

Examination Procedure, Offences and Punishments

Regulations made by the Senate and approved by the Council of the University of Colombo under Section 136 read with Section 29 of the Universities Act No. 16 of 1978 and amended by the Universities (Amendment) Act No. 7 of 1985.

10.1. Regulations

These Regulations may be cited as the Examination Procedure, Offences and Punishment Regulations No. 1 of 1986.

10.2. Examination Procedure

1. Candidates are required to be at 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.

2. No candidate shall be admitted to the Examination Hall for any reason whatsoever after the expiry of half-an-hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half-an hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper.

3. On admission to the Hall, a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the Supervisor.

4. A candidate shall have his Student Record Book and the Admission Card with him in the Examination Hall on every occasion he presents himself for a paper. His candidature is liable to be cancelled if he does not produce the Record Book,

when requested to do so. If he fails to bring his Record Book on any occasion, he shall sign a declaration in respect of the paper for which he had not produced the Record Book in the form provided for it and produce the Record Book to the Registrar on the following day. If a candidate loses his Record Book in the course of the Examination he shall obtain a duplicate Record Book/Identity Card from the Registrar, for production at the Examination Hall.

5. Admission Cards signed in the presence of the Supervisor/Invigilator shall be handed over to the Supervisor/Invigilator on each occasion when a candidate sits a paper.

6. Candidates shall bring their own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring.

7. Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, precise paper etc.) will be, supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him by the Supervisor/Invigilator shall be used by a candidate. Log tables or any other material provided shall be used with care and left behind on the desk. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination halls.

8. No candidate shall have on himself or in his clothes, or on the Admission Card, Timetable, Record Book or any other object he is permitted to bring into

the Examination Hall, any notes, signs, formulae, or any other unauthorized material. Books, notes, parcels, handbags etc. which a candidate has brought with him should be kept at a place indicated by the Supervisor/ Invigilator. The envelope in which the Admission Card has been posted to him should not be brought into the Examination Hall.

9. A candidate may be required by the Supervisor to declare any item in his possession or person.

10. Every candidate shall enter his Index Number at the appropriate place on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his script an Index Number other than his own is liable to be considered as having attempted to cheat. The Supervisor/ Invigilator has the authority to check the answer scripts of the candidates. A script that bears no Index Number or an Index Number which cannot be identified is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer scripts.

11. Candidates are under the authority of the Supervisor and shall assist him by carrying out his instructions and those of his Invigilators, during the examination and immediately before and after it.

12. Every candidate shall conduct himself in the Examination Hall and its precincts so as not to cause disturbance or, inconvenience to the Supervisor or his staff or to other candidates. In entering and leaving the Hall, he shall

conduct himself as quietly as possible. A candidate is liable to be excluded from the Examination Hall for disorderly conduct.

13. Absolute silence shall be maintained in the Examination Hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his hand from where he is seated.

14. After the examination has commenced, no candidate shall be permitted to leave the Examination Hall even temporarily. In case of an emergency, the Supervisor/Invigilator shall grant his permission to do so but the candidate will be under his constant surveillance.

15. Candidates shall stop work promptly when ordered by the Supervisor/Invigilator to do so. If this instruction is not followed, the Supervisor/Invigilator has the authority to make an endorsement to this effect on the answer scripts.

16. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on admission cards, timetables, question papers, record books or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answers with the intention of copying.

17. Any answer or part of an answer which is not 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 the answer or answers that are not to be considered shall be neatly crossed out.

18. Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his answer script to an attendant, a minor employee or another candidate.

19. A candidate who has handed over his answer script shall under no circumstances be entitled to call it back.

20. No candidate shall remove his or any other candidate's answer scripts from the Examination Hall.

21. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him or to watch any practical examination performed by him. Nor shall any candidate use or obtain any other unfair means to render improper assistance at the examination.

22. No candidate shall submit a practical or field book or dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself.

23. No person shall impersonate a candidate at the examination nor shall any candidate allow himself to be so impersonated by another person.

24. If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice- Chancellor/Registrar.

25. The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such statement or to sign it.

26. Every candidate who registers for an examination shall be deemed to have sat the examination unless:

27. When a candidate is unable to present himself for any part or section of an examination, he shall notify or cause to be notified this fact to the Registrar immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.

(a). he is permitted by the Senate for a valid reason to withdraw from such examination on a ground acceptable to the Senate within the specified period or.

(b). (b) he submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the University Medical Officer. If this is not possible, the medical certificate should be obtained from a Government Medical Practitioner and submitted to the University Medical Officer at the earliest possible time, but in any case, not later than one week from the first day of the examination.

27. When a candidate is unable to present himself for any part or section of an examination, he shall notify or cause to be notified this fact to the Registrar immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.

28. A student who withdraws or absents himself from an examination shall not be eligible for Honours at the next examination unless the Senate decides otherwise.

29. Candidates who are unsuccessful at the first attempt will be given two further consecutive attempts to complete the examination. 30. No student shall sit an examination, if he has exhausted the number of attempts that he is allowed to sit that particular examination, unless he has been granted special permission to do so by the Senate.

10.3. Examination Offences and Punishments

1. Any candidate who violates any of the requirements or conditions stipulated in Examination Procedure shall have committed an examination offence.

2. Examination offences may be classified as follows:

(a). Possession of unauthorized materials or removal of examination stationery:

- Notes written on university or non-university stationery, documents or
- Removing examination stationery from the examination hall
- Possession of electronic devices.

(b). Copy or attempt to copy:

- From any external source or another candidate.
- Supporting other candidates to copy.
- Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
- Writing name on the answer script.

(c). Disorderly conduct:

- Not carrying out the instructions of the Supervisor(s) /Invigilator(s).
- Disturbing examination staff or other candidates.

(d). Impersonating, attempt to impersonate or allowing another person to impersonate.

(e). Obtain, attempt to obtain or aiding to obtain prior knowledge of the examination paper.

(f). Submitting or aiding to submit assignments, term papers, project reports, extended essays, dissertation, and thesis done wholly or partly by anyone other than the candidate himself/herself.

(g). Forging signature of any official of the university or outsiders related to the examination process.

(h). Aiding and abetting the commission of any of these offences.

(i). Violation of any of the requirements or conditions stipulated in Examination Procedure.

3. There shall be an Examination Disciplinary Committee of not less than 3 members appointed by the Senate to enquire into and make recommendations (including punishments) regarding examination offences referred to it. The punishments recommended by the Examination Disciplinary Committee shall be submitted to the Senate for a decision.

4. In all cases of commission of examination offences detected, the Supervisor shall take action as outlined below and forward his report to the Registrar.

5. Where a student has been in possession of unauthorized material at the examination hall, he shall be presumed to have made use of such material until the contrary is proved by him.

6. In cases of disorderly conduct, the Supervisor shall in the first instance, warn the candidate to be of good behaviour. Where the candidate persists in unruly or

disorderly conduct the Supervisor may exclude the candidate from the Examination Hall and issue him a letter cancelling his candidature from the examination. Where a candidate's offence is only disobedience, the Supervisor shall warn the candidate and forward a report to the Registrar.

7. In all other cases of examination offences detected, the Supervisor shall, on the detection of the offence, take possession of unauthorized documents if any, obtain a statement from the candidate and write his report on the matter on the form provided for the purpose.

8. The Registrar shall place all reports of examination offences submitted by Supervisors for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.

9. Any Examiner, Head of Department, Dean of a Faculty or any other official of the University who detects an examination offence, shall report the matter in writing to the Registrar, who shall submit the same to the Vice-Chancellor for necessary action.

10. Any allegations regarding the commission of examination offences from whom so ever received shall be submitted by the Registrar to the Vice-Chancellor who shall decide whether these shall be referred to the Examination Disciplinary Committee for necessary action.

11. Any candidate who is found guilty for an examination offence is liable to any one or more of the following punishments:

- (a). Expel from the examination hall.
- (b). Written warning by the Vice-Chancellor for certain offences committed in the first instance.
- (c). Cancelling results of the examination in which the offence was occurred.
- (d). Cancellation of results obtained in the degree programme.
- (e). Debarring/suspension from sitting any university examination in succeeding Semester(s)/ Academic Year(s) or indefinitely.
- (f). Cancellation of the student registration in the present degree programme and debarring future registrations for any other degree programmes at the University.
- (g). Suspension from the University for such period as the Senate may decide or indefinitely.
- (h). Any other punishment decided by the Examination Disciplinary Committee.

12. Any candidate found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.

13. Any appeal against the decision of the Senate shall be made to the Council.

14. There shall be an Examination Appeals Committee of not less than three members appointed by the Council to consider appeals lodged under Section 13 above and to make recommendations (including variation of punishments).

15. The recommendation of the Examination Appeals Committee shall be submitted to the Council whose decision thereon shall be final and conclusive.