

# By-Laws for the Examination Procedure, Offences and Punishments

## University of Jaffna, Sri Lanka

The University of Jaffna, Sri Lanka (*hereinafter referred to as “the University”*) hereby adopts this By-law as recommended by the Senate of the University (*hereinafter referred to as “the Senate”*) at its 453<sup>rd</sup> meeting held on 23<sup>rd</sup> March 2021 and approved by the Council of the University (*hereinafter referred to as “the Council”*) at its 454<sup>th</sup> meeting held on 09<sup>th</sup> June 2021 being prepared under the provisions of Section 135 of the Universities Act. No. 16 of 1978 and as amended by the Act No. 7 of 1985.

### General

This By-law shall come into operation on the day that the Council determines as the date of implementation. This By-law supersedes any other relevant By-law or regulation or procedure that may have been in operation hitherto.

- i. Examination of a course unit may consist of several assessment components *viz.* in-course assessment, end-semester examination, end of term examination, etc.
- ii. A **candidate** is defined as a registered student of the University who seeks and is eligible to appear for the examination (*hereinafter referred to as “candidate”*).
- iii. **Examination Registrar** means the Assistant Registrar/Senior Assistant Registrar/Deputy Registrar of the Faculty concerned or, in the absence of administrative officer, a senior member of the academic staff nominated by the Board of the Faculty who shall be responsible for conducting the examination under the guidance of the Dean of the Faculty. Where a Faculty such as a newly created one is unable to administer its examinations, the Senior Assistant Registrar or Deputy Registrar of the Examination Branch of the University shall undertake the responsibility and be referred to as “Examination Registrar”.
- iv. **Supervisor** means a senior member of the academic staff appointed to supervise a written or practical examination.
- v. **Invigilator** means a member of the academic staff appointed to invigilate a written or practical examination.
- vi. The **Unit** which functions directly under the Vice Chancellor
  - (a) If the Unit awards the degree/s the Head of the Unit shall take the responsibility similar to the Dean of the Faculty.
  - (b) If a Unit provides the Course Units, the Head of the Unit shall take the responsibility similar to the Head of the Department.
  - (c) The DR/SAR/AR attached to the Unit shall be considered as the Examination Registrar. Where a Unit is unable to administer its examinations, the DR/SAR of the Examination Branch of the University shall undertake the responsibility and be referred to as “Examination Registrar”.

## PART I: Examination Rules

### 1. Instructions to Candidates

1. A candidate shall not approach anyone other than the Vice-Chancellor, Dean of Faculty, Head of Department or Examination Registrar regarding any matter concerning the examination.	Whom to approach on examination matters
2. Candidates shall be in attendance outside the Examination Hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until they are requested to do so by the Supervisor.	Attendance
3. On admission to the Examination Hall a candidate shall occupy the seat allotted to him/her and shall not change it except under specific instruction from the Supervisor.	Seating
4. A candidate shall not be allowed to enter the Examination Hall for any reason after 30 minutes from the commencement of the examination and shall not be allowed to leave the hall until 30 minutes before the closure of the examination.	Admission to examination hall
5. However, under exceptional circumstances or in cases where the duration of the examination is less than one hour, candidates may be allowed to leave the Examination Hall 15 minutes prior to the closure of the examination.	
6. 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. When entering and leaving the hall, the candidate shall conduct himself/herself as quietly as possible. A candidate is liable to exclusion from an Examination and/or expulsion from the Examination Hall for disorderly conduct.	Conduct at examination hall
7. A candidate shall be in possession of his/her Student Identity Card and/or Student Record Book and Admission Card, and all three documents for examinations based on the requirement of the faculties on every occasion he/she presents himself/herself for an examination paper. The Student Identity Card or Student Record Book should be clearly on display during the examination. The candidature of a student is liable to cancellation if he/she fails to produce his/her Student Identity Card or Student Record Book or Admission Card when required.	Documents for identity
8. If the candidate fails to produce the required item(s) on any occasion, he/she shall sign a declaration in respect of the paper for which he/she had not produced the item(s), in the form ( <i>Examination - 09</i> ) provided for it and produce the item(s) on the	Declaration

next occasion that he/she appears for the examination. If failure occurs for the last paper of the examination or the only paper he/she is sitting, he/she shall produce the item(s) to the Examination Registrar on the following day. If a candidate has lost his/her documents during the course of examination, he/she shall obtain duplicate(s) from the Examination Registrar for the purpose of production at the Examination Hall.

<p>9. A candidate shall not produce in full or an extract of any work other than his/her, without stating so, in a Session Paper, Assignment, Reference, Research paper, Practical or Field book or Thesis as it amounts to theft of Intellectual Property. A candidate shall not submit a Practical Record Book or Field Book or Dissertation or Project Study Report or Answer Script, which has been done wholly or partly by anyone other than the candidate, exception being group tasks of students.</p> <p>10. A candidate shall not allow another person to appear on his/her behalf for an examination and shall not appear on behalf of another. Supervisors and Invigilators are authorized to obtain declarations from examination candidates regarding any such event occurring within the examination hall.</p> <p>11. A candidate shall not have any notes, signs or formulae on his/her person, clothes, Admission Card, Timetable, Student Record Book or Student Identity Card. The candidate shall declare to the Supervisor or an Invigilator any other item in his/her possession. Any unpermitted item brought by a candidate shall be kept in a place indicated by the Supervisor or Invigilator, at the candidate's own risk.</p> <p>12. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the answer script of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or person. A candidate shall not conduct himself/herself negligently in any way that gives opportunity for another candidate to read anything written by him/her or to watch any practical work conducted by him/her. A candidate shall not use any other unfair means to obtain or render improper assistance at the examination. Need for assistance for genuine purposes should be indicated to the Supervisor or Invigilator by raising the hand.</p> <p>13. Any candidate who has been found to have copied from another candidate by an examiner at the time of marking shall be treated as having committed an examination offence.</p>	<p>Cheating</p> <p>Allowing another candidate to appear</p> <p>Items which candidates shall not bring</p> <p>Copying</p>
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<p>14. Candidates may bring to the Examination Hall permitted stationery such as pens, pencils, erasers, rulers, geometrical instruments and specified scientific calculators, besides the Admission Card and Student Identity Card and/or Student Record Book, and all three documents for examinations based on the requirement of the Faculties. It is the responsibility of the candidate to ensure that no written or printed material is brought into the Examination Hall for his/her personal use or use by any other. Such material shall not be used or be in their possession in the examination hall. It is the responsibility of the candidate to ensure that he/she does not engage in such examination offence.</p> <p>15. Being in possession of and using mobile telephones or devices capable of storing data are strictly prohibited in the Examination Hall.</p> <p>16. Examination stationery (i.e. writing paper, graph paper, drawing paper, etc.) shall be supplied in the Examination Hall as and when necessary. 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. Candidates shall use only stationery items supplied by the Supervisor or Invigilator. Books of data and other material provided by the University shall be used with care and left on the candidate's table after use and shall not be removed from the Examination Hall under any circumstances.</p> <p>17. Before commencement of answering, each candidate shall write his/her index number with the course unit code and the name of the examination in the allotted spaces. All papers used should carry the index number of the candidate. A candidate who enters an index number other than his/her own on the answer script is liable to be considered as having attempted to cheat. The Supervisor or Invigilator has the authority to check the answer script of the candidate.</p> <p>18. Any answer script that bears no index number or an index number that is illegible or ambiguous is liable to be rejected. A candidate shall not write his/her name or any other identification on the answer script.</p> <p>19. All calculations and rough work shall be done only on paper supplied for the examination and shall be crossed out and attached to the answer script. Such work shall not be done on Admission Cards, Timetables, Question papers, Student Record Books or any other paper. A candidate who disregards these instructions could be considered to have been in possession of written notes or outlines of answers with the intention of copying.</p>	<p>Articles that candidates may bring</p> <p>Mobile phones in Examination Hall</p> <p>Examination Stationery</p> <p>Index number</p> <p>Index number ambiguity</p> <p>Rough work</p>
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<p>20. A candidate found copying, communicating with another candidate or using unpermitted material may be expelled from the Examination Hall. A written report on the incident shall be submitted by the Invigilator through the Supervisor to the Vice-Chancellor.</p> <p>21. 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 intended to be counted shall be neatly crossed out.</p> <p>22. Candidates are under the authority of the Supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilators, while in the Examination Hall.</p> <p>23. Candidates shall stop work promptly when ordered by the Supervisor or Invigilator to do so. If the instruction is not strictly followed, the Supervisor or Invigilator has the authority to make an endorsement to that effect on the answer script.</p> <p>24. Candidates shall maintain absolute silence in the Examination Hall and its precincts.</p> <p>25. A candidate shall not be allowed to temporarily leave the Examination Hall during the examination. In case of emergency, the Supervisor or Invigilator shall permit the candidate to do so, but under strict surveillance of the Supervisor or an Invigilator.</p> <p>26. No person shall impersonate a candidate at the examination and a candidate shall not allow another person to impersonate him/her.</p> <p>27. No candidate shall obtain or seek to obtain prior knowledge of questions of an examination paper.</p> <p>28. Any candidate receiving unauthorized assistance from any person during the examination shall be deemed to have committed an examination offence.</p> <p>29. If a circumstance arises which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, the Supervisor shall stop the examination, collect the answer scripts already written and report the matter as soon as possible to the Dean of the relevant Faculty.</p> <p>30. The Supervisor and Invigilators are empowered to demand any candidate to make a statement in writing on any irregularity concerning the candidate, which may have arisen during the course of the examination, and the candidate shall sign such a statement. The candidate is not entitled to refuse to make such</p>	<p>Improper conduct</p> <p>Unwanted parts to be crossed out</p> <p>Under supervisor's authority</p> <p>Stopping work</p> <p>Maintenance of silence</p> <p>Leaving the Examination Hall</p> <p>Impersonation</p> <p>Prior knowledge of question paper</p> <p>Unauthorised assistance</p> <p>Cancellation/Postponement of examination</p> <p>Making statement</p>
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statement or to sign it. In the event of refusal, the Supervisor or Invigilator shall record his/her own observations and report the matter to the Dean of the relevant Faculty.

<p>31. Every candidate should personally hand over his/her answer script to the Supervisor or an Invigilator. Candidates shall remain seated until all the answer scripts are collected and the Supervisor announces that they may leave. Answer scripts shall not be handed over to Hall Attendants or any other person under any circumstance. An answer script, once handed over to the Supervisor or an Invigilator, shall not be returned to the candidate, and candidates should refrain from making such request.</p> <p>32. Any candidate who wishes to leave the Examination Hall early shall have his/her answer script collected by an Invigilator before he/she leaves his/her desk.</p> <p>33. No candidate shall remove his/her or any other candidate's answer script from the Examination Hall.</p> <p>34. Candidates should know that they are liable to punishment for examination offences if the marking examiner is convinced that an examination offence has occurred.</p> <p>35. Every candidate who has registered for a course/course unit shall be deemed to have sat the examination of the course/ course unit unless he/she has withdrawn from the examination within the permitted period for dropping the course/course unit.</p>	<p>Handing over answer scripts</p> <p>Leaving the Examination Hall</p> <p>Removal of answer script</p> <p>Awareness of punishment</p> <p>Withdrawal</p>
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## 2. Medical Certificate for Inability to Sit an Examination

<p>36. A candidate who is unable to appear for an examination on medical grounds shall inform of his/her inability to the Dean of the Faculty within a week from the commencement of the examination.</p> <p>37. A candidate who is unable to appear for examination on medical grounds should obtain a valid medical certificate either from the University Medical Officer or from a government hospital and submit it to the University Medical Officer at the earliest possible.</p>	<p>Informing inability to appear for an examination</p> <p>Valid medical certificate</p>
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A candidate receiving treatment from private practitioners of Western, Ayurveda, Siddha or Homeopathic Medicine should submit the medical certificate during the period of illness to the University Medical Officer for approval.

All medical certificates shall conform to Senate Regulations.

38. The candidate shall submit to the Dean of the relevant Faculty a medical certificate endorsed by the University Medical Officer, within 14 days of the conclusion of the examination. The Dean shall, with the recommendation of the Board of the Faculty, place the medical certificate for the approval of the Senate. Submission of Medical certificate

39. A candidate who has been unable to present himself/herself at any part or section of an examination, shall notify the Dean of the relevant Faculty immediately after and follow it up in writing with supporting documents, hand-delivered or sent by registered post to the Dean within two weeks. Absence from examination

### 3. Eligibility to Sit Examination without Required Attendance

40. A candidate who lacks the required Minimum Attendance of 80% in any course-unit/subject but has attended a reasonable number of classes may under exceptional circumstances be allowed to sit the examination with the approval of the Board of the Faculty and the Senate. Allowing a candidate who lacks the required minimum attendance to sit the forthcoming available examination or repeat examination as a repeat candidate, with the approval of the Board of the Faculty and Senate. Approval of the Board of the Faculty and the Senate is also necessary to allow a candidate to sit an examination under special circumstances after the eligible number of attempts of an examination is exhausted. Minimum attendance

### 4. Additional time for Candidates with Disability or Chronic or Acute Illness

41. A candidate admitted to a Course of Study who has been disabled and unable to write the examination normally at an in-course assessment or end-course assessment may request the Dean of the Faculty in writing for additional time for the written examination. Disability of Candidates

The Board of the Faculty shall decide whether the request is reasonable and if so recommend additional time at 10 minutes per hour of the examination paper subject to a maximum of 30 minutes for paper whose duration is three hours or more and the provision of relevant necessary assistance such as braille typewriter, braille stationary and writing assistance with audio recording for approval by the Senate.

42. A candidate who has a chronic or acute illness or has met with an accident before the examination and is unlikely to recover fully before the examination may request the Dean of the Faculty in writing for additional time for the written Chronic or Acute Illness

examination. The Board of the Faculty shall decide whether the request is reasonable and if so recommend additional time at 10 minutes per hour of the examination paper subject to a maximum of 30 minutes for papers whose duration is three hours or more and the provision of relevant necessary assistance such as braille typewriter, braille stationary and writing assistance with audio recording for approval by the Senate.

43. A candidate who has fallen ill or met with an accident shortly before the examination and has not recovered fully but still wishes to sit the examination, shall request the Dean of the Faculty in writing for additional time for the written examination.

The Dean shall decide on the validity of the request based on certification by the University Medical Officer or a Consultant and, if valid, shall recommend additional time at 10 minutes per hour of the examination subject to a maximum of 30 minutes for paper whose duration is three hours or more and the provision of relevant necessary assistance such as braille typewriter, braille stationary and writing assistance with audio recording, and duly inform the Board of the Faculty and through it the Senate for retrospective approval.

44. For practical examinations and clinical examinations, Practical & Clinical Examinations

- (a) procedures adopted for theory examinations shall be adopted regarding allowing additional time;
- (b) a colour-blind candidate shall make a written request to the Dean of the Faculty for assistance with identifying colours, and a layman may be assigned the responsibility. Under such circumstances, a layman nominated by the Head of Department or the Chief Examiner and recommended by the Board of the Faculty shall be duly appointed by the Senate. Payment for the services of the layman shall be on par with that for a hall attendant as recommended in the UGC Circular No.981 of 23.04.2012; and
- (c) each Faculty may formulate its own regulation or procedure or By-law for conducting practical, clinical and spot examinations, which shall be recommended and approved by the Board of the Faculty and the Senate, respectively, and adopted by the Council.

## PART II: Examinations

<p>45. Examinations, whether undergraduate or postgraduate, shall be conducted by the Faculty concerned or by the Examination Branch. The Dean shall be in overall In-charge of all matters pertaining to the examination and evaluation. The Examination Registrar shall be responsible for the conduct of examination under the guidance of the Dean.</p> <p>46. The Examination Registrar of the relevant Faculty shall prepare the timetable for the examinations, in consultation with the Dean and Heads of Departments taking into consideration of calendar of dates and any revision of dates which are approved by the Board of the Faculty and the Senate, at least eight weeks prior to the last day of the Semester or the Academic Year, or the End of the Course in which examinations are held.</p> <p>47. The Examination Registrar shall display the finalized timetables on the notice boards and also send copies to the Deans and Heads of Departments concerned at least six weeks prior to the last date of the Semester of the Academic Year or End of the Course in which examinations are being held.</p>	<p>Examinations Conducted by Faculties</p> <p>Examination Timetable</p> <p>Publication of Examination Timetables</p>
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### 5. Appointment of Examiners

<p>48. Any member of the Academic Staff with a close associate sitting an examination in his/her Faculty shall refrain from involvement in examination duties relating to examinations sat by the close associate or member of family, and declare such association to the Examinations Registrar before the appointments of the examiners for the Course Units/ Subjects.</p> <p>49. Close associate means the spouse, fiancé/fiancée, child, grandchild, sibling, child of a sibling or of the spouse or fiancé/fiancée, or anyone who lives in the same house.</p> <p>50. Within two weeks of the beginning of the semester of the academic year or the last term of the Course in which examinations are being held, the Examination Registrar shall require the Heads of Departments to perfect and return within two weeks the relevant forms listing the examiners for written and practical examinations (<i>Examination – 01A</i>), the panel of examiners for Clinical and Viva examinations (<i>Examination – 01B</i>), special requirements for a course-unit/Subject (<i>Examination – 02</i>) and the details of examiners (<i>Examination – 03</i>).</p>	<p>Close Associates of Academic Staff</p> <p>Nomination of Examiners</p>
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51. The Head of Department shall be the officer-in-charge of all matters pertaining to the examination/evaluation of course-units/subjects within the purview of the Department.

52. The Chief Examiner shall be a permanent senior academic with experience in conducting examinations and knowledgeable in the relevant course-unit/subject. Chief Examiner

53. The member of academic staff named by the Board of the Faculty as the Chief Examiner for a course-unit or subject shall be responsible for the question paper. The Chief Examiner shall also conduct Practical Assessment, Clinical and Viva voce examinations, etc. relating to the course-unit/subject, in consultation with the Head of Department. The Head of Department and the Chief Examiner shall retain confidentially and securely complete records of marks for all aspects of assessment relating to the course-unit/subject.

54. The list of Examiners shall include the Chief Examiner, setters, moderators, first markers and second markers of the written and practical examinations. For clinical and viva voce examinations, the list of panel members shall also be included.

55. If the course-unit/subject is taught by a Temporary Lecturer or Visiting Lecturer and if his/her qualification is
 

- (a) equivalent to that of a Senior Lecturer or above, he/she may be appointed as an examiner;
- (b) below that of a Senior Lecturer, he/she may be appointed as a setter or as a moderator to function under the supervision of a subject expert.

56. Further, the Chief Examiner shall collect the in-course assessment marks from the person in-charge of the course-unit/subject and compile the final marks.

57. At least two months prior to the last date of the semester of the academic year or term in which the examinations are held, the Heads of Departments shall obtain the recommendation of the Board of the Faculty for their nominees of Examiners to be approved by the Senate. Approval of Examiners

58. The Examination Registrar shall prepare lists of special requirements such as graph papers, ledger papers, drawing paper, maps, charts, diagrams, statistical tables, property tables etc. as requested by the Heads of Departments in a prescribed form (*Examination - 02*), and promptly make arrangements to ensure availability of the same during the examinations. Special Requirements

59. The Examination Registrar shall within one week of receipt of Approval of the list of examiners from the Senate send to all Examiners their letters of appointment signed by the Dean with the list of duties assigned to them, with copy to the relevant Head of Department. Appointment of Examiners

60. The Examiner shall within one week acknowledge receipt of the letter of appointment. If an Examiner is unable to accept the appointment, he/she shall clearly state his/her inability in the acknowledgement.

61. If the Board of the Faculty or Senate rejects a person named as an examiner or if a person so named has expressed his/her inability to serve, the Examination Registrar shall request the Head of Department concerned to recommend an alternate examiner. The Head of Department shall recommend an alternate examiner to the Dean who shall, with the recommendation of the Board of the Faculty, seek the approval of the Senate for the appointment of the alternate examiner. Appointment of Alternate Examiners

## 6. Preparation of the Question Paper

62. The rubric of question papers of a Faculty shall be prepared and approved by the Senate on the recommendation of the Board of the Faculty. All rubrics shall contain Rubric of question papers

- (a) Crest of the University,
- (b) Name of the University,
- (c) Name of the Examination,
- (d) Year of the Examination and Semester,
- (e) Code and Title of the Course Unit,
- (f) Date of examination,
- (g) Duration of examination,
- (h) Other important information for the students including
  - (i) total number of questions;
  - (ii) number of questions to be answered;
  - (iii) mandatory questions, if any;
  - (iv) specifications if any for selection of questions from different parts, if applicable;
  - (v) part(s) of the answers if any that need to be handed in after a specified period of time;

(vi) specific parts of the question paper if any for which separate answer books shall be used and handed over separately.

63. The approved rubric shall be communicated by the Secretary of the Senate to the Examination Registrar of the Faculty and to the Senior Assistant Registrar/ Deputy Registrar, Examinations branch.

64. The setter(s) shall hand over the question paper or questions along with the marking scheme in a sealed envelope to the Head of Department or Chief Examiner as appropriate, who shall hand over the question paper along with the marking scheme to the moderator.

65. The moderator shall return the moderated question paper to the Head of Department or Chief Examiner as appropriate.

66. If serious changes are needed in the question paper, the Moderator shall request the Head of Department or Chief Examiner to arrange a meeting or e-conference with the setter(s) concerned to rectify the issues and finalise the question paper. The setter(s) and moderator shall place their signatures on the finalised question paper which shall be countersigned by the Head of Department or Chief Examiner as appropriate.

67. In the event of an e-conference, an e-mail from the moderator accepting the proposed changes shall be attached to the finalised question paper.

68. On receipt of the finalised question paper, the Head of Department or Chief Examiner shall have the paper translated into the required media, if the medium of instruction is bilingual.

69. Where a question paper is to be set in both national languages, the paper should be first set in English.

70. The Scrutiny Board shall look into the following: rubric, precision of language, clarity, ease of understanding of the text, quality of translation, if any, and overlap of questions.

71. The Scrutiny Board shall consist of all relevant Heads of the Departments and Chief Examiners, related to that particular examination and shall be chaired by the Dean of the Faculty.

72. When the question paper is ready after moderation, the Head of Department or Chief Examiner shall inform the Dean of the Faculty and the Examination Registrar shall arrange for scrutiny by the Scrutiny Board.

Setting and Moderating  
Question Papers

Translation

Scrutiny Board

Members of the Scrutiny  
Board

73. If the Scrutiny Board approves of the questions, the question paper shall be taken over by the Dean of the Faculty and placed in his/her custody with utmost confidentiality.

74. If alterations are recommended to be made to the question paper, the Head of Department or Chief Examiner shall take back the question paper, make the recommended alterations in consultation with the setter(s) and the moderator.

75. The question paper shall be printed or duplicated in a confidential room, under the supervision of the Head of Department or Chief Examiner or Setter and packaged, desirably two days before the examination and placed in the custody of the Examination Registrar. The Copy of the finalised question paper signed by the Setter and Moderator should be included in each packet. Duplicating and Packaging

Each examination packet shall be labelled clearly. (*Examination - 04*).

76. All used carbon paper, spoilt stencils, spoilt question papers and all relevant confidential documents used for preparation of the question paper shall be incinerated immediately after the packaging process is completed.

77. If the examination includes multiple choice questions or Best of Five questions, practical tests, spot tests, and oral tests among others, the setter(s) shall hand over questions to the Head of Department or Chief Examiner. The procedure for the preparation of the question paper shall be applicable here too. Such question papers, however, need not be sent to the Scrutiny Board.

## 7. Conducting the Examination

78. The Examination Registrar shall be responsible for calling entries for examinations from eligible candidates at least six weeks prior to the last date of the end of term/semester/ academic year allowing two weeks for submission of application. The applications shall be made on prescribed form. (*Examination – 06*). Calling for entries

79. On receipt of all the applications, the Examination Registrar shall send them to the relevant Heads of Department for certification along with the Student Record Books.

80. The Examination Registrar shall check on the eligibility of each candidate based on the attendance records received from the respective Heads of the Departments prior to the examination.

<p>81. Information on candidates who are ineligible to sit the examination shall be communicated to the Board of the Faculty for further action. The decision of the Board of the Faculty shall be communicated individually to the candidates concerned.</p> <p>82. The eligibility of each candidate to sit the examination shall be duly certified by the Head(s) of the Department concerned.</p> <p>83. The Examination Registrar shall check the number of attempts of repeat candidates. If a candidate has exhausted all eligible attempts, the Examination Registrar shall inform the candidate accordingly and inform the candidate that he/she may appeal to the Board of the Faculty to recommend an additional attempt to the Senate for its approval.</p> <p>84. A repeat candidate who has exhausted all eligible attempts but obtained the necessary approval for an additional attempt may apply for the examination.</p> <p>85. The Examination Registrar shall prepare the examination schedule of candidates for each examination and allocate to each his/her Index Number, which shall normally be the Registration Number of the candidate or another appropriate number as applicable.</p> <p>86. The schedule shall contain the following particulars for each paper:</p> <ul style="list-style-type: none"> <li>(a) The title of the paper.</li> <li>(b) Course Unit numbers or names of subjects offered by each candidate.</li> <li>(c) Eligibility of each candidate to sit each Course Unit /Subject;</li> <li>(d) The number of previous attempts by each candidate for each Course Unit /Subject.</li> <li>(e) Eligibility for award of Class.</li> <li>(f) Any other relevant information such as suspension from examinations and withholding of results.</li> </ul> <p>87. The Examination Registrar shall send without delay the Examination Schedule for preparing the Admission Cards to the Senior Assistant Registrar/Deputy Registrar of the Examination Branch in order that the duly signed Admission Cards are returned to the Examination Registrar at least a week prior to the Examination.</p> <p>88. The Examination Registrar shall be responsible for the issue of the Admission Cards to the candidates.</p> <p>89. The Examination Registrar shall be responsible for arranging the Examination Hall(s).</p>	<p>Schedules of Candidates</p> <p>Admission Card</p> <p>Hall Arrangements</p>
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90. Desks and chairs shall be arranged in rows and columns with at least 0.76 m (2.5 ft) between the back of one candidate's chair and the front edge of the desk of the candidate seated immediately behind. The distance between columns of desks shall be at least 1.22 m (4 ft).

91. The desks shall be numbered column wise in the sequence of index numbers of the candidates as they appear in the attendance list (*Examination – 07*). The index number shall be placed clearly on each desk or marked prominently on a label pasted on the top front of the Desk.

If an index number is not clearly written, the Supervisor or Invigilator shall re-write it after confirming it.

92. Details of the Examination shall be displayed in front of the Examination Hall with the Following Details:

- (a) Name, Date and Duration of the Examination.
- (b) Course Code and Title.
- (c) Range of the Index Numbers.

93. The Supervisor shall be a senior academic, desirably Senior Lecturer Grade I or above but not below Senior Lecturer Grade II under any condition, and be responsible for taking all steps before, during and after the Examination to ensure the smooth and efficient conduct of the examination.

Responsibility of the Supervisor

94. The Supervisor of each Examination Hall shall be available at least half-an-hour before the examination is due to commence in order to collect the question papers and other material for use in the Examination Hall.

95. The Supervisor on arrival at the Examination Hall, shall

Duties on arrival at Examination Hall

- (a) Ensure that the Hall is clean and the desks are properly arranged and numbered according to the attendance list provided by the Examination Registrar.
- (b) Ascertain that the Invigilators and Hall Attendants are present and assign their duties. In the event of the full assigned staff not being present, he/she shall make the most appropriate arrangement using the available staff and get in touch with the Examination Registrar as soon as possible to obtain additional staff if considered necessary.
- (c) Assign to each Invigilator a specific number of candidates.

96. The Examination Registrar shall personally handover the question paper packet(s) to the Supervisor in the Examination Hall.

Handing over question paper packet

97. The Supervisor shall check the rubric on the question paper packets with the examination timetable in order to ensure that the correct question paper packets have been received. Checking correctness

98. In the Examination Hall, the Supervisor shall be supplied with the following by the Examination Registrar Collection of other materials

- (a) Packet(s) of question papers for the session/day,
- (b) Packet(s) of data (e.g., maps, charts, tables etc.) for the use of candidates,
- (c) Attendance checklist (*Examination – 07*),
- (d) Attendance lists (an original and a duplicate) for each examination paper (*Examination – 08*),
- (e) Declaration Forms (*Examination – 09*),
- (f) Examination timetable,
- (g) Invigilation schedule,
- (h) Printed envelopes for placing answer scripts (*Examination – 10*),
- (i) Labels for answer packets (*Examination – 11*),
- (j) Report Form for examination offences (*Examination – 12*),
- (k) Supervisor's Report Form for session (*Examination – 13*),
- (l) Return/Acknowledgement form for answer packets (*Examination – 14*),
- (m) Official stamp and material for sealing of packets,
- (n) Date-stamp for stamping answer books/sheets,
- (o) Other written instructions as necessary,
- (p) Examination stationery such as answer books, continuation sheets, packaging materials and other materials on special request.

99. The Supervisor shall ensure that Admission of students

- (a) candidates enter the Examination Hall only through the authorized entrance(s) and are directed to take their seats according to their index numbers as marked on the desk. If circumstances such as discomfort to the candidate warrant reseating of one or several candidates, the Supervisor may appropriately reseat the candidate(s);
- (b) an Invigilator shall be posted at each entrance to the Examination Hall to ensure orderly entry of candidates and candidates do not bring any unauthorized material with them;
- (c) no candidate shall not be admitted to the Examination Hall earlier than 10 minutes before the time of commencement of a paper;

- (d) a candidate shall not be allowed to sit a paper if his/her index number is not in the attendance list for that paper; (However, if a candidate declares that he/she has been allowed to sit that paper and the Supervisor, if satisfied with the bona fides of the claim, may include the index number of the candidate in the attendance list and allow the candidate to sit the paper. Every such instance shall be reported in writing to the Examination Registrar.)
- (e) date-stamped answer books initialled by the Supervisor or an Invigilator are laid on each desk at least 15 minutes before the commencement of the examination;
- (f) no candidate removes from the Examination Hall any answer book, continuation sheet or other stationery or material issued to him/her;
- (g) no candidate has in his/her possession books, notes, papers or files or any stationery or material other than those issued to him/her in the Examination Hall and items that he/she is permitted to bring into the Examination Hall such as the Student Record Book, student identity card, examination timetable, admission card and permitted stationery items, and that any unpermitted item brought in by the candidate is promptly handed over to an Invigilator;
- (h) no candidate has in his/her possession a cellular phone, any Wi-Fi system, equipment for electronic data receiving, storage or retrieval, or any other device that has been announced as prohibited;
- (i) no candidate has information relevant to the examination paper written on his/her person;
- (j) if a candidate presents himself/herself at an Examination Hall that has not been allotted to him/her, the candidate shall be directed to the correct Examination Hall if there is sufficient time. (In the event of insufficient time, the candidate shall be allowed to sit the examination for that session only at that Examination Hall, with the answer script of that candidate packaged separately and the matter brought to the attention of the Examination Registrar);
- (k) no candidate is admitted to an Examination Hall after the expiry of half an hour from the commencement of the examination;
- (l) if for any reason, the paper commences later than the scheduled time, the time lost shall be allowed at the putative

time of end of the paper and that the Examination Registrar is notified of the matter;

- (m) only answer books with the cover page are issued initially and additional books without cover pages and loose sheets (continuation sheets) subsequently;
- (n) continuation sheets are issued by the Invigilators and not by Hall Attendants, and that each sheet is issued at the request of the candidate and is date-stamped before issue.

100. The Supervisor shall make the following announcements before the commencement of the examination: Announcements

- (a) Candidates shall observe strict silence until the end of the examination.
- (b) No candidate shall remove from the examination hall, any answer book or continuous sheet or any stationery or other material issued to him/her.
- (c) No candidate shall be in possession of books, notes, packets, files or any other stationery item or material other than what is issued to him/her in the Examination Hall and permitted material such as Student Record Book, examination timetable and admission card and any unpermitted material brought into the Examination Hall by a candidate shall be promptly handed over to an Invigilator.
- (d) No candidate shall be allowed to leave the Examination Hall during the first 30 minutes, or during the last 15 minutes of the examination.
- (e) Possession of unpermitted material in any form on or under the desk or chair or on the body of the candidate, or having any text, figures, numbers or characters relevant to the question papers written on the calculator, calculator cover, ruler, drawing instruments etc. is an examination offence.
- (f) No candidate shall have in his/her possession a mobile phone or any other electronic device, which is not permitted to be used in the examination.

101. Opening question  
paper packets

- (a) The Supervisor shall open the question paper packet(s) one by one in the presence of an Invigilator and check whether the question papers are the correct ones for the session, and that all special requirements indicated in the rubric are available.
- (b) If an inappropriate Question Paper is issued by the Examination Registrar and opened at the Examination Hall, the said Question paper (i.e. the opened Question Paper) shall be re-set. If there

is no adequate time to re-set the paper, the examination of that Paper shall be re-scheduled and early action should be taken to inform the candidates.

102. The Supervisor shall hand over the required number of question papers, together with any special requirements mentioned above, to each Invigilator for distribution to candidates allocated to him/her. Distribution of question paper

103. The Supervisor or Invigilator shall distribute the question paper not earlier than 05 minutes before the examination. It should, however, be ensured that all candidates receive the question paper before commencement of the examination.

104. The remaining question papers shall be kept under the custody of the Supervisor, who shall ensure that no question paper is removed from the Examination Hall before the expiry of the first half-hour of the examination. Custodian of balance question paper

105. 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 that you are seated at the desk with your index number."
- (b) "The question paper in ... contains ... pages and ... Questions. Please check whether you have the full question paper."
- (c) "You are advised to read the instructions given in the question paper before answering the paper."
- (d) "Please check that your answer books carry today's date stamp".

106. If several course-units/subjects are examined in the Examination Hall or there are more than one question papers in the same course-unit/subject, the Supervisor shall make an appropriate announcement.

107. The Supervisor shall be responsible to ensure the followings: Clarification on question paper

- (a) In the examination hall, neither the Supervisor nor any Invigilator shall take upon himself/herself the role of the setter of the question paper.
- (b) Where necessary, the Supervisor shall clear doubts about any typographic error by reference to the moderated question paper signed by the Chief Examiner provided within the question paper packet.

- (c) Neither the Supervisor nor an Invigilator shall address any other form of error including translation errors.
- (d) Genuine errors or omissions in the question paper shall be dealt with by the Setter, Chief Examiner or Head of Department only during marking.
- (e) The Supervisor shall accept a written appeal by any candidate regarding a suspected error or ambiguity or other issues in the question paper and communicate the appeal through the Examination Registrar to the Head of Department or Dean of the Faculty as appropriate soon after the examination.
- (f) The Supervisor, using the relevant form, shall inform the Examination Registrar of all significant incidents in the Examination Hall including examination offences if any.
- (g) The Setter of the question paper or a person entitled to act on his/her behalf shall be accessible at the relevant Department for at least the first one hour of the examination.

108. The Supervisor shall ensure that the Invigilators and Hall Attendants properly attend to the duties assigned to them. Supervision of Examination Hall staff

109. At the expiry of 30 minutes from the commencement of the examination, the Supervisor shall direct the Invigilators to obtain the signatures of the candidates assigned to each of them against their respective index numbers in the original Attendance List, after confirming the identity of each candidate. Each Invigilator shall on completion of obtaining in the original attendance list the signatures of all candidates present, enter the attendance in the duplicate list. Marking of attendance list

110. The Original Attendance List with the signatures of all candidates present placed against their index numbers and each absentee identified clearly with the word “absent” by the Invigilator, shall be sent by the Supervisor under separate cover to the Examination Registrar.

111. The duplicate list where the Invigilators have marked the attendance of candidates with a ‘✓’ against the index numbers of those present and an “AB” against the index numbers of absentees shall be enclosed by the Supervisor in the relevant packet of answer scripts.

112. Where parts or sections of answer scripts need to be packaged separately, a copy of the duplicate attendance sheet shall be prepared and enclosed in each packet.

113. The Supervisor shall not normally allow a candidate to sit an examination without the Admission Card and Student Identity Card. A candidate not in possession of either may be allowed to sit the paper with a warning that the answer script shall be marked only with the approval of the Dean of the Faculty.

114. In the performance of this exercise the Supervisor or Invigilator shall satisfy himself/herself of the identity of each candidate by reference to the Student Identity Card, which carries the candidates' photograph as well as signature. Identity of candidates

115. If a candidate fails to produce his/her Student Identity Card for any paper, for purpose of identification, he/she shall be asked to declare his Identity as stated in paragraph 8 of PART I.

116. On completion of the original and duplicate attendance lists, the Supervisor shall collect the attendance lists from the Invigilators and prepare the relevant envelopes and labels for packaging the answer scripts. Preparation for packaging

117. At the expiry of the session, Invigilators shall collect the answer scripts from the candidates assigned to each and hand them over to the Supervisor who shall check them against the duplicate attendance sheets. Collection of answer scripts

118. The Supervisor shall ensure that the answer scripts are arranged in the order of index numbers.

119. The Supervisor shall make the following announcements at the appropriate times: Announcements

- (a) Half an hour before the end of the paper, the Supervisor shall announce: "Half-an-hour-more".
- (b) Fifteen minutes before the end of the paper, the Supervisor shall announce: "15 minutes more. Please check whether you have entered the index number, correct title of the paper and the examination. Tie up your papers together. You may continue to write after doing so. No candidate shall leave the hall till the end of the examination."
- (c) At the end of the examination: "Stop work and remain seated until all answer scripts are collected."
- (d) After the Invigilators have collected all answer scripts and checked against the attendant list and the Hall Attendant have collected the materials provided on special requests and used/unused stationaries: "The candidates may now leave the hall."

<p>120. At the end of the examination, an Invigilator shall be placed at each exit to ensure that candidates do not take any examination material other than the question paper out of the Examination Hall.</p>	Checking out of candidates
<p>121. The Supervisor shall then arrange for the answer scripts to be packaged. Answer scripts in each medium shall be packaged separately. Packaging shall be in bundles of up to sixty. Where the number of candidates exceeds sixty, Packaging shall be in bundles of sixty and, if there is a remainder of fifteen or less, the remaining answer scripts may be packaged with the last of the packets of sixty. If the remainder exceeds fifteen, the answer scripts shall be packaged separately. Each package shall carry on its cover the range of index numbers and the total number of the papers contained therein.</p>	Packaging of answer scripts
<p>122. Each package shall be tied securely, labelled and sealed. The Supervisor before pasting the labels shall ensure that each label carries all the details indicated on it, and enclose in each packet:</p> <ul style="list-style-type: none"> <li>(a) A copy of the duplicate attendance list, and</li> <li>(b) Two copies of the question paper.</li> </ul>	
<p>123. The following precautions shall be taken in order to obviate misuse of examination stationery, especially the possibility of candidates bringing university answer books and continuation sheets with previously entered text into the Examination Hall:</p> <ul style="list-style-type: none"> <li>(a) Neither candidates nor Examination Hall Staff are allowed to remove examination stationery</li> <li>(b) The Examination Registrar collects all unused examination answer books and continuation sheets from the Supervisor soon after the examination.</li> </ul>	Safe keeping of answer books and continuation sheets
<p>124. The Examination Registrar shall keep all examination stationery under lock and key. The Examination Registrar shall take over the following from the Supervisor at the end of each session or day, as appropriate, and acknowledge (<i>Examination – 14</i>) for:</p> <ul style="list-style-type: none"> <li>(i). Packages of answer scripts.</li> <li>(ii). Supervisor's report.</li> <li>(iii). Report on examination offences (or a nil report).</li> <li>(iv). Original attendance lists.</li> <li>(v). Details of answer packets.</li> <li>(vi). Unused question papers.</li> <li>(vii). Unused stationery.</li> </ul>	Report for session and handing over of answer scripts

125. An Invigilator shall be a permanent member of the academic/ academic-support staff who shall be responsible for the efficient discharge of duties assigned to him/her by the Supervisor.

However, if the number of members of permanent staff available is inadequate, the services of temporary staff may be engaged.

126. The Invigilator shall devote full attention to continuous invigilation of candidates and shall intermittently move among the candidates without disturbing them and

- (a) check for possession of unpermitted documents/material by the candidates; and
- (b) if any unpermitted document or material is detected, take possession of the same and inform the Supervisor immediately.

127. The Invigilator shall, before commencement of the examination, place examination stationery on each desk assigned to him/her as well as distribute the date-stamped continuation sheets to candidates on request. The Invigilator shall be personally responsible for date-stamping continuation sheets and not entrust the task to Hall Attendants, and ensure that, in order to avoid wastage of stationery, the number of continuation sheets date-stamped is not significantly more than what would reasonably be required for the examination session.

128. The Invigilator shall distribute the question paper to the candidates assigned to him/her, and return the remaining question papers, if any, to the Supervisor.

129. The Invigilator shall at the expiry of first half-hour, get each candidate assigned to him/her to sign the attendance list against his/her index number, mark the attendance on the duplicate attendance list, certify both attendance lists in the space provided and hand over the original attendance list to the Supervisor while retaining the duplicate for checking the answer scripts to be collected.

130. No candidate shall enter the hall after the expiry of 30 minutes from the commencement of the examination or leave before the closure of the examination, subject to the condition that a candidate may be allowed by the supervisor to leave the Examination Hall earlier than 15 minutes prior to closure of examination.

131. The Invigilator shall collect the answer scripts of every candidate assigned to him/her who leaves before the last 15 minutes of the examination.

132. At the end of the time allotted for the examination, the Invigilator shall collect the answer scripts of every candidate assigned to

Responsibility of  
InvigilatorFull attention on  
invigilationDistribution of  
additional stationeryDistribution of  
question paper

Taking attendance

Admission of  
candidatesCollection of answer  
scripts

him/her whether written on or not, and ensure that each answer script bears the correct index number, title of the course unit and name of the examination.

133. The Invigilator shall check the collected answer scripts against the duplicate attendance sheet and hand over the same to the Supervisor, and if any candidate has failed to hand over his/her answer script, bring the matter to the notice of the Supervisor.

134. The Invigilator shall obtain a written statement on a prescribed form (*Examination - 12*) from a candidate detected committing examination offences. In the event of refusal by the candidate to give a statement, the Invigilator shall not enter into argument with the candidate, but minute in his/her detailed report on the reverse of the prescribed form (*Examination - 12*) that the candidate has refused to give a statement. Obtaining statement

135. Where the examination offence involves possession of unpermitted documents or removal of examination stationery or impersonation, the Supervisor shall on detection of the offence take possession of the unpermitted documents if any, obtain a signed statement from the candidate, and write his/her report on the matter in the prescribed form (*Examination - 12*). The Supervisor shall also act to packet the answer script of the suspect separately, label the packet clearly as "packet relating to an examination offence", and hand it to the Examination Registrar together with the Examination Offence Forms duly completed. Action on detecting Examination offences

136. The Invigilator shall keep surveillance on any candidate whom he/she has been asked by the Supervisor to accompany to the washroom while the examination is in session. Keeping surveillance

137. After the candidates leave the Examination Hall, the Invigilator shall inspect the section allotted to him/her to ensure that all answer scripts and other examination stationery have been collected and no personal belongings of a candidate has been left behind. Inspection of hall after the examination

138. The Invigilator shall assist the Supervisor in packaging and sealing answer scripts. Assistance in Packaging

139. It shall be the duty of a Hall Attendant to carry out all instructions given to him/her by the Supervisor or Invigilator. Duties of Hall Attendants

140. Hall Attendants shall assist with the arrangement and numbering of desks.

141. Hall Attendants shall clean the hall and arrange the furniture at least half an hour before the commencement of each session.

142. Hall Attendants shall assist the Supervisor or Invigilator in distributing the stationery and in packaging and sealing of answer scripts if called

upon to do so. They shall, however, not distribute continuation sheets.

143. Hall Attendants shall help the Examination Registrar to transport the packets of answer scripts, the stationery and other material for delivery to the Examination Hall.
144. Hall Attendants shall return the keys of the Examination Hall to the Examination Registrar at the end of each session/day and collect the same from him/her before the next session.
145. Hall Attendants shall not leave the Examination Hall without the permission of the Supervisor.

146. Illness

In the event of a candidate falling ill in the Examination Hall, the Supervisor shall seek the assistance of a University Medical Officer, where possible. However, if a medical officer is not accessible, the Supervisor may take whatever action he/she deems appropriate. If the candidate is compelled to discontinue answering the paper, the Supervisor shall collect the answer script, note the time of collection on the answer script, and make a report on the matter to the Examination Registrar.

Illness in the Examination Hall

147. If the candidate recovers and is able to answer the paper within reasonable time, the Supervisor may at his/her discretion grant the candidate additional time to answer the paper. Generally, the additional time granted shall not exceed half-an-hour. The Supervisor may use his/her discretion to allow more time but shall in all cases make a report addressed to the Examination Registrar explaining the basis for allowing additional time.

148. Handicapped candidates

In the case of handicapped candidates, the Examination Registrar shall notify the Supervisor on the information of the handicap students, to provide required facilities that the candidates are lawfully entitled to.

Handicapped candidates

149. Visually disabled candidates

In the case of visually disabled candidates, the Examination Registrar shall notify the Supervisor on the information of the handicap students, to provide required facilities that the candidates are lawfully entitled to and assign one or several Invigilators to read out the question paper to the candidates prior to the examination. If additional Invigilators are needed for the purpose, the Examination Registrar shall make necessary arrangements after discussing with the Supervisor prior to the Examination.

Visually disabled candidates

The Supervisor shall packet the answer scripts of the Visually Disabled students separately.

150. Where the Senate has permitted the recording of answers by a candidate in consideration of injury suffered by him/her hindering the use of his/her writing arm, the Supervisor shall assign one or several Invigilators who are not in the relevant discipline to write the answers provided verbally by the candidate within the stipulated time. The Supervisor shall be informed sufficiently in advance so that he/she can ensure that the necessary arrangements are made in advance.

Recording answers

The Supervisor shall arrange to packet the answer script separately.

151. If the candidate has fallen ill or has met with an accident shortly before the examination and requests additional time,

- the Supervisor can provide additional time based on the verbal instruction of Dean with the advice of the UMO;
- the candidate shall make a written request to the Dean of the Faculty for additional time through the Supervisor; and
- the Dean shall formalize the request as per paragraph 43 in PART II.

152. No candidate shall be allowed access to existing files or documents or the Internet browser or search engines such as spell checkers, dictionaries, thesauruses and calculators.

Usage of devices

153. If the examination requires candidates to use devices such as typewriters, calculators or personal computers, such devices shall be provided by the University.

154. A candidate with special needs requiring special devices for the examination shall obtain prior approval for the use of such devices and, to prevent improper use, a competent person nominated by the Dean of the Faculty shall check the devices prior to their use in the Examination Hall.

155. End-of-semester examinations/assessments shall not be repeated under any circumstance. If a student fails to sit the end-of-semester examination of one or several course unit(s), he/she may sit the examination in the course unit(s) in the next academic year or in the following semester of the same academic year if the course unit(s) is/are offered in that semester. Mid-term examinations, assignments, classroom tests, oral presentations, etc. shall also not be repeated generally.

Make-up  
Examinations

A student failing to sit the End of Course Examination (Proper) which shall be repeated after six weeks of the release of the results of the

End of Course Examination (Proper) at the Faculty level, with justifiable reason or acceptable medical grounds may sit the End of Course Examination (Repeat) and with the recommendation of the Board of the Faculty have it treated as the first attempt subject to approval by the Senate.

- 156. However, if under special circumstances, a student has been unable to complete an assignment or a mid-semester examination, he/she may request in writing the lecturer(s) concerned through the Head of Department for an alternative arrangement. The request, along with supporting documents, should reach the Lecturer(s) within two weeks of the original due date for the assignment or the date of the mid-semester examination.
- 157. Students are advised that the final decision in such matters rests entirely with the Departments concerned. All tests/assignments shall be completed before the end-of-semester examination of the course unit(s) concerned. Departments, which as a matter of policy do not offer such additional in-course tests/assignments, shall notify students of the policy at the beginning of the semester.
- 158. Evacuation of the Examination Hall may be necessary in the event of a fire alarm or bomb alert or other exceptional circumstances.
- 159. In the event of evacuation, candidates shall leave the answer scripts and question papers on their respective desks before leaving the Examination Hall, which shall be locked immediately after evacuation.
- 160. The Supervisor shall record the time of evacuation.
- 161. Candidates shall not communicate with each other during evacuation.
- 162. The examination may be annulled if disruption lasts longer than 30 minutes.
- 163. If the examination is resumed, the Supervisor shall grant the lost time as additional time.
- 164. The Supervisor shall report to the Examination Registrar the evacuation and its details including the reason for evacuation for the information of the Dean of the Faculty who shall validate the resumption of the examination or reschedule the examination as appropriate.

Emergency  
Procedures

## PART III: Marking Answer Scripts

<p>165. The Examination Registrar shall hand over the packets of answer scripts to the relevant Head of Department or Chief Examiner within two working days of completion of the paper.</p>	<p><b>Handing over Packets of Answer Scripts</b></p>
<p>166. The Head of Department or Chief Examiner shall within two working days hand over the packets of answer scripts to the First Marking Examiner(s) with the detailed marking scheme. On the completion of the First marking, the packets shall be returned to the Head of Department or Chief Examiner with a Marks sheet within a month.</p>	<p><b>Handing over to First Making Examiner</b></p>
<p>167. The Head of Department or Chief Examiner shall within two working days pass on the packets of marked answer scripts and the detailed marking scheme to the Second Marking Examiner(s). On the completion of the Second marking, the packets shall be returned within three weeks to the Head of Department or Chief Examiner with a Marks sheet.</p>	<p><b>Handing over to Second Making Examiner</b></p>
<p>168. The Head of Department or Chief Examiner shall prepare the final marks sheet, based on the marks sheets of First and Second Marking Examiners.</p>	<p><b>Preparing final marks sheet</b></p>
<p>169. If the marks awarded to any candidate by the First and Second Marking Examiners differ by 10% or less, the Head of Department/Chief Examiner shall average the marks awarded.</p>	
<p>170. If the marks awarded differ by more than 10%, the Head of Department or Chief Examiner shall invite the First Examiner to reconsider his marks based on the comments of the Second Examiner.</p>	
<p>171. Where the Examiners disagree to resolve the difference to within 10%, the Head of Department/Chief Examiner shall seek the assistance of a Third Examiner.</p>	
<p>172. The Senate on the recommendation of the Board of the Faculty shall appoint the Third Examiner.</p>	

The Third Examiner shall re-mark all the answer scripts with the marking scheme which has been

- (a) cleared of ambiguity in the marking scheme, and
- (b) freed of problems relating to ambiguity in any question(s) that could have induced candidates to interpret the question(s) in unintended ways, by making appropriate recommendations to rectify the problems.

173. Of the marks awarded by the First and Second Examiners, the marks that are closer to the Third Examiner's shall be considered as valid and averaged with the marks awarded by the third examiner.

174. If the Senate finds one or several examiners responsible for the said discrepancy in marking, the Senate shall recommend appropriate disciplinary action against the examiner(s) concerned according to Clause 234 (a).

## PART III: Release of Results

175. The Head of Department shall send, for each Course Unit, the duly completed mark return sheet along with photocopies of the following to the Dean of the Faculty while retaining copies of same with him/her:

- (a) a copy of individual assessment marks, viva marks, practical marks, first examiner marks and second examiner marks where relevant duly signed by the respective examiners; and
- (b) copies of the medical certificates if any supported by the Senate decision.

176. The Examination Registrar of the Faculty shall convene a Meeting of the Pre-Results Board chaired by the Dean to formalise the results, and shall thereafter act to release the results.

177. Composition of the Pre-Results Board:

- (a) Dean of the Faculty (Chairperson).
- (b) Heads of the Departments/Chief Examiners.
- (c) All Examiners (internal & external).
- (d) All Professors and Senior Professors.

The Examination Registrar of the Faculty shall be the Convener.

178. The quorum for the Pre-Results Board shall be two-thirds (2/3) of its total membership.

179. The Head of Department or Chief Examiner shall hand over the individual and computed in-course assessment marks of all registered students (including those who did not sit the examination or apply for the examination). The Head of Department or Chief Examiner shall hand over the computed End-Semester or End of Course marks to the Dean of the Faculty. The Registrar of the Faculty shall, under the direction of the Dean, maintain the confidentiality of the marks. After the Pre-Results Board, the above documents shall be sent to the Deputy Registrar of Examinations.

Handing over marks sheets

Pre-Results Board meeting

Composition of Pre-Results Board

Quorum for Pre-Results Board

180. Once the results are agreed, the Chairperson and the members of the Pre-Results Board shall place their signatures on the Marks return sheet before the release of the pre-results.

181. After the meeting of the Pre-Results Board, the Examination Registrar of the Faculty shall display the grades of the candidates on the Faculty noticeboard in the case examinations, which shall be repeated after six weeks of the release of the results of the End of Course Examination (Proper) at the Faculty level. The Examination Registrar shall then send all documents related to the results to the Deputy Registrar of the Examination Branch to release the results. Handing over documents for release of results

182. The Examination Registrar of the Relevant Faculty shall ensure that the results of the examination are delivered to the Deputy Registrar of the Examination within two working days after the Pre-results Board.

183. Once the results for all course-units/subjects of an examination are received, the Deputy Registrar of the Examination Branch shall take steps to enter all marks in the Marks Ledger and finalise the results. Entry of marks

184. Prior to the release of results by the Results Board, the Deputy Registrar of the Examination Branch shall ensure that the marks are correctly entered in the Marks Ledger and place his/her signature in the Marks Ledger. Then the Deputy Registrar of the Examination Branch shall invite the Heads of the relevant Departments/Chief Examiners to certify and place their signature in the Marks Ledger that they have checked the relevant entries and found them correct. Responsibility for correctness

185. Deputy Registrar shall ensure that the Results of the Examination are received within two months from the last day of the examination. However, in the case of the Faculties, where repeat examinations need to be held within a stipulated period, the results shall be received within a month from the last day of the examination. Releasing Results

186. The Deputy Registrar of the Examination Branch shall ensure that the Results of the Examination are confirmed by the Senate within three months from the last day of the examination.

187. Composition of Results Board

(a) Composition of Results Board-Undergraduate Degree Programs

(i) Vice Chancellor (Chairperson).

(ii) Dean of the relevant Faculty.

- (iii) All Heads of Departments of the relevant Faculty.
- (iv) All Professors and Senior Professors of the relevant Faculty / the Examinations.
- (v) All Senior Lecturers of the relevant Faculty.
- (vi) The Examiners outside the Faculty.

Head of Academic Affairs Department or Examination Branch shall be the Convener.

(b) Composition of Results Board- Postgraduate Degree Programs

- (i) Vice Chancellor (Chairperson).
- (ii) Dean of the Faculty of Graduate Studies.
- (iii) The Relevant Chairpersons of the Board of Study.
- (iv) All Heads of Departments of the relevant study.
- (v) Course Coordinator.
- (vi) All Professors and Senior Professors of the relevant study.
- (vii) The relevant examiners of the Course of Study

Head of Academic Affairs Department or Examination Branch shall be the Convener.

188. The quorum for the Results Board shall be two-thirds (2/3) of its total membership. Quorum

189. Either Head of the Department or the Chief Examiner of each course unit shall be present.

190. The Results Board shall determine the results for each candidate in accordance with the performance criteria, paying special attention to borderline candidates. Determination of results

191. Once the results are agreed, the Chairperson and the members of the Results Board shall place their signatures in the Marks Ledger before the release of the results. Signing of marks ledger

## PART IV: Retention of Documents and Records

192. A place must be identified for storage of the documents and records with appropriate arrangements for safety and security in a fireproof location administered by the Examination Branch. Storage of Documents and Records

193. The Examination Branch shall arrange the documents and records in files/covers/racks or any other appropriate means with clear identification for easy traceability.

194. Softcopy versions of documents and records shall be organised properly in the computer storage. Suitable backup procedure shall be followed to prevent loss of data due to unforeseen/technical reasons.

195. The schedule in *Annexure (III)* lists the preservation specifications for Examination Documents and Records including the students' examination answer scripts and related records by the Examination Branch.

196. Examination Papers shall be stored in locked cabinets or desks and not left exposed to unauthorised persons. Access to the files shall be restricted.

197. Retention period for examination answer scripts and related records commences on the date of announcement of the results of the examination concerned.

198. Where results are disputed or are subject to fulfilment of administrative requirements or are pending litigation, answer scripts and other related documents shall be retained until the issues are resolved or all available resources are exhausted. Exceptions

199. The minimum retention period for answer scripts and other related documents that have been subject to query as in 192 above shall be increased by a further period as per the above schedule in *Annexure (III)* commencing from the date of final decision on the subject.

## 8. Disposal of Answer Scripts

200. Disposal of answer scripts shall be conducted periodically by the Deputy Registrar of the Examinations Branch.

201. A committee appointed/approved by the Vice Chancellor, with the Deputy Registrar of the Examination Branch as a member, shall be responsible for conducting the disposal process. Disposal Committee

202. The committee shall inspect the documents and records identified for disposal and recommend/approve for disposal.

203. Shredding or any other appropriate manner shall destroy the documents and records. Process of destroying

(a) The destruction shall be done securely and confidentially.

(b) The shredded papers shall be sold to an approved paper recycling agency/dealer at a price approved by the University.

204. On completion of the process, destruction certificates shall be signed by the committee members and archived by the Deputy Registrar of the Examinations Branch.

## PART V: Examination Offences and Punishments

### 9. Examination Offences by Candidates

Any candidate who violates the rules of examination shall be deemed to be guilty of examination offences.

205. Examination offences comprise the following:	Examination Offences
(a) Being in possession of unpermitted documents in the Examination Hall.	
(b) Being in possession of mobile telephones or devices capable of storing data in the examination hall, without prior permission.	
(c) Removing examination stationery out of the examination hall.	
(d) Copying or attempting in any manner to copy.	
(e) Being in possession of or attempting to use examination stationary that has not been distributed in the Examination Hall on the day itself.	
(f) Having notes written on the body or on clothes.	
(g) Having or attempting to have unlawfully prior knowledge of all or part of the contents of a question paper or marking scheme of an examiner.	
(h) Entering or leaving the Examination Hall without the permission of Supervisor or Invigilator or attempting to do so or assisting another to do so.	
(i) Destroying or attempting to destroy or assisting in destroying any examination stationery.	
(j) Disturbing the peace of the examination hall and/or disrupting the examination process.	
(k) Behaving in a manner that is injurious to the self-respect of and/or causes mental stress to any among the Supervisor, Invigilators, Hall Attendants and other candidates.	
(l) Planning or attempting to harm mentally or physically any among the Supervisor, Invigilators, Hall Attendants and other candidates.	
(m) Impersonation or attempted impersonation including enabling another person to appear at the examination in	

place of the candidate and using the index number of another candidate.	
<ul style="list-style-type: none"> <li>(n) A candidate shall not submit a field book, dissertation, report or any other assignment which has been carried out wholly or partly by anyone other than the candidate (except where the Examiner has given prior permission for joint or collaborative work to be submitted) for assessment.</li> <li>(o) Any other examination offence as determined by the Senate.</li> <li>(p) Offences identified by the marking examiner.</li> <li>(q) Aiding and abetting in examination offences.</li> </ul>	
206. The minimum punishment for examination offences shall be as follows:	Minimum punishment
<ul style="list-style-type: none"> <li>(a) <b>Possession of unpermitted documents or removal of examination stationery:</b> cancellation of candidature in the examination in which the offence was committed.</li> <li>(b) <b>Disorderly conduct of a grave nature, copying, cheating, obtaining or attempting to obtain improper assistance:</b> cancellation of candidature in all examinations of the University for three years including the examination in which the offence was committed.</li> <li>(c) <b>Impersonation:</b> cancellation of candidature in all examinations of the University for five years including the one in which the offence was committed.</li> <li>(d) <b>Plagiarism: <i>For Dissertations/Comprehensive Design Project (CDP)/Design Thesis:</i></b> Cancellation of candidature from the particular module comprising the dissertation, and suspension from the University for two (02) additional semesters.</li> </ul> <p><b>For Research Thesis:</b> Cancellation of the candidature from the degree and denial of eligibility to register for any degree of the University for one (01) year.</p>	
<ul style="list-style-type: none"> <li>(e) <b>Non-Compliance with Rules</b> (not covered by any other offences above): Severe warning.</li> </ul>	
207. Punishment may be enhanced subject to the gravity of the offence.	Enhanced Punishments
208. The Maximum punishment for examination offences shall be as follows:	Maximum punishment
<ul style="list-style-type: none"> <li>(a) <b>Possession of unpermitted documents or removal of examination stationery:</b> cancellation of candidature in the examination in which the offence was committed.</li> </ul>	

- (b) **Disorderly conduct of a grave nature, copying, cheating, obtaining or attempting to obtain improper assistance:** cancellation of candidature in all examinations of the University for three years including the examination in which the offence was committed.
- (c) **Impersonation:** cancellation of candidature in all examinations of the University for five years including the one in which the offence was committed.
- (d) **Plagiarism:** Expulsion as a Candidate of the University and/or appropriate legal action and/or withdrawal of the Degree / Awards.
- (e) **Non-Compliance with Rules** (not covered by any other offences above): Cancellation of the candidature from all the Examinations of all the Modules / Subjects pertaining to the particular Semester in which the offence was committed.

209. A student shall be eligible for the award of Class Honours if all requirements for the award of Class are fulfilled within the prescribed period for the degree. A candidate found guilty of an examination offence shall, however, be ineligible for the award of Class Honours. Award of Class

210. The Senate shall appoint the Examination Offences Committee for a period of two years comprising three Senior Academics preferably Professors and/or Senior Professors from different Faculties, of whom no member is a Dean of a Faculty. The Head of the Examination Branch shall be the Convener cum Secretary of the Committee. Appointment of Examination Offences Committee

**10. Procedure for Investigating Examination Offences**

211. The Examination Offences Committee shall conduct all investigations related to examination offences. Investigation of Examination Offences

212. The Committee shall meet within a week from the date the offence has been reported to the Vice Chancellor.

213. In all instances of detected violation of examination rules, the Supervisor shall act as outlined in this Section and forward his/her report to the Examination Registrar who shall refer the same to the Vice Chancellor channelled through the Senior Assistant Registrar/Deputy Registrar of the Examination Branch of the University. The Vice Chancellor shall refer the report to the Examination Offences Committee for necessary action. The process shall be completed within three working days. Action of supervisor

214. In case of disorderly conduct, the Supervisor shall in the first instance warn the candidate to observe orderly conduct. Disorderly conduct shall be considered grave by the Supervisor if such conduct seriously disrupts the conduct of the examination. If the candidate persists in unruly or disorderly conduct, the Supervisor may expel the candidate from the Examination Hall and issue him with a letter cancelling his/her candidature from the examination. Where a candidate's offence is only disobedience, the Supervisor shall warn the candidate and forward a report to the Examination Registrar. Disorderly conduct

215. Any examiner, Head of Department, Dean of Faculty or other official of the University who detects an examination offence shall report the matter in writing to the Examination Registrar who shall refer the same to the Vice Chancellor channelled through the Senior Assistant Registrar/Deputy Registrar of the Examination Branch of the University. The Vice Chancellor shall refer the report to the Examination Offences Committee for necessary action. Reporting Examination offences

## 11. Investigation Procedure

216. The Investigation Procedure shall comprise:

- (a) Consideration of the report submitted by the Supervisor.
- (b) Using evidence to determine the offence depending on the necessity.

217. The accused candidate shall be summoned to offer an explanation, to ensure fairness of the investigation.

218. Evidence usable in determining an examination offence: Evidence

- (a) Report on the said examination offence.
- (b) Material evidence (records, photographs, videos etc.); and eye witness accounts of the said offence.
- (c) Written or verbal statements by the Supervisor, Invigilator or Examiner who detected the offence.
- (d) Written or verbal statements of the accused candidate.
- (e) Written or verbal statements by other candidates and staff present at the time of the offence being committed.
- (f) Other evidence (e.g., marks obtained, answer script) that could be used at the discretion of the Chairperson of the Examination Offences Committee.

219. The Examination Offences Committee shall determine whether the accused candidate is guilty or not guilty of the alleged offence(s) and recommend to the Senate the appropriate punishment for the offence if proven. Decisions

220. The recommendations of the Examination Offences Committee shall be made available to the subsequent meeting of the Senate for approval. Time frame

221. The Senate shall decide on the punishment based on the recommendation of the Examination Offences Committee and the decision shall be communicated to the candidate. Implementation of Decisions

222. Cancellation of candidature in Examinations and suspension from the University, as per Clauses 201 and 203, shall be reckoned from the Semester immediately following the date of the confirmation of the Senate decision. A Candidate who is alleged to have committed an Examination Offence shall be permitted to continue until the end of the Semester for which he/she is already registered at the date of the confirmation of the Senate decision.

223. The candidate has the right to appeal against a decision to punish for examination offences. Appeal against the decision shall be made in writing to the Vice Chancellor within two weeks of intimation of punishment, and the Vice Chancellor shall communicate the appeal to the Senate which on receipt of the appeal shall appoint an Appeal Committee comprising three members from among Professors and Senior Professors excluding those who served in the Examination Offences Committee to consider the appeal. The Appeal Committee shall send its recommendations to the Senate for a final decision. Appeal

## 12. Examination Offences by Persons other than Candidates

224. Neglecting or ignoring the assigned examination duties shall be an offence. Neglect of duty

225. Disclosing the contents of a confidential examination-related document or part thereof shall constitute an examination offence. Unauthorized communication

226. Delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to a person who is unauthorized to receive such document shall constitute an examination offence.

227. Divulging of any information relating to the answer scripts or mark sheets or mark book to an unauthorized person by an Unauthorized divulging of Marks

examiner or any person entrusted with making entries in mark sheets, mark books etc. shall constitute an examination offence.	
228. Marking of an answer script by an unauthorized person shall constitute an examination offence.	Dishonest Marking
229. Erasure, interpolation or any other alteration in any mark book, mark sheet or answer script, by an authorized/unauthorized person shall constitute an examination offence.	Dishonest Alteration
230. Fraudulent or dishonest removal or disposal of any confidential examination-related document or part thereof or making a copy of such document or part thereof by any person entrusted with or authorized to assist with typing, stencilling, duplicating or printing, or packaging, by manual or mechanical means of such document shall constitute an examination offence.	Dishonest disposal and disclosure
231. Fraudulent or dishonest breaking open or destroying of any sealed packet, safe or other receptacle containing confidential material relating to the Examination or stealing any such document or part thereof shall constitute an examination offence.	Theft or unlawful opening of a receptacle containing a confidential material
232. Introduction of material into an answer script or replacement of an answer script with another shall constitute an examination offence.	Fraudulent Introduction of Answer Scripts
233. Abetment, assistance or connivance with another person in the commission of one or several of the above offences shall constitute an examination offence.	Assistance or connivance
234. Disciplinary action shall be taken against any person found to have committed one or several of the above listed offences in the following manner:	Procedure for disciplinary action
<ul style="list-style-type: none"> <li>(a). In the case of a University employee, action shall be based on the disciplinary code of the University, including reference to the Police where necessary.</li> <li>(b). In the case of others, appropriate action shall be taken by the Vice Chancellor based on the nature of the offence and the circumstances.</li> </ul>	

## Part VI: Provision for Re-scrutiny of Marks and Grades

The provision for re-scrutiny of marks and grades prescribed under this Part are enacted by the Parliament of the Democratic Socialist Republic of Sri Lanka and Circular No. 978/2012 of the University Grants Commission, which is attached in *Annexure -(I)* of this By-law.

## Annexure (I): Provision for Re-scrutiny of Marks and Grades

(Extract of Commission Circular No. 978 dated 09.04.2012)

The University Grants Commission at its 838th meeting held on 17th November 2011 decided to request the Universities/Higher Educational Institutes (HEIs) to amend the existing examination by-laws to grant provision for undergraduate students to request verification of their examination marks and grades, if they wish to do so.

The following policy guidelines and procedures are issued to all Universities/HEIs for compliance.

### 1. Policy Guidelines

1. Student assessment is considered as a key element in the higher education system and the University of Jaffna shall ensure accountability, confidentiality and transparency of the evaluation system.
2. All marks and grades obtained by a student at any examination (i.e. in-course assessment, assignment, semester examination, final examination, etc.) shall be free of any error of addition, computation or transcription.
3. Provisions shall be made for undergraduate students to request verification of their examination marks and grades, if they wish so, particularly for the end semester examinations/year-end examinations and final examinations.
4. However, the examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper based on the pre-determined criteria and/or model answer expected shall not be undermined and hence the verification process will be limited only to check for accuracy of addition, computation and transcription and not for re-marking of answer scripts.
5. The provision for requesting re-scrutiny of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination. As the cost of re-scrutiny shall be borne by the student, a non-refundable fee, calculated on the basis of actual cost of the re-scrutiny process, shall be levied on the student.
6. The Dean of the Faculty in consultation with the Chief Examiner of the Examination shall convene Results Verification Board, constituted as prescribed by this Circular and verification of results shall be conducted in accordance with the guidelines prescribed herein.
7. If the marks and grades remain unchanged, the Dean through SAR/AR of the Faculty shall inform the candidate accordingly after the meeting of the Results Verification Board. However, if the marks and grades are changed, the outcome of the verification shall be communicated to the candidate only after the ratification of results by the Special Result Board of the Faculty/Institute in the case of end-semester/year-end examination whereas in the case of Final Examination, only the amended results shall be released after obtaining the approval of the Senate and Council of the University.
8. The results issued to the student(s) following the re-scrutiny of marks and grades shall be final and no further requests shall be entertained thereafter.

## 2. Procedure

1. The SAR/AR shall notify the candidates for the relevant examination the period during which requests for verification of results are entertained by displaying a notice on the noticeboard of the Deans' Office.
2. A payment of Rs. 500/= (subject to revision) per course-unit/subject of an end-semester examination or year-end examination or final examination shall be charged for verification of marks and grades; and application forms (*Annexure (II)*) shall be issued only upon submission of receipt for the prescribed payment.
3. The Dean shall convene the Results Verification Board meeting for verification of marks/grade within 3 working days upon closure of the applications.
4. The Results Verification Board shall consist of the following persons:
  - (a) Dean of the Faculty (convener)
  - (b) Head(s) of Department
  - (c) Chief Examiner (if applicable)
  - (d) Examiners in-charge of each examination subject/paper

If the Head of a Department is either Chief Examiner or Examiner in Charge of any examination/subject/paper in which verification is sought, another member of the same Department shall serve in lieu of the Head of Department in the Results Verification Board.

5. The Head of Department responsible for the relevant course-unit/subject shall present the individual mark/grade sheets for the different components of the examination (i.e. written, oral, practical, continuous assessments, etc.) and the answer scripts to be scrutinized by the Results Verification Board.
6. The Results Verification Board shall check the accuracy of addition, computation and transcription of results.
7. If the number of applications received is excessive, the Dean of the Faculty in consultation with the Chief Examiner may appoint relevant sub-committees for the verification of marks and grades. In such instances, the findings of the sub-committees shall be tabled at the Results Verification Board for ratification.
8. If there is no change in the grade, the Dean of the Faculty through the SAR/AR shall inform the candidate concerned as early as possible after the Results Verification Board meeting.
9. If a revision of marks/grades is necessary, a Special Results Board shall be held within five working days of the ruling of the Results Verification Board meeting to rectify the results and the decision of the Special Results Board shall be final.
10. If the marks and/or grades are changed, in the case of end-semester/year-end examination the outcome of the verification shall be notified to the candidate(s) following the ratification of amended results by the Special Result Board of the Faculty/Institute whereas in the case of final examination, amended results ratified by the Special Results Board shall further be approved by the Senate and Council of the University before it is released to the candidate(s)

11. The SAR/AR of the Faculty shall maintain a record of all verification applications and the outcome of all applications and submit a report to the Board of the Faculty after the completion of the re-scrutiny process.
12. Members of the Results Verification Board shall be remunerated as per rates decided by the UGC for re-scrutiny of papers.

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This document, UJ/N/BL/05/2021 "*By-Laws for the Examination Procedure, Offences and Punishments University of Jaffna, Sri Lanka*" was approved by the Council of University of Jaffna at its 454<sup>th</sup> meeting held on 09<sup>th</sup> June 2021.

## Annexure (II): Application Form for Verification of Examination Marks & Grades

Faculty of .....

University of.....

### 1. Details of the Candidate

Name of the Candidate:			
Registration No:		Index No:	
Year:		Semester:	

### 2. Assessment(s) to be verified

End-semester/Year-end Examination/Final Examination	Course Unit/Subject	Marks Received	Grade Received

Total amount paid: Rs .....(at the rate of Rs. 500/- per Course-unit/Subject/Examination):  
(Original receipt should be attached)

Date:.....

Signature of the Candidate: .....

### FOR OFFICE USE:

#### Results after Verification - ..

End-semester/Year-end Examination/Final Examination	Course Unit/Subject	Marks Received	Grade Received	Changed/ Not Changed

Name and Signature of Verification Board Member: Date of Verification:.....

Name	Designation	Signature

**Note:** In the case of final examination, the relevant minutes of the Special Result Board and the Senate must be attached

### Annexure (III): List of Documents and Records that are covered

S.No.	Names and Description of the Document/Record	Maintained at	Retained Period (years)
1	Notice- related to examination	Dept, DO, ExamB	10
2	Correspondence related to examination	Dept, DO,	10
3	List of Examiners	ExamB	10
4	Examiner appointment letters	Dept, DO,	10
5	Registration/ Resit Application	DO, Admin	10, Archive
6	Exam Application	DO	10
7	Course Attendance reports	Dept, DO, ExamB	10
8	Eligibility List	Dept, DO, ExamB	10
9	Exam Attendance	Dept, DO, ExamB	10
10	Exam admission cards	AdminB	Archive
11	Answer script	ExamB	10
12	Project Evaluation Report	Dept, DO	10
13	Dissertation	Dept, DO, Lib	10
14	Assignments	Dept	10
15	Question papers	Dept, Lib DO	Archive 10
16	Pre-results Board Marks Sheet	Dept, DO	Archive 10
17	External Examiners' Report	Dept, ExamB DO	Archive 10
18	Results Marks Book	ExamB	Archive
19	Selection process for various awards during Final year	ExamB, AccB	Archive

\* **Dept** – relevant Department, **DO**- relevant Dean's Office, **ExamB**- Examination Branch, **AdmnB** -Admission Branch, **AccB** -Academic Affairs' Branch, **Lib** - Library

Document No.:

UJ/N/BL/05/2021

## Examination - 01A: List of Examiners for Written and Practical Examinations

Confidential

## **Department of < *Name of the Department* >....**

## **List of Examiners for < Name of the Degree > Semester-<No.>**

**< Name of the Examination>**

### **Signature of the Head of Department**

Date

Examination - 01B: List of Examiners for Clinical & Oral Examinations ConfidentialDepartment of Name of the DepartmentExaminers for Name of the Degree Semester-No.

&lt; Name of the Examination &gt;

Course Unit	Course Title	Panel Members	
		Clinical	Viva
		1.	
		2.	
		3.	
		4.	
		5.	
		6.	
		7.	
		1.	
		2.	
		3.	
		4.	
		5.	
		6.	
		7.	
		1.	
		2.	
		3.	
		4.	
		5.	
		6.	
		7.	

.....  
Signature of the Head of Department.....  
Date

**Examination – 02: Special Requirements****Confidential****Special Requirements for Examination Paper**

1. Name of Examination: .....

Course code and Title: .....

Number of Candidates: .....

Chief Examiner: .....

2. The following materials\* are to be provided to the candidate for this paper in addition to the Answer Book.

Number of items

(a)

(b)

(c)

(d)

(e)

(f)

(g)

Indicate the number of items to be provided in each instance.

.....

.....

Signature of Examiner

Date

\* These include graph paper, logarithmic tables, ledger paper, drawing paper, journal entry forms, charts, diagrams, maps, property tables, statistical tables, etc.

Examination - 03: Details of Examiners

Confidential

**Department of <*Name of the Department*>....**

**Details of Examiners for <*Name of the Degree*> Semester-<No.>**

Name of the Examiner	Course Unit(s)	Designation	Contact Address	E-mail Address	Mobile No.

.....  
Signature of the Head of Department

.....  
Date

## Examination - 04: Label for Question Paper Packets

**CONFIDENTIAL**

### University of Jaffna, Sri Lanka

This packet is to be opened in the presence of the candidates by only the person officially entrusted with the conduct of the examination.

This is to certify that this packet of question papers was opened at ..... a.m./p.m. on ..... at the Examination Hall and in the presence of the candidates.

.....

**Signature of the Supervisor**

.....

**Signature of an Invigilator**

.....

**Signature of a Student**

#### NUMBER OF PAPERS ENCLOSED

IN PACKET : .....

EXAMINATION : .....

PAPER : .....

CENTRE : .....

DATE : .....

TIME : .....

## Examination - 05: Printed Envelopes for Answer Script Packets

(Envelope Size 15" x 10")

**CONFIDENTIAL**

### Answer Scripts

### University of Jaffna, Sri Lanka

This packet is to be opened only by the Examiner entrusted to Mark Answers Scripts.

Name of Examiner : .....

NUMBER OF ANSWER SCRIPTS ENCLOSED ..... (.....)

From Index No:..... To Index No:..... (Inclusive)

No. of Candidates according to Attendance Sheets: .....

Index Number(s) of absentees: .....

.....

.....

Address : .....

EXAMINATION: .....

.....

PAPER: .....

.....

CENTRE: .....

.....

DATE: .....

.....

TIME: .....

## Examination – 06: Examination Entry Form

The Examination Entry form should contain the following required basic information.

1. Name of the Candidate
2. Sex
3. NIC No.
4. Address
5. Contact details
6. Registration No
7. Index No
8. Applied as a
  - a. *Proper sitting*
  - b. *Repeat sitting*
  - c. *Appearing to upgrade the result*
  - d. *Appearing with the Special approval of the Senate under Medical/Appropriate reasons*
9. Examination details such as
  - a. Year
  - b. Semester
  - c. Language
  - d. Course Units (Course code, Course Title, Attendance, Eligibility, Approval of the Head of Department)
10. If a repeat candidate,
  - a. Details of Previous Results
  - b. Copy of Senate Approval
  - c. Payment details or copy of the receipt of the Repeat Examination Fee
11. Signature
12. Space for Office Use

**A faculty can design its Examination Entry Form according to its requirements, subject to the inclusion of the above features.**

## Examination - 07: Candidates' Attendance Check List

Confidential

University of Jaffna, Sri Lanka

1. Examination : .....

2. Subject : ..... Paper: .....

3. Centre : .....

Date: ..... Time: .....

## Candidates' Attendance Check List

Name of Supervisor..... Centre .....

Signature of Supervisor: .....

Signature of Invigilator: .....

Date: .....

## Examination - 08: Candidates' Attendance Sheet

Confidential

University of Jaffna, Sri Lanka

1. Examination : .....
2. Subject : ..... Paper: .....
3. Centre : .....

Date: ..... Time: .....

## ATTENDANCE LIST

**Important:** Invigilators are required to read the notes overleaf.

Centre:-..... Name and Signature of:.....

Supervisor : .....

Date:-..... Signature of Invigilators:  
.....

## Instructions

### General

1. Supervision and invigilation form a very important function in the proper and efficient conduct of examinations. It is the duty of all employees of the university to assist in this work.
2. The Supervisor/Invigilator(s)/Hall Attendant(S) of each Examination Hall shall be available at least half-an-hour before the examination hall.
3. The supervisor shall be in charge of the centre. Invigilators and hall Attendants shall assist him and work under his direction.

### Duties of the Invigilator

4. The invigilator shall
  - (a). be responsible to the supervisor for the efficient discharge of the duties assigned to him/her.
  - (b). devote his/her whole attention to the continuous supervision of candidates. He/she shall, move among the candidates at intervals without disturbing them and if he/she notices a candidate having with him/her unauthorized documents/ materials he/she shall take possession of same and report the matter immediately to the supervisor.
5. The invigilator shall before the commencement of the examination place on each desk assigned to him/her the examination stationery and distribute the date stamped continuation sheets to the candidates, on request. The Invigilator shall be personally responsible for date-stamping continuation sheets and not entrust the task to Hall Attendants, and ensure that, in order to avoid wastage of stationery, the number of continuation sheets date-stamped is not significantly more than what would reasonably be required for the examination session.
6. The invigilator shall distribute the question paper to the candidates assigned to him/her, and return the remaining question papers, if any to the supervisor.
7. The invigilator shall at the expiry of the first half hour, get each candidate assigned to him/her to sign the attendance list against his/her index number. He/she shall also mark the attendance on the duplicate attendance list and certify both sheets in the space provided for. He/she shall return the original attendance list to the supervisor but retain with him/her the duplicate for checking the answer scripts to be collected.
8. The Invigilator shall ensure that no candidate enters the hall after the expiry of 30 minutes from the commencement of the examination or leaves until 15 minutes before the closure of the examination, subject to the condition that a candidate may be allowed by the supervisor to leave the Examination Hall 15 minutes prior to closure of examination.
9. The Invigilator shall collect the answer script of any candidate assigned to him/her who leaves before the last 15 minutes of the examination.
10. At the end of the time allotted for the examination, the Invigilator shall collect the answer script, whether written on or not, from every candidate assigned to him/her, and ensure that each answer script bears the correct index number, title of the course-unit/subject and name of the examination.
11. The invigilator shall check the collected answer scripts against the duplicate attendance sheet and hand over same to the Supervisor and if any candidate has failed to hand over his/her answer script bring the matter to the notice of the supervisor.
12. The invigilator shall obtain written statements on form *Examination – 10* from candidates detected of committing examination offences. If the candidate refuses to give a statement, the invigilator shall not enter into argument with the candidate but minute it in the detailed report on the reverse of the prescribed form (*Examination - 11*) as a note that the candidate has refused to give a statement.
13. The Invigilator shall keep surveillance on any candidate whom he/she has been asked by the Supervisor to accompany to the washroom while the examination is in session.
14. After the candidates leave the Examination Hall, the invigilator shall go round and inspect the section allotted to him/her to ensure that all answer scripts and other examination stationary have been collected, and no personal belongings of a candidate has been left behind.
15. The invigilators shall assist the supervisor, in packaging and sealing answer scripts.

**Examination – 09: Candidate's Declaration Form****Confidential****Declaration by Candidates failing to confirm identity at Examinations**

I, ..... being a candidate for the ..... examination, bearing Index No: ..... hereby declare that I have failed to produce either my Record Book or my Student Identity Card at the Examination Hall and have been permitted to sit the Examination Paper ..... on condition that a decision will be made by the University about the acceptability of my candidature for the paper subject to my producing my Record Book or Identity card.

I hereby declare that I shall abide by the decision of the University in this matter.

.....

Date

.....

Signature of Candidate

Countersigned

The above candidate submitted the following for his/her identity.

1. .....
2. .....

.....  
Supervisor/ Invigilator

This candidate produced the Record Book today ..... and I am satisfied with the identity of this candidate for the above paper.

Date: .....

.....  
Signature of Supervisor

If the Supervisor suspects impersonation, he/she shall make a separate report giving his/her reasons for the same.

## Examination - 10: Printed Label for Question Paper Packets

(Envelope Size 15" x 10")

**CONFIDENTIAL**

### Question Papers

**University of Jaffna, Sri Lanka**

This packet is to be opened in the presence of the Candidates by only the person officially entrusted with the conduct of the Examination.

Name of Examiner :.....

NUMBER OF ANSWER SCRIPTS ENCLOSED ..... (.....)

From Index No:..... To Index No:..... (Inclusive)

No. of Candidates according to Attendance Sheets: .....

Index Number(s) of absentees: .....

.....

.....

Address :.....

**EXAMINATION:** .....

.....

**PAPER:** .....

.....

**CENTRE:** .....

.....

**DATE:** .....

.....

**TIME:** .....

## Examination - 11: Label for Answer Script Packets

### University of Jaffna, Sri Lanka

Examination : .....

Centre : .....

Title of the Paper : .....

No. of Answer Scripts  
enclosed : .....

From Index No.: ..... to Index No.: ..... (Inclusive)

No. of Candidates according to Attendance Sheets: .....

Index Number(s) of  
absentees .....  
.....

Date: .....

.....  
Signature of Supervisor

**CONFIDENTIAL**

## Examination – 12: Report Form for Examination Offences

Confidential

**Examination Offences**

Name of Candidate: ..... Index No: .....

Title of Paper: ..... Date: .....

Offence Committed: .....

Time Detected: .....  
Signature of Invigilator**(Detailed Report overleaf)**

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Name of Candidate: Mr / Mrs / Ms / Rev.

\*Invigilator Mr/Mrs/Ms/Rev .....has brought to my attention that

.....  
.....  
.....

Date: .....

Signature of Supervisor

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**Explanation of Candidate**.....  
.....  
.....

Date: .....

Signature of Candidate

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**Observation of the Supervisor**.....  
.....  
.....

Date: .....

Signature of Supervisor

*\* Amend as appropriate if the detection was by the Supervisor*

### **Detailed Report on Examination Offence(s)**

Unauthorized documents <i>(Name the documents serially, describing each document and where it was found).</i>	
Name document from which copying was done	
Disorderly conduct <i>(State in adequate detail the observed disorderly conduct)</i>	
Impersonation <i>(Give the names of the impersonator and impersonated).</i>	
Other Offences <i>(Describe in adequate detail)</i>	
Special Observations	
..... Invigilator	..... Supervisor

## Examination – 13: Supervisor's Report

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**Supervisor's Report**

(In respect of each paper)

Course code of Paper: ..... Date: .....

Course Title: .....

Time of Commencement: ..... Time of ending .....

1. The answer scripts have been arranged in the serial order of the Index Number	Yes/ No		
2. Index Nos. of absentees have been marked in the Attendance Sheet	Yes/ No		
3. Total Number Present	Sinhala Medium .....	Tamil Medium .....	English Medium .....
4. The answer scripts have been counted and their number tallies with the number present for the Examination.	Yes/ No		
5. Index No./ Nos. ..... who were present have not submitted their answer scripts or have not submitted their answer scripts for Part ..... of the question paper which were collected and packaged separately.	Please fill the Blanks in Cage 5.		
6. ..... answer scripts were found unnumbered. The probable Index Numbers of candidates who have not numbered their answer scripts have been indicated on the respective answer scripts.	Yes/ No		
7. Candidates with Index No(s). ..... has/have not produced his/her/their Record Book(s) or Student Identity Card(s). He/she/they has/have been required to provide it/them at the next session.	Yes/ No		
8. Index No. / Nos. ..... has/ have not produced his/her/their admission card/s. His/her/their signature/s has/have been obtained on the Declaration Form/s.	Declaration attached		
9. Report on: <ul style="list-style-type: none"> <li>(a) Examination hall opened on time</li> <li>(b) Examination hall was swept and properly cleaned</li> <li>(c) Desks were numbered</li> <li>(d) Answer books and Examination material were available</li> <li>(e) No. of Invigilators, Hall Attendants</li> </ul>	Yes/ No	Yes/ No	Yes/ No
	Yes/ No	Yes/ No	Adequate/ Not adequate

(f) Names of Invigilators, Hall Attendants	1. ....
	2. ....
	3. ....
	4. ....
	5. ....
	6. ....
(g) Names of Invigilators, Hall Attendants arrived late	1. ....
	2. ....
	3. ....
10. Observations with regard to the Printing/ Duplicating of question papers or any other defect regarding question papers	Report annexed
11. Observations regarding Rubric or instructions to candidates	
12. Drawback(s) in arrangements for the Examination	
13. Index nos. of candidate(s) detected committing Examination offences	
14. Unauthorized documents found with candidate(s) are provided in a separate sealed cover	Yes/ No
15. Report on the offence and the statement of the candidate(s) are enclosed.	Yes/ No
16. Whether any candidate fell ill during the examination. How much additional time was given?	Yes/No (...h .... min)
17. Any other observations	

## Examination - 14: Acknowledgement for Answer Packets    Confidential

### Acknowledgement for handing over of Answer Packets

(In respect of each paper)

Examination : .....

Centre : .....

Course Unit Code : .....

Course Unit Title : .....

Name of the Supervisor : .....

1. No. of Packets of answer scripts	.....
2. Details of answer script packets	
3. Supervisor's report	Yes/ No
Report on examination offences (or a nil report)	Yes/ No
4. How many?	.....
5. The original attendance lists	Yes/ No
Unused question papers	Yes/ No
6. How Many?	.....
7. Unused stationery	Yes/ No
8. The seal for sealing packets	Yes/ No
9. Date stamp for stamping answer books/ sheets	Yes/ No

.....  
Signature of Supervisor

.....  
Signature of Examination Registrar

Date: .....

This document, UJ/N/BL/05/2021 "By-Laws for the Examination Procedure, Offences and Punishments University of Jaffna, Sri Lanka" was approved by the Council of University of Jaffna at its 454<sup>th</sup> meeting held on 09<sup>th</sup> June 2021.