

## **Examination Procedure**

### **[Part 1] Rules to be followed in the Examination**

1. Students shall present at the Examination Hall at least 15 minutes before starting the examination. However, the students shall not enter the hall until they are requested to do so by the Supervisor
2. Any student who is admitted to the examination hall **after the first half-an-hour of the examination**, will be considered as an unauthorized candidate of the examination. Such a student is required to sign an unauthorised/ late form. However, no additional time will be allowed for them to take the examination.
3. Once admitted to the examination hall students are not allowed to leave the examination hall till the examination is over.
4. On admission to the hall, students shall occupy the seat assigned to them and shall not change it without the permission of the Supervisor.
5. Students must have their Student Identity Card and Admission Card with him/ her for each examination. If a student fail to bring his/ her Student Identity Card, he/ she is required to sign a declaration and produce the Student Identity Card to the Senior Assistant Registrar/ Examinations & Registration next day. If a student loses his/ her Student Identity Card, they can apply for a duplicate Identity Card from the Marshal Office of University of Colombo.
6. Admission Cards are signed in the presence of the Supervisor/Invigilator when a student sits for an examination paper.
7. Students shall bring their own pens, ink or any other approved equipment and stationery to the examination
8. Examination stationery (ie. Writing paper, graph paper, rough sheets, etc.) will be supplied at the Examination. Answer books supplied to the students shall not be torn or mutilated. All materials supplied, whether used or unused shall be left behind and shall not be removed from the examination halls.
9. Students are prohibited to keep any notes, formulae or any other unauthorized material with them during the examination. Books, handbags etc. which a student has brought with him/ her should be kept at a place shown by the Supervisor/ Invigilator.
10. Every student shall enter his/ her Index Number at the appropriate place on the answer book and on every continuation paper. A student who writes another students' index number on his/ her answer sheet, will be considered as having attempted to cheat. The Supervisor/ Invigilator has the authority to check the answer scripts of the student. An answer script that bears no Index Number or an Index Number which cannot be identified, might be rejected. Students shall not write their names on the answer book.
11. Students are under the authority of the Supervisor and shall carry out instructions of the Supervisor/ Invigilator throughout the examination.
12. Every student shall maintain absolute silence in the Examination hall and its surroundings. A student is not permitted to communicate with or to have any dealing with any person other than the Supervisor/ Invigilator. If a student needs to draw the attention of the Supervisor/ Invigilator, he/ she can raise hand from where he/ she is seated. A student can be excluded from the examination hall for causing disturbance.
13. After starting the examination, students are not allowed to leave the Examination hall even temporarily. In case of an emergency, the Supervisor/ Invigilator will grant them permission to do so under constant surveillance.
14. Students shall stop writing immediately when the Supervisor/ Invigilator orders. If this instruction is not followed, the Supervisor/ Invigilator has the authority to make a statement on the answer book.
15. All calculations and rough work shall be done only on the supplied papers for the examination. Such work should not be done on admission cards, timetables, question papers or on any other paper. Any student who disregards these instructions is liable to be considered as having written notes with the intention of copying.
16. Any answer or part of the 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 answers that are to be disregarded shall be neatly crossed out.
17. Every student shall hand over the answer scripts personally to the Supervisor/ Invigilator or remain in their seat until it is collected. A student shall not hand over their answer scripts to an attendant, a minor employee or another student.
18. After handing over the answer script to the Supervisor/ Invigilator, the student is not entitled to call it back.

19. Students shall not remove answer scripts from the Examination hall.
20. Students shall not copy from any material or from the answer scripts of another student. Nor can a student either help another student or obtain help from another student.
21. No person shall impersonate a student at the examination nor any student shall allow himself/ herself to be impersonated by another person at the examination.
22. The Supervisor/ Invigilator can request a student to make a statement in writing on any incident during the examination, and such statement shall be signed by the student. No students shall refuse to make such a statement or to sign it.
23. Every student who registers for an examination shall be considered to have sat the examination unless:
  - (a) They are permitted by the Senate for valid reason to withdraw from examination on a ground acceptable to the Senate within the given period
  - OR
  - (b) They submit a medical certificate prior to the start of the examination or within 7 working days after the examination.

## **[Part 2] Examination Offences and Punishments**

1. Examination offences can be classified as follows:
  - (a) Possession of unauthorized documents or removal of examination stationery.
  - (b) Disorderly conduct.
  - (c) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
  - (d) Impersonation.
  - (e) Aiding and abetting the commission of any of these offences.
  - (f) Violation of any of the requirements or conditions stipulated in Part I.
2. There shall be an Examination Committee to inquire into and make recommendations (including punishments) regarding examination offences.
3. In all cases of examination offences, the Supervisor will take action and forward his report to the Director/UCSC.
4. If a student possesses unauthorized material at an examination hall, it will be presumed that he/she has used it until the contrary is proved by him/ her.
5. In cases of disorderly conduct, the Supervisor will in the first instance warn the student, and if the student persists in disorderly conduct, the Supervisor may exclude the student from the examination hall and issue him/her a letter cancelling their candidature from the examination.
6. In all other cases of examination offences, the Supervisor will take over the unauthorized documents and will obtain a statement from the student and write his report on the matter.
7. A student who is guilty of an examination offence is liable to following punishments.
  - (a) Removal of their name from the pass list.
  - (b) Cancellation of their candidature from whole or part of the examination
  - (c) Suspension from any University examination
  - (d) Suspension from the University for a specified period
8. Any student found helping to commit an examination offence will receive the same punishment as the offender.

**Students are prohibited to have any electronic device with communication and/or storage capabilities such as mobile phone, calculator, tablet PC, laptop, smart watch, portable audio/video/gaming devices and etc. inside the examination halls irrespective to the fact that the above mentioned electronic devices are switched on or off.**

**The students should note that the photo on his/ her National Identity Card must clearly match with his/ her appearance during the examination.**