

7.3 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 itsmeeting held onand approved by the Council of the University (hereinafter referred to as “the Council”) at its Meeting held on 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 of 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 Faculty Board, (*hereinafter referred to as “Examination Registrar”*) who shall be responsible for conducting the examination under the guidance of the Dean of the Faculty.
- iv. **Supervisor** means a senior member of the academic staff appointed to supervise a written, practical or oral examination.
- v. **Invigilator** means a member of the academic staff appointed to invigilate at a written, practical or oral examination.

PART I: Examination Rules

1. 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 asked to do so by the Supervisor. Attendance
2. 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
3. A candidate shall not be allowed to enter the examination hall for any reason after the expiry of 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 exam hall

4. However, under exceptional circumstances or in cases where the duration of the examination is less than one hour, candidates, shall be allowed to leave the examination hall 15 minutes prior to the closure of the examination.
5. 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 be excluded from the examination hall for disorderly conduct. Conduct at exam hall
6. A candidate shall have his/her student identity card/record book/admission card with him/her in the examination hall on every occasion he/she presents himself/herself for an examination paper. His/her candidature is liable to be cancelled if he/she fails to produce the student record book/student identity card/student admission card when requested to do so. The student identity card should be clearly visible during the time of examination. Documents for identity
7. If the candidate fails to bring 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 provided for it and produce the item(s) on the next occasion when he 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 purpose of production at the examination hall. Declaration
8. 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 projects of students. Cheating
9. 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. Allowing another candidate to appear

- | | |
|---|--|
| <p>10. A candidate shall not have on his/her person or on his/her clothes, or on the admission card, timetable/student record book/student identity card any notes, signs or formulae etc. except those items that are permitted. All unauthorized items a candidate has brought with him/her shall be kept at a place indicated by the Supervisor/Invigilator. A candidate may be requested by the Supervisor to declare any item in his/her possession.</p> | <p>Unauthorised
Items which candidates
shouldnot bring</p> |
| <p>11. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the answer scripts 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/Invigilator by raising the hand.</p> | <p>Copying</p> |
| <p>12. 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 a punishable offence.</p> | <p>Copying as punishable offence</p> |
| <p>13. Candidates shall bring to the examination hall only the permitted stationery such as pens, pencils, erasers, rulers, geometrical instruments, and specified scientific calculators. 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>Articles candidates Should
bring</p> |
| <p>14. Being in possession of and using mobile telephones or devices capable of storing data are strictly prohibited in the examination hall.</p> | <p>Prohibition of Mobile phones At
exam hall</p> |
| <p>15. 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/Invigilator. Books of statistical tables and 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>Examination Stationery
university property</p> |

- | | | |
|-----|--|----------------------------------|
| 16. | Before commencement of answering, candidates should write their Index Number with the code and the name of the examination in the allotted spaces. All paper used should carry the Index Number of the candidate. A candidate who inserts on his/her answer script an index number other than his/her own is liable to be considered as having attempted to cheat. The Supervisor/Invigilator has the authority to check the answer script of the candidate. | Index number |
| 17. | A script that bears no index number or an index number that cannot be identified is liable to be rejected. A candidate shall not write his/her name or any other identifying mark on the answer script. | Script without Index number |
| 18. | 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 shall not be done on admission cards, timetables, question papers, record books or any other paper. Any candidate who disregards these instructions could be considered to be in possession of written notes or outline of answers with the intention of copying. | Rough work |
| 19. | A candidate found copying, communicating with another candidate or using unauthorized material may be expelled from the examination hall. A written report on the incident shall be submitted by the Invigilator/Supervisor through the Supervisor and/or to the Vice-Chancellor. | Improper conduct |
| 20. | 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 to be counted shall be neatly crossed out. | Unwanted parts to be crossed out |
| 21. | 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 and immediately before and after the examination. | Under supervisor's authority |
| 22. | Candidates shall stop work promptly when ordered by the Supervisor/Invigilator to do so. If the instruction is not strictly followed, the Supervisor/Invigilator has the authority to make an endorsement to that effect on the answer script. | Stopping work |
| 23. | Absolute silence shall be maintained by candidates in the examination hall and its precincts. | Maintenance of silence |
| 24. | A candidate shall not be allowed to leave examination hall temporarily during the course of answering a paper. In case of emergency, the Supervisor/Invigilator shall permit the candidate to do so, with the candidate under his/her strict surveillance. | Leaving the exam hall |

- | | |
|---|--|
| 25. No person shall impersonate a candidate at the examination and a candidate shall not allow another person to impersonate him/her. | Impersonation |
| 26. No candidate shall obtain or seek to obtain prior knowledge of questions of an examination paper. | Prior knowledge of question paper |
| 27. Any candidate receiving unauthorized assistance from any person during the examination shall be deemed to have committed an examination offence. | Unauthorised assistance |
| 28. If 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 the report the matter as soon as possible to the Dean of the relevant Faculty. | Cancellation/Postponement of examination |
| 29. The Supervisor/Invigilator is empowered to request 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. Candidate shall not refuse to make such statement or to sign it. In the event of refusal, the Supervisor/Invigilator shall record his/her own observations and report the matter to the Dean of the relevant Faculty. | Making statement |
| 30. A candidate shall not get in touch with anyone other than the Vice-Chancellor, Dean, Head of Department or Examination Registrar regarding any matter concerning the examination. | Whom to contact for exam matters |
| 31. Every candidate should personally hand over his/her answer script to the Supervisor/Invigilator. Candidates shall remain seated until all the answer sheets are collected and an announcement is made by the Supervisor that they may leave. Answer scripts shall not be handed to Hall Attendants or any other person under any circumstance. Answer scripts, once handed over to the Supervisor/Invigilator, shall not be returned to the candidate, and candidates should refrain from such request. | Handing over answer scripts |
| 32. Any candidate who wishes to leave the examination early shall have his/her answer script collected by an Invigilator before they leave their desk. | Leaving the hall |
| 33. No candidate shall remove his/her or any other candidate's answer script from the examination hall. | Removal of answer script |
| 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. | Knowledge of punishment |
| 35. Every candidate who registered for a course/course unit shall be deemed to have sat the examination of the course/course unit | withdrawal |

unless he/she withdraws from the examination within the specified period for dropping the course/course unit.

1. Submission of Medical Certificate for Inability to Sit Examinations

- | | | |
|-----|--|---------------------------------------|
| 36. | A candidate who is unable to appear for the examinations on medical grounds shall inform of his/her inability to attend the examination to the Dean of the Faculty within a week from the commencement of the examination. | Informing inability to appear
exam |
| 37. | Those who were unable to appear for examinations on medical grounds should obtain a valid medical certificate from a government hospital in his/her residential area and submit it to the University Medical Officer at the earliest possible. Those receiving treatment from private practitioners of Western, Ayurvedic 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. | Valid medical certificate |
| 38. | The medical certificate recommended by the University Medical Officer shall be submitted by the candidate to the Dean of the relevant Faculty within 14 days of the conclusion of the examination. | Submission of Medical
certificate |
| 39. | 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 the matter to the Dean of the relevant Faculty immediately. This should be followed up in writing with supporting documents, hand-delivered or sent by registered post within two weeks. | Absence from examination |

2. Eligibility for Examination without Required Attendance

- | | | |
|-----|---|--------------------|
| 40. | A candidate who lacks the required minimum attendance of 80% in any Course Unit under exceptional circumstances but has attended sufficient classes may be allowed to sit the examination with the approval of the Faculty Board and the Senate. Allowing a candidate who lacks the required minimum attendance to sit the repeat examination shall be subject to approval by Faculty Board and Senate. Approval by Faculty Board and the Senate is also necessary to allow a candidate to sit an examination after eligible number of attempts of an examination is exhausted. | Minimum attendance |
|-----|---|--------------------|

PART II: Examination Offences and Punishments

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

41. Examination offences comprise the following:

Examination Offences

- (a) Being in possession of unauthorized 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 stationery that has not been distributed in the examination hall on the day itself.
- (f) Keeping notes on body or onclothes.
- (g) Theft of intellectual property including reproduction of work by others or using information obtained from the Internet without acknowledgment.
- (h) 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.
- (i) Entering the examination hall without permission of Supervisor/Invigilator.
- (j) Leaving the examination hall without permission of Supervisor/Invigilator or attempting to do so or assisting others in such acts.
- (k) Destroying, or attempting or assisting to destroy any paper/answer book.
- (l) Disturbing the smooth functioning and peaceful atmosphere of the examination hall.
- (m) Behaving in a manner that is injurious to the self-respect of and/or causes mental stress to a Supervisor/Invigilator/Hall Attendant.
- (n) Planning or attempting to harm mentally or physically a Supervisor/Invigilator/Hall Attendant.
- (o) Impersonation or attempted impersonation including allowing another person to appear at the examination in place of the candidate and using the index number of

another candidate.

- (p) Any other examination offence as determined by the Senate.
- (q) Offences identified by the marking examiner.
- (r) Aiding and abetting in examination offences.

42. The minimum punishment for examination offences shall be as follows: Minimum punishment

- (a) Possession of unauthorized documents or removal of examination stationery: cancellation of candidature in the examination in which the offence was committed.
- (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.

Punishments may be enhanced depending on the gravity of the offence.

43. A student will be eligible for award of class if all requirements for the award of class are met within the prescribed period for the degree. However candidate found guilty of an examination offence shall not be eligible for award of class. Award of Class

44. The Senate shall appoint three professors from each Faculty to the Examination Offences Committee, which shall include at least one Dean of a Faculty, for a period of two years. The Head of the Academic Affairs Department/~~Examination Department~~ shall be the Convener/Secretary of the Committee. Appointment of Examination Offences Committee

3. Procedure for Investigating Examination Offences

45. All investigation in connection with examination offences shall be conducted by the Senate Examination Offences Committee. The Examination Offences Committee shall meet within a week from the date the offence is reported to the Vice Chancellor. Meeting of Exam Offences Committee

46. In all cases of detected violation of examination rules, the Supervisor shall take action as outlined in this Section and forward his report to the Examination Registrar of the relevant Faculty. Action of supervisor

47. In case of disorderly conduct, the Supervisor shall in the first Cancellation of Candidature

instance warn the candidate to observe good conduct. Disorderly conduct shall be considered grave, only if the Supervisor considers such conduct to seriously disrupt the conduct of the examination. Where 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 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.

for
Disorderly
conduct

48. In instances of examination offence involving possession of unauthorized documents or removal of examination stationery and impersonation, the Supervisor shall on detection of the offence take possession of the unauthorized documents if any, obtain a signed statement from the candidate, and write his report on the matter. The Supervisor shall also act to packet the answer script of the offending candidate separately and hand it over to the Examination Registrar with the packet clearly labelled "packet relating to an examination offence".

Action on detecting
offences

49. Any examiner, Head of Department, Dean of Faculty or any 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. The Vice Chancellor shall refer the report to the Examination Offences Committee for necessary action.

Reporting
offences

4. Investigation Procedure

50. 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.

It is mandatory to summon the accused candidate for an explanation, as his/her absence could hinder the progress of the investigation.

51. Evidence usable in determining examination offences:
- (a) Report on examination offences
 - (b) Material evidence (records, photographs, videos etc.) and eye witness accounts of committing of the offences
 - (c) Written or verbal statements by the Supervisor/Invigilator/ Examiner who found the offence.
 - (d) Written or verbal statements of the candidate.
 - (e) Written or verbal statements by other students and staff present at the time of the incident.

Evidence

- (f) Other evidence (e.g., marks obtained, answer script) that could be used at the discretion of the Chairman of the Committee.
52. The Committee shall determine whether the accused candidate is guilty or not of the alleged offences and recommend to the Senate the appropriate punishment for the offence if proven. Decisions
53. The recommendations of the Examination Offences Committee shall be made available to the subsequent meeting of the Senate for approval. Time frame
54. Decisions shall be implemented only after approval by the Senate. The candidate has the right to appeal against any decision to punish for examination offences. Appeal against any decision shall be submitted in writing to the Vice Chancellor within two weeks of intimating the punishment, and the Vice Chancellor shall communicate the decision to the Senate. The Senate on receipt of the appeal shall appoint an Appeal Committee comprising three professors other than those who served on the Examination Offences Committee to investigate the appeal and the Appeal Committee shall send its recommendations to the Senate for a decision. Implementation of Decisions and Appeal

PART III: Examinations

55. Any Examination, whether undergraduate or postgraduate, shall be conducted by the Faculty concerned. 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 Examination Conducted by faculties
56. The Head of Department shall be in charge of all matters pertaining to the examination/evaluation of Course Units within the purview of the Department. The member of academic staff named by the Faculty Board as the Chief Examiner for the Course Unit shall be responsible for the examination paper. The Chief Examiner shall also conduct continuous assessment, practical assessment, viva voce etc. relating to the Course Unit, under the guidance of 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. Chief Examiner
57. **The Supervisor** Responsibility of the Supervisor
- The Supervisor shall be responsible for taking all steps, before, during and after the Examination to ensure the smooth and

efficient conduct of the examination.

- | | | |
|-----|---|--|
| 58. | The Supervisor of each examination hall or centre shall be available at the Dean's Office at least half-an-hour before the examination is due to commence, and collect the question papers and other material for the examination hall or centre for each session of each day as the case may be. | Collection of
Question paper |
| 59. | The Supervisor shall check the rubric on the question paper packets with the timetable in order to ensure that the correct question paper packets have been received. | Checking correctness |
| 60. | The Supervisor shall personally take the question paper packet to the Examination Hall. | Bringing question paper
packet personally |
| 61. | <p>In the Examination Hall, the Supervisor shall be supplied with the following by the Examination Registrar of the Faculty</p> <ul style="list-style-type: none"> (a) Packet/packets of question papers for the session/day (b) Packet/packets of data (e.g., maps, charts, tables etc.) for use by candidates (c) Attendance lists (one original and the other duplicate) for each examination paper(Ex/20) (d) Examination timetable (e) Invigilation schedule (f) Printed envelopes for placing answer scripts (Ex/21). (g) Labels for answer packets (Ex/22) (h) Report Form for examination offences (Ex/23) (i) Supervisor's Report Form for session (Ex/24) (j) Return/Acknowledgement form for answer packets (k) Official stamp and material for sealing of packets (l) Date-stamp for stamping answer books/sheets (m) Other written instructions as necessary. (n) Examination stationery such as answer books, continuation sheets, graph paper etc. | Collection of other
materials |
| 62. | <p>The Supervisor on arrival at the Examination centre, shall</p> <ul style="list-style-type: none"> (a) Check that the hall has been cleaned and the desks have been 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 best | Duties on arrival at
examination centre |

possible arrangements with the available staff and contact the Examination Registrar as early as possible if additional staff is considered necessary.

- (c) Assign to each Invigilator a specific number of candidates.
- (d) Draw the attention of the Invigilators and the Hall Attendants to the duties allocated to them.

63. The Supervisor shall ensure that

Admission of students

- (a) the candidates are allowed to enter the examination hall only through the authorized entrance(s) and are directed to take their seats according to the index number marked on the desk. If circumstances such as inconvenience to the candidate warrant reseating of one or several candidates, the Supervisor, may appropriately reseat the candidate(s);
- (b) an Invigilator is posted at each entrance to the examination hall to ensure that entry is orderly and candidates do not bring any unauthorized material with them;
- (c) no candidate is admitted to the examination hall earlier than 10 minutes before the time of commencement of a paper;
- (d) a candidate is not 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 is satisfied with the bona fides of the claim, he/she may include the index number of the candidate in the attendance list and allow the candidate to sit the paper. Every such case shall be reported in writing to the Examination Registrar.)
- (e) date-stamped answer books have been laid on each desk at least 15 minutes before the commencement of the examination;
- (f) no candidate removes any answer book, continuation sheet or other stationery or material issued to him/her from the examination hall.
- (g) no candidate has with him/her 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 authorized to bring into the examination hall such as the student record book, student identity card, timetable and admission card and permitted stationery items, and that any unauthorized item brought in by the candidate is promptly handed over to an Invigilator;

- (h) no candidate has with him/her a cellular phone, other Wi-Fi system, equipment for electronic data receiving, storage or retrieval, or any other device that has been announced as prohibited;
 - (i) no candidate enters the examination hall with information relevant to the examination paper written on his/her person;
 - (j) that a candidate presenting himself at an examination hall or centre that has not been allotted to him/her, the candidate shall be directed to the correct centre if there is sufficient time and, in the event of insufficient time, the candidate is allowed to sit the examination for that session only at that examination hall or centre, and that the answer script of the candidate is packeted separately and the matter brought to the notice of the Examination Registrar;
 - (k) that no candidate is admitted to an examination hall after the expiry of half an hour from the commencement of the examination;
 - (l) that, 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) that only answer books with the cover page are issued initially and additional books without covers and loose sheets (continuation sheets) subsequently;
 - (n) that continuation sheets are issued as far as possible 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;
64. 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.
 - (c) No candidate shall have with him/her books, notes, packets, files or any other stationery item or material other than what is issued to him/her in the examination hall and authorized material to be brought in such as record book, timetable, admission card etc., and any such material

brought into the examination hall by a candidate shall be handed over immediately to an Invigilator.

- (d) No candidate shall be allowed to leave the examination hall during the first 30 minutes of the paper, or during the last 15 minutes.
- (e) Possession of any unauthorized 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 a punishable offence.
- (f) No candidate shall keep in his/her possession a mobile phone or any other electronic device which is not permitted to be used in the examination.
65. 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. Opening of packets of question paper
66. The Supervisor shall hand over the required number of question papers, together with any special requirements mentioned above, to each Invigilator for distribution to the candidates allocated to him/her. Distribution of question paper
67. The question paper shall be distributed by the Supervisor/ Invigilator not earlier than 05 minutes before the examination. It should, however, be ensured that all candidates receive question paper before commencement of the examination. Distribution not earlier than 05 minutes
68. The remaining question papers shall remain in the custody of the Supervisor, who shall ensure that no question paper is removed from of the examination hall before the expiry of the first half-hour of the examination. Custodian of balance question paper
69. 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"
70. If several Course Units are examined in the Examination Hall or there are more than one question paper in the same Course Unit, the Supervisor shall make an appropriate announcement.
71. The Supervisor shall be responsible to ensure the following.
- (a) In the examination hall neither the Supervisor or nor any Invigilator takes upon himself/herself the role of the setter of the question paper.
- (b) Where necessary, the Supervisor clears 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 addresses any other form of error including translation errors.
- (d) Genuine errors or omissions in the question paper are left to be dealt with by the setter/Chief Examiner/Head of Department only when marking is performed.
- (e) The Supervisor accepts and communicates through the Examination Registrar written appeal by any candidate to the Head of Department/Dean of the Faculty made soon after the examination drawing attention to a suspected error or ambiguity or other such issues in the question paper.
- (f) The Examination Registrar is informed by him/her, using the relevant form, of all significant incidents that took place at the examination hall, including examination offences if any.
- (g) The setter of that paper is accessible at the relevant Department for at least the first hour of the examination.
72. The Supervisor shall ensure that the Invigilators and Hall Attendants attend to the duties assigned to them.
73. At the expiry of the 30 minutes from the commencement of the paper, the Supervisor shall direct the Invigilators to get the candidates assigned to each to sign against their respective index numbers in the original of the Attendance List, after checking the identity of each candidate. On completion of signing of the original list, attendance shall be entered in the duplicate list by the invigilator concerned.
74. The Original Attendance List containing the signatures of all candidates present against their index numbers and each absentee identified clearly with the word "absent" by the

No clarification of
question paper

Supervision of exam hall
staff

Marking of attendance
list

- Invigilator, shall be sent by the Supervisor under separate cover to the Examination Registrar
75. The duplicate list where each Invigilator concerned has marked the attendance against each index number with a '✓' if present and an "AB" if absent shall be enclosed by the Supervisor in the relevant packet of answer scripts.
 76. Where parts or sections of answer scripts have to be packeted separately, a separate duplicate attendance sheet shall be prepared and enclosed in each packet.
 77. The Supervisor shall not normally allow a candidate to sit an examination in the examination hall 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 will not be marked until approval by the Examination Registrar.
 78. In the performance of this exercise the Supervisor/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
 79. If a candidate fails to produce his/her Student Identity Card for any paper, for purpose of identification, he/she shall be asked to produce the identity card on the next occasion that he/she presents himself/herself for the examination. Meanwhile he/she shall be required to sign a declaration that he/she has been provisionally allowed to sit the paper, under condition that he/she shall establish his/her identity by producing the Identity Card at the next session at which he/she sits a paper.
 80. The Supervisor shall on production of the Student Identity Card on the next session, certify on the declaration that he is satisfied with the identity of the candidate for that paper.
 81. As soon as the attendance lists are marked, the Supervisor shall collect the originals from the Invigilators and prepare the relevant envelopes and labels for the packeting of answer scripts. Preparation for packeting
 82. At the expiry of the session, Invigilators shall collect the answer scripts of the candidates assigned to each of them and hand them over to the Supervisor who shall check against the duplicate attendance sheets. Collection of answer scripts
 83. The Supervisor shall check whether each Invigilator has arranged the answer scripts in order of index numbers.
 84. The Supervisor shall make the following announcements at the announcement

appropriate times:

- (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 medium. Tie up your papers together. You may continue to write after doing so. No candidate shall leave the hall till the end of the paper."
- (c) At the end of the paper: "Stop work and remain in your seats until your answer papers are collected."
- (d) After the Invigilators have collected the answer scripts: "The candidates may now leave the hall."

85. At the end of the examination, an Invigilator shall be placed at each exit to ensure that no examination material is taken out of the Hall by candidates. Checking out of candidates
86. The Supervisor shall then arrange the answer scripts to be packeted. Answer scripts in each medium shall be packeted separately. Packeting shall be in bundles of up to sixty. Where the number of candidates exceeds sixty, packeting shall be in bundles of sixty and, if there is a remainder of less than fifteen, the remaining answer scripts may be packeted with the last of the packets of sixty. If the remainder exceeds fifteen, the answer scripts shall be packeted separately. Each packet should carry on its cover the range of index numbers and the total number of the papers contained therein. Packeting of answer scripts
87. Each packet shall be tied securely, labelled and sealed. Before pasting the labels the Supervisor shall ensure that the label carries all the required details as indicated on it, and the Supervisor shall enclose in each packet:
- (a) A copy of the attendance list, and
 - (b) Two copies of the question paper
88. The following precautions shall be taken in order to obviate the possibility of candidates bringing into the examination hall university answer books and continuation sheets carrying previously prepared text, and to prevent misuse of examination stationery: Safekeeping of answer books and continuation sheets
- (a) Candidates or examination hall staff shall not be allowed to remove examination stationery
 - (b) The Supervisor shall return all unused examination

answer books and continuation sheets to the Examination Registrar.

89. All examination answer books and examination stationery shall be kept under lock and key by the Examination Registrar. The Supervisor shall hand over the following to the Examination Registrar at the end of each session or day, as appropriate, and obtain acknowledgement for:
- Report for session and
handing over of answer
scripts
- (i). Packets of answer scripts
 - (ii). Supervisor's report
 - (iii). Report on examination offences (including a nil report)
 - (iv). The original attendance lists
 - (v). Details of answer packets
 - (vi). Balance question papers
 - (vii). Balance stationery
- 90. Invigilator**
- Responsibility of
Invigilator
- An Invigilator shall be responsible to the Supervisor for the efficient discharge of duties assigned to him.
91. The Invigilator shall devote full attention to the continuous supervision of candidates; and shall, move among the candidates at intervals without disturbing them and
- Full attention on
invigilation
- (a) check if any candidate has with him/her unauthorized documents/material; and
 - (b) if any such document or material is detected, take possession of same and inform the Supervisor immediately.
92. The Invigilator shall place examination stationery on each desk assigned to him/her before commencement of the examination and also 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 be required for the examination session.
- Distribution of additional
stationery
93. The Invigilator shall distribute the question paper to the candidates assigned to him/her, and return the balance question papers, if any, to the Supervisor.
- Distribution of question
paper
94. The Invigilator shall at the expiry of first half-hour, get each candidate to sign the attendance list against his/her index
- Mark attendance

- number, mark the attendance on the duplicate attendance list, and certify both attendance lists in the space provide. He/she shall hand over the original attendance list to the Supervisor but retain the duplicate to for checking the answer scripts collected.
95. The Invigilator shall ensure that no candidate enters the hall after the expiry of 30 minutes from the commencement of the paper, and leaves until 30 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. Admission of candidates
96. The Invigilator shall collect the answerscripts of every candidate who leaves before the last 15 minutes. Collection of answer scripts
97. At the end of the time allotted for the examination, the Invigilator shall collect from every candidate his/her answer scripts whether written on or not, and ensure that each answer script bears the correct index numberand the title and the medium of the paper.
98. The Invigilator shall check the collected answer scripts against the duplicate attendance sheet and hand over the collected answer scripts 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. Check with attendance
99. The Invigilator shall obtain written statements on a prescribed form (Ex/24) from candidates detected of committing examination offences. In the event of refusal by a candidate to give a statement, the Invigilator shall not enter into argument with the candidate, but minute in his/her detail report in the prescribed form that the candidate has refused to give a statement. Obtaining statement
100. The Invigilator shall keep surveillance on any candidate wishing to make use of the washroom while the examination is in session. Keep surveillance
101. 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 that no personal belongings of a candidate has been left behind. Inspection of hall at end of examination
102. The Invigilator shall assist the Supervisor, in packeting and sealing answer scripts. Assistance in packeting
103. **Hall Attendant** Duties of Hall Attendants
- It shall be the duty of a Hall Attendant to carry out all instructions given to them by the Supervisor/Invigilator.

104. Hall Attendants shall be present at the Dean's Office for each examination session, at least 45 minutes before the commencement of the session and assist the Registrar/ Supervisor/ Invigilator with collecting the stationery and other material necessary for the examination.
105. Hall Attendants shall assist with the arranging and numbering of desks.
106. Hall Attendants shall sweep and clean the hall and arrange the furniture at least half-an-hour before the commencement of each session.
107. Hall Attendants shall assist the Supervisor/Invigilator in distributing the stationery and in the parcelling and sealing of answer scripts if called upon to do so. They shall, however, not distribute continuous sheets.
108. Hall Attendants shall carry parcels of answer scripts, stationery and other equipment under the supervision of the Supervisor/Invigilator.
109. Hall Attendants shall return the keys to the examination hall at the end of each session/day and collect same from the Registrar before the next session.
110. Hall Attendants shall not leave the examination hall without specific permission from the Supervisor.

111. Illness and Disability of Candidates

In the event of a candidate falling ill while answering a paper, 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.

112. 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 explaining the basis for allowing additional time.
113. In the case of handicapped candidates the Supervisor shall ensure that such candidates are provided with facilities that they

Illness of candidate
while answering a
paper

Handicapped students

are entitled to.

- | | |
|---|--------------------------------|
| <p>114. In the case of blind candidates, the Supervisor shall assign one or more Invigilators to read out the question paper to the candidates. If the Supervisor needs additional Invigilators for the purpose, he/she shall seek assistance from the Examination Registrar of the Faculty for engaging additional Invigilators. The Supervisor shall ensure that such candidates are provided with facilities that they are entitled to. The Supervisor shall take action to packet the answer script separately.</p> | Blind candidates |
| <p>115. For recording answers by a candidate who has been permitted such arrangement by the Senate in consideration of injury hindering the use of his/her arm, the Supervisor shall assign one or more Invigilators who is/are not in the relevant discipline to write the answers that the candidate provides verbally within the stipulated time. The Supervisor shall ensure that the facilities afforded to such candidates are arranged in advance.</p> | Recording answers |
| <p>116. The Supervisor shall take action to packet such answer script separately.</p> | |
| <p>117. If the examination requires candidates to use devices such as typewriters, calculators or personal computers, such devices shall be provided by the University.</p> | Usage of devices |
| <p>118. A candidate with special needs requiring special devices for the examination shall obtain prior approval for use of such device and, to prevent misuse, the device shall be checked by a competent person nominated by the University in the examination hall prior to its use.</p> | |
| <p>119. No candidate shall be allowed access to existing files or documents or to the Internet browser or search engines such as spell checkers, dictionaries, thesauruses and calculators.</p> | |
| <p>120. 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. are also generally not repeated.</p> | Policy on Make-Up Examinations |
| <p>121. However, if a student is unable to complete an assignment or a mid-semester examination under unavoidable circumstances, he/she may request the lecturer(s) concerned through the Head of Department in writing for an alternative arrangement. The</p> | |

request should reach the lecturer(s), along with supporting documents, within two weeks of the original due date for the assignment or the date of the mid-semester examination.

122. Students are nevertheless advised that the respective Departments will make the final decision on such requests. All make-up 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 make-up tests/assignments shall inform students of the policy at the beginning of the semester.
123. Evacuation of the examination hall may be necessary under exceptional circumstances such as a fire alarm or bomb alert.
124. In the event of evacuation, the candidates shall leave the answer scripts and question papers on their desks before they leave the examination hall, which shall be locked immediately after evacuation.
125. The time of evacuation should be noted by the Supervisor.
126. Candidates shall not communicate with each other during evacuation.
127. It may become necessary to cancel the examination if disruption lasts longer than 30 minutes.
128. If the examination is resumed, the lost time shall be granted as additional time.
129. The details of and reason for the emergency or disturbance shall be recorded on the invigilation report.

Emergency Procedures

PART IV: Release of Results

130. The Head of Department shall send for each Course Unit the duly completed mark return sheet along with photocopies of 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 to the Dean of the Faculty along with copies of the medical certificates if any supported by Senate decision while retaining copies with him/her.
131. The Examination Registrar of the Faculty shall convene a Meeting of the Panel of Examiners chaired by the Dean to formalise the results, and shall thereafter act to release the results.
132. Composition of Panel of Examiners:

Handing over marks
sheets

Panel of examiners
meeting

Composition of
Examiners' Panel

- Dean of the Faculty (Chair)
 - Examiners (internal & external)
 - All Professors
 - All Senior Lecturers (Gr. II and above)
 - Examination Registrar of Faculty (convener)
133. After releasing the results, the Examination Registrar of the Faculty shall display the grades of the candidates on the Faculty noticeboard. Subsequently the Examination Registrar of the Faculty shall send all documents related to results to Head of **Academic Affairs Department** to release the results. Handing over documents for release of results
134. Once the results for all course units of an examination are received, the **Head of Academic Affairs Department** shall take action to enter all marks in the Marks Ledger and finalise the results. Entry of marks
135. Prior to the release of results by the Results Board chaired by the Vice Chancellor, the Heads of Department shall be invited to check the entries in the Marks Ledger and the Heads of Department shall place their signature in the Marks Ledger to certify that they have checked the relevant entries and found them to be correct. A Head of Department shall ensure that the marks of the paper be sent to **Head of Academic Affairs Department** within three months from the last day of any examination. However in case of Medicine and Siddha Medicine where repeat examination need to be conducted within a stipulated period, the marks shall be sent within a month from the last day of the examination. Responsibility for correctness
136. Composition of Results Board Composition of results board
- Vice-Chancellor(Chairperson)
 - Dean of the relevant Faculty
 - All Heads of Departments of study
 - All Professors
 - All Senior Lecturers
 - **Head/Academic Affairs Department(Convener)**
137. The quorum for the Panel of Examiners for each Results Board shall be two- thirds (2/3) of the total members. Quorum
138. The Results Board shall determine the results for each candidate in accordance with the performance criteria, paying special attendance to borderline candidates. Determination of results

139. 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 V: 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 Appendix - I of this By-law.

Appendix -1: Provision for Re-scrutiny of Marks and Grades

(Extract of Commission Circular No. 978 dated 09.04.2012)

Policy Guidelines

1. Student assessment is considered as a key element in 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.) must be free of any error of addition, computation and transcription.
3. Provisions shall be made for undergraduate students to submit requests for verification of their examination marks and grades, if they wish to do 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 must 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 must be conducted in accordance with the guidelines prescribed herein.
7. 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/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.

Procedures

1. The SAR/AR shall 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.

2. The Dean shall convene the Results Verification Board meeting for verification of marks/grade within 3 working days upon closure of the applications.
3. A payment of Rs. 500/= (subject to revision) per course/subject of an end of semester examination or end of year examination or final examination shall be charged for verification of marks and grades and the issue of application forms (Annexure I) shall be done only upon submission of receipt for the prescribed payment.
4. The Results Verification Board shall consist of the following persons:

Dean of the Faculty (convener)
 Head of Department (s)
 Chief Examiner (if applicable)
 Examiners in-charge of each subject/paper

When the Head of a Department is a Chief Examiner/Examiner in Charge of any examination/subject /paper needing verification, another member of the same Department shall be called to serve in his/her place the Results Verification Board

5. The Head of the Department responsible for the relevant course(s)/subject(s) shall present the individual marks/grades sheets for the different components of the examination(s) (i.e. written, oral, laboratory, continuous assessment, etc.) and the answer scripts to undergo scrutiny by the Results Verification Board.
6. The Results Verification Board shall proceed to check the accuracy of addition, computation and transcription of results
7. If the number of applications received is too large 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 verified results shall be tabled at the Results Verification Board for ratification.
8. If there is no change of grades, the Dean of the Faculty through the SAR/AR shall inform the candidate(s) concerned soon after the Results Verification Board meeting.
9. A Special Results Board shall 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.
10. If the marks and 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 respective 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 Faculty Board after the completion of the re-scrutiny process.
12. Members of the Results Verification Board shall be remunerated as per the rates decided by the UGC for re-scrutiny of papers.

