discrepancy of over 10 marks between examiners.
- 10.2.10. Standardization of marks with examiners if necessary.
- 10.2.11. Handing over the final mark sheets to the Dean to release results.
- 10.2.12. Forwarding necessary documents to the Dean in respect of the semester examination results.
- 10.2.13. Assisting the Dean to release semester results as scheduled.
- 10.2.14. Taking action for securing the confidentiality of the examination process.

10.3. Duties of the Administrative officer in-charge of the Faculty

- 10.3.1. Under the general direction of the Dean, the Administrative officer in-charge of the Faculty shall be in-charge of the conduct of all examinations.
- 10.3.2. Under the supervision of the Dean, the Administrative officer in-charge of the Faculty is responsible for preparing the examination time-table.

- 10.3.3 Under the supervision of the Dean, the Administrative Officer in-charge of the Faculty shall be responsible for all arrangements and conduct of examinations.
- 10.3.4. The Administrative officer in-charge of the Faculty shall send the names of examiners of each semester through the Dean with the recommendation of the Faculty Board for approval at the Senate.
- 10.3.5. The Administrative officer in-charge of the Faculty shall send the Senate approved list of Examiners to Head of the Departments, which is considered as appointment letters for Examiners.
- 10.3.6. The Administrative officer in-charge of the Faculty shall send the Supervisor/Invigilator/ Hall attendant lists with timetable of examinations to Head of the Departments which serves as their appointment letters.
- 10.3.7. Sending requests for necessary stationery to the Finance Division. This request shall be sent at least 2 months before the examination.
- 10.3.8. All communication with students regarding examination related matters shall be done by the Administrative officer in-charge of the Faculty.
- 10.3.9. The Administrative officer in-charge of the Faculty shall issue an acknowledgement of receipt of scrutinized and moderated question papers from Examiners/ Course Coordinators.
- 10.3.10. The Administrative officer in-charge of the Faculty shall be responsible for multiplication of question papers with the support of Examiners/ Course Coordinators.
- 10.3.11. Supervising the following activities in respect of printing, custody and issuing question papers and receiving answer scripts. Administrative officer in-charge of the Faculty shall be responsible for printing question papers at the Faculty office.
- (a) Maintaining a record about the number of printed and destroyed copies.
 - (b) All question papers shall be sealed and in the exclusive custody of the Administrative Officer in-charge of the Faculty.
 - (c) Safe removal of the discarded papers and used stencils/copies/drafts.
 - (d) Certifying the important Information of the paper packet (no. of question papers, subject, hall no, number of copies, date, name of the supervisor etc.)
 - (e) Custody of the question papers until handing them over to the supervisor on due date.
- 10.3.12. The Administrative officer in-charge of the Faculty shall maintain a record of examination papers under the custody of him/her and under the custody of HoD/Supervisor/Course Coordinator.
- 10.3.13. The Administrative officer in-charge of the Faculty shall maintain a registry regarding the list of packets of answer scripts and their placements.

10.3.14. Receiving answer scripts and delivery of answer scripts to the Head of the relevant Department within one working day.

10.3.15. Supplying necessary stationery and other requirements to the examination hall.

10.3.16. All remaining answer books and blank single sheets from examination hall received by the Administrative officer in charge of the Faculty or by an officer identified by the Administrative officer.

10.3.17. All answer books and blank single sheets shall be deemed as confidential documents and no person(s) other than those identified by the Administrative officer in charge of the Faculty.

10.3.18. Supervising the following activities in respect of the examination hall.

- (a) Preparing the examination hall, Numbering the desks, Cleaning and other related activity for the examination
- (b) Maintaining/Archiving List of candidates, Records of attendance, admission cards of candidates
- (c) Allocating hall attendants and monitoring their work.
- (d) Submitting details of the candidates who fail to submit relevant documents to the supervisor during the examination to the relevant officers/ Head of the Department

10.3.19. The Administrative officer in-charge of the Faculty shall check arrangements of examination centre personally at least 30 minutes before the commencement of an examination.

10.3.20. If the question papers are not with the Supervisor/ particular Invigilator/Course Coordinator but kept under the custody of Administrative officer in-charge of the Faculty, such paper packets shall be delivered to the examination centre by Administrative officer in-charge of the Faculty at least 15 minutes prior to the commencement of the examination.

10.3.21. After the examination, Administrative officer in-charge of the Faculty shall make sure that all remaining examination stationery be kept locked.

10.3.22. After completion of all examinations of the semester, the Administrative officer in-charge of the Faculty shall provide all **Supervisors' report** to the Dean for necessary actions.

10.3.23. The Administrative officer in-charge of the Faculty shall inform the deadline to receive marks from examiners and the date for results board.

10.3.24. Once marks are received by the Administrative officer in-charge of the Faculty, he/she shall enter marks to the mark book of the Faculty.

10.3.25. Mark sheets, mark books and all documents in connection with examinations shall be kept in the confidential record room attached to examination branch under the Administrative officer in-charge of the Faculty.

10.3.26. The Administrative officer in-charge of the Faculty shall arrange Results Board not later than one month from the last date of examination. The Chairperson and Secretary of the Results Board shall be the Dean and the Administrative officer in-charge of the Faculty, respectively. It shall be attended by all examiners of the respective semester and all Heads of the Departments.

10.3.27. All records and important decisions taken at the results board shall be documented by the Secretary (the Administrative officer in-charge of the Faculty) and shall report to the relevant sub-committees for necessary actions, if necessary.

10.4. Duties of Supervisors

10.4.1. The Supervisor shall be in charge of the examination centre. He/she shall be responsible for taking all steps, before, during and after the examination to ensure the smooth and efficient conduct of the examination. Invigilators and hall attendants shall assist him/her and work under his/her directives.

10.4.2. Supervisors shall collect the packet of question papers from the Administrative officer in-charge of the Faculty or authorized officer at least 30 minutes before the examination starts, from the relevant Faculty office and report to the examination hall immediately.

10.4.3. The supervisor of each examination shall be present at the relevant examination centre at least 30 minutes prior to the commencement of the examination session and shall not leave the examination hall while the examination in progress as he/she is appointed for the entire examination session.

10.4.4. The Supervisor shall be supplied with the following by the Administrative officer in-charge of the Faculty:

- (a) Attendance lists (list of candidates) for each paper;
- (b) Attendance lists of Supervisor(s)/ invigilator(s)/ hall attendant(s)
- (c) Examination and Invigilation timetables;
- (d) Wrapping material for answer papers;
- (e) Labels for Packets of Answer Scripts;
- (f) Reporting form for Examination Offences;
- (g) Reporting form for Supervisor's report ;
- (h) Return/ Acknowledgement of List of Packets of Answer Scripts;
- (i) Date stamp for stamping answer books/ sheets; and
- (j) Any other written instructions where necessary.

10.4.5 On arrival at the examination centre, the supervisor shall:

- (a) check whether the correct question papers and relevant documents for the particular session have been provided;
- (b) request from the Invigilators and Hall attendants to check that the centre has been cleaned and the desks have been properly arranged and numbered according to the attendance list provided;
- (c) ensure that the Invigilators and Hall attendants are present and assign their duties;

- (d) assign each Invigilator with a certain number of candidates;
- (e) draw the attention of the Invigilators and the Hall attendants to the duties allocated to them; ensure that the Invigilators and hall attendants are attending to the duties assigned to them.
- (f) make sure that the adequate number of date stamped examination stationery is available for the examination without delay.
- (g) In the event of the full assigned staff not being present, the supervisor shall make the best possible arrangement with the available staff, and contact the Administrative officer in-charge of the Faculty as early as possible if additional staff is considered necessary, and report to Administrative officer in-charge of the Faculty using Supervisor's report.

10.4.6. Attendance registers, examination instruments, marking sheets, question papers and other relevant documents shall be kept in the supervisors' custody until the examination starts.

10.4.7. Supervisors and invigilators shall assume the responsibility to distribute answer writing books and other necessary items on the desks of the candidates at least 15 minutes before the examination starts.

10.4.8. The answer books with the cover (i) shall be issued initially and the books without covers or continuation sheets ((ii)) subsequently.

- (a) The Supervisor shall see that the date-stamped answer books have been set out on each desk at least 15 minutes before the commencement of the Examination.
- (b) Continuation sheets shall be issued by the Invigilators (and not by Attendants) and each sheet shall be date-stamped and signed before issuing by the Invigilator.

10.4.9. The Supervisor shall ensure the following:

- (a) Candidate shall be allowed to enter the examination hall only through the authorized entrance/entrances, and directed to take their seats according to the Index/Registration Number marked on the desk. A Supervisor, however, may at any time during the examination and without giving any reason, change the place allocated for a candidate.
- (b) Invigilator shall be posted at each entrance to ensure that entry is orderly, and candidates do not bring any unauthorized material to the examination hall.
- (c) Candidates shall not be admitted to the hall earlier than 10 minutes before the commencement of examination.
- (d) If a candidate presents himself at the examination hall not allotted to him/her, the candidate shall be directed to the correct place.
- (e) No candidate shall be admitted to an examination hall after the expiry of half an hour from the commencement of the Examination.
- (f) If for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the paper and the fact brought to the notice of the Administrative officer in-charge of the Faculty.

10.4.10. Supervisors shall remain in the examination hall for the duration of the examination.

- 10.4.11. No candidate shall be permitted to appear for a paper if his/her Index/Registration Number has not been included in the attendance list for that examination paper and also without a valid admission card. However, if a candidate makes a declaration that he/she is offered that paper and if the Dean or Administrative officer in-charge of the Faculty is satisfied with the *bona fide* of the declaration by checking course enrolment and application for examination, he/she may include the Index/Registration Number of the candidate concerned in the attendance list and allow him/her to sit the paper. Such case shall be reported to the Administrative officer in-charge of the Faculty using Supervisor's report.
- 10.4.12. The Supervisor has the authority to question or to take statements from any candidate regarding any matter that has arisen in the examination hall during the course of the examination and that such statement shall be signed by the candidate.
- 10.4.13. The Supervisor shall announce general and specific instructions to candidates before the commencement of the examination, such as:
- (a) maintaining strict silence till the end of the examination;
 - (b) no candidate shall remove examination stationary from the examination centre;
 - (c) no candidate shall have with him/her books, notes, files or any stationery or material other than those issued to him/her and if any such material has been brought into the center by any candidate he/she shall hand them over to the Invigilator immediately. This includes any notes etc. written on authorized material to be brought in such as record book, timetable, admission card etc.;
 - (d) no candidate is permitted to leave the examination hall during the first 30 minutes of the paper or during the last 30 minutes.
- 10.4.14. The supervisor shall read all the information appearing on the cover carefully before opening the packet. The number of the question paper included in the packet is written on the cover.
- 10.4.15. If there is a discrepancy in the title of the question paper or with the title given in the time table, action is to be taken not to distribute the question papers, and originals checked in the Faculty office. If there is an error, they should be placed in the same cover and should be sealed and handed over to the Faculty office immediately. It shall be reported in the supervisor's Report and action shall be taken to distribute the correct question papers. If it is not possible to give the correct question paper within 45 minutes, the examination shall be postponed and shall be held the day following the last examination date of the time table.
- 10.4.16. Immediate action shall be taken to report this matter to the Dean of the Faculty in order to take suitable action and it should be reported in the supervisor's Report.
- 10.4.17. The Supervisor shall open the question paper packet/packets one by one in the presence of an Invigilator and in front of the candidates in the examination hall. He/she shall check whether the question papers are the correct papers for the Examination and that the Special Requirements if any, required according to the instructions are available.

- 10.4.18. After opening of the packet of question papers, the question paper shall be examined within the first 15 minutes by the supervisor or examiner. If there is any correction or anything to be clarified, action should be taken to get instructions from the relevant Head of Department or the Examiner in the examination hall.
- 10.4.19. The Supervisor shall hand over the required number of question papers to each Invigilator for distribution to the candidates allocated to each of them together with any special requirements mentioned at 10.4.18. above.
- 10.4.20. The balance question papers shall remain in the Supervisor's custody and he/she shall ensure that no question paper is allowed to be removed out of the hall before the expiry of the first 30 minutes.
- 10.4.21. The supervisor shall make the following announcements after the distribution of the question paper:
- (a) please check whether you have received the correct question paper; and
 - (b) you are advised to read the instructions given in the question paper before answering the paper.
- 10.4.22. The Supervisor/ Invigilator shall not give any clarification/ explanation with regard to the questions to any candidates. However, if any error or defect in a question paper has been notified the Supervisor shall announce such correction/ modification. If students ask clarifications for examination paper supervisor shall indicate such in the Supervisor's report.
- 10.4.23. The Supervisor shall ensure that the Invigilators and Hall attendants are attending to the duties assigned to them according to their responsibilities.
- 10.4.24. At the expiry of the first 30 minutes after the commencement of the examination, the Supervisor shall direct each Invigilator to obtain the original of the attendance list signed by the candidates and also to check the identity of the candidates and availability of admission cards. At the same time, the Admission Card issued to each candidate shall be signed by the Invigilator.
- 10.4.25. Attendance lists shall be issued to Invigilators in duplicate.
- 10.4.26. When performing this exercise the Supervisor/ Invigilator shall satisfy himself/herself of the identity of a candidate by reference to the record books issued by the University which contains the candidate's photographs as well as their signatures.
- 10.4.27. If a candidate fails to produce his/her Record Book at any paper for purposes of identification, he/she shall be requested to complete declaration form and produce the record book during a specified time by the Supervisor. Later, the Supervisor shall on production of the record book at the specified time certify on the declaration form that he/she is satisfied with the identity of the candidate for that paper. The

Supervisor shall send signed declaration form to Administrative officer in-charge of the Faculty.

- 10.4.28. As soon as the attendance lists are marked, the Supervisor shall collect the originals from the Invigilators and proceed to prepare the relevant envelopes and **labels** for the packeting of scripts.
- 10.4.29. The Supervisor shall obtain the attendance of Invigilators and Hall attendants in respective forms and certify those by placing his/her signature.
- 10.4.30. The original attendance sheet(s) of students and Invigilators and Hall attendants shall be sent by the Supervisor under separate covers to the Administrative officer in-charge of the Faculty. The duplicate attendance sheet of students shall be enclosed by the Supervisor in the packet of answer scripts.
- 10.4.31. Supervisor shall announce the remaining time of 30 minutes and 15 minutes before the examination ends. 5 minutes before the end of the examination instructions should be given to candidate to prepare to hand over answer scripts.
- 10.4.32. Supervisor shall ensure the collection of all the answer scripts from the examination hall.
- 10.4.33. When there are separate papers for repeat students and 1st attempt students, such papers should be collected separately.
- 10.4.34. After collection of answer scripts, the Invigilators shall count the scripts of the candidates assigned to each of them before students are allowed to leave the examination center and hand them over to the Supervisor who shall check again against the duplicate attendance sheets.
- 10.4.35. Before packeting the answer scripts, the answer scripts shall be kept in order and counted. Answer scripts need to be corrected and tallied with the number indicated in the attendance register, and mark sheet.
- 10.4.36. All remaining answer books and stationaries from examination centers shall be sent to the Administrative officer in charge of the Faculty.
- 10.4.37. All answer books shall be deemed as confidential documents and no person(s) other than those identified by the Administrative officer in charge of the Faculty shall be permitted to handle the same.
- 10.4.38. If any supervisor is not in a position to attend to any of the assigned duties of the examination, she/he shall inform the Dean/Administrative officer in charge of the Faculty in advance and the said supervisor should find a suitable person to replace her/him according to the criteria of the Faculty.

10.5. Duties of Invigilators

- 10.5.1. Invigilators shall report to the supervisor of the examination hall 30 minutes before the examination starts. Invigilators shall assist the supervisor in administration work of the examination hall during the period of the examination.
- 10.5.2. Invigilators are not allowed to go out during the duration of the examination. In an emergency they are allowed to stay out for not more than 10 minutes with the permission of the supervisor. The supervisor shall record such instances in the supervisor's Report.
- 10.5.3. The invigilator shall verify the identity of the candidate by referring to the Student Identity Card/ Record Book issued by the University which contains the candidate's photograph as well as the signature and get her/his signature on the admission card. The signed admission cards shall be collected.
- 10.5.4. The Invigilator shall indicate on the attendance sheets against each Index/Registration Number whether the candidate was present or absent for the examination.
 - (a) For those present, the mark "√" shall be indicated and
 - (b) For those candidate who are absent "AB" shall be indicated.
- 10.5.5. Where parts or sections of answer scripts have to be packeted separately, separate duplicate Attendance Sheets shall be prepared and enclosed in each packet. For the candidates those who are absent for the examination, separate Absentee Forms shall be completed.
- 10.5.6. At the end of the examination, the attendance register of the candidates and all the admission cards shall be put into the relevant sealed cover and handed over to the Faculty office. The Administrative officer in charge of the relevant Faculty is responsible to maintain records of attendance and admission cards at examinations.
- 10.5.7. Invigilators shall distribute the question papers and additional stationery required by the candidates, detect any examination irregularities and cases of possible examination offences and collect answer scripts.
- 10.5.8. Before packeting the answer scripts, the answer scripts shall be kept in order and counted. The number of answer scripts should be tallied with the number indicated in the attendance register, and the mark sheet.
- 10.5.9. If any Invigilator is not in a position to attend to any of the assigned duties of the examination, she/he shall inform the Dean/Administrative officer in charge of the Faculty and the relevant supervisor in advance and the said invigilator should find a suitable person to replace her/him according to the criteria of the Faculty.

10.6. Duties of Hall Attendants

- 10.6.1. Hall attendants shall report to the relevant examination hall at least one hour before the examination starts, and open the doors for candidates 10 minutes before the examination starts.
- 10.6.2. Hall attendants shall sign their attendance register and obtain the supervisor's signature, to record attendance.
- 10.6.3. Hall attendants shall clean the examination hall, desks, chairs and floor of the examination hall.
- 10.6.4. Hall attendants shall write Index/Registration numbers on the desks, according to the order given in the attendance sheets.
- 10.6.5. Hall attendants shall place the date stamp on the answer books and other additional papers. If there are extra blank papers issued previously, the previous date shall be cancelled by a single line and initial the same by an invigilator and a new date shall be marked.
- 10.6.6. Hall attendants shall collect all unused stationery at the end of the examination.
- 10.6.7. Hall attendants shall take action to use stationery carefully, and to take away the stationery which is not used for the examination or a particular day as directed by the Administrative officer in charge of the Faculty.
- 10.6.8. Hall attendants shall obtain answer books and single sheets from the Faculty office on the day of the examination. At the end of the examination, they shall hand over the remaining answer books and single sheets to the Faculty office.
- 10.6.9. Hall attendants shall assist in conducting of examinations under the guidance of the supervisors and invigilators.
- 10.6.10. Hall attendants shall assist the supervisors and the invigilators to help students who fall ill in the examination hall.
- 10.6.11. Hall attendants shall perform any other duties assigned by the supervisor or invigilators.
- 10.6.12. Hall attendants shall packet the answer scripts and paste the labels written under the direction of the supervisor.
- 10.6.13. Hall attendants shall not be allowed to go out of the examination hall during the examination. In an emergency they are allowed to stay out for not more than 10 minutes with the permission of the supervisor.
- 10.6.14. If it is impossible to attend to examination duties because of illness or unavoidable circumstances, hall attendants must inform the supervisor, and the administrative officer

of the relevant Faculty in advance, and the said hall attendant should find a suitable person to replace her/him according to the criteria of the Faculty.

Schedule 11. Instructions to Student

- 11.1. Students who are registered for a Degree Programme offered by a Faculty for a particular academic year shall be eligible to sit for the examinations of that academic year subject to fulfilling the requirements stipulated on eligibility for registration in the Degree Programme By-Laws of each Faculty.
- 11.2. A notice on the University website/notice board shall be published at least one month prior to the date of the examination, calling for applications from repeat students and action shall be taken to register such students of the examinations.
- 11.3. Every candidate who registers for a course/ course unit shall be deemed to have sat the examination of that course/ course unit unless he/she withdraws from the course/ course unit within the prescribed period for dropping courses/ course units.
- 11.4. Each Candidate will be allowed one proper attempt and repeat attempts to sit for any course unit examination, as stipulated in the By-Laws applicable for the appropriate Degree Programme.
- 11.5. Students who have obtained approval from the Senate on the recommendations of the appeals committee for appeals to sit any examination are also entitled to sit next available examination/s subject to the conditions stipulated in the Student Appeals Committee/Faculty Board/Senate.
- 11.6. Admission Cards shall be issued to candidates no later than one week prior to the commencement of the examination by the relevant Faculty. Candidates shall collect the admission card in advance from the Faculty Office and get her/his signature verified by a member of the academic staff.
- 11.7. Candidates should bring their student identity card/ Student Record Book and Admission card to the examination hall.
- 11.8. The code number of the examination papers (Subjects/Course Units) which the candidates are eligible to sit shall be printed in the admission card. When the candidate appears for a paper, the candidate shall sign the admission card in front of the relevant date and the paper. It is proof that the candidate has sat the examination.
- 11.9. Candidates should be suitably dressed for the examination, in a way that their identity shall not be concealed by the attire.
- 11.10. Candidates shall be in the vicinity of the examination hall at least 15 minutes before the commencement of each question paper, but shall not enter the examination hall until he/she is requested to do so by the supervisor.

- 11.11. On admission to the examination hall, a candidate shall occupy the seat bearing his/her index number/registration number. The seat shall not be changed except with the special permission of the supervisor.
- 11.12. No candidate shall be allowed to enter the examination hall 30 minutes after the commencement of the examination. Once the examination starts, no candidate shall be allowed to exit from the examination hall in the first and the last 30 minutes of the examination.
- 11.13. Each candidate shall have his/her Student Record Book/ Student Identity Card and the Admission Card with him/her in the examination hall on every occasion he/she presents himself/ herself for an examination.
- 11.14. Candidacy of those who fail to produce the aforementioned documents when requested to do so is liable to be cancelled for the particular course unit examination.
- 11.15. If a candidate has failed to bring his/her admission card and student identity card/ student record book, she/he shall furnish a signed declaration statement in respect of the examination for which he/she had not produced the admission card and the student record book/ student identity card in the form provided for it by the supervisor in order to sit the examination. The candidate shall produce the required documents to the relevant Supervisor or the relevant Administrative officer in charge of the Faculty to prove identity within one working day.
- 11.16. If the Admission card / Student Record Book/Student Identity Card is lost during the period of examination, a second copy of the admission card shall be obtained from the Administrative officer in-charge of the relevant Faculty by proving his/her identity through providing the NIC, Passport, driving licence or certified photograph by an authorized person, in order to sit the rest of the examination. The student should take necessary action to obtain duplicate of the Student Record Book/Student Identity Card in due course.
- 11.17. If there is a difference between the name that appears in the Student Record Book/Identity Card and the Admission Card, a letter obtained from the Administrative officer in-charge of the relevant Faculty certifying that both names are referring to the one and the same candidate, should be produced and that letter will be issued based on an Affidavit submitted by the candidate.
- 11.18. Permission shall not be granted to any candidate who report to the examination hall 30 minutes after the commencement of the examination. No candidate shall be permitted to leave the examination hall during the first 30 minutes or last 30 minutes of the examination.
- 11.19. When a candidate is unable to present himself/herself for any part/section of an Examination, he/she should notify or make arrangements to notify this fact to the Dean of the relevant Faculty through the relevant Head of the Department immediately and should seek permission of the Senate within two weeks of the examination, by submitting a written appeal to the Appeals Committee with acceptable reasons for not sitting the examination

with written proof (supportive documents) and the recommendations of the Head of the Department and the Dean of the relevant Faculty.

11.20. Candidates who is unable to attend the examination for medical reason/s should inform of his/her inability to attend the examination to the Dean of the Faculty through the relevant Head of the Department immediately (not longer than two working days).

11.21.

(a) Those who were unable to appear for examinations on medical grounds should obtain a valid medical certificate from the University Medical Officer and it should be submitted to the Dean of the relevant Faculty through the Head of the relevant Department within 14 days from the date of appropriate course unit examination held.

(b) A candidate who fails to obtain a Medical Certificate from the University Medical Officer due to unavoidable circumstances should submit a valid Medical certificate obtained from a Government Hospital, a consultant physician of western medicine or Government Ayurvedic Hospital and submit it to the University Medical Officer for his/her recommendation. Such request should reach to the Dean of the relevant Faculty through the Head of the relevant Department within 21 days from the date of appropriate course unit examination held.

(c) All medical certificates should conform to Senate Rules, Regulations or requirements. Medical Certificates issued by Western, Ayurvedic, or Homeopathy doctors in private practice will not be generally accepted. However, these may be considered case by case by the Appeals Committee of the University.

11.22. If a candidate who has not sat the whole examination or a part of it has not obtained the approval of the Senate following the aforementioned instructions, sitting the said examination in the next instance would be deemed as sitting a repeat examination.

11.23. The candidates shall bring to the examination hall only the necessary instruments such as pens, pencils, erasers, rulers, geometrical instruments, coloured pencils and specified scientific calculators which are legally permitted to be brought for their use. The use of a calculator will be permitted only for papers that contain a rubric to that effect.

11.24. A candidate should not bring written or printed material to the examination hall for his/her personal use or use by any other.

A candidate should not have on his/her person or in his/her clothes or on the admission card, time table, student record book/ student identity card, any note, signs or formulae, or an instrument except those that are permitted to be used into the examination hall.

11.25. A candidate should not have mobile phones, or other electronic communication equipment or any other technical devices or any unauthorized equipment in his/her possession during the examination.

Candidates shall be responsible not to keep any document or note or equipment in their possession, which can be misused at the time of examination.

- 11.26. A candidate may be required by the Supervisor to declare any item in his/her possession or person. The candidate shall promptly produce any document, object or any instrument which is in the custody of her/him or in her/his possession as and when the supervisor asks for it.
- 11.27. All unauthorized items a candidate has brought with him/her should be kept at a place indicated by the Supervisor/Invigilator.
- 11.28. It is the candidate's responsibility to check whether the date stamp bearing the valid date and the invigilator's signature are placed on the books or/and the answering sheet. If the frank of the valid date with the signature of the supervisor or invigilator is not placed on the answering books and papers such stationery should not be used to write the answers. It is the responsibility of the candidate to inform the supervisor as soon as possible, and get the papers with the valid date and signature.
- 11.29. Only the stationery supplied by the supervisor or invigilator should be used to answer the paper. No papers other than those supplied to him/her by the Supervisor or Invigilator shall be used by candidates.
- 11.30. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated or removed from the examination hall by any candidate.
- 11.31. All materials supplied to the candidate whether used or unused, should be left on the desk and not be removed from the examination hall.
- 11.32. No candidate shall be issued more than one answer book other than in exceptional circumstances, at the discretion of the supervisor.
- 11.33. Before commencement of answering, the question paper, every candidate should enter his/her index number/registration number and the name of the examination in the allotted spaces of each of the answer book/ answer sheet and on every continuation answer script.
- 11.34. No candidate should write her/his name or any other symbol of his/her identification on the answering sheets.
- 11.35. A candidate who writes an index number/registration number other than his/her own on his/her answer sheet shall be deemed having attempted cheating (misconduct) which is an examination offence.
- 11.36. Answer scripts bearing no index number/registration number or an illegible index number/registration number will be rejected.
- 11.37. All calculations and rough work should be done only on paper supplied for the examination and should be cancelled and attached to the answer script.
- 11.38. Rough work should not be done on the admission card, time table, question paper or Student Record Book or any other paper. Candidates who do not follow these instructions shall be deemed to have breached the rules of the examination with the intention of copying.

- 11.39. Any answer or part thereof which is not intended to be considered for the purpose of assessment should be neatly crossed out. If the same question has been attempted in more than one place parts that are not to be counted should be neatly crossed out.
- 11.40. Candidates are under the authority of the Supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilators, during, immediately before and after the examination.
- 11.41. A candidate shall not refuse to answer questions or make statements or sign a statement.
- 11.42. In the event of refusal, the Supervisor/Invigilator shall record his/her own observations and report the matter to the Dean of the relevant Faculty for necessary action.
- 11.43. During the examination, candidate should hand over the admission card or the relevant part of the admission card to the invigilator after signing the form in the presence of the invigilator. Subsequently, the candidates should sign in the due place of the admission card at each session of the examination.
- 11.44. A candidate shall not allow another person to appear for/ sit an examination on his/her behalf, and shall not appear for/ sit an examination on behalf of another.
- 11.45. Students with different abilities shall be allowed maximum of additional 15 minutes per hour. For example, additional 45 minutes are allowed for a 3-hour paper.
- Students who have visual, speech, hearing, mobility disabilities or any other disability or combination of two or more of those disabilities, are entitled to obtain this privilege. Certification of the disability by the Medical Board chaired by the Chief Medical Officer and two other appointed members by the Senate, is required.
- 11.46. Candidates with such disabilities should make a request to the Administrative officer in charge of the relevant Faculty in order to obtain this privilege at least one month before the examination commences. In case of emergency situations, Chief Medical Officer's recommendation can be considered.
- 11.47. Every candidate shall conduct himself/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his/her staff or to other candidates.
- 11.48. Absolute silence should be maintained by candidates in and out of the examination hall and its precincts. When entering and leaving the hall, the candidate should conduct himself/herself as quietly as possible.
- 11.49. Candidates shall not be allowed to leave the examination hall temporarily during the course of answering a paper. In case of an emergency, permission shall be granted to go out temporarily with an invigilator under his/her strict surveillance.
- 11.50. A candidate shall be liable to be excluded from the examination hall for disorderly conduct. The supervisor possesses the authority to expel those who do not follow the aforementioned instructions.

- 11.51. The candidates should stop answering promptly when ordered by the supervisor/ invigilator to do so.
- 11.52. If the instruction is not strictly followed, the supervisor/ invigilator bears the authority to make an endorsement to that effect on the answer script and notify the Examination Division of the Faculty.
- 11.53. Candidates should hand over the answer scripts personally to the supervisor or an invigilator and remain seated in the seats until all the answer scripts are collected.
- 11.54. A candidate should not hand over his/her answer scripts to a hall attendant or any other person or candidate in the examination hall for any reason.
- 11.55. A candidate does not have the right to ask for the answer script once it has been handed over, for any reason whatsoever.
- 11.56. No candidate shall take her/his or someone else's answer scripts out of the examination hall.
- 11.57. No candidate shall be allowed to take the answer books or additional paper outside the examination hall.
- 11.58. A candidate who violates any of the requirements or conditions stipulated in Examination By-Laws, Rules and Regulations shall be considered as having committed an examination offence.
- 11.59. A copy of the examination by-laws, rules and regulations shall be available at the University website .

Schedule 12. Examination Offences, Inquiries, Punishments and Appeals

12.1. Examination Offences

12.1.1. Examination Offences Committed by Candidates (students)

12.1.1.1. A candidate who violates any of the requirements or conditions stipulated in Examination Rules shall be considered as having committed an examination offence.

12.1.1.2. Examination offences are classified as follows:

- (a) Possession of unauthorized documents/items
- (b) Copying/Plagiarism at the exam
- (c) Having written notes on palm or any other part of the body or on one's clothes
- (d) Cheating at the examination

- (e) Removal of stationery belonging to the University out of the examination hall
- (f) Disorderly conduct or disturbing the examination activities
- (g) Impersonation: Making someone to sit the examination on one's behalf or sitting the examination on someone else's behalf
- (h) Obtaining or attempting to obtain improper assistance to answer the questions
- (i) Finding out contents of question paper or attempts to find the contents of the question paper in an illegal way before the examination
- (j) Supporting malpractice in examination or getting help of someone for examination malpractice
- (k) Encouraging to get assistance to commit an examination irregularity

- (l) Improper influence or attempt to influence the examiner or other officers
- (m) Not following or obeying the orders or instructions of the supervisor or disputing with the supervisor or the staff serving in the examination hall
- (n) Possession of telecommunication or transmission devices at the exam hall
- (o) Plagiarism in Assignments/Thesis/Dissertation
- (p) Being guilty for the second time of malpractice at an examination
- (q) Aiding and abetting the commission of any of the above mentioned offences

12.1.2. Examination Offences Committed by Parties other than Candidates

12.1.2.1. If unauthorized person/s, engage in one or more of the following, they will be deemed to have committed examination offences:

- (a) Exposing confidential documents to other parties
- (b) Reading confidential documents
- (c) Entering marks
- (d) Altering marks
- (e) Destroying a confiscated confidential document without permission
- (f) Reading, packaging, transporting, printing question papers or answer scripts
- (g) Opening confidential documents, cupboards, safes or any other illegal activity

12.1.2.2. Writing or altering the information on the examination documents (Examination book, continuation sheets)

12.1.2.3. Changing or adding alternative answer scripts or part of the answer scripts to the original answer scripts.

12.1.2.4. Being involved in paper setting, moderating and evaluation or handling confidential documents when a close relative is appearing in an examination.

12.1.2.5. Allowing or to be allowed to obtain examination documents (Examination books, continuation sheets etc.,) for unauthorized parties.

12.1.2.6. Any misconduct/malpractice/misdemeanour or fault not discussed in these provisions, but deemed to be considered malpractice by the Senate.

12.2. Reporting Examination offences

As soon as an offence comes to light or is brought to the notice of a Head of Department/Dean/ Administrative Officer in charge of the Faculty/ Officer in charge of the Examination Division/ Registrar, it shall refer to the Vice-Chancellor for necessary action. Vice-Chancellor shall take immediate action to refer such incidents to the Examination Offences Investigating Committee. The University shall take action according to the disciplinary procedures of the University or prevailing By-Laws, Rules and Regulations or under the existing laws of the country against the persons concerned.

12.3. Inquiries on Examination Offences

12.3.1. There shall be an Examination Offences Investigating Committee comprising Dean of each Faculty except Dean of the Faculty Graduate Studies and Two members appointed by the Senate among its members, appointed to investigate into and make recommendations (including punishments) regarding examination offences referred to it. The recommendations of the Examinations Offences Investigating Committee shall be submitted to the Senate for the final decision and to ratified by the Council.

12.3.2. In all cases of commission of examination offences detected (even detected while marking the answer scripts), the Supervisor/Examiner shall take action as outlined below and forward his report to the Administrative Officer in charge of the Faculty for further action.

12.3.3. The Administrative Officer in charge of the Faculty shall place all reports of examination offences submitted by the Supervisors, through Dean, for the consideration of the Vice-Chancellor who shall refer the same to the Examinations Offences Investigating Committee for further action.

12.3.4. Any Invigilator who detects an examination offence / malpractice shall report it to the Supervisor immediately and he/she shall inform in writing to the Administrative Officer-in-charge of the Faculty by following the below mentioned process;

- (a) Supervisor shall take necessary steps with the invigilator to record the irregularity in the specific format provided.
- (b) A written statement shall be obtained from the candidate concerned with signature of candidate placed on the document.
- (c) All the documents shall be clearly numbered using standard numbering procedure and all the documents attached shall be stated in the said format.

- (d) Duly completed forms clearly mentioning the date and the time of the irregularity together with the names and signatures of the supervisor and the invigilator, proof documents/articles if any, should be forwarded to the Administrative officer in charge of the Faculty under sealed cover without delay.
- 12.3.5. The Administrative officer in charge of the Examination Division should write to the Examinations Offences Investigating Committee and should report each case of irregularity to the Committee. Punishments which are recommended by this committee should be forwarded to the Senate for due approval. Considering the recommendation of this Committee, the Senate should decide on the punishments for the offences. The Administrative officer in charge of the Examination Division should inform the candidate/s through the relevant Faculty and the Department about the punishment/s or the decision by the Senate once it is ratified by the Council. Punishment may lead to candidates being deemed repeat candidates.
- 12.3.6. In the case of examination offences such as missing papers or revelation of questions before the examination, an inquiry shall be commenced against the relevant parties immediately. The question paper shall be cancelled and the examination shall be conducted with a new question paper.
- 12.3.7. In the case of missing or misplaced answer scripts, an inquiry shall be commenced against the relevant parties immediately. Immediate action shall be taken to hold a new examination in respect of such question paper.
- 12.3.8. Reporting all complaints of Examination Offences to the Senate sub-committee established to investigate examination irregularities is a duty of the Examination Division.
- 12.3.9. Ensuring such decisions are submitted to the Senate for approval and informing the final decision of the Senate to the candidates once it is ratified by the Council through the relevant Faculty and the Department is a duty of the Examination Division.
- 12.3.10. Holding inquiries into Examination Offences is a responsibility by the Examinations Offences Investigating Committee.
- 12.3.11. “The Examinations Offences Investigating Committee” is a sub-committee appointed by the Senate for obtaining recommendations in respect of the examination offences committed by any undergraduate student of the university. It consists of Deans of Faculties except Dean of the Faculty of Graduate Studies and two members appointed by the Senate among its members. The most senior Dean of the Committee will be the chairman of it. The tenure of the appointed members is two years. The convener to the committee shall be the Administrative Officer in charge of the Examination Division of the University or his/her nominee.

12.4. Punishments for Examination Offences

12.4.1. Possession of unauthorized documents/items

Prohibition to sit examinations conducted by the University for a maximum of two years or/and sentence of other punishments decided by the Senate.

12.4.2. Copying / Plagiarism at the exam

Cancellation of candidacy and prohibition of sitting other examinations held by the University for a maximum of three years or/and sentence of other punishments decided by the Senate.

12.4.3 Having written notes on palm or any other part of the body or on one's clothes

Cancellation of candidacy and prohibition to sit examinations held by the University for a maximum of three years or/and sentence of other punishments decided by the Senate.

12.4.4. Cheating at the examination

Cancellation of candidacy, and prohibition to sit University examinations for a specified period, and imposition of other punishments according to the Senate.

12.4.5. Removal of stationery belonging to the University out of the examination hall

Cancellation of candidacy and prohibition of sitting examinations conducted by the University for a specified period of time decided on by the Senate.

12.4.6. Disorderly conduct or disturbing the examination activities

Cancellation of candidacy, and prohibition of sitting any examination in the University for at least five years, and other punishments decided on by the Senate.

12.4.7. Impersonation: Making someone to sit the examination on one's behalf or sitting the examination on someone else's behalf

If a person sits the examination using another person's index number/registration number, or allows another person to impersonate her/him, it is a serious offence. In such a situation both persons are punished. If the other person who has sat the examination has not registered as a student in the University, action will be taken in accordance with the existing laws of the country against such person.

In the case of a registered student, cancellation of candidacy and prohibition of sitting University examinations for a minimum of 5 years and maximum of 10 years; and any other punishment imposed by the Senate should be upheld.

12.4.8. Obtaining or attempting to obtain improper assistance to answer the questions

Cancellation of candidacy and/ or any other punishment imposed by the Senate.

12.4.9. Finding out contents of question paper or attempts to find the contents of the question paper in an illegal way before the examination

Cancellation of candidacy and/ or any other punishment imposed by the Senate.

12.4.10. Supporting malpractice in examination or getting help of someone for examination malpractice

Cancellation of candidacy and/ or any other punishment imposed by the Senate.

12.4.11. Encouraging to get assistance to commit an examination irregularity

Cancellation of candidacy and/ or any other punishment imposed by the Senate.

12.4.12. Improper influence or attempt to influence the examiner or other officers

Cancellation of candidacy and/ or any other punishment imposed by the Senate.

12.4.13. Not following or obeying the orders or instructions of the supervisor or disputing with the supervisor or the staff serving in the examination hall

Cancellation of candidacy, prohibition of sitting University examinations for a maximum of five years and/or any other punishment imposed by the Senate.

12.4.14. Possession of telecommunication or transmission devices at the exam hall

Cancellation of candidacy and prohibition of sitting University examinations for a maximum 3 years or/and any other punishments imposed by the Senate.

12.4.15. Plagiarism in Assignments/Thesis/Dissertation

Cancellation of assignment or dissertation and/or any other punishment imposed by the Senate.

12.4.16. Being guilty for the second time of malpractice at an examination

Cancellation of student registration and/or any other punishment imposed by the Senate.

12.4.17. Aiding and abetting the commission of any of the above mentioned offences

Cancellation of student registration and/or any other punishment imposed by the Senate.

12.4.18. Compulsory Punishments

All the candidates must be aware that according to the will of the Senate, all or several of the following compulsory punishments can be imposed:

- (a) not awarding a class for the degree
- (b) limiting the maximum marks for repeat exam for cancelled question paper to 40%
- (c) suspension or cancellation of scholarships and bursaries
- (d) cancellation of hostel facilities
- (e) not being called for the convocation
- (f) delay in the releasing of results and awarding the degree one year later

12.4.19. Any other misconduct/malpractice/misdemeanour or fault

Any misconduct/malpractice/misdemeanour or fault not discussed in these provisions, but deemed to be considered malpractice by the Senate, will be discussed and punishment meted out and shall be referred to the examinations offences investigating committee to investigate the matter.

12.5. Appeals made by the students who have been punished for examination offences

12.5.1. Students who have been punished for examination offences, can submit their appeals in writing to the Vice Chancellor within 14 days of the receipt of such letter.

12.5.2. Candidates shall have no right to appeal after 14 days of receiving the letter.

12.5.3. The Vice Chancellor, will direct such appeals to a special three member committee appointed by the Council among its appointed members, to investigate the Appeal/s and report to the Vice-Chancellor.

12.5.4. The Vice-Chancellor shall inform the recommendation/s by the said committee to the next immediate Council.

12.5.5. The decision by the council shall be informed by the Registrar of the University to the student/s.

12.5.6. The decision/s taken by the council shall be final.
