

EXAMINATION PROCEDURE, OFFENCES & PUNISHMENTS

Regulations made by the Senate of the Wayamba University of Sri Lanka under section 136 read with Sections 29,45 ,and 46 of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No.7 of 1985.

Regulations

These regulations may be cited as the Examination Procedure, Offences & Punishment Regulation No 01 of 2013, effective from 28.02.2013

Part I

EXAMINATION PROCEDURES

Item

- 1.1 A candidate is expected to be outside the Examination Hall at least 15 minutes before the commencement of each paper, but shall not enter the Hall until he/she is requested to do so by the Supervisor. Attendance
- 1.2 On admission to the hall a candidate shall occupy the seat allocated to him/her and shall not change it except on the specific instructions of the Supervisor. Seating
- 1.3 Candidate shall not be admitted to the Examination Hall after the expiry of 20 minutes from the commencement of the Examination in the case of one to three hours' duration. If an MCQ paper is included in the evaluation, candidates shall not be admitted after the expiry of 10 minutes of the commencement of the Examination. A candidate shall not be allowed to leave the hall until the Examination is over and the papers are collected and counted. Admission Hall

Under exceptional circumstances, the Supervisor in consultation with the Vice Chancellor/ Registrar or Dean of the Faculty concerned may use his discretion in the enforcement of item no.1.3.
- 1.4 A candidate shall have his/her student record book/student identity card and the admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the student record book/student identity card and admission card when requested to do so. If he/she fails to bring his/her student record book/student identity card and the admission card he/she shall sign a declaration in the form provided for it, in respect of the paper for which he/she had not produced the student record book/student identity card or admission card acknowledging that he/she has been permitted to sit the paper conditionally until the matter is resolved, and produce the Student Record Book/ Student Identity Card as Identity

student record book/student identity card and/or admission card on the next occasion when he/she appears for the examination. If it is the last paper or the only paper he/she is sitting, he/she shall produce the student record book/ student identity card to the Registrar or the relevant Senior Asst. Registrar/ Asst. Registrar within the next three working days. If a candidate loses his/her student record book/student identity or admission card during the examination period, he/she shall obtain a duplicate of student record book/student identity card/admission card as the case may be from the Registrar or relevant Senior Asst. Registrar/ Asst Registrar for production at the Examination Hall.

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| 1.5 | A candidate shall not have on his/her person or in his/her clothes or on the admission card, time table, students record book/student identity card, any notes sings or formulae etc. Books, notes, parcels, handbags, hand phones and electronic devices etc. which are not permitted which a candidate has brought with him/her should be kept at a place indentified by the Supervisor/Invigilator. | Items which candidates should not bring into the Examination Hall. |
| 1.6 | A candidate may be requested by the Supervisor to declare any item in his/her possession or person. | Declaration of articles in possession |
| 1.7 | 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. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. A candidate shall not conduct himself/herself so negligently that an-opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. No candidate shall use any other unfair means or obtain or render improper assistance at the examination. | Copying |
| 1.8 | If any candidate was found to have copied from another candidate by an examiner at the time of marking, he/she would be treated as having committed a punishable offence. | Copying |
| 1.9 | No candidate shall submit a practical book or field book or dissertation /thesis or project study or answer script which has been prepared wholly or partly by anyone other than the candidate himself/herself. | Cheating |
| 1.10 | A candidate shall bring his/her own pens, ink, mathematical instruments, erasers, pencils, or any other approved equipment or stationary which he/she has been instructed to bring. The use of a calculator (authorized types only) will be permitted only for papers that contain a rubric to that effect. | Articles candidates may bring |

- 1.11 Examination stationary (i.e. writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied at 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. No papers other than those supplied to him/her by the Supervisor/Invigilator shall be used by candidates. All material supplied, whether used or unused, including rough work, shall not be removed from the Examination hall. Examination Stationery University Property
- 1.12 Every candidate shall enter his/her Index Number on each answer book and on every continuation paper. He/she shall also enter all necessary particulars as required. A candidate who inserts on script an Index Number other than his/her own is liable to be considered as having attempted to cheat. Index Number
- A script that bears no Index Number or has an Index Number which cannot be identified is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer script.
- 1.13 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 any other material. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying. Rough work to be cancelled
- 1.14 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. Unwanted parts of answer to be crossed out
- 1.15 Candidates are under the authority of the supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilators during the examination and immediately before and after it. Under Supervisor's Authority
- 1.16 Every candidate shall conduct himself/herself in the Examination Hall and its precincts as not to cause disturbance or inconveniences to the Supervisor or his staff or to other candidates. In entering and leaving the hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the Examination hall for disorderly conduct. Conduct
- 1.17 Candidates shall stop answering & keep answer scripts ready to be collected promptly when ordered by the Supervisor/Invigilator to do so. Completion of work

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| 1.18 | 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/her hand from where he/she is seated. | Maintenance of silence |
| 1.19 | During the course of answering no candidate shall be permitted to leave the Examination Hall temporarily. In case of an emergency, the Supervisor/ Invigilator may grant him/her permission to do so but the candidate will be under his/her surveillance. | Leaving the Hall |
| 1.20 | No person shall impersonate a candidate at the examination nor shall any candidate allow himself/herself to be impersonated by another person. | Impersonation |
| 1.21 | Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence. | Unauthorized Assistance |
| 1.22 | If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice Chancellor/Registrar. | Cancellation/
postponement |
| 1.23 | The Supervisor is empowered to obtain from any candidate 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 a statement or to sign it. If such a candidate refuses to make such a statement or refuse to sign it, the Supervisor shall make his own statement and report the matter to the Vice Chancellor/ Registrar. | Making of Statements |
| 1.24 | No candidate shall contact any person other than the Vice Chancellor, Dean, and Head of the Department, the Registrar or the relevant Senior Asst. Registrar /Asst. Registrar regarding any matter concerning the examination. | Whom to contact in examination matters |
| 1.25 | Every candidate shall hand over the answer script personally to the Supervisor/Invigilator, or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee or another candidate. | Handing over the answer script |
| 1.26 | Every candidate who registers for an examination shall be deemed to have sat the examination unless he/she withdraws from the examination before the commencement of the examination. In case of sickness he/she should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination, a candidate shall inform of his/her inability to attend the | Withdrawal |

examination to the Dean of the Faculty within a week after the commencement of the examination. The medical certificate shall conform to the Senate Regulations. (See Appendix 1)

- 1.27 When a candidate is unable to present himself/herself for any part/section of an examination, he/she shall notify or cause to be notified this fact to the Dean of the Faculty and relevant Senior Asst. Registrar or Asst. Registrar immediately. This should be confirmed in writing with supporting documents by registered post within two weeks. Absence from Examinations
- 1.28 A student who does not maintain an attendance of not less than 80% of a given Semester for both Lectures/ Practical and not fulfils other requirements specified by the relevant Faculty are not eligible to sit the particular examination paper. Eligibility
- 1.29 No student shall sit an examination, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Senate. Eligibility to continue to sit
- 1.30 The other matters and issues related to examinations which do not cover by the by-laws will be decided by the Senate.

APPENDIX I

PROCEDURE APPROVED BY THE SENATE OF THE WAYAMBA UNIVERSITY OF SRI LANKA FOR THE ACCEPTANCE OF MEDICAL CERTIFICATES SUBMITTED BY STUDENTS FOR ABSENCE FROM COURSE WORK AND EXAMINATIONS.

- (1) Students are requested to support the absence from Course Work or Examination due to illness by a valid Medical Certificate conforming to the format of a Medical Certificate issued by a Government Hospital. Such Medical Certificates should be obtained from the following persons :

University Medical Officer (UMO)
District Medical Officer
Consultant Specialist in the particular field
Head of a Government Base Hospital
Medical superintendent of a Provincial Ayurvedic Government Hospital
Ayurvedic Physician registered in the Ayurvedic Medical Council

Under exceptional circumstances Medical Certificates issued by Private Hospitals or registered private practitioners could be considered by the University Medical Officer or Medical Board.

- (2) Students who fall ill during sessions or examination time should contact the University Medical Officer at the University Health Center immediately. If a student falls sick at home or elsewhere during sessions or examination time he/she or his/her guardian should inform the Dean of the respective Faculty (immediately) followed by a letter indicating the nature of the illness and the name of the attending doctor etc. Within seven (7) days Medical Certificate supporting the illness of the student also should be sent to the Dean.

Under exceptional circumstances if a student was not able to meet the dead line mentioned above, he/she could send his/her appeal to the Senate.

Part II

EXAMINATION OFFENCES AND PUNISHMENTS

Item

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| 2.1 | Any candidate who violates item 1.5 of Examination Procedure shall be deemed guilty of the offence of possession of unauthorized documents and his/her candidature for that examination shall be cancelled and he/she shall be prohibited from sitting any examination of this University for a period varying from 1 to 3 academic years. | Possession of unauthorized document |
| 2.2 | Any candidate who violates item 1.7 or 1.8 of Examination Procedure shall be deemed guilty of the offence of copying and therefore his/her candidature shall be cancelled from that examination and he/she shall be prohibited from sitting any examination of this University for a period from 2 to 3 academic years. | Copying |
| 2.3 | Any candidate who violates item 1.9 of Examination Procedure shall be deemed guilty of the offence of having cheated at the examination and his/her candidature for that examination shall be cancelled and to be prohibited from sitting any examination of this University for a period varying from 2 to 3 academic years. | Cheating |
| 2.4 | Any candidate who is detected removing examination stationary and other material provided for the examination (item 1.11) shall be deemed guilty of an examination offence and his/her candidature for that examination shall be cancelled and he/she shall be liable to be prohibited from sitting any examination of this University for a period up to two academic years. | Removal of Stationary |
| 2.5 | Any candidate who violates any one or more of the item in 1.6, 1.15, 1.16, 1.17, 1.18 and 1.19 shall be deemed <u>guilty of the offences of disorderly conduct</u> and his/her candidature shall be cancelled from that examination and he/she shall be prohibited from sitting any examination of this University for a period up to two academic years. | Disorderly conduct |
| 2.6 | Any candidate who violates item 1.20 shall be guilty of the offence of impersonation and his/her candidature for that examination shall be cancelled and he/she shall be prohibited from sitting any examination of this University.
Impersonator/s may also be liable to any punishment under the Penal Code/ Criminal Law. In the event the impersonator is found to be a graduate of this University, his/her degree shall be withdrawn. | Impersonation |
| 2.7 | Any candidate who violates item 1.21 shall be guilty of an examination offence and his/her candidature for that examination shall be cancelled and he/she shall be prohibited from sitting any examination of this University for a period of 1 to 3 academic years. | Unauthorized Assistance |

- 2.8 Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be punished in respect of the offence in accordance, with the provisions of the relevant section. Aiding and Abetting
- 2.9 Any other offence which is not covered in the above section alleged to have been committed by a candidate and reported to the relevant authority by a Supervisor or Examiner shall be inquired into and final decision will be taken by the Senate.
- 2.10 Students found guilty of offences will not be eligible for classes and Medals/ Awards.

Part III

Provision for re-scrutinization of marks and grades of undergraduates

3.1 Policy Guidelines

- 3.1.1 All marks and grades obtained by a student at any examination (i.e. in-course assessment, assignment, semester examination, Final examination, etc.) must be free of any errors of addition, computation and transcription.
- 3.1.2 Provisions shall be made for undergraduate students to submit request for verification of their examination marks and grades, if they wish to do so, particularly for the end-semester examinations and final Examinations.
- 3.1.3 **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 to be undermined and hence the verification process will be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts.**
- 3.1.4 The provision for requesting re-scrutinization 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-scrutinization process must be borne by the student, a non-refundable fee, calculated on the basis of actual cost of re-scrutiny process shall be levied on the student.
- 3.1.5 The Dean of the Faculty in consultation with the Chief examiner of the examination shall convene Results Verification Board, constituted as prescribed by these by-laws and verification of results must be conducted in accordance with the guidelines prescribed herein.
- 3.1.6 If the marks and grades are not changed, the candidate shall be notified by the Dean through SAR / AR of the Faculty after the meeting of the Results Verification Board. However, if the marks and grades are changed, the outcome of the verification shall be notified to the candidate (s) only after the ratification of results by the Special Result Board of the Faculty in the case of end-semester examination. Whereas in the case of Final Examination, amended results should only be released after obtaining the approval of the Senate and Council of the University.
- 3.1.7 The results issued to the students (s) following the re-scrutiny of marks and grades shall be the final and no more requests shall be entertained thereafter.

3.2 Procedures

- 3.2.1 SAR / AR of the Faculty should notify the students of the relevant examination the period during which the requests for verification of results are entertained by displaying a notice in the Notice Board of the Deans' Office.
- 3.2.2 A payment of Rs. 500/= (subject to revision) per course / subject of an end – semester examination shall be charged for verification of the marks and grades and the issue of application forms (Annexure 1) must be done only upon submission of receipt for the prescribed payment.
- 3.2.3 The Dean shall convene the Results Verification Board meeting for verification of marks/grade within 3 working days upon closure of the applications.
- 3.2.4 The Results Verification Board shall consist of the following persons:
 1. Dean of the faculty (convener)
 2. Head of Department(s)
 3. Chief Examiner (if applicable)
 4. Examiners in-charge of each subject / paperWhen the Head is a Chief Examiner / Examiner in charge of each examination / subject / paper, another member from the same Department can be called for the Results Verification Board.
- 3.2.5 The Head of Department in-charge of the relevant course(s) / subject(s) shall present the individual marks / grades sheets for different components of the examination(s) (i.e. written, oral, laboratory, continues assessment, etc.) and the answer scripts for scrutiny of the Results Verification Board.
- 3.2.6 The Results Verification Board should proceed to check the accuracy of addition, computation and transcription of results (ACT Verification).
- 3.2.7 If the number of applications received is too large the Dean of the Faculty in consultation with the Chief Examiner can appoint relevant Sub-Committees for verification of marks and grades. In such instances verified results should be tabled at the Results Verification Board for ratification.
- 3.2.8 If there is no change of grades, the Dean of the Faculty through the SAR / AR of the Faculty should inform the candidate(s) soon after the Results Verification Board meeting.
- 3.2.9 A Special Results Board should be held within five working days to ratify the results if a revision of marks / grades is necessary and the decision of the Special Results Board shall be the final.
- 3.2.10 If the marks and grades are changed, in the case of end-semester 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 whereas in the case of final examination, amended results ratified by the Special Results Board further be approved by the Senate and Council of the University before it is released to the candidate(s).
- 3.2.11 SAR / AR of the Faculty should maintain a record of all verification applications and the outcome of all applications and should submit a report to the Faculty Board after completion of re-scrutiny process.

Wayamba University of Sri Lanka

Application Form for Verification of Examination Marks & Grades.

Faculty of

1. Details of the Candidate

Name of the Candidate			
Registration No			
Year		Semester	

2. Assessment(s) to be verified

End Semester/final Examination	Course/Subject	Marks Received (if applicable)	Grade Received

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

Date:

Signature of the Candidate

FOR OFFICE USE:

Results after Verification

End Semester/Final Examination	Course/Subject	Marks received	Grade Received	Changed/Not Changed

Verification Board Members:

Date of Verification:

Name	Designation	Signature

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

Declaration for not producing of Student Record Book / Student Identity Card / Admission Card

Examination:

Year: Month:

Title of the Subject / Paper:

Code No:

Date of Examination: Time:

Name of the student:

Index No:

I hereby declared that I was unable to produce my Student Record Book / Student Identity Card / Admission Card for the above examination due to my failure to bring the same / due to loss of same. I read and understood the item no.1.4 of the examination by-laws and hereby agreed to adhere the procedures laid down in these by-laws. I acknowledged that I have been conditionally permitted to sit the examination subject to fulfilling due requirements.

.....
Signature of Student Date

The above student has signed the declaration before my presence

.....
Signature of Supervisor Date

- ❖ The above student has produced his/her Student Record Book /Student Identity Card / Admission Card on
- ❖ Applied for a duplicate as he/she losses the Student Record Book/Student Identity Card / Admission Card.
(* Delete inapplicable)

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Registrar / SAR / AR Date