

UNIVERSITY OF KELANIYA, SRI LANKA
BY-LAWS ON EXAMINATION PROCEDURES

These by-laws are made by the Council of the University of Kelaniya under section 135 (1) b, read with Section 29(b),(g) of the Universities act No. 16 of 1978 as amended by the universities Act. No. 07 of 1985; may be cited as by-laws on examination procedures no 01 of 2014 and shall come into operation with effect from 01.08.2014. These by-laws are applicable to all internal and external undergraduate examinations conducted by the University of Kelaniya, Sri Lanka.

All regulations related to examination procedure, which are currently in force, are hereby revoked by adoption of this document by the Council of the University of Kelaniya, Sri Lanka.

The examination criteria for each discipline shall be prepared by the relevant faculties and approval shall be obtained from the Faculty Board, the Senate and the Council. Any matter which is not covered by these by-laws is subject to the approval of the Senate, and the Council on the recommendation of the Faculty Board.

These by-laws shall be applicable to all the disciplines of the university.

PART (1) Schedule of Examination

01.	1.1 The dates and duration of the examinations shall be determined by the Academic Calendar of each academic year. Approved date/s or duration cannot be altered without approval of the Vice Chancellor.	<i>Dates and Duration of Examinations</i>
	1.2 The date for releasing examination results shall be determined by the Academic Calendar.	<i>Releasing Examination results</i>
02.	2.1 Students who have registered with the Academic Branch for a particular academic year and who complete registration at faculty level are entitled to sit the examination of that academic year subject to fulfilling requirements stipulated by each faculty.	<i>Eligibility for examinations</i>
	2.2 A paper advertisement and/or a notice on the University website shall be published at least two months prior to the date of the examination, calling for applications from repeat students and action shall be taken to register such students for the examinations.	<i>Paper advertisement/notice on university website for the repeat candidates</i>
	2.3 Students who have obtained approval from the Senate on the recommendations of the Senate sub-committee for appeals to sit any examination are also entitled to sit such examinations in the relevant academic year subject to conditions.	<i>Appeal Board/Senate Recommendation</i>

03.	Examination time tables shall be published 04 weeks prior to the commencement of the examination.	<i>Examination time tables</i>
04.	Admission Cards shall be issued to candidates at least two weeks prior to the start of the examination.	<i>Admission Cards</i>
05.	All appointments of the supervisors and invigilators shall be made at least one week before the examination, and the appointees shall be notified accordingly.	<i>Appointment of supervisors and invigilators</i>
06.	Appointment of hall attendants shall be made at least one week before the examination and the appointees shall be notified accordingly.	<i>Appointment of hall attendants</i>
07.	<p>7.1 Faculty Board, Senate and Council approval shall be obtained for the list of examiners, before the commencement of the examination. Each paper will have 1st and 2nd examiner(s)/moderator (s).</p> <p>7.2 Additional marking examiners may be appointed for the papers which have a large number of applicants.</p> <p>7.3 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. The 3rd examiner will be appointed with the approval of the Faculty Board, Senate, and Council. In such situations, the final marks should be the average of the two highest marks.</p> <p>7.4 Supervisors for the examination shall be appointed by the Dean of the Faculty, where necessary.</p>	<p><i>Appointment of examiners: 1st and 2nd examiners</i></p> <p><i>Marking Additional examiners</i></p> <p><i>Appointment of 3rd examiner</i></p> <p><i>Supervisors</i></p>
08.	<p>8.1 No person shall be appointed as a Paper setter/Moderator if:</p> <p>8.1.1 s/he has been or is engaged in private tuition in the said course unit.</p> <p>8.2 the Vice-Chancellor is convinced that a Paper Setter/Moderator/Examiner/Coordinator:</p> <p>8.2.1 is unable to perform the work or has not performed the work up to the desired standard/quality; or</p> <p>8.2.2 has not been able to conform to the directives of the Senate or the Council.</p>	<i>Disqualification for examination work</i>

	<p>8.2.3 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</p> <p>8.2.4 has furnished a false declaration or has concealed facts.</p> <p>8.3 the said appointee shall be subject to</p> <p>8.3.1 cancellation of her/ his appointment as Paper setter/Moderator/ Examiner/ Coordinator: and/or</p>	
	<p>8.3.2 be disqualified from all or some of the examination work of the university for a specified (moderate) period or permanently; and/or</p> <p>8.3.3 forfeiture or reduction of remuneration payable to her/him; on examination matter and/or</p> <p>8.3.4 any other action taken by the university.</p> <p>8.4 Moderation of Question Papers/Duties of Paper Setters and Moderators</p> <p>8.4.1 The moderation of question papers should be undertaken by a Moderator or a team of Moderators as may be decided by the Board of the Faculty.</p> <p>8.4.2 Paper Setters while setting the question papers and Moderators while moderating the question papers, shall ensure that all sets of question papers are comparable, as far as possible, with regard to the concepts tested, cognitive operation required, the scope of the answer, difficulty level, time limit and conformity with the syllabus.</p> <p>8.5 The Paper Setters as well as Moderators shall :</p> <p>8.5.1 ensure that each question paper has been set according to the syllabus of the subject, blue print, design and text books/recommended books;</p> <p>8.5.2 prepare a comprehensive marking scheme for each question paper, giving expected answers, value points and distribution of marks;</p>	<p><i>Moderation of papers</i></p> <p><i>Role of Paper Setters and Moderators</i></p>

	<p>8.5.3 work out for themselves the solution to the question, particularly the numerical questions;</p> <p>8.5.4 state the marks allocated for each question and/or each part of the question.</p> <p>8.5.5 ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from what the question intended to convey. (Each question should linguistically be unambiguous, clear, accurate and free from all limitations)</p> <p>8.5.6 set and moderate the question paper strictly in accordance with the unit wise weightage, given in the curriculum of the subject, keeping the variations of the marks, if any, under different sub-units at the minimum.</p> <p>8.5.7 shall evaluate the question paper initially and the evaluation criteria shall also be prepared.</p> <p>8.6 The Head of Department or the Chief Examiner shall confirm the accuracy of the common details of the question paper, and scrutinize the paper, before sending it for printing.</p>	<p><i>Paper preparation, evaluation and evaluation criteria</i></p> <p><i>Accuracy of details of the question papers, editing</i></p>
09.	The Dean shall issue detailed instructions for all the examination work (including instructions for Paper Setters / Moderators / Examiners / Coordinators) in conformity with these by-laws.	<i>Role of the Dean of the Faculty</i>
10	Provided that any emergency arises out of the administrative function or otherwise, which, in the opinion of the Dean, requires instructions/directions in deviation of these by-laws, the Vice-Chancellor may order issuance of such instructions/directions as s/he may deem necessary.	<i>Emergency measures</i>
11	All question papers shall be sealed and in the exclusive custody of the AR/SAR of the Faculty and other officers as may be identified by the Dean.	<i>Custody of question papers</i>
12	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.	<i>Copyright</i>

13	<p>A Supervisor for the Dissertation shall be appointed by the Dean/Head of Department. The Supervisor cannot be appointed as the 1st or 2nd Examiner of the relevant dissertation. The Dissertation shall be submitted to the Examination Division or the Faculty Examination Division or the Dean of the Faculty on the date decided by the Senate.</p> <p>13.1 Dissertation submitted within period of 30 days from the due date – candidate receives a maximum of 60% marks</p> <p>13.2 Dissertation submitted later than 30 days from due date – will not be accepted, and the candidate will be considered a repeat candidate.</p> <p>13.3 At least two examiners, one preferably from another university may be appointed for each dissertation. The Supervisor cannot be appointed as an examiner.</p>	<p><i>Appointing Supervisors for the Dissertation</i></p> <p><i>Late submission of Dissertation</i></p> <p><i>Appointing examiners for the Dissertation</i></p>
14	Approval for the evaluation criteria for the Dissertation of the undergraduate course shall be obtained from the Senate and the Council. This criteria may be stated in scheme of assessment in syllabus.	<i>Evaluation criteria for Dissertation</i>
15	<p>Project report related to industrial training shall be prepared and marks allocated according to assessment decided on.</p> <p>Evaluation criteria for the project report shall be defined by the Faculty Board.</p>	<i>Industrial training report and evaluation criteria</i>
16	Rules and regulations in respect of the written examinations are listed under Schedule 01 of this by-law.	<i>Rules and regulations related to the written examination</i>
17	Appointments, duties and responsibilities of the Supervisors, Invigilators, Hall Attendants and others are listed under schedule 02 of this by-law.	<i>Duties and instructions to Supervisors, Invigilators</i>
18	Duties and responsibilities of the relevant Dean, Head of the Department, AR/SAR of the Faculties, Hall Attendants and Examination Division are listed under schedule 03 of this by-law.	<i>Duties and responsibilities of the Dean / Head / Chief Examiners / AR / SAR, Hall attendant/Examination Division</i>
19	Examination offences that can occur at the examination are listed under schedule 04 of this document. If exceptional cases occur it shall be reported to the Dean of the Faculty immediately.	<i>Examination offences</i>

20	Persons other than the candidates themselves may sometimes be involved in examination offences. Such offences are listed in Schedule 05 of this document. If such cases occur, they should be reported to the Registrar of the university immediately. University disciplinary procedures are applicable to those involved.	<i>Examination offences committed by persons other than candidates</i>
21	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.	<i>Missing/misplaced question paper or question revealed before the examination</i>
22	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.	<i>Missing or misplaced answer scripts</i>
23	Results of the end of semester examination and the results of the course units 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 and the Head of Department/Chief Examiner. It will be considered the official result sheet.	<i>Releasing results of end-of-semester examination and results of the course unit</i>
24	Results of the degrees 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 official result sheets.	<i>Releasing results of the degree</i>
25	<p><u>Holding inquiries into Examination Offences</u></p> <p>The Examination Offences Investigating Committee is an <i>ad hoc</i> committee appointed by the Senate for obtaining recommendations in respect of the examination offences committed by any registered student of the university. It consists of Deans of Faculties and two members appointed by the Senate as its members. The tenure of the appointed members is two consecutive years. Punishment will be determined by the Senate after considering the recommendations of this Committee. The officer-in-charge of the Examination Division shall notify the punishments to the students individually.</p>	<p><i>Appointment of Investigative Committee for examination offences</i></p> <p><i>Composition of the committee and tenure of appointed members</i></p>

	25.1 Each offence shall be reported by the Examination Supervisor to the officer-in-charge of the Examination Division through Dean of the Faculty. S/he shall prepare the schedule of offences committed by each candidate and forward it to the committee for recommendations.	<i>Reporting examination offences and duty of the Investigation Committee</i>
26	Candidate will be allowed to sit the examination, a maximum of 05 times or as decided by the Senate.	<i>Number of attempts to sit the examination</i>
27	With the approval of the Senate and Council each Faculty can prepare criteria and marking schemes for the practical examination / viva – voce examination written continuous assessments, written assignments, objective clinical examination, objective practical examination, Field Project reports, portfolios and clinical examinations of which the marks are computed for the final examination.	<i>Practical examinations, written assignments, objective structure clinical examination, objective practical examination, Field Project reports, portfolios and clinical examinations</i>
28	<p>Students with disabilities shall be allowed an additional 20 minutes per hour. For example, additional 60 minutes are allowed for a 3 hour paper.</p> <p><u>Target Group</u></p> <p>Students who have visual, speech, hearing or mobility disabilities are entitled to obtain this privilege. Certification this by the Medical Board chaired by the Chief Medical Officer and two other appointed members by the Senate, is required.</p> <p>It also encompasses multiple disability, which is a combination of two or more of these various disabilities in a single individual.</p> <p>Candidates shall make the request to the Senior Assistant Registrar/Academic in order to obtain this privilege at least two weeks before the examination starts. In an emergency situation Chief Medical Officer's recommendation can be considered.</p>	<i>Students with disabilities</i>
29	Provisions stipulated in Circular No. 978 University Grants Commission are allowed for this purpose.	<i>Re- scrutiny of results</i>

Rules and Regulations Related to the Written Examinations

Schedule – 01

<p>1.01 Candidates should be in the vicinity of the examination hall at least 15 minutes before the commencement of the question paper and should enter the examination hall only when the supervisor gives them permission to do so.</p> <p>1.02 As soon as the candidates enter the examination hall, they should seat themselves in the seats bearing their index number. The seat cannot be changed except with the special permission of the supervisor.</p> <p>1.03 No candidate will be allowed to enter the examination hall 30 minutes after the commencement of the examination. Once the examination starts, candidates are not allowed to exit from the examination hall in the first 30 minutes of the examination. Any candidate may leave from the hall after handing over the Answer Script to the supervisor, but no candidates are allowed to leave the hall in the last 30 minutes of the examination.</p>	<p><i>Seating for exams</i></p>
<p>1.04.01 Each candidate should collect the admission card from the Examination Division or Faculty office and get her/his signature verified by a member of the academic staff, and bring it to the examination hall, along with the Student Identity Card/Student Record Book.</p> <p>1.04.02 Candidacy of those who fail to submit the said documents is liable to be cancelled.</p> <p>1.04.03 If the candidate does not have the admission form, she/he should furnish a statement signed according to the format supplied by the supervisor in order to sit the examination. The candidate should produce the required documents to prove identity when she/he sits the next examination paper.</p> <p>1.04.04 If this happens to be the last and the only paper the candidate is sitting, the aforementioned documents should be shown to the Assistant Registrar/Senior Asst. Registrar of the relevant Faculty on the next working day.</p> <p>1.04.05 If the Student Record Book/Student Identity Card is lost during the examination, a second copy/ identity card should be obtained from the Assistant Registrar/Senior Asst. Registrar of the relevant Faculty .</p> <p>1.04.06 If there is a difference between the name that appears in the Student Record Book/Identity Card and the Admission Card, a Certificate obtained from the Registrar confirming the above should be produced. In case of failure to submit such a certificate, the National Identity Card, or a recently taken photograph certified by an authorized person should be submitted.</p>	<p><i>Admission Card</i></p>

<p>1.05 During the examination, the admission card or the relevant part of the admission card should be handed over to the invigilator after signing the form in the presence of the invigilator, by the candidate. Subsequently, the candidates should sign in the due place of the admission card at each session of the examination.</p>	<p><i>Attendance</i></p>
<p>1.06 The candidates should bring only the necessary instruments such as pens, pencils, bottles of ink, erasers, rulers, geometrical instruments, colored pencils which are legally permitted to be brought for their use. In addition, the candidate should be responsible not to bring into the examination hall any sort of document, note or an instrument which could be improperly used. Specifically, the candidate should not keep mobile phones, or other electronic communication equipment or any other technical equipment with her/him during the examination.</p> <p>1.07 The candidate should promptly produce any document, object or any instrument which is near her/him or in her/his care as and when the supervisor asks for it.</p> <p>1.08 Candidates are prohibited from asking or exchanging anything, conversing or copying from any other candidate or any document. No assistance of any sort should be obtained from another candidate/person. Copying from another candidate or encouraging or assisting another candidate to copy is strictly prohibited.</p>	<p><i>What to take examination</i></p>
<p>1.09 Only the writing books and papers issued for the day should be used for writing answers to the question paper. 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.</p>	<p><i>Certified ans books should used</i></p>
<p>1.10 The required stationery to write answers. (i.e. writing paper, graph papers, drawing papers, ledger papers etc.) will be issued to candidates as and when necessary. Tearing, scratching, folding, crushing or destroying any paper or book supplied to the candidate is prohibited. Only the stationery supplied by the supervisor or invigilator should be used, all the stationery and instruments supplied to the candidate (used/unused) should be left on the desk and should not be taken out of the examination hall.</p>	<p><i>Other station the examinatio</i></p>

<p>1.11 Before starting to answer the question paper, the index number of the candidate and the name of the examination should be written in the due place of the answering sheet. The index number of the candidate should be written in all papers used for answering the questions. No candidate should write her/his name or any symbol of identification on the answering sheets. Writing someone else's index number on one's answering sheet is deemed misconduct and an examination offence. Answering sheets without the index number or illegible index number will be rejected.</p>	<p><i>Index number</i></p>
<p>1.12 The paper used for rough work and other writing papers should be attached to the answering sheet. Irrelevant parts or mistakes made on the answer sheet should be crossed out. Rough work should not be done on the admission card, time table, question paper or Student Record Book. Candidates who do not follow these instructions shall be deemed to have breached the rules of the examination.</p>	<p><i>Rough Work</i></p>
<p>1.13 Candidates should behave in the examination hall, without disturbing the supervisor, invigilators and other candidates. Silence should be preserved in and out of the examination hall. Candidates will not be allowed to go out of the examination hall temporarily except in an emergency situation. In such situations, permission can be granted to go out temporarily with the invigilator. The supervisor possesses the authority to expel those who do not follow the aforementioned instructions. Talking with others except with the supervisor or an invigilator in the examination hall at the time of examination is completely prohibited. The attention of the supervisor or an invigilator can be obtained by raising one's hand when a question arises.</p> <p>1.14 Candidates should be suitably dressed for the examination, so that their attire should not conceal their identity.</p> <p>1.15 No candidate should reproduce a field book or a field programme or a thesis as a whole or a part done by another.</p> <p>1.16 No candidate should permit another to sit the examination on her/his behalf, and no candidate is permitted to sit the examination on behalf of someone else.</p> <p>1.17 Candidates should be aware of the fact that the supervisor possesses sole powers to question or to take statements from a candidate regarding any matter that has arisen in the examination hall. The candidate cannot refuse answering questions or signing the statement.</p>	<p><i>Behavior of the candidates at the examination hall</i></p>

1.18 If the supervisor is convinced that a situation which leads to cancellation or postponement of the examination has arisen, the supervisor will take steps to report to the due authorities immediately having stopped the examination and collected answer sheets immediately.

1.19 The candidates should stop all work as soon as the signal to stop the examination is given by the supervisor. The supervisor/invigilator bears the right of notifying the Examination Branch about disobedient candidates if these instructions are not followed.

1.20 Candidates should hand over their answer sheets to the supervisor or an invigilator themselves. Candidates should stay in their seats until the answer sheets are collected. Answer sheets should not be handed over to workers or any other person in the hall for any reason. A candidate does not have the right to ask for the answer sheet once it has been handed over, for any reason whatsoever.

1.21 No candidate can take her/his or someone else's answer sheets out of the examination hall.

1.22 Candidates should be responsible not to keep any document or note or equipment in their possession, which can be misused at the time of examination. Further, candidates should not try to use any equipment or document or note improperly. All candidates should be responsible not to engage in examination misconduct and to avoid any such act which will lead to suspicion of being engaged or engaged in examination misconduct.

1.23 In marking answer sheets, when more questions than the stipulated number of questions are answered, only the due number of answers according to the respective order of answering may be marked. E.g. - the last answer may not be 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.

*Evaluation of
answer scripts*

1.24 Sitting the examination by all candidates registered for the examination is mandatory. If the candidate does not appear for the examination, she/he should seek permission of the Senate within the relevant period of time, having submitted a written appeal to the Appeals Committee with acceptable reasons for not sitting the examination with written proof and the recommendation of the Dean of the relevant Faculty. If a candidate cannot appear for a part of the examination, the Assistant Registrar/Senior Asst. Registrar of the Faculty should be immediately informed of this in writing, and relevant proof sent within 48 hours, via Registered Post.

Not appearing for the examination

1.25 If a candidate is not sitting the whole examination or a part of it due to medical reasons, a Medical Certificate should be obtained having reported to the Medical Officer of the University before the examination commences or within the period of time the examination is being conducted.

Medical Certificate

1.26 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.

1.27 If a candidate has not obtained approval of the Senate for not sitting the complete examination, she/he will not be entitled to get a class in completing the degree.

1.28 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 the District Medical Officer of the candidate's residential area or a Consultant Physician or a Government Ayurvedic hospital. The Certificate must be certified by the Medical Officer of the university within 14 days from the due date of the examination. 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 Board of the University.

Duties and instructions to Supervisors and Invigilators

1.01	A Supervisor and one invigilator for each group of 30 candidates or fewer are appointed to an examination hall. The number of supervisors required for an examination hall with large number of candidates shall be determined by the Dean of the Faculty. The name list of the appointed supervisors and invigilators is issued by the Dean of the relevant faculty. No supervisor or invigilator shall undertake the appointment, if her/his relatives are sitting the examination. On such occasions, the supervisors/invigilators shall inform the Dean of the Faculty about the situation, and refuse to be involved.	<i>Duties of Examination Supervisors and Invigilators</i>
1.02	Supervisors shall get the packet of question papers at least 30 minutes before the examination starts, from the relevant Faculty office and report to the examination hall immediately.	
1.03	Supervisors and invigilators shall take the responsibility to distribute answer writing books and other necessary items among the candidates at least 10 minutes before the examination starts.	
1.04	Attendance registers, examination instruments, marking sheets, question papers and other relevant documents shall be kept in the supervisors' custody until the examination starts.	
1.05	Supervisors shall remain in the examination hall for the duration of the examination. In case of emergency, the Supervisor may leave for 10 minutes.	
02.	Supervisors shall use the record book which is issued to her/him to mark the attendance of the staff and the matters to be reported to the Examination Division.	<i>Supervisor's Record Book</i>

03.	<p>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.</p>	<i>Invigilators' roles</i>
	<p>Invigilators shall distribute the question papers and additional stationery required by the candidates, detect any examination irregularities and cases of possible examination offences, check the identity of candidates, get the admission cards signed by the candidates, record the attendance of candidates, and collect answer scripts.</p> <p>If any Invigilator is not in a position to attend to any of the assigned duties of the examination, s/he shall inform the Dean/AR of the Faculty and the relevant supervisor in advance, giving sufficient time to find a suitable person to replace her/him according to the criteria of the Faculty.</p> <p>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 record book.</p>	
4.01	<p>The list of candidates prepared for each examination hall shall be issued to the supervisors by the AR/SAR of the Faculty. No candidate is allowed to sit the examination, if her/his name does not appear in the list.</p>	<i>Only the Candidates name appears in the candidate shall s examination.</i>
4.02	<p>The Supervisor/Invigilator should verify the identity of the candidate and get her/his signature on the admission card. The signed admission cards should be collected. At the end of the examination, the admission cards should be handed over to the Faculty office, by the supervisor.</p>	

4.03	<p>If any candidate comes to the examination without an admission card,</p> <ul style="list-style-type: none"> i. if the candidate's name appears in the candidate list provided by the faculty, and ii. if the candidate has sufficient evidence to prove s/he is the person whose name appears on the list, and 	<p><i>If no admission card is received by candidate</i></p>
4.04	<p>has a sufficient reason to prove not receiving or not obtaining the admission card in advance</p> <p>Permission shall be granted to sit the examination by the supervisor, subject to a written statement from the candidate that s/he agrees to prove her/his identity through the Registrar by providing the evidence stated in II above.</p> <p>When special permission is granted as per 4.03 above, it shall be reported in the supervisors' record book and the candidate should be informed to produce her/his admission card immediately after the examination. When the admission card is produced to the supervisor, the candidate's signature should be placed and it should be certified immediately.</p>	
4.05	<p>Where the candidate has the admission card and her/his name does not appear in the list of candidates,</p> <ul style="list-style-type: none"> i. If the candidate reports to the examination hall, and ii. If, s/he has sufficient documentary evidence to prove her/his identity, 	<p><i>Name not appearing in the list of candidates</i></p>

	The supervisor may grant permission to sit the examination after obtaining a written statement that the candidate agrees to provide certification from the AR/SAR of the Faculty regarding her/his candidacy. On such occasion, it shall be recorded in the supervisors' record book and should be reported to the AR/SAR of the Faculty immediately and confirmation should be obtained.	
05.	When the attendance register is marked, "P" will denote presence. For candidates who are absent for the examination, "AB" shall be written against the name or the index number of the candidate. This shall be done in all the sessions of the examination. 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 AR/SAR is responsible to maintain records of attendance and admission cards at examinations.	<i>Marking attendance candidates and hand admission cards to the office</i>
06.	Candidates shall/should be informed to bring their identity card to the examination hall. The supervisor may accept any one the following: <ul style="list-style-type: none"> a. Student Identity card b. Valid passport c. Student record book d. National Identity Card (NIC) 	<i>Identification</i>
07.	The code number of the question papers (Subjects/Course Units) which the candidates should answer are printed in the admission card. When the candidate comes for a paper, the candidate shall sign the admission card near the relevant date and the paper. It is proof that the candidate has sat the examination.	<i>Signing the Admissio</i>

08.	Head of the Department or the setter of the question papers shall present her/himself to the faculty office for printing question papers, prepared under the instructions given in Part I, 8.6 of these by –laws. Printing shall be done under her/his supervision and SAR/AR of the Faculty. The packet of question papers indicating relevant and correct information shall be handed over to the Faculty office.	<i>Printing question papers and handing over to the Faculty office</i>
09.	The supervisor shall report to the Faculty office to obtain question papers.	<i>Collecting Question Papers</i>
10.01	The packet of question papers shall be opened in front of the candidates in the examination hall. 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. After distributing the papers among the candidates, the rest of the question papers shall be handed over to the Faculty office, placing them in the same cover/envelope.	<i>Opening of the sealed packet of question papers.</i>
10.02	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 record book 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.	<i>Distribution of question papers</i>
10.03	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 record book.	
10.04	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.	

10.05	Permission shall not be granted to any candidates who report to the examination hall 30 minutes after the commencement of the examination and no candidate should be permitted to leave the examination hall during the first 30 minutes and last 30 minutes of the examination.	
10.06	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 candidates to prepare to hand over answer scripts.	<i>Reporting and examination hall</i>
11.	When there are separate papers for repeat students and 1 st attempt students, such papers should be collected separately. Before packing 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 marksheet. i. All answer books from examination centres shall be received by the AR/SAR of the Faculty or by an officer identified and recommended by the Dean and approved by the Vice-Chancellor. ii. All answer books shall be deemed as confidential documents and no person(s) other than those identified by the Dean/Vice-Chancellor shall be permitted to handle the same. iii. Supervisor shall ensure the collection of all the answer scripts from the examination hall.	<i>Collecting and packing scripts</i> <i>Handing over Answer Books</i>
12.	No candidate shall be issued more than one answer book other than in exceptional circumstances, at the discretion of the supervisor. Every answer book issued to the candidates and the other papers shall be date stamped and the signature of the supervisor or invigilator placed across the date stamp.	<i>Answer Books</i>
13.	No candidate shall be allowed to take the answer books or additional paper outside the examination hall.	
14.	A copy of the examination rules and regulations shall be available at the examination hall.	

Schedule No. 03

Duties and responsibilities of Dean/ Head of Department/ Chief Examiners / Assistant Registrar/Senior Assistant Registrar/Hall Attendants

01.	The Dean is responsible for determining the examination time table for the Faculty. 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, the academic staff and the non-academic staff of the Faculty shall be involved in conducting the examinations. If there are disturbances during the examination; action should be taken to report such to the Vice-Chancellor immediately.	<i>Responsibility of the Dean</i>
02.	<p>Duties of the Head of Department/Chief Examiner/s include:</p> <ul style="list-style-type: none"> (i) Obtaining approval for the list of examiners from the Faculty Board, the Senate and the Council. (ii) Recommending staff eligible to be appointed as supervisors and invigilators. (iii) Supervising activities related to preparing, moderating and/or translating the question papers. (iv) Collecting answer scripts from the SAR/AR of the Faculty within one working day and immediately handing over them to the relevant examiners. (v) Obtaining corrected answer scripts from the examiners. (vi) Preparing mark sheets and certifying the student number of the mark sheets. (vii) Recommending a 3rd examiner in the event of discrepancy of over 10 marks between examiners. 	<i>Duty and responsibility of Head of Department/Chief Examiner/s</i>

	<p>(viii) Standardization of marks with examiners if necessary.</p> <p>(ix) Handing over the final mark sheets to the Examination Division to release final results.</p> <p>(x) Forwarding necessary documents to the Dean of Faculty in respect of the semester examination results.</p>	
	<p>(xi) Assisting the Dean to release semester results as scheduled.</p> <p>(xii) Examining the following details of the question paper before sending them for printing, with the examiners and the other academic staff of the Department.</p> <ol style="list-style-type: none"> Name and number of the question paper. Name of the examination. Year and the month. Number of questions in the question paper Allocated time. Directives given to the candidates to answer the questions. Preparing or supervising departmental marking schemes for evaluating the answer scripts. Securing the confidentiality of the examination process. 	
03.	<p>a. Sending requests for necessary stationery to the Examination Division/Supplies Division. This request shall be sent at least 2 months before the examination.</p> <p>b. Supervising the following activities in respect of the examination hall.</p> <ul style="list-style-type: none"> Preparing the examination hall Numbering the desks Cleaning and other related activities for the examination 	<i>Duties of the SAR/AR of Faculty</i>

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.

- SAR/AR 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 papers 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/Chief examiners.

		<i>Duties of the hall attendants</i>
4.	<p>4.1 Hall attendants shall report to the supervisor of the examination hall 30 minutes before the examination starts, and open the doors for candidates 10 minutes before the examination starts.</p> <p>4.2 Hall attendants shall sign their attendance register and the supervisor's signature obtained, to record attendance.</p>	
	<p>4.3 Hall attendants shall clean the examination hall, desks, chairs and floor of the examination hall.</p> <p>4.4 Index numbers shall be written on the desks, according to the order given in the mark sheets.</p> <p>4.5 It is the responsibility of the hall attendants to 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 a new date shall be marked.</p> <p>4.6 Distribution of stationery among the candidates and collection of unused stationery at the end of the examination.</p> <p>4.7 Action should be taken to use stationery carefully.</p> <p>4.8 Action should be taken to take away the stationery which is not used for the examination or a particular day.</p> <p>4.9 Action should be taken to obtain answer books and answer writing papers from the Examination Division on the day before the examination and at the end of the examination. Remaining books and answer papers should be handed-over to the Examination Division.</p> <p>4.10 Action should be taken to assist in the conducting of examinations under the guidance of the supervisors and invigilators.</p> <p>4.11 Assistance should be given to the supervisors and the invigilators to help students who fall ill in the examination hall.</p>	

<p>4.12 Any other duties assigned by the supervisor or invigilator should be completed.</p> <p>4.13 If it is impossible to attend to examination duties because of illness or unavoidable circumstances, hall attendants must inform the supervisor immediately over the phone, and inform the Faculty office, too.</p> <p>4.14 Hall attendants should assist in packaging the answer scripts and pasting the labels written by the invigilators.</p> <p>4.15 Hall attendants are not allowed to go out of the examination hall. In an emergency they are allowed to stay out for not more than 10 minutes with the permission of the supervisor.</p>	
<p>5. 5.1 Calling applications from repeat candidates and re-sit candidates where applicable.</p> <p>5.2 Receiving requests for necessary stationery items from each faculty. Ordering of necessary stationery items from Supplies Division based on the requests received.</p> <p>Distributing stationery to the faculties based on their requests.</p> <p>5.3 Receiving final year Dissertations from difference departments of the faculties, date stamping and returning them to the relevant departments within one working day.</p> <p>5.4 Conducting Results Board chaired by the Vice Chancellor and releasing the final year results.</p> <p>5.5 Accepting complaints regarding Examination Offences from different faculties.</p> <p>Reporting all complaints of Examination Offences to the Senate Committee investigating Examination irregularities.</p> <p>Ensuring such decisions are submitted to the Senate for approval and informing the final decision of the Senate to the candidates.</p>	<p><i>Duties of the Examination Division</i></p>

Examination Irregularities

1.0 Examination Irregularities	<i>Examination Offences</i>
<p>Examination irregularities have been classified as follows.</p> <ol style="list-style-type: none"> 1.01 Keeping unauthorized documents in one's possession 1.02 Copying/Plagiarism 1.03 Coming to the examination hall having written notes on palm or any other part of the body or on one's clothes 1.04 Cheating 1.05 Taking the stationery belonging to the university out of the examination hall 1.06 Improper behavior of disturbing the examination activities 1.07 Employing somebody else to sit the examination on one's behalf or sitting the examination on someone else's behalf. 1.08 Getting to know or trying to know the contents of a question paper through improper means 1.09 Encouraging, supporting or getting assistance to commit an examination irregularity 1.10 Influencing the examiner or other examination officers improperly 1.11 Not following or obeying the orders or instructions of the supervisor or disputing with the supervisor or the staff serving in the examination hall 1.12 Taking mobile phones or technical gadgets of any sort in to the examination hall. 	
<p>2.0 Inquiries on Malpractices at Examinations</p> <p>Malpractices related to examinations should be reported to the Administrative Officer assigned for Examination matters (Deputy Registrar/Senior Assistant Registrar/ Examinations) by the supervisor.</p> <ul style="list-style-type: none"> Once the Examination irregularity is witnessed by the invigilator, this should be reported to the supervisor immediately. 	<p><i>Role of Supervisor/Invigilator</i></p>

- Supervisor should take necessary steps with the invigilator to record the irregularity in the specific format provided.
- Written statement should be taken from the candidate concerned and signature of candidate placed on document.
- All the documents should be clearly numbered using standard numbering procedure and all the documents attached should be stated in the said format.
- 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 DR / SAR Examination under sealed cover without delay.

The Committee Investigating Examination Irregularities should be a Committee appointed by the Senate. The Administrative Officer/Examination should write to the Committee Investigating Examination Irregularities and should report each case of irregularity to the Committee. Punishments which are recommended by this Committee should be approved by the Senate. Considering the recommendation of this Committee, the Senate should decide on the punishments for the offences. The decision of the Senate is final. The Registrar of Examinations (Deputy Registrar/Senior Assistant Registrar/Assistant Registrar) should inform the candidates and the relevant Faculty and the Department of the punishments. Punishment may lead to candidates being deemed repeat candidates.

Role of Senate

3.0 Punishments for Malpractice in Examinations

3.01 Having unauthorized documents

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

3.02 Copying / Plagiarism

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.

Punishment

3.03 Having notes on the palm or any other part of the body or 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.

3.04 Cheating

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

3.05 Taking stationery items out of the examination hall

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

3.06 Misbehavior of causing disturbance in examination hall

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.

3.07 Impersonation

If a person sits the examination using another person's index number, or allows another person to impersonate her/him, it is a serious offence. In such a situation both persons should be punished. If the other person who has sat the examination has not registered as a student in the University, the normal laws of the country should be used to punish her/him.

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

3.08 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.

3.09 Supporting malpractice in examination or getting help of someone for examination malpractice

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

3.10 Undue influence on supervisors and other officials

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

3.11 Disobedience in the examination hall and/or disputes with the supervisor and staff 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.

3.12 Bringing mobile phones or any other instrument of technology into the exam hall

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

3.13 Being guilty for the second time of malpractice at an examination

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

3.14 Plagiarism in assignments/thesis/dissertation

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

4.0 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:

- 4.01 not awarding a class for the degree
- 4.02 limiting the maximum marks for re-sitting a cancelled question paper to 40%
- 4.03 suspension or cancellation of scholarships and bursaries
- 4.04 cancellation of hostel facilities
- 4.05 not being called for the convocation
- 4.06 delay in the releasing of results and awarding the degree one year later

5.0 Any other misconduct/malpractice/misdemeanor or fault

Any misconduct/malpractice/misdemeanor or fault not discussed in this section, but deemed to be malpractice by the Senate, will be discussed and punishment meted out according to the decision of the Senate.

6.0 Appeals made by the students who have been recommended to be punished for malpractice at examinations

Appeals

Students who have been punished for malpractice at the examinations, can forward their appeals to the Vice-Chancellor. After directing it to the Committee Investigating Examination Irregularities, the Vice Chancellor can ask the committee to assemble and consider the relevant appeals and make recommendations to the Senate.

In such cases, the decision taken by the Senate after considering the recommendation of the Committee Investigating Examination Irregularities, should be the final.

Appeals against punishment can be made by the student within 14 days of the receipt of the letter sent by the Administrative Officer of the Examination Branch informing her/him of the punishment.

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

Schedule No. 05

Examination offences committed by parties other than candidates

01 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

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

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

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

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

Reporting such examination offences

As soon as an offence comes to light or is brought to the notice of a Head of Department/Dean/Registrar or Vice-Chancellor immediate action shall be taken. The university shall take action according to the disciplinary procedures or under Civil Law against the persons concerned.