



# **Manual of Procedures for Conduct of Examinations**

**University of Ruhuna**

**Internal Quality Assurance Unit**

**University of Ruhuna**

## **Manual of Procedures for Conduct of Examinations University of Ruhuna**

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## Foreword

Internal Quality Assurance Unit of the University is accountable for assuring its quality of education which can guarantee with confidence that the standards are being maintained and enhanced. Conduct of examinations remains a very important place in maintaining the quality of student evaluation and significance of examinations may not be compared with any other process of the University except the sanctity of good discipline of all engaged in conducting examinations.

This manual is an effective revision of the “*Manual of Procedures for Conduct of University Examinations*” published by UGC in 1982, fitting to the present day context of conducting university examinations, particularly giving considerations to a modular based curricular system and the specific guidelines approved by the Senate. This manual shows the importance of conducting examinations of the university aptly and admonish that staff and students recognize the sacrosanct nature of examinations and ensure that they are done without blemish.

The University of Ruhuna basically operates a modular base credit system of curricula as done in other universities in the world. A system of assessment of the students through assignments, tests and semester examinations, all are designed to ensure a better education and evaluation through effective, efficient and lawful conduct of university examinations. Key element of successful functioning of the University is the timely conduct of examinations and timely announcement of results that will immensely benefit by this manual.

The challenge of compiling this manual was to accommodate views of many academic administrators. Two important workshops were conducted to update the contents of original manual, one for the Internal Quality Assurance Management Committee members and the other for all Heads of the Departments and Registrars of the Faculties. I appreciate the contribution extended by of all them constructively when revising the contents and adding new clauses to the manual that improved substantially. The revised version of this Examination Manual replaces the almost 3-decade old ‘Manual of Conduct of University Examinations’, fitting into the present day contexts and providing the spirit of ‘quality’ to the University of Ruhuna.

Professor Tilak P D Gamage  
Director, Internal Quality Assurance

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## Interpretations

"Examiner"	Means a person who is appointed by the Senate to conduct an examination or practical work or field work or teaching practice and assign mark, a person who reads a thesis, essay, project report etc. and assign marks, a person who conducts an oral or viva voce examination and assigns marks, or a person who is assigned similar work.
"Faculty"	Any Faculty of the University as defined by the Universities Act. No 16 of 1978, or any act amended thereafter.
"Invigilator"	A person duly designated to oversee the orderly conduct of a written, oral or practical examination.
"Registrar"	Means any administrative official under the Registrar, who has given the responsibility to conduct examinations or any specific duty related to examinations.
"Senate"	Means the academic authority of the University.
"Supervisor"	Means a person appointed to supervise a written, practical or oral examination.
"Chief Examiner"	An academic staff member teaching the particular course module in which students are being examined.
"Controller Chief of Examination"	Controller of the examination works. When an exam is conducted under a department it is the Head of respective Department.
"First Marking Examiner"	The person who has the responsibility of marking of answer scripts first. Most often this activity is done by Setter of the question paper.
"HoD"	Head of the Department, the administrative head of an academic department of the University.
"Moderation"	The process of scrutiny of examination papers that ensure the standard and error free questions at the examinations.
"Moderator"	The appointed academic staff member who does the scrutiny of examination papers.
"Second Marking Examiner"	The person who does the marking of answer scripts after the first marking.

“Senior Academic Staff”	An academic staff member above Senior Lecturer
“Setter”	The person who set the examination paper. Most often the setter is the Examiner who conduct lectures of that particular course module or section.
“Setting (of question papers)”	Setting of question papers for the evaluation of students or the process of preparation of semester examination papers.
“Semester”	Either of the two periods into which a year is divided at the university.

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## I. Calendar of Dates and Beginning of Examination Procedures

### 1.1 Calendar of Dates

- 1.1.1 The draft calendar for the academic year inclusive of the dates of examinations shall be prepared by the Registrar with the concurrence of the Dean and the approval of the Faculty Board shall be obtained. *Date of Preparation*
- 1.1.2 Approval for the academic calendar shall be obtained from the month prior to the commencement of the academic year. *Obtaining approval*
- 1.1.3 If it becomes necessary to revise the dates of examinations, such revision shall be made not later than one month prior to the initial scheduled date of such examination. *Revision of dates*

### 1.2 Coordination and Conduct of Examination

- 1.2.1 The Dean shall take necessary steps to make all staff and students aware of the rules and regulations related to the conduct of examinations. *Awareness of examination rules and regulations*
- 1.2.2 The Registrar shall coordinate all examinations of the Faculty under the direct supervision of the Dean of the Faculty and Heads of Departments (HoD). *Coordination of examination*
- 1.2.3 The Controller Chief of Examination shall be the Head of the respective Department. For the courses conducted by a Faculty Office, it shall be the Dean of the Faculty. *Controller Chief of examination*
- 1.2.4 All the rules and regulations described here shall be valid to all the student assessments of the University of Ruhuna that become part of awarding the degree.

### 1.3 Appointment of Module Coordinators

- 1.3.1 At the beginning of each Semester, for each course module a senior academic who is an expert on that particular subject shall be appointed as the Module Coordinator. He shall be the Chief Examiner of that particular module. *Module Coordinators*

**Note:** Please refer to the Chapter 22 for the procedure of Faculty of Medicine which deviates from the above.

- 1.3.2 When a Course Module is conducted by a Visiting Lecturer, HoD or a permanent senior academic staff member of the Department shall be appointed as the Module Coordinator. *Module Coordinator for Visiting Lectures*

- 1.3.3 Approval shall be obtained for the Appointment of Module Coordinators from the Faculty Board and the Senate.

**1.4 Examination Time Tables**

- 1.4.1 At least one month prior to the last date of the Academic Semester, the Registrar shall prepare the draft time tables for examinations, in consultation with the Dean and relevant HoDs. *Drafting of time tables*

- 1.4.2 The Registrar shall finalize the examination time table and post them on notice boards and also send copies to the Dean and relevant HoDs, at least one week prior to the last date of the Academic Semester. *Publication of time tables*

**1.5 Supervision and Invigilation Time Table**

- 1.5.1 Within a week of the time table being finalized, the Registrar shall draw up the Supervision and Invigilation time table (EX-01) and allocate centers/halls for the examinations. *Drawing up of Supervision and Invigilation time table*

- 1.5.2 The Registrar shall send copies of the supervision and Invigilation time table not later than one week prior to the date of commencement of the examination. *Distribution of Supervision and Invigilation time tables*

## 2. Entries for Examinations and Preparation of Schedules of Candidates

### 2.1 Application for Examinations

2.1.1 The Registrar shall call for applications for examinations from candidates those who have registered for respective course modules, at least six weeks prior to the last date of academics semester and close the entries after two weeks. *Calling for Entries*

2.1.2 Applications shall be made available online through Management Information System (MIS) of the Faculty or hard copies shall be made available (Ex-02). On submission, the applications shall be scrutinized carefully and all ineligible applications shall be rejected and such applicants shall be informed within a week. *Scrutinization of eligible applications*

### 2.2 Schedules of Candidates

2.2.1 The Registrar shall prepare a list of candidates eligible to sit the exam within a week after the end of the academic semester. *List of eligible candidates*

- 2.2.1.1 The schedule shall contain the following particulars;
- (a) The title and the code of the papers
  - (b) The number of attempts the candidate has already made.
  - (c) Any other relevant information such as suspension from examinations and withholding of results.

### 2.3 Admission Cards

2.3.1 The Registrar shall issue Admission Cards (Ex-03) to all candidates not later than one week before the commencement of examination drawing attention to the examination rules, offences and punishments. *Issue of Admission Cards*

2.3.2 Admission Cards shall be checked with the schedule by another nonacademic staff of the Faculty to ensure accuracy of entries.

### 2.4 Lists of Candidates for Each Paper

2.4.1 The Registrar shall prepare an Attendance List (Ex-04) including names and Index numbers of candidates sitting for each paper separately. The Attendance List shall be signed by the candidates at the time of the examination. The Supervisor shall mark the attendance on the Detailed marks sheets (Ex-29). The Attendance List shall be returned to the Registrar and the Detailed mark sheets shall be enclosed with the answer scripts for First Marker and Second Marker. *Attendance List*

### 3. Appointment of Examiners

#### 3.1 Nomination of Examiners

- 3.1.1 At least three months prior to the last date of the academic semester, the Registrar shall send a list of the scheduled dates of Examinations and request the Heads of Departments to perfect and return the List of Examiners (Ex-05) within two weeks.

*Request for List of Examiners*

#### 3.2 Approval of the Faculty Board and Senate

- 3.2.1 Within one week of the receipt of the form Ex-05 from the Heads of Departments, the Registrar shall,

- (a) scrutinise and ascertain whether Examiners have been appointed for each module/component of the examination
- (b) check whether all the necessary information of the Examiners have been given.

*Scrutiny of list of Examiners*

- 3.2.2 At least one month prior to the last date of the academic semester, the Registrar shall obtain the approval from the Faculty Board and Senate for the appointment of Examiners.

*Faculty and Senate approval*

#### 3.4 Issue of Appointment Letters to Examiners

- 3.4.1 The Registrar, shall, within one week of the receipt of the Senate approval, inform all Examiners about their appointment and the duties assigned (Ex-06). The Examiner shall, within one week acknowledge the receipt of the appointment letter using the form appended to Ex-06.

*Appointment Letters to Examiners*

#### 3.5 Revision of the list of Examiners

In case when a revision is needed to the List of Examiners, the Dean can recommend an Examiner on request made by the Head of the Department subject to the covering approval of the Faculty Board and the Senate.

## 4. Setting, Moderation and Scrutiny of Question Papers

### 4.1 General

4.1.1 Types of written examinations conducted by the University are;

*Types of written examinations*

- (a) End Semester Examinations
- (b) Mid Semester Examinations
- (c) Mid Programme Examination
- (d) Year End Examinations
- (e) Final Year Examinations
- (f) Continuous Assessments

4.1.1 In order to obtain an accurate estimate of a student's achievement appropriate procedures need to be carefully followed at three stages of conducting examinations. Namely,

- (a) setting question papers
- (b) answering question papers, and
- (c) marking answer scripts and processing marks

4.1.2 All the coordination with respect to preparation of question paper shall be the responsibility of the Chief Examiner.

### 4.2 Request for Setting of Question Papers

4.2.1 Within one week of the receipt of the replies from the Examiners expressing their willingness to serve as Examiners, the Registrar shall send the following documents to the Examiners enabling them to set question papers (Ex-07).

*Request to set questions*

- 4.2.2
- i. A copy of the question paper of the previous examination
  - ii. Notes on setting question papers (Chapter 04 of the Manual)
  - iii. Question paper forms (Ex-08)
  - iv. Format for Answer and Marking Scheme (Ex-09)
  - v. Special requirements (Ex-10)

### 4.3 Receipt of Question Papers from Examiners

The Chief Examiner, shall set questions and get them moderated by the Moderator appointed by the Senate. He shall handover the question paper (either print-ready version or written version on the form Ex-8), on or before the specified date, together with the other documents duly completed where necessary, enclosed in the confidential envelope Ex-12 and Ex-13, addressed to the Registrar.

*Receipt of question papers from Examiners*

#### **4.4 Marking Scheme**

- 4.4.1 Examiner shall prepare a prototype answer and marking scheme (Ex-09) and be kept in a confidential cover until the marking commences. Marks allocated to each question and distribution of marks within an answer should be indicated clearly in the marking scheme (please refer Chapter 14 for more details). *Allocation of marks*
- 4.4.2 It should be indicated that when a candidate has answered more than the required number of the questions the last question or questions answered ( or where the last questions or question are compulsory the immediately preceding answer or answers as the case may be), shall be disregarded. *Answering more than the required no. of questions*

#### **4.5 Parts of a Question Paper**

- 4.5.1 The question paper may be divided into parts in the following instances. *Parts of questions*
- (a) When it is necessary for candidates to select questions from one or more sections, such section/s shall form a separate parts in the paper.
  - (b) When different sections or questions of the paper are marked by different Examiners

#### **4.6 Moderation**

- 4.6.1 Within one week of the receipt of question papers which require moderation, the Chief Examiner shall send the question papers and the marking scheme under confidential cover to the Moderator indicating the time allocated for the moderation. *Moderation of question papers and Marking Scheme*

**Note:** Please refer to the Chapter 22 for the procedure of Faculty of Medicine which deviates from the above.

#### **4.7 Handing Over Moderated Question Papers**

- 4.7.1 On receipt of the moderated question paper the Chief Examiner shall handover it to the Registrar in the form of electronic copy or paper form in a sealed envelope. The Registrar shall receive the question paper one week before the date of examination. *Completion*
- 4.7.2 Confidentiality of the question paper shall be maintained by the Chief Examiner, Moderator and the Registrar.

## 5. Typing, Proof Reading, Printing and Packeting of Question Papers

### 5.1 Procedure

- 5.1.1 The Registrar shall make necessary arrangements for typing, proof reading, printing and packeting of question papers which have been handed over by the Chief Examiner. *Procedure*

**Note:** Please refer to the Chapter 22 for the procedure of Faculty of Medicine which deviates from the above.

- 5.1.2 The Registrar shall maintain a schedule (Ex-14) for this purpose.

### 5.2 Typing of Question Papers

- 5.2.1 Question papers shall be typed by a Clerk/Computer Application Assistant under the direct supervision of the Examiner in the Confidential Room provided for this purpose. *Type setting of question papers*

- 5.2.2 When an Examiner himself types the questions for printing or copying, he shall handover the same to the Registrar under confidential cover.

- 5.2.3 The following particulars shall be inserted, on the top of the question paper in the following order:- *Important information to be included*

- (a) University of Ruhuna
- (b) The name of the Faculty
- (c) The name, year and months of the examination
- (d) The module number and title of the paper
- (e) Duration of the paper
- (f) The rubric which shall contain, the following
  - i. The total number of the questions and number of pages
  - ii. The number of questions to be answered
  - iii. Compulsory questions, if any
  - iv. Selection from different parts, where necessary
  - v. Whether answers to any part should be handed in after a specified period of time.
  - vi. Whether separate books should be used for separate parts of the paper and handed over separately
  - vii. Indicate if any special requirements are needed or not allowed

A specimen of a heading of a question paper is given in Appendix II

### **5.3 Proof Reading**

- 5.3.1 The Registrar shall make an arrangement with the Chief Examiner to have the proofs read. *Reading of proof*

### **5.4 Printing and Packeting**

- 5.4.1 A list of the candidates sitting for various papers of the Examinations shall be prepared by the Registrar and made available in the confidential room, where the printing of question papers are done. *Number of copies required*

- 5.4.2 The Registrar shall ensure that each paper is printed or copied and packeted and is ready not later than one day before the scheduled date of the paper. *packeted in time*

- 5.4.3 The printing or copying and packeting of question papers shall be done under the direct supervision of the Chief Examiner and the Registrar. The employees assigned to print or copy and packet shall ensure the following: *packeting procedure*

- (a) The full material has been reproduced in each sheet or paper and where both sides of the paper are used.
- (b) No sheet which is illegible or smudged has been included.
- (c) When there are more than one sheet for a question paper, the sheets have been stapled together in the correct order.
- (d) The name of the Examination, Code number and the title of the paper, number of question papers enclosed, the medium, the center, the date and the time of the paper are given on the packet. For this purpose, a printed label/ Envelop (Ex-15) shall be used.
- (e) The original of the question paper used for printing or copying and a sufficient number of papers (additional 5% or a minimum of 10 extra papers) for documentation have been included.

- 5.4.4 The relevant entries in Form Ex-16 shall be made at the various stages of the preparation of the question paper until packeting. *Record of various steps*

### **5.5 Responsibility for Scrutiny and Correctness of Paper**

- 5.5.1 The Registrar shall be responsible in seeing that the question papers have been printed and packeted under strict security. Registrar shall ensure that the required number of question papers had been enclosed in the packets, and that the correct title, name of examination, date, time, medium and center have been entered on the envelope/label of the packet, before sealing the packet. *Correctness of preparation and packeting of paper*

5.5.2 The Registrar shall check with the Daily Schedule of Examination (EX-14) that the question papers and other relevant document for each section are ready in time. *Checking*

## 6. Examination Hall Arrangement

### 6.1 Examination Halls

6.1.1 Every Faculty shall have a suitable examination hall to accommodate at least one batch of candidates. When selecting a hall, due consideration shall be given to the availability of ventilation, lighting and security to conduct examinations. Rooms that cannot accommodate at least 30 candidates should be avoided, except where the number of candidates is below 30.

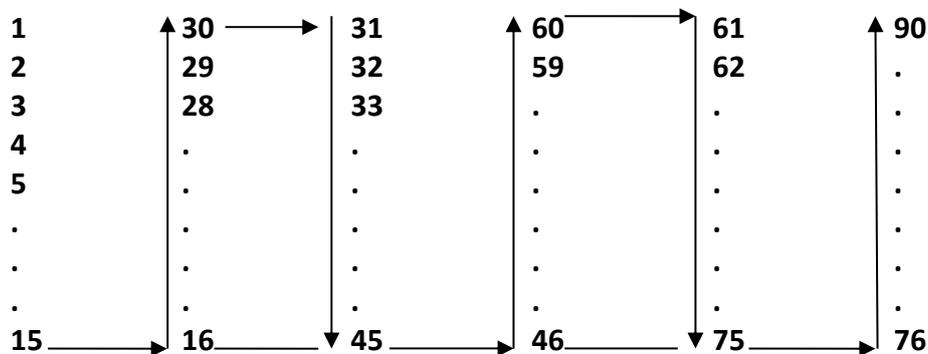
*Examination Halls*

### 6.2 Arrangement of Desks

6.2.1 Desks and chairs shall be arranged in parallel rows. A minimum of 125 cm distance should be maintained between two adjacent rows while a minimum of 75 cm distance should be maintained between two adjacent desks in a row. Desks shall be numbered in row wise with index numbers of the candidates in the order shown in the attendance list. The Registrar shall ensure the examination hall is arranged as stipulated above.

*Arrangement of desks*

The allocation of index numbers on desks shall be as in the following example:



This arrangement shall be followed in small rooms as well.

6.2.2 The Index Number shall be indicated clearly on each desk or on a label and pasted on the desk. It may be preferable to use permanent plate or cardboards for writing the Index Numbers. Where a number gets effaced or becomes faint the Invigilator shall re-write it.

*Numbering of Desks*

### 6.3 Checking of Arrangement

6.3.1 Before admission of students for each paper, the supervisor shall inspect the hall and be satisfied that desks have been arranged and numbered correctly, the examination rooms are clean and

*Checking Arrangement*

the examination stationery placed on the desks and a clock is available.

**6.4 Admission of Candidates**

- 6.4.1 There shall normally be one door for admission and one for exit. However, depending on the nature of the hall, the number of candidates and the number of papers, more entrances and exits may be used at the direction of the Supervisor.

*Admission of  
Candidates*

## 7. Supervision and Invigilation

### 7.1 General

7.1.1 Supervision and invigilation are crucial for the proper and efficient conduct of examinations. It is the duty of all employees of the University to assist in this work. *Importance*

7.1.2 Services of the members of the permanent academic staff shall be utilized for supervision and invigilation duties *Services of permanent staff*

### 7.2 Preparation of a list of Supervision Staff

7.2.1 At the preparation of Supervision and Invigilation schedule, the Registrar shall request all Head of Departments to indicate the names of the permanent academic staff whose services for any particular reason will not be available for examination duties.

7.2.2 Two weeks prior to the examination, the Registrar shall prepare the list of Supervisors and Invigilators for the various examinations. *Preparation of lists of Supervision & Invigilation*

### 7.3 Appointments of Supervisors and Invigilators

7.3.1 Supervisors shall be selected among the senior academic staff. *Supervisors*

7.3.2 At least 2weeks prior to the examination, the Supervisors/Invigilators shall be sent Letters of Appointments on Form Ex-17, with provision for acknowledgement. The Registrar, shall enclose with the Appointment Letter, the following: *Appointments*

- (a) A copy of the Invigilation Time Table.
- (b) A copy of the examination Time Table
- (c) A copy of the examination Rules
- (d) Copy of the Instructions to Supervisors/Invigilators/Hall Attendants (Chapter 07 of the Manual)
- (e) Voucher
- (f) Any other relevant documents

### 7.4 Examination Hall Staff

7.4.1 The staff on duty at each examination hall shall consist of at least a Supervisor, an invigilator and a hall attendant. If the number of candidates at a center is more than 30, there shall be an additional Invigilator for every additional number of 30 or part thereof, exceeding 15. If the number of candidates at a Centre is more than 75, there shall be an additional Hall Attendant for every additional 75candidates or part thereof, exceeding 25. If the number of candidates exceed 180 at a center, there shall be an additional Supervisor for every *Strength of examination hall Staff*

additional 180 candidates or part thereof, exceeding 60, and shall form a separate unit with separate Invigilators and hall Attendants. However, this general pattern may vary depending on the number of candidates, papers, accommodation and other exceptional circumstances.

- |   |   |                                      |
|---|---|--------------------------------------|
| 7.4.2                                       | After the appointment of examination hall staff, no alternative arrangement shall be made except in consultation with the Registrar. However, after the commencement of the examination, a member of the hall Staff is unable to attend, owing to unforeseen or unavoidable circumstances, he shall immediately contact the Registrar, who shall make alternative arrangements. | <i>Alternate arrangements</i>        |
| 7.4.3                                       | Supervisors shall be in charge of the examination hall. Invigilators and hall attendants shall assist him and work under his directions. The examination hall staff shall be in attendance at the Centre at least 30 minutes before the commencement of the examination.  | <i>Supervisors in – charge</i>       |
| <b>7.5      Composition of Invigilators</b> |   |                                      |
| 7.5.1                                       | The minimum number of invigilators per exam hall shall be two and out of that one should be female.   | <i>Composition of Invigilators</i>   |
| <b>7.6      Duties of the Supervisors</b>   |   |                                      |
| 7.6.1                                       | Supervisors shall be responsible for taking all steps, before, during and after the examination to ensure both the smooth and efficient conduct of the Examination.   | <i>Responsibility</i>                |
| 7.6.2                                       | Supervisors shall be present, at least half an hour before each examination commences, at the office of the Registrar and collect question papers and other material for his Hall/ Centre for each examination as the case may be.  | <i>Collection of question papers</i> |
| 7.6.3                                       | Supervisor shall check the question paper packets with the Time Table in order to make sure that the correct question paper packet have been handed over and that the packets are properly sealed.  | <i>Checking correctness</i>          |
| 7.6.4                                       | Supervisor shall be supplied with the following by the Registrar:<br>(a) Packet/packets of question papers for the Examination.<br>(b) Packet/packets of material such answer books (Ex-19(i)), continuing sheets (Ex-19(ii)), graph papers, maps, calculators etc.<br>(c) Attendance Lists (Ex-03).<br>(d) Examinations Time Tables  | <i>Collection of other materials</i> |

- (e) Supervision and Invigilation Time Tables
- (f) Labels for answer script packets (Ex-20)
- (g) Printed envelopes for answer papers (Ex-21)
- (h) Absentee forms (Ex-25)
- (i) Report Form for examination Offences (Ex-22)
- (j) Supervisor's report on examination (Ex-23)
- (k) Return/ Acknowledgement Form for answer packets (Ex-24)
- (l) The materials required for sealing of packets
- (m) Date stamp for stamping answer books/ sheets
- (n) Other written instructions where necessary

- 7.6.5 On arrival at the examination Center, the Supervisor shall,
- (a) check whether the correct question papers and relevant documents for the particular examination have been brought by him,
  - (b) check that the hall has been swept and the desks have been properly arranged and numbered according to the attendance list provided,
  - (c) ascertain that the Invigilators and hall Attendants are present and shall assign their duties. In the event of the full assigned staff not being present, he shall make the best possible arrangements with the available staff and contact the Registrar as early as possible if additional staff is considered necessary
  - (d) allot candidates for each Invigilator, and
  - (e) draw the attention of the Invigilators and the hall Attendants to the duties allocated them.

*Duties on arrival at the examination Center.*

- 7.6.6 The Supervisor shall ensure the following:
- (a) Candidate shall be allowed to enter the examination hall only through the authorized entrance/entrances, and directed to take their seats according to the Index Number marked on the desk. A Supervisor, however, may at any time during the examination and without giving any reason, change the place allocated for a candidate.
  - (b) Invigilator shall be posted at each entrance to ensure that entry is orderly and candidates do not bring any unauthorized material to the examination hall.

*Admission of candidates*

- (c) Candidates shall not be admitted to the hall earlier than 10 minutes before the commencement of examination.
- (d) If a candidate presents himself at the examination hall not allotted to him, the candidate shall be directed to the correct place.
- (e) No candidate shall be admitted to an examination hall after the expiry of half an hour from the commencement of the Examination.
- (f) If for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the paper and the fact brought to the notice of the Registrar.

7.6.7 The answer books with the cover (Ex-19(i)) shall be issued initially and the books without covers or continuation sheets (Ex-19(ii)) subsequently.

*Distribution of answer Books*

- (a) The Supervisor shall see that the date-stamped answer books have been set out on each desk at least 15 minutes before the commencement of the Examination.
- (b) Continuation sheets shall be issued by the Invigilators (and not by Attendants) and each sheet shall be date-stamped and signed before issuing by the Invigilator.

7.6.8 The Supervisor shall make the following announcements before the commencement of the Examination:-

*Announcements before distribution of question papers*

- (a) Strict silence is to be observed by candidates till the end of the Examination.
- (b) No candidate shall remove from the examination hall, any answer books, continuation sheets, any other stationery or other material issued to him.
- (c) No candidate shall have with him books, notes, microcomputers, mobile phones, any electronic equipment or files, stationery or material other than those issued to him. If any such material has been brought into the examination hall by a candidate, he shall hand them over to the Invigilator immediately. The candidates are authorized to bring Student Record Book, time table and admission card. Candidates are allowed to

bring a bottle of drinking water and medications that are regularly taken.

- (d) No candidate shall be permitted to leave the examination hall during the first half-an hour of the paper, or during the last 15 minutes.

7.6.9	The Supervisor shall open the question paper packet/s in the presence of an Invigilator and check whether the question papers are the correct papers for the Examination, and that the special requirements, if any, required according to the rubric are available.	<i>Opening of packets of question papers</i>
7.6.10	The Supervisor shall handover the required number of question papers to each Invigilator for distribution to the candidates allocated to them, together with special requirements, if any, mentioned at 7.6.4 above.	<i>Distribution of question papers</i>
7.6.11	The balance question papers shall remain in the supervisor's custody. 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".  (b) "The question paper in .....contains..... pages and.....questions. Please check whether you have received the full question paper"  (c) "You are advised to read the instructions given in the question paper before answering the paper"	<i>Announcements</i>
7.6.12	The Supervisor /Invigilator shall not under any circumstances give any clarification /explanation with regards to the questions to any candidate. However, if any error or defect in a question paper has been observed detected, the Supervisor shall announce such correction /modification as indicated in the original script.	<i>No clarification of question paper</i>
7.6.13	Supervisor shall ensure that the Invigilators and hall attendants are attending to the duties assigned to them.	<i>Supervision of Invigilators</i>
7.6.14	At the expiry of the first half-an-hour after the commencement of the paper, the Supervisor shall direct each Invigilator to get the signature of each candidate on the Attendance List (EX-03) and to check the identity of the	<i>Marking of attendance List</i>

candidates. At the same time, the Admission Card issued to each candidate shall be signed by the Invigilator.

(a) No candidate shall be permitted to appear for an examination if his Index Number has not been included in the Attendance List for that examination. However, if a candidate makes a declaration that he has been offered that paper and if the supervisor is satisfied with the bonafides of the declaration, he may include the Index Number of the candidate concerned in the Attendance List, with an appropriate note and allow him to sit the paper. Every such case shall be reported to the Registrar.

(b) The Invigilator should indicate on the Mark sheet (Ex 29) against each Index Number whether the candidate was present or absent for the examination. The Supervisor shall enclose these Mark sheets (Ex 29) in the relevant packet of answer scripts.

*Confirmation of presence of candidates*

(c) For those present, the mark "v" shall be inserted and where the candidate is absent "AB" shall be used. Where parts or sections of answer scripts have to be packeted separately, separate duplicate Attendance Sheets shall be prepared and enclosed in each packet. For the candidates those who are absent for the examination, separate Absentee Forms shall be completed (Ex 25).

(d) In the performance of this exercise the Supervisor/Invigilator shall satisfy himself of the identity of a candidate by referring to the Student Identity Card/Record Book issued by the University which contains the candidate's photograph as well as the signature.

*Verification of identity*

(e) If a candidate fails to produce his Student Identity Card/Record Book at the examination, for the purposes of identification, he shall be requested to produce the Student Identity Card/Record Book in the next session or within the next working day whichever shorter.

*Failure to produce Record Book*

(f) Meanwhile he shall be required to sign a declaration (via form Ex-26) that he has been provisionally allowed to sit the paper, under the condition that he shall establish his identity by producing the Student Identity Card/Record Book at the next examination at which he sits for a paper. The Supervisor shall on production of Student Identity Card/Record Book at the next session, certify on the

declaration that he is satisfied with the identity of the candidates for that paper.

- 7.6.15 As soon as the Attendance Lists are completed, the Supervisor, shall collect them from the Invigilators and proceed to prepare the relevant envelopes and labels for the packeting of scripts. *Preparation for Packeting*
- 7.6.16 The Supervisor shall make the following announcements at the appropriate times: - *Announcement*
- (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 Module number. 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 scripts and made sure that total number of answer scripts tally with the number of candidates attended - "*the candidates may leave the hall now*".
- 7.6.17 At the expiry of the Examination, the Invigilators shall collect the scripts of the candidates assigned to each of them and hand them over to the Supervisor who shall check against the Attendance Lists. For the absent candidates, Absentee Form (Ex 25) shall be placed in place of absentee in the answer script bundle. *Collection of Answer Scripts*
- The Supervisor shall check that each Invigilator has arranged the scripts in order of Index Numbers.
- 7.6.18 At the end of the examination an Invigilator shall be placed at the exit to check that examination materials are not being taken out of the hall by the candidates. *Checking out of candidates*
- 7.6.19 The Supervisor will then arrange the scripts to be packeted. The answer scripts shall be packeted in bundles of sixty, unless otherwise instructed. Where, however the number is over sixty, but less than 120, the main packet shall contain 60 and *Packeting of Answer Scripts*

the other packet the balance. Where, however, the balance is less than 15, they shall be packeted together with the main packet, if it can be done so conveniently.

When it is required to packet the scripts of each part/section separately, they shall be packeted separately in the same manner.

The Supervisor shall, enclose in each packet:

- (a) two copies of the question paper and,
- (b) two copies of the detailed Mark Sheets (Ex 29)

Each packet shall be tied securely, labeled and sealed. Before pasting the Labels he shall ensure that all details on the Label have been duly filled.

- 7.6.20 In order to obviate the possibility of candidates bringing University answer books and Continuation sheets into the examination hall on which answers may have been prepared previously, and to prevent their misuse, the following precautions shall be taken:
- (a) No examination stationery shall be permitted to be removed by candidates or examination hall Staff.
  - (b) All unused examination answer books and Continuation sheets shall be returned to the Registrar by the Supervisor.
  - (c) All examination answer books and examination stationery shall be kept under lock and key by the Registrar.
- 7.6.21 The Supervisor shall handover to the Registrar at the end of each examination and obtain acknowledgement for the following:
- (a) Packets of answer scripts
  - (b) Supervisor's report on examination (Ex-23)
  - (c) Report on examination offences (Ex-22)
  - (d) The Attendance List (Ex 03)
  - (e) Balance question papers
  - (f) Balance stationery
- 7.7 Duties of Invigilator**
- (a) The Invigilator shall be responsible to the Supervisor for the efficient discharge of the duties assigned to him.
  - (b) The Invigilator shall devote his whole attention to continue supervision of candidates. He shall, move among the candidates at intervals without disturbing

*Safe keeping of Answer Books and Continuation Sheets*

*Report for the examination and handing over of Answer packets*

*Responsibility*

*Full attention on invigilation*

the candidates. If he notices a candidate having unauthorized documents/materials with him, he shall take possession of the same and report the matter immediately to the Supervisor.

- (c) The Invigilator shall, place on each desk, the examination stationery before the commencement of the examination and he shall also distribute the date-stamped continuation sheets to the candidates, when called for. In date-stamping continuation sheets, to avoid of stationery overuse, he shall ensure that no more than the required number for the examination are day-stamped. This duty should be personally attended by the Invigilator and should not be entrusted to the Hall Attendant. *Distribution of additional stationery*
- (d) The Invigilator shall distribute the question paper to the candidates assigned to him. He shall return the balance question papers, if any, to the Supervisor. *Distribution of question paper*
- (e) The Invigilator shall at the expiry of the first half an hour, go round and get each candidate to sign the Attendance List. He shall, also mark the Attendance on the Mark Sheets (Ex 29) and certify all sheets in the space provided for. He shall, return the Attendance List to the Supervisor, but retain with him the Mark Sheets (Ex 29) to check when collecting the answer Scripts. *Mark Attendance*
- (f) The Invigilator shall make sure to collect the Scripts of every candidate before candidates leave the examination hall.
- (g) As soon as the time allotted for the examination is over, the Invigilator shall collect from every candidate, his Scripts whether answered or not. In doing so, s/he shall, check that the scripts bears the correct Index Number. *Collection of scripts*
- (h) The Invigilator shall check that the answer scripts have the Index Numbers of the candidates and the title and the medium of the paper and thereafter, hand-over the scripts to the Supervisor. The Invigilator shall, check the collected scripts with the Mark Sheets (Ex 29), and if any candidate has failed to hand-over a script, he shall bring this matter to the notice of the Supervisor. *Check with attendance*
- (i) Written statements shall be obtained on Form Ex 22, from candidates detected committing examination *Obtained statements*

offences. If any candidate refuses to give a statement, the Invigilator shall not enter into argument with the candidate, but shall make in his detailed report on Form Ex-22, indicating the fact that the candidate refused to give a statement.

- (j) The Invigilator shall keep surveillance on candidates who need to use the washroom/toilet while the examination is in progress. *Surveillance of candidates leaving hall for the toilet*
- (k) After the candidates leave the Hall, the Invigilator shall, go around and inspect the section allotted to him to ensure that all the answer scripts and other examination stationery have been collected and that personal belongings of the candidates have not been left behind. *Inspection of hall at end of Examination*
- (l) The Invigilators shall, assist the Supervisor, in packeting and sealing Answer Scripts. *Assistance in packeting*

## **7.8 Duties of Hall Attendants**

- (a) It shall be the duty of the Hall Attendants to follow all instructions given to them by the Supervisor /Invigilator.
- (b) Hall Attendants, shall, call over at the office of the Registrar at least 45minutes before the commencement of each examination and assist the Registrar/ Supervisor/ Invigilator in removing stationery and other equipment necessary for the Examination.
- (c) Hall Attendants shall assist in arranging and numbering of desks at least 45 minutes before commencement of the examination.
- (d) They shall, sweep and clean the hall and arrange the furniture at least 45 minutes before the commencement of each Examination.
- (e) They shall, assist the Supervisor/Invigilators in distributing the stationery and in the packeting and sealing of answer scripts when they are called upon to do so. They shall, not distribute continuation sheets.
- (f) They shall, carry packets of answer scripts, stationery and other equipment under the supervision of the Supervisor/Invigilator.

- (g) They shall, not leave the hall without prior permission of the Supervisor
- (h) Hall Attendant shall collect the keys of the examination hall from the Registrar before the Examination commence under the instruction by the Supervisor.
- (i) The Hall Attendant shall return keys of the examination hall to the Registrar after completing the examination hall preparations 45 minutes before the commencement of the examination and at the end of the examination.

**7.8 Illness of Candidate in Examination Hall**

7.8.1 In the event of a candidate falling ill while answering a paper, the Supervisor, where possible, shall seek the assistance of the Medical Officer. However, if a Medical Officer is not available the Supervisor may take whatever action he deems necessary to help the candidate to overcome his illness. If the candidate is compelled to discontinue answering the paper, the Supervisor shall, collect the answer script, note the time at which it was collected, and make a report on the incidence.

7.8.2 If the candidate is able to answer the paper after recovery from illness, the Supervisor may at his discretion grant the candidate additional time to answer the paper. Under no circumstances, shall, the additional time granted exceed half an hour. He shall, make a report on every such case.

*Illness of candidates while answering a paper*

**7.9 Students with Special Needs**

In the case of students with special needs the Registrar and the Supervisor shall ensure that the facilities allowed to such students are provided.

*Handicapped Students*

## 8. Examination Rules

- 8.1 Attendance**  
Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of examination, but shall not enter the hall until they are requested to do so by the Supervisor. *Presence of candidates*
- 8.2 Seating**  
On admission to the hall a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the Supervisor. *Seating*
- 8.3 Admission to Hall**
- 8.3.1 No candidate shall be admitted to the examination hall for whatever reason after the expiry of half-an-hour from the commencement of the examination. *Entering and leaving examination hall*
- 8.3.2 No candidate shall be allowed to leave the hall until an hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper.
- 8.4 Identity verification**
- 8.4.1 Candidate shall have his student ID Card/ Record Book and the admission card with him on every occasion he presents himself for an examination. *Identity of the candidate*
- 8.4.2 His candidature is liable to be cancelled if he does not produce the student ID Card/ Record Book. If he fails to bring the student ID Card/ Record Book on any occasion, he shall, sign a declaration in respect of the paper for which he had not produced the student ID Card/ Record Book in the form Ex 26, and produce the student ID Card/ Record Book on the next occasion when he appears for the examination. If it is the last paper or the only paper he is sitting, he shall produce the student ID Card/ Record Book to the Registrar within one working day.
- 8.4.3 If a candidate loses his student ID Card/ Record Book in the course of the Examination, he shall obtain a duplicate Record Book /Identity Card from the Registrar in order to take part in the rest of the examination.
- 8.5 Documents etc. which Candidates should not Bring**
- 8.5.1 No candidate shall have in his possession, (e.g. in his clothes, on the Admission Card, Time Tables, Record Book or any other object he is permitted to bring into the examination hall), any *Materials not allowed*

notes, signs and formula or any other unauthorized material. Books, notes, parcels, handbags, mobile phones etc. which a candidate has brought with him should be kept at a place indicated by the Supervisor/Invigilator.

**8.6 Declaration of Articles in Possession**

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

*Declaration of articles*

**8.7 Copying**

8.7.1 No candidate shall copy or attempt to copy from any book, paper, notes, mobile phone, electronic devices, similar material or from the scripts of another candidate. Candidate shall neither help another candidate nor obtain help from another candidate or any other person.

*Copying or allow to copying*

8.7.2 Candidate neither shall conduct himself so negligently that an opportunity is given to other candidates to read anything written by him nor to watch any practical examination conducted by him.

8.7.3 Candidate neither shall use any other unfair means nor seek/ obtain / render improper assistance at the Examination.

**8.8 Cheating**

No candidate shall submit a practical or field book, dissertation, project study or answer scripts which have been done entirely or partly by anyone other than the candidate himself.

*Cheating*

**8.9 Articles Candidate may Bring**

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

*Materials and instruments allowed*

**8.10 Use of Examination Stationary**

8.10.1 Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, precis paper etc.) will be supplied whenever necessary. No sheet, paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated.

*Use of examination materials*

8.10.2 No papers other than those supplied to him by the Supervisor or Invigilator shall be used by candidates. All materials supplied whether used or unused, shall be left on the desk and not removed from the examination hall.

- 8.11 Index Number**
- 8.11.1 Every candidate shall enter his Index Number on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his script an Index Number other than his own is liable to be considered as having attempted to cheat. *Index Number*
- 8.11.2 A script that bears no Index Number or an Index Number which cannot be identified or verified, is liable to be rejected. No candidate shall write his name or any other identifying marks on the answer scripts.
- 8.12 Rough Work to be Cancelled**
- 8.12.1 All calculations and rough work shall be done only on papers supplied for the examination, and shall be cancelled and attached to the answer script. *Rough Work on papers*
- 8.12.2 Such work should not be done on admission cards, time-tables, question papers, Record Book or on any other paper. Any candidate who disregards these instructions will be considered as having written notes or outline of answer with the intention of copying.
- 8.13 Unwanted Parts of Answers to Crossed Out**
- Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed off. If the same question has been attempted in more than one place the answer or answers that are not to be counted shall be neatly crossed off. *Unwanted parts of answers*
- 8.14 Under Supervisor's Authority**
- Candidates are under the authority of the Supervisor and shall assist him by carrying out his instructions and those of his Invigilators, during the examination and immediately before and after it. *Authority of Candidates*
- 8.15 Conduct**
- Every candidate shall conduct himself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his staff or to other candidates. In entering and leaving the hall, he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct. *Disorderly conduct*

- 8.16 Stopping Work**  
Candidates shall stop work promptly when ordered by the Supervisor/Invigilator to do so.
- 8.17 Maintenance of Silence**
- 8.17.1 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 or Invigilator. *Maintenance of Silence*
- 8.17.2 In case of urgent necessity, the candidate may communicate with the Supervisor or Invigilator. The attention of the Supervisor or Invigilator shall be drawn by raising hand from where he is seated.
- 8.18 Leaving the Hall**  
During the course of answering a paper no candidate shall be permitted to leave the examination hall temporarily. In case of emergency, permission will be granted but the candidate will be under surveillance of the Supervisor or Invigilator. *Leave the examination hall temporarily*
- 8.19 Impersonation**  
No person shall impersonate a candidate whether in the examination hall or before or after the Examination, nor shall any candidate allow himself to be impersonated by another person. *Impersonation*
- 8.20 Dishonesty**  
Serious notice will be taken of any dishonest assistance given to a candidate, by any person. *Dishonesty*
- 8.22 Cancellation or Postponement**  
If circumstances arise which in the opinion of the Supervisor in consultation of the Controller Chief, render the cancellation or postponement of the examination necessary, he shall stop the Examination, collect the scripts already written and then report the matter in writing to the Dean of the Faculty. *Cancellation or Postponement*
- 8.23 Making of Statements**  
The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or sign it. *Making Statements*

- 8.24 Whom to Contact in Examination Matters**  
No candidate shall contact any person other than the Dean, Head of the Department or the Registrar, regarding any matter concerning the examination.
- 8.25 Handing Over of Answer Scripts**  
Candidates shall hand over the answer scripts personally to the Supervisor or Invigilator or remain in the seat until it is collected. On no account shall a candidate handover his answer scripts to the hall attendant, or another candidate. *Handing over of answer scripts*
- 8.26 Absence from Examination**  
When a candidate is unable to present himself for any part/section of an Examination, he shall notify or make arrangements to notify this fact to the Registrar immediately. This should be followed up by a letter with supporting documents sent by registered post, within one week of the incident. Candidates those who did not attend the examination for medical reason shall submit the medical certificates following the instructions by using Ex 27. *Absence from Examination*
- 8.27 Eligibility to Continue to Sit**  
No student shall sit for an Examination, if he has exhausted the number of attempts that he is allowed to sit that particular Examination, unless he has been granted special permission to do so by the Senate. *Eligibility to continue to sit*

## 9. Examination Offences and Punishments

### 9.1 Offences

- 9.1.1 A candidate who violates any of the requirements or conditions stipulated in Examination Rules shall be considered as having committed an examination offence. *Examination offence*

Examination offences are classified as follows:

*Classification of offences*

- (a) Possession of unauthorized documents or removal of examination stationery.
  - (b) Possession of telecommunication or transmitting devices
  - (c) Plagiarism from internet or any other sources
  - (d) Disorderly conduct
  - (e) Copying (even detected while marking the answer scripts)
  - (f) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
  - (g) Impersonation
  - (h) Aiding and abetting the commission of any of these offences.
  - (i) Violation of any of the requirements or conditions stipulated in Chapter 8 from 8.6 -8.10.
- 9.1.2 There shall be an Examination Disciplinary Committee, comprising not less than three members, appointed by the Senate to investigate into and make recommendations (including punishments) regarding examination offences referred to it. The recommendations of the Examination Disciplinary Committee shall be submitted to the Senate for the final decision. *Examination Disciplinary Committee*
- 9.1.3 In all cases of commission of examination offences detected (even detected while marking the answer scripts), the Supervisor/Examiner shall take action as outlined below and forward his report to the Registrar for further action.
- 9.1.4 The Registrar shall place all reports of examination offences submitted by the Supervisors, through Dean, for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.
- 9.1.5 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 Registrar, who shall submit the same to the Vice-Chancellor for necessary action. *Reporting examination offences*

- 9.1.6 A candidate who is found guilty of an examination offence is liable to one or more of the following punishments.
- (a) Removal of his/her name from the pass list.
  - (b) Cancellation of his/her candidature from whole or part of the examination, or
  - (c) Suspension from University examinations indefinitely or for a period as the Senate may decides, or
  - (d) Ban participation in the Convocation
  - (e) Suspension from the University indefinitely or for a period as the Senate may decide.
- 9.1.7 Any candidate found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.
- 9.1.8 Any appeal against the decision of the Senate shall be made to the Council within one month of the receipt of the notification.

*Punishments for  
examination  
offences*

## 10. Maintenance of Secrecy

### 10.1 Maintenance of Secrecy

10.1.1 No employee of the University involved with examinations or engaged in any type of work connected with examinations or any person whose services are utilized for examinations, shall divulge to anyone, any confidential information gained directly or indirectly in the performance of his duties. *Secrecy*

10.1.2 For this purpose, they shall take the following Oath of Secrecy before their respective Head of Department/Registrar at the commencement of each year (Ex 28). *Oath*

"I.....being an employee of the University of Ruhuna do hereby solemnly, sincerely and truly declare and affirm as follows"

(i) I shall at all times conduct myself and do everything in my power in the performance of my duties connected with the conduct of examination such as preparation of question papers/setting, moderation and translation, typing, stenciling, duplicating and packeting, supervising and invigilation, marking of answer scripts, entry and maintenance of marks, release of results and any other related or ancillary process or activity whatsoever connected, there to so that the utmost secrecy shall be maintained in such matters.

(ii) I shall not directly or indirectly procure or attempt to procure any information of confidential nature relating to examinations from any person whomsoever or convey to any other person whomsoever any information of confidential nature that I may receive or become of in the course of my duties connected with the Examinations of the University except as may be necessary for the due performance of my duties.

10.1.3 Every question paper set for an examination of the University from the time the paper is set until the lapse of half an hour from the commencement of the answering of such paper by candidates at the Examination, or any other document declared as secret, shall be deemed to be a secret document. *Secret document*

10.1.4 Every employee of the University engaged in any type of work connected with Examinations, shall bring to the notice of the Vice Chancellor if any close relative of his is sitting for the Examination. For this purpose the words "employee of the University" shall include any person engaged for work connected with Examinations. A close relation includes a child, spouse, sibling or descendent. *Close relative*

## 11. Procedure Regarding Examination Offences Committed by Candidates

### 11.1 Examination Disciplinary Committee

- 11.1.1 There shall be an Examination Disciplinary Committee of not less than 3 senior academics appointed annually by the Senate to inquire into and make recommendations (including punishments) into examination offences referred to it. Convener of this committee shall be Registrar in charge of Examinations
- Disciplinary Committee*

### 11.2 Classification of Offences

- 11.2.1 Examination offences are broadly classified as follows:
- Examination Offences*
- (a) Possession of unauthorized documents and removal of examination stationary.
  - (b) Procession of unauthorized electronic equipment
  - (c) Plagiarism from internet or any other sources
  - (d) Disorderly conduct of a grave nature
  - (e) Copying
  - (f) Attempting to obtain/ obtaining improper assistance or cheating
  - (g) Impersonation
  - (h) Aiding and abetting in the commission of these offence.

### 11.3 Punishments

- 11.3.1 The minimum punishments for the examination offences shall be as follows:
- Minimum Punishments*
- (a) Possession of unauthorized material or removal of examination stationery- Cancellation of results from the examination in which the offence was committed.
  - (b) Disorderly conduct of a grave nature, copying, cheating, attempting to obtain or obtaining improper assistance - cancellation of candidature for two semesters, cancellation of results of which the offence was committed, consider offender as a repeater when appears for that particular examination subsequently, cancellation of classes given based on total results of the examination,
  - (c) Impersonation - cancellation of candidature of examination for four Semester Examinations including the one at which the offence was committed.
- 11.3.2 Student who punished under examination offences shall not be allowed to attend the Convocation.
- Punishments for aiding & abetting*

- 11.3.3 Punishments for aiding and abetting in the commission of one or more of the examination offences shall be the same as the punishments listed under 11.3.1.
- 11.3.4 The punishments mentioned in Section 11.3 are the minimum, but may be enhanced depending on the gravity of the case. *Enhanced Punishments*
- 11.4 Procedure**
- 11.4.1 In all cases of violation of examination rules (Chapter 8) detected by the Supervisor he shall take action as outlined in this section and forward his report to the Registrar. *Procedure punishments of offences detected by the Supervisor*
- 11.4.2 In cases of disorderly conduct, the Supervisor shall in the first instance warn the candidate to be of good behavior. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the Supervisor is considered as causing a disturbance in the conduct of the Examination. Where the candidate persists in unruly or disorderly conduct and the Supervisor is of opinion that it was creating a disturbance in the conduct of the examination he shall exclude the candidate from the examination hall and issue him a letter cancelling his candidature from the Examination. The Supervisor shall act with a due sense of responsibility when taking this action. Where however, a candidate's offence is only a disturbance, the Supervisor shall forward a report to the Dean after informing the candidate that the matter is reported to the Dean of the Faculty. *Cancellation of candidature for disorderly conduct*
- 11.4.3 In all other cases of examination offences detected by the Supervisor he shall on the detection of the offence take possession of unauthorized documents if any, obtain a statement from the candidate (Ex-22) and write his report on Ex-22. *Action by Supervisor*
- 11.4.4 The Registrar shall place all reports of examination offences submitted to the Vice Chancellor through the Dean. The Vice Chancellor shall decide whether they shall be referred to the Examination Disciplinary Committee for further action. *Further Action*
- 11.4.5 Any Examiner, Head of Department or other official of the University who detects an examination offence, shall report the matter in writing to the Registrar, who shall submit same to the Senate through the Vice Chancellor for necessary action. *Offences reported by others*
- 11.5 Final Decision**
- 11.5.1 The punishments recommendations of the Examination Disciplinary Committee shall be submitted to the University Senate and the decision of the Senate shall be final. Any appeal *Senate Final Authority*

against the decision of the Senate shall be made to the Council within one month of the receipt of the notification.

## 12. Procedure Dealing with Examination Offences by Those Other Than Candidates

### 12.1 Dishonest Delivery or Communication

12.1.1 Delivery by any person, fraudulently or dishonestly, a secret document or part thereof, or communication or any information relating to the contents of a secret document or part thereof, to any other person who is not a person to whom he is authorized to deliver such document or to communicate such information.

*Dishonest conducts*

12.1.2 Fraudulent or dishonest delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any person who is not a person to authorized to receive such document.

### 12.2 Divulging Marks

12.2.1 Divulging by any Examiner or any other person entrusted with filling up of mark sheets, mark books etc., of any information relating to the answer scripts, mark sheets, or mark book to any other person who is not authorized to know such information.

### 12.3 Dishonest Marking

12.3.1 The marking of an answer scripts fraudulently or dishonestly

### 12.4 Dishonest Alternation

12.4.1 The marking of any erasures, interpolations or any other alternations in a mark book, mark sheet or answer script, fraudulently or dishonestly.

### 12.5 Dishonest Assistance

12.5.1 Fraudulent or dishonest assistance, directly or indirectly, to any candidate while answering a question paper at the examination, by a Supervisor, Invigilator, hall Attendant or other employee attached to an examination hall.

12.5.2 Fraudulent or dishonest assistance, directly or indirectly for erasures, interpolation or any other alternations in any answer scripts by Supervisor, Invigilator or other employee of the examination Hall.

### 12.6 Dishonest Secreting and Disclosure or Secret Document

12.6.1 Fraudulent or dishonest secreting or making away with or disposal of such secret document or part thereof or making a copy of such secret document or part thereof, by any person

who is entrusted with the duty of typing, stenciling duplicating, printing, packeting, or making by manual or mechanical means any secret document relating to any examination, or by any person whose duty is to assist in the aforementioned duties.

**12.7 Theft or Dishonest Breaking of Receptacle Containing Secret Document etc.**

12.7.1 Fraudulently or dishonestly opening or destroying of any sealed packet, safe or other receptacle containing any secret documents relating to the examination or taking out any such document or part thereof.

**12.8 Fraudulent Introduction of Answer Scripts**

12.8.1 The introduction, insertion or exchange to another script in place of the script answered by a candidate.

**12.9 Dishonesty by Commission or Omission**

12.9.1 The commission or omission of an act relating to the conduct of an examination which is deemed by the Vice Chancellor to be of a fraudulent or dishonest nature.

**12.10 Assistance or Connivance**

12.10.1 The abetment, assistance or connivance with another person in the commission of one or more of the above offences.

**12.11 Procedure for Disciplinary Action**

Disciplinary action shall be taken against those who are alleged to have committed one or more of the above listed offences as follows:

*Disciplinary actions*

(a) In the case of the University employee, action shall be taken according to the Disciplinary procedure of the University, including action by the Police where necessary.

(b) In the case of others, suitable action shall be taken, by the Vice Chancellor, depending on the nature of the offence and the circumstances.

## 13. Receiving and Distribution of Answer Scripts

### 13.1 Receiving of Answer Scripts From the Examination Centers

13.1.1 The Supervisor shall handover the packets of answer scripts to the Registrar immediately after the Examination. The receipt of the answer packets shall be acknowledged in duplicate on Form Ex-24. One copy of this form shall be handed over to the Supervisor and the other copy shall be kept by the Registrar.

*Acceptance of  
Answer packets*

13.1.2 The Registrar shall check whether all packets of answer scripts of the examination have been received.

### 13.2 Distribution of Answer Scripts to Examiners

13.2.1 The Registrar shall make arrangements for the delivery of packets to Chief Examiner within two working days after the examination.

13.2.2 Delivery by post is allowed only for Visiting Lecturers and academic staff who are on study leave abroad. This shall be dispatched only to the address provided by the Visiting Lecturer or the academic staff on leave abroad.

13.2.3 The Registrar and, where necessary, the Chief Examiner shall maintain a record of distribution of answer scripts.

13.2.4 If any special requirement arises suitable alternative arrangement for the delivery of answer script packets can be made only with the approval of the Dean of the Faculty.

13.2.5 The Registrar shall deliver the following items to the Chief Examiner together with the packets of Answer scripts:

- (a) Instructions for Marking (Chapter 14 of the Manual)
- (b) Marks return form(Ex-30)
- (c) Letter containing the number of scripts, the date by which the marks and the scripts should be returned (Ex-31) and the acknowledgement

13.2.6 After delivering of the packets of answer scripts to Chief Examiner, the Registrar will notify to the relevant Head of the Department by sending a copy of log entry.

*Reminder to  
Chief Examiner*

13.2.7 After marking the scripts, the Chief Examiner shall return the followings to the Registrar in charge of Examinations

- (a) Answer scripts packets containing one copy of the mark sheet (Ex-29)

(b) Instructions for Marking

Chief Examiner shall complete and retain one copy of the mark sheet (Ex-29) in a sealed envelope and the marks return form (Ex-30).

The Registrar shall send a reminder to the Chief Examiner not later than one week before the due date. If the marks are not received on the date, the Registrar shall report the matter to the HoD, who shall take appropriate action, with a copy to the Dean of the Faculty.

- 13.2.8 Upon the receipt of the items stated in 13.2.7, the Registrar shall make an arrangement to handover the followings to the second Examiner.
- (a) Answer script packets
  - (b) Instructions for Marking
  - (c) Letter containing the number of scripts, the date by which the marks and the scripts should be returned (Ex-31) and the acknowledgement.
- 13.2.9 The Second Marker shall return the answer script packet, instructions for marking and the completed mark sheet (EX-29) in a sealed envelope to the Registrar.
- The Registrar shall send a reminder to the Examiner not later than one week before the due date. If the marks are not received on the date, the Registrar shall report the matter to the HoD, who shall take appropriate action, with a copy to the Dean of the Faculty
- 13.2.10 Registrar shall make necessary arrangements to handover the mark sheet (Ex-29) received from the second Examiner to the Chief Examiner.
- 13.2.11 Upon receipt of the item stated in 13.2.10, the Chief Examiner shall complete and return the final mark sheet (Marks Return Form: Ex-30) to the Registrar in a sealed envelope. The final mark sheet shall be signed by the Chief Examiner, at least one of the Second Examiners and be recommended by the Controlling Chief (Head of the Department).

## 14. Marking of Answer Scripts

### 14.1 Marking Scheme

14.1.1 There shall be a prototype answer and marking scheme for each question paper. *Marking Scheme*

14.1.2 The marking scheme shall give the important points that should be included in the expected answer i.e. how each point to be evaluated, and the breakup of the maximum possible mark according to different aspects of the answer (if different aspects such as subject matter, organization, expression etc. are to be evaluated separately).

14.1.3 The marking scheme shall be studied carefully by the marking Examiners and the marks assigned for each question or part of a question accordingly.

14.1.4 Since there may be various reasons why the answers of the candidates do not measure up to the marking scheme, a modification of the marking scheme may become necessary. The first marking Examiner shall therefore mark a few pilot scripts selected at random to consider whether the marking scheme requires modification. If he decides that it is necessary to modify the marking scheme, he shall do so in consultation with the moderator and bring the matter to the notice of the Controller Chief. *Modification of Marking scheme*

14.1.5 A copy of the finalized marking scheme shall be forwarded to all marking Examiners.

### 14.2 Marking

14.2.1 Marks shall be entered on the answer scripts, except in instance where the Examiner is specifically instructed not to do so. *Marks to be entered on answer scripts*

14.2.2 In the case of examinations where there are two markings of scripts, each marking shall be independent and the marks of one Examiner shall not be made available to the other Examiner. *Independent marking*

14.2.4 On the detailed Mark sheet (Ex-29) the marks given to each candidate shall be entered for the particular question marked, and the same procedure shall be followed for the other questions. If a question has not been answered by a candidate, a dash (-) shall be entered in the relevant place in the Detailed Mark sheet. After all the questions have been marked and the marks have been entered on the Detailed Mark sheet, the number of questions for which marks have been entered in the *Entry of Marks on Detailed Mark sheets.*

sheet for each candidate shall be checked before entering the total mark for him. If the number of entries is less than the number of questions that the candidate is required to answer, his answer script shall be checked to see whether the answer to any question has not been marked. If there has been such as omission, the answer shall be marked and the marks included in the Detailed Mark sheet. If a candidate has answered more than the required number of the questions the last question or questions answered ( or where the last questions or question are compulsory the immediately preceding answer or answers as the case may be), shall be disregarded.

**Note:** Please refer to the Chapter 22 for the procedure of Faculty of Medicine which deviates from the above.

### **14.3 Computation of Final Marks**

- 14.3.1 When Chief Examiner prepare the final marks sheet (Ex-30) it should be considered that whether the differences between the marks assigned by the two Examiners to any individual candidate exceeds 10% of the maximum mark that can be awarded for the paper. *Checking of Marks of the two Examiners*
- 14.3.2 Where the difference between the marks of the two Examiners assigned to any individual candidate does not exceed 10%, the mean of the two markings shall be reckoned as the final mark of the candidate. *Computation of Final Mark*
- 14.3.3 Where the difference between the marks of the two Examiners to any individual candidate exceeds 10% of the maximum mark that can be awarded for the paper, the Chief Examiner shall bring the matter to notice of the Controller Chief and the Controller Chief, *Third Examiner*
- (a) shall request the two Examiners to re-consider the assignment of marks to see whether the difference could be reduced to less than 10% of the maximum mark that can be awarded for the paper, and
  - (b) where it is not possible for the two Examiners to reduce the difference to below 10%, he shall nominate a 3<sup>rd</sup> Examiner and shall request Registrar to make arrangements to get the relevant script(s) marked independently by the 3<sup>rd</sup> Examiner. The average of the three marks shall be reckoned as the final mark for each candidate.

- 14.4.5 As and when the final marks of a paper/ subject have been computed, the HoD shall satisfy himself that the entries, additions, calculations etc. are correct, and recommend the final mark sheet.

Before handing over final mark sheet (Ex 30) to the Registrar, it is the responsibility of the Chief Examiner to get the recommendation of the HoD as the Chief Controller of the Examination.

**14.6 Duties of Marking Examiners**

- 14.6.1 If a person who has been appointed as a marking Examiner is unable to function, he shall forth with inform the Registrar who shall make arrangement as specified in Section 3.5. *Inability to Mark*
- 14.6.2 On receipt of the Answer scripts from the Registrar, the Examiner shall check with the Attendance Sheets whether he has received the answer scripts of all those who had been present for the paper. If there are discrepancies he shall notify the same to the Registrar immediately. It is the responsibility of the Marking Examiner to keep all answer scripts in safe custody. *Checking scripts received*
- 14.6.3 All scripts shall be marked personally by the Examiner and no assistance shall be obtained from others for marking. *Mark scripts personally*
- 14.6.4 The Examiner shall, as soon as he marks the scripts forward the same together with the Mark Sheets under sealed cover, to the Registrar together with Ex 32 subject to 13.2.7. *Return of Marks*

## 15. Performance Criteria and Determination of Results

### 15.1 Marks

- 15.1.1 On receipt of the final mark sheets (Ex-30) the Registrar shall enter marks in the Mark Book, after considering medicals, offences, number of attempts etc. No entry shall be erased. Any error made shall be clearly crossed and the correct mark written correctly. *Entry of marks*
- 15.1.2 The Registrar shall ensure that valid continuous evaluation marks from previous attempts have been entered to the final marks sheet (Ex 30) before handing over to the chief Examiner.
- 15.1.3 The Registrar shall ensure the marks are correctly entered, totaled, averaged, checked and re-checked under his supervision. At the end of the entries in the mark book for the particular examination, the staff engaged in this work shall certify to the accuracy of the entries. *Responsibility*
- 15.1.4 A record of the steps relating to entry of marks, preparation of results sheets etc. shall be made on Ex-33.

## 16. Publication of Results and Issue of Certificates

### 16.1 Results Sheets

- 16.1.1 Results sheets are to be in the standard format approved by the Faculty Board and the Senate
- 16.1.2 The result sheets shall also include the following:
- (a) The name of the examination together with the year in respect of which the examination was held.
  - (b) The month and the year when the examination was held
  - (c) That the results are provisional and are subject to confirmation by the Senate.
  - (d) Name of course units
  - (e) Signatures of the Registrar, Dean and Vice Chancellor.

*Names and Index Numbers to be punished  
Other particulars to be included*

### 16.2. Publication of Results

- 16.2.1 Steps shall be taken to release results of an examination within three months after the last date of the examination.

*Date of release of results*

The Registrar shall be given a sufficient time to enter the results and shall call the Board of Examiners chaired by the Dean/ Vice Chancellor. After checking carefully, each page of the results sheet shall be initialed by the Registrar and the respective Dean.

- 16.2.2 Before the display of results, approval for the results sheets shall be taken by the Vice Chancellor.
- 16.2.4 All examination results shall be displayed on the notice board with copies send to the respective Deans.

*Publication of results*

### 16.3. Confirmation of Results

All provisional results shall be submitted to the University Senate for approval.

*Approval by the Senate*

### 16.4 Issue of Results

Every candidate may be issued one or more of the following documents:

- (a) Examination Certificate
- (b) Academic Transcripts with Grades
- (c) Degree Certificate

according to the stipulations given below. The candidates shall collect these statements personally.

*Issuance of Results to candidates*

Candidate shall apply for such a certificate on Form Ex-34 and Clearance Form. Certificate shall be issued on payment of the prescribed fee. No duplicate shall be issued except where satisfactory evidence has been produced to the effect that the original certificate issued has been damaged, destroyed or lost.

**16.5 Examination Certificate**

Every candidate shall be issued an examination Certificate on a printed format duly signed by the Registrar. This Certificate will be issued after confirmation of results by the Senate and will serve as a temporary certificate.

*Issuance of  
Temporary  
Certificates*

**16.6 Academic Transcripts**

Academic Transcript shall contain information as to the subjects, modules offered, grades and GPA obtained by the candidate.

*Issuance of  
Academic  
Transcripts*

**16.7 Degree Certificate**

Every candidate who completes the degree programme shall be awarded the degree certificate at the Convocation. The format of the degree certificate shall be determined by the University Senate.

*Degree  
Certificates*

**16.8 Issuance of Degree Certificate**

In order to obtain the Degree Certificate, every candidate who completes the degree shall pay the prescribed fees and submit dully completed application forms to the Registrar before the Convocation.

## 17. Verification of Results

- 17.1 Application for Addition, Computation and Transcription (ACT) Verification** *ACT verification*
- All marks and grades obtained by a student at an examination shall be free of errors of addition, computation and transcription (ACT).
- 17.1.1 Provisions shall be made for students to submit requests for verification of their examination marks and grades, if they wish to do so. *Results shall be free of errors*
- 17.1.2 However 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 prototype answer shall not be undermined and hence the verification process shall be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts.
- 17.1.3 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.
- 17.1.4 As the cost of re-scrutinization process shall be borne by the student, a non-refundable fee calculated on the basis of cost of re-scrutiny process shall be levied on the student. *Cost of verification of marks*
- 17.2 Verification Procedure**
- Procedures described below shall be followed in the verification of results.
- 17.2.1 The Registrar 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 Dean's Office. *Notification of verification*
- 17.2.2 A payment of Rs.500 (subject to revision) per course unit of an examination shall be charged for verification of the marks and grades and the issue of application form (Ex-35) must be done only upon submission of receipt for the prescribed payment.
- 17.2.3 The Registrar, in consultation with the Dean shall convene the Results Verification Board meeting for verification of marks/ grade within three working days upon closure of the application.

### **17.3 Composition of the Verification Board**

*Composition of the Verification Board*

The Results Verification Board shall consist of the following persons:

- (a) Dean of the Faculty (Chairman)
- (b) Registrar (Convener)
- (c) Heads of the Departments (members)
- (d) Chief Examiner (observer)
- (e) Other Examiners in-charge of that paper (observers)

17.3.1 When 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.

17.3.2 If the number of applications received is high, the Dean in consultation with the Chief Examiner can appoint Sub-Committees for the verification of marks and grades. In such instances verified results shall be tabled at the Results Verification Board for ratification.

### **17.4 Release of Verification Results**

17.4.1 If there is no change of grades, the Registrar shall inform the candidate(s) soon after the Results Verification Board meeting.

17.4.2 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 and no more requests shall be entertained thereafter.

*Special Results Board*

17.4.3 If the marks and grades are changed the outcome of the verification shall be notified to the candidate(s) following the ratification of amended results by the Special Results Board of the Faculty. Whereas in the case of final examination, amended results ratified by the Special Results Board shall be further approved by the Senate and the Council of the University.

17.20 The Registrar of the Faculty shall maintain a record of all verification applications and the outcome of all applications and shall submit a report to the Faculty Board after completion of re-scrutiny process.

17.21 Members of the Results Verification Board shall be remunerated as per the rates decided by the UGC for re-scrutinization of papers.

*Payments for verification*

## 18. Duties of the Registrar In-charge of Examinations

- 18.1 The Registrar, shall under the general direction of the Dean of the Faculty be in charge of the conduct of all examinations. *In charge of Examinations*
- 18.2. The Registrar, shall be responsible for all arrangements in connection with the conduct of examinations.
- 18.3 The Registrar, shall, among other duties ensure that, *Preparatory arrangement for conduct of Examinations*
- (a) preparatory arrangements such as fixing of calendar of date, calling for examination entries, preparation of schedules of candidates, allocation of Index Numbers and ordering stationery required, are attended to in time.
  - (b) he receives the list of Examiners from the HoD in time.
  - (c) appointment letters and requests for setting question papers are sent by the due dates.
  - (d) the examination time tables and Invigilation time tables are prepared in time.
  - (e) he receives all question papers in time and they are kept in safe custody.
  - (f) the question papers have been moderated, translated where necessary, proof read by Examiners, printed, packeted and distributed to the Supervisors in due time.
  - (g) all arrangements are made to have the stationery and other requirements ready in time for issue to the halls.
  - (h) the seating arrangements of desks etc. in the examination halls are satisfactory.
  - (i) arrangements are made for the receiving of answer scripts from the Supervisors and for the distributions of same to the Examiners for marking.
  - (j) he receives final mark sheets and marked answer scripts.
  - (k) he sends a set of question papers to the Librarian for the reference.

- (l) the valid marks carried forward by the repeat candidates are provided to the chief Examiner through including them in the final mark sheet (Ex-30).
- (m) process all academic concessions (medicals etc.) and reflect them in the final mark sheets (Ex-30) handed over by the chief Examiners before entering the results in the marks book.

18.4 The Registrar shall maintain the following:

*Maintenance of  
Mark Book &  
other Records*

- (a) Mark Books and Mark sheets
- (b) Schedule of steps in preparation of question papers on Form Ex-16.
- (c) Schedule in question papers in daily wise on Form Ex-14
- (d) Statistics relating to examinations
- (e) Files of past question papers.
- (f) Records of results sheets and confirmation of results.
- (g) Other relevant documents.

18.5 The Registrar shall publish the results with the approval of the Vice Chancellor after having a Results Board.

*Publication of  
results*

## 19. Payments for Services in Connection with Examinations

### 19.1 Rates of Payment

19.1.1 Rates of payment for various services in connection with the conduct of examinations shall be in accordance with the relevant Circulars (e.g. UGC Circular 981 Rates of payments for Internal Examinations conducted by Universities issued on 23<sup>rd</sup> April 2012). *Rates fixed by ordinance*

### 19.2 Payment Vouchers

19.2.1 Vouchers shall be carefully prepared and submitted by the relevant staff member in the examination unit and certified by the Controller Chief. *Claims*

19.2.3 Forms: Ex-11 and Ex-18, shall be used as payment vouchers.

19.2.4 The registrar shall ensure that the payments are made promptly.

## 20. Conduct of Clinical Examinations for Medical Degrees

### 20.1 Appointment of Examiners

Please refer Chapter 3 of this Manual (Manual of Procedures for Conduct of Examinations)

### 20.2 Nomination of Clinical Examiners

*Appointment of  
Clinical  
Examiners*

20.2.1 Examiners should be a board of certified specialists in the subject or in related subjects.

20.2.2 No person shall be appointed as an Examiner after two years of retirement from active service.

20.2.3 In the event of non-availability of adequate number of clinical Examiners, Head of the Department may request permission from the faculty board to appoint Examiners not fulfilling the criteria stipulated in 20.2.2 of this manual.

### 20.3 Appointment of Alternate Examiners

*Appointment of  
Alternative  
Examiners*

20.3.1 When an Examiner has expressed his inability to serve as an Examiner at a short notice, the Head of the Department concerned shall arrange for an alternate Examiner to be appointed, pending approval of the faculty board and shall inform the faculty board at its very next meeting of such appointment of alternate Examiners.

### 20.4 Setting of Questions

Please refer Chapter 4 of this Manual

20.4.1 Questions should be prepared by the Examiners duly appointed by the Faculty Board.

20.4.2 Type of questions: for the Final Examination for Medical Degrees including continuous assessment shall be a mixture of the following and will vary with the individual subjects.

- (a) Essay type questions
- (b) Structured essay type questions
- (c) Short essay type questions
- (d) Multiple choice (Multiple True/False type, Single best response type, Extended matching type)

### 20.5 Moderation, Translation and Scrutiny of Question Papers

Please refer Chapter 5 of the Manual of Procedures for Conduct of Examinations.

#### 20.5.1 Essay type questions

- (a) Essay, structured essay questions and the short essay questions included in the question paper prepared by the individual departments and moderated at the Examiners meeting convened by the Head of the department or the chief Examiner shall be brought to the Dean. This meeting shall be called the departmental scrutiny board meeting. Attendance at this meeting shall be marked and submitted to the Registrar. Questions prepared by individual Examiners shall be handed over to the Chief Examiner under confidential cover.
- (b) The Dean of the Faculty shall convene a meeting representing all the Heads of the clinical departments for moderation and scrutiny of the paper. This meeting shall be called the scrutiny board meeting of the Final Examination for Medical Degrees. Attendance at this meeting shall be marked and submitted to the Registrar.
- (c) After the scrutiny board meeting, the modified question paper will be handed over to the respective department Heads after placing signatures of all the participants of the scrutiny board. The scrutinized paper shall be kept under the safe custody of the Chief Examiner. The final paper shall be prepared by the Chief Examiner, after incorporating the modifications suggested in the scrutiny board.
- (d) Chief Examiner shall handover the corrected question paper to the Registrar, allowing adequate time for printing prior to the commencement of the examination.

#### 20.5.2 Common Multiple Choice Question (MCQ) paper

Preparation of the common MCQ paper shall be done strictly according to the guidelines given by the UGC.

#### 20.5.3 Questions for the continuous assessments

MCQ paper (if included) shall be moderated and scrutinized at a meeting held at the department level convened by Chief Examiner.

### 20.6 **Typing, Proof Reading, Cyclostyling/ Printing and Packeting of Question Papers**

Please refer Chapter 5 of the Manual of Procedures for Conduct of Examinations.

20.6.1 Essay type questions, structured essay type questions and short essay type questions.

Chief Examiner shall bring the completed and formatted question paper which was scrutinized at the departmental scrutiny board to the scrutiny board convened by the Dean. It is the responsibility of the Chief Examiner to incorporate any modifications suggested at the scrutiny board into the question paper and finalize the question paper.

20.6.2 Common MCQ paper

Common MCQ paper shall be prepared according to the guidelines given by the UGC.

20.6.3 Continuous assessments

Preparation of MCQ papers and the Objective Structured Clinical Examination (OSCE) questions for the continuous assessments shall be done by Examiner/s assigned for the particular continuous assessment examination.

## **20.6 Supervision and Invigilation of the Clinicals of the Final Examination for Medical Degrees.**

Please refer Chapter 7 of the Manual of Procedures for Conduct of Examinations

20.7.1 Clinical examination shall be held at the end of the training programme. The examination shall comply with the guidelines issued by the UGC on conducting the Final Examination for Medical Degrees.

20.7.2 Time Tables:

(a) Time tables shall be issued to each candidate for the clinical examination and the examination time must be clearly specified in the time table.

(b) Special attention should be paid to time of commencement of clinical examination and time at which candidates shall arrive in the clinical examination hall / ward.

20.7.3 Out of bounds period:

(a) Out of bounds period shall be decided by the Dean as agreed by the Heads of the clinical departments. During this period candidate shall not visit to the hospital except for the clinical examination sessions and on such visits the candidates should strictly confine themselves to the wards where the particular clinical examination is being held. This out of bounds period is applicable to all medical students.

- (b) Decision on the out of bounds period shall be communicated to all students by displaying it on notice boards of Dean's office, Departments, Hospitals and in relevant wards inside the hospital.

20.7.4 Time allocation for clinical examination

Time allocation for different components of the clinical examination (e.g. short cases –number of cases & time allocation and long cases - number of cases & time allocation) shall comply with the latest guidelines issued by the UGC on conducting the Final MBBS examination.

20.7.5 Selection of patients for examination

- (a) There shall be a meeting of the internal Examiners convened by the chief Examiner prior to the commencement of the clinical examination where details of arrangements are discussed.
- (b) Selection could be made from a pool of patients previously identified or from currently available hospitalized patients.
- (c) It is the responsibility of the chief Examiner to identify and select patients for the examination. The responsibility could be delegated to an internal Examiner.
- (d) During the meeting of internal Examiners, the chief Examiner shall appoint internal Examiners to select patients for clinical examination for each day.
- (e) Selection of patients should be carried out by the chief Examiner or the internal Examiner of the relevant department appointed for the given day.
- (f) The selecting Examiner shall ensure that patients are not seriously ill or will not pose other serious challenges during the examination that would lead to a stressful situation for candidates which would have an adverse impact on the examination performance. For children, efforts must be taken to keep them as comfortable as possible with their parents or guardian.
- (g) Assistance of Senior Registrars/Registrars/Senior House officers could be obtained for selecting patients.

- (h) Patients for the examination shall be identified the day before the examination and a tentative list must be maintained by the selecting Examiner. In addition, selecting Examiner may select suitable patients available on the day of the examination.
- (i) The list shall be longer than actually required number of patients for the examination.
- (j) The patients shall be from areas in the core curriculum of the discipline.
- (k) The list should be finally reviewed on the day of the examination by the chief Examiner or the internal Examiner identified for this purpose.
- (l) Instructions shall be given to the technical officer and/or to the Sister in charge and to other relevant staff to bring patients selected by the selecting Examiner. All efforts should be taken to maintain confidentiality.
- (m) Senior Registrar/Registrar/Senior House Officer involved in the case selection must prepare the case summaries and notes for the information of Examiners.
- (n) More than the required number of patients shall be brought to the examination hall initially and the Examiner/s must do the final selection in the examination hall.

#### 20.7.6 Assistants

- (a) It is the duty of the chief Examiner to identify assistants from the hospital staff prior to the commencement of the clinical examination by carefully scrutinizing them for existence of possible conflict of interest. Such assistants identified should be briefed by the Chief Examiner about the importance of maintaining confidentiality.
- (b) The names of these staff members shall be submitted to the Registrar for payment and legal purposes.
- (c) All of them nominated by chief Examiner/Head shall fill the confidential form in advance and submit to the Registrar.

### 20.7.7 Candidates

- (a) All candidates must arrive at the examination hall prior to the specified time for all components of the examination (e.g. Long cases, Short cases, Obstetrics cases, Gynecology cases etc.) Candidates shall be in a separate room until called for the examination. They must be clearly instructed not to communicate or not attempt to communicate with any other individuals outside the room by whatever means. They are not allowed to keep any communication devices (e.g. mobile phones, computers, tabs etc.). Chief Examiner must take all necessary precautions to isolate the candidates waiting to come for the examination from others who have already completed the examination. An invigilator should stay with them to prevent them from communicating with others using direct or indirect means (Direct conversations, notes, telephone conversations, text messages, e-mails, etc.)
- (b) Attendance of the candidates shall be marked by the chief Examiner at the arrival time stipulated in the time table.
- (c) Candidates shall be physically checked for possession of communication equipment (any equipment which could be used as a tool for communication) in bags and in pockets etc. Instructions regarding this are to be given with the examination instructions.
- (d) A mechanism should be devised to make sure that the same pair of Examiners will not examine the same candidate in two separate clinical components of the examination
- (e) Patients must be allocated in the order of index numbers by drawing lots. If there are two sessions, order shall be reversed for the second session. Candidates will be called according to the index number. Patients and the Examiners will be allocated by drawing lots. If the same group of candidates participates in a different component of the clinical examination during separate sessions, candidates shall be called using the reverse order of index numbers.
- (f) Candidates are not allowed to return to the confidential room for any reason until the examination session is completed.

- (g) Candidates must bring all equipment necessary for the examination, e.g. stethoscope, knee hammer, torch, tape etc.
- (h) All candidates shall be briefed by the chief Examiner on the format of the examination and expectations prior to the commencement of the examination. No opportunity should be provided for the candidates who have completed work to communicate with students waiting to complete the examination for that session.
- (i) This includes: Verbal communication, non-verbal communication (gestures, sign language etc.), written communication, communication using electronic means (e.g. Mobile phones, computers, tabs, blue tooth devises, etc).

#### 20.7.8 Dress code

- (a) All candidates shall wear an overcoat for the clinical components of examination.
- (b) Female candidates shall wear a saree or other culturally acceptable dress.
- (c) White trouser and a white shirt with a tie shall be worn by male candidates.

### **20.8 Examination rules**

Please refer Chapter 8 of the Manual of Procedures for Conduct of Examinations

#### 20.8.1 General rules for the Examiners

- (a) Treat all candidates with dignity and respect.
- (b) Shall declare relationship/prior contact (favourable or unfavourable) with the candidate.
- (c) Shall be present through the entire duration of the time of the examination.
- (d) Ensure that each candidate is treated equitably and fairly with even application of academic standards.
- (e) Judge each candidate on the basis of performance without being influenced by any extraneous factors.

- (f) Assess each candidate in accordance with prevailing regulations and accepted guidelines and conventions.
- (g) Be devoid of conflicts of interest and adhere to examination rules and principles of natural justice.

#### 20.8.2 Specific rules for the Examiners

- (a) Disclose to the Chief Examiner of any possible conflicts of interests (e.g. immediate family, immediate/recent supervising trainee, other) at the time of being appointed as an Examiner and again at the beginning of the examination, the latest. This is essential to maintain transparency in examination and avoid allegations and litigation following the examination. The Chief Examiner shall make suitable arrangements to appoint another Examiner in such an event.
- (b) Familiarize themselves with the format, scheme of marking scoring system and pass –fail criteria of the examination (e.g. make sure whether 50% is the pass mark)
- (c) Attend the briefing sessions conducted by the Head of the Chief Examiner.
- (d) Arrive at the examination centre before the commencement of the examination allowing sufficient time to familiarize with the location, material and organizational arrangements.
- (e) Remain in the examination premises throughout the period of the examination where the Examiner's services are needed.
- (f) Examiners shall pay undivided attention to the candidate throughout the period of contact with the candidate and shall avoid all distractions (e.g. using mobile phones)

#### 20.8.3 Instructions to the Examiners during the session with the candidate

- (a) Introduce themselves and co-Examiner/s to the candidate prior to commencement.
- (b) Greet the candidate and put him/her at ease and create a non-stressful environment.

- (c) Request the candidate to sit if appropriate (e.g. orals/ case discussion).
- (d) Give clear instructions of what the candidate is required to do.
- (e) Indicate the time available and avoid exceeding the time limit.
- (f) Allow a brief moment for clarification whenever required or requested.
- (g) Allow the candidate to respond to the questions without unnecessary interruption.
- (h) Ensure that grades or marks awarded are compatible with the candidate's academic performance and it is not influenced by non-academic factors.
- (i) There should be independent marking of the candidate. If there is a discrepancy of  $\geq 15\%$ , the marks should be reviewed by the two Examiners concerned, and the marks adjusted so that the discrepancy is less than 15%. Make appropriate notes on the progress of the candidate's performance in the marking book for reference in the event of discussion prior to the Results Board and for future counseling proposes.
- (j) Hand over the marking sheets to the Chief Examiner at the end of the session, duly certified and signed with all entries complete.
- (k) Report any incident of examination misconduct to the Chief Examiner.
- (l) Ensure that suitable provisions are made for differently-abled candidates and for appropriate translations where necessary.

20.8.4 The Examiner shall not do the following acts since those may embarrass the candidate

- (a) Make any remarks of a racial, religious or sensitive nature or personal remarks that will impair the performance of the candidate.
- (b) Belittle or ridicule a candidate or act in any way as to endure embarrassment.

- (c) Impose his/her own values and personal opinions and beliefs on the candidate.
- (d) Attempt to 'educate' the candidate during the examination. It is not the appropriate time.
- (e) Making unnecessary interruptions to the presentation/discussion made by the candidate.
- (f) Discriminate unfairly between candidates.
- (g) Allow conflicts of interest to interfere with fair assessment.
- (h) Discuss questions or patients with candidates prior to release of results.
- (i) Examine candidates with whom they have had difficulties/ disagreements/problems in the past. If the Head of the department becomes aware of any such problems he/she should arrange an alternate Examiner.
- (j) Not associate or socialize with candidates in any way immediately prior to, during, or immediately after the examination.

20.8.5 With regard to confidentiality, the Examiners shall not;

- (a) Disclose a candidate's performance to a third party or to the candidate, except as described in the section on counseling in the Examination Guidelines.
- (b) Disclose confidential information about any individual candidate to prejudice another Examiner's independent assessment of a candidate's performance.

20.8.6 The Chief Examiner is required to;

- (a) have a preliminary meeting with all Examiners before the examination, and go through guidelines and the format of the examination with them.
- (b) be available during all components of the examination.
- (c) explain the examination procedure and relevant guidelines and regulations to the candidates prior to each component of the examination.

- (d) ensure that the mark sheets filled by the Examiners are collected at the end of each session.
- (e) ensure that computer entries and printouts of marks are cross-checked against the original mark sheets.
- (f) delegate duties to another Examiner for a particular component of the examination, if necessary.
- (g) be responsible for the overall smooth conduct of the clinical examination.

## **20.9 Marking the answer scripts.**

Please refer chapter 15 of the Manual of procedures of University Examinations

### **20.9.1 Essay type questions, structured essay type questions and short essay type questions.**

- (a) In clinical subjects marking scheme is prepared by the Examiners and moderated by the Head of the department.
- (b) The marking scheme so prepared shall be used in the marking of the essay type questions, short essay type questions and the structured essay type questions.
- (c) Each question shall be marked and assessed by two independent Examiners. If there is a discrepancy of  $\geq 15\%$ , the marks shall review by the two Examiners concerned and the marks adjusted so that the discrepancy is less than 15%.

### **20.9.2 Common MCQ**

- (a) Marking scheme for the common MCQ paper is prepared at the time of the preparation of common MCQ paper and should be brought separately in a sealed envelope and handed over to the Dean.
- (b) Common MCQ paper shall be marked according to the answer grid so prepared by the panel of Examiners in the common MCQ meeting.
- (c) Two Examiners nominated by the Head of the department shall mark the MCQ paper independently.

- (d) If there is a discrepancy of marks awarded by the Examiners, the answer script should be remarked in the presence of both Examiners.

#### 20.9.3 Marking of clinical component

- (a) A pair of Examiners shall examine in each component. Both Examiners shall participate in the assessment.
- (b) For each candidate, each component of clinical examination shall be assessed by different panels of Examiners.
- (c) Marks will be awarded independently by the pair of Examiners. Before handing over the marks to the Head/ chief Examiner, members in each examination panel should ensure that there is no more than 15% discrepancy between the marks of the two Examiners.
- (d) Important notes written by the Examiner on candidates who have scored fail marks or high marks shall be handed over to the Head of the department.

#### 20.9.4 OSCE examination

- (a) Marks will be awarded by the clinical Examiner according to the marking scheme.
- (b) If there are two Examiners at a single OSCE station independent marking should be done.

### **20.10 Examination offences and punishments**

Please refer Chapter 09 of the Manual of procedures of University Examinations.

#### 20.10.1 List of offences in relation to the clinical component of the examination

- (a) Violation of out of bounds period
- (b) Possession of a mobile phone or any other communication equipment
- (c) Speaking to other candidates during the examination
- (d) Wrongful obtaining of information regarding patients

- (e) Attempts to obtain undue help/assistance during the examination.
- (f) Attempts to communicate with other candidates or attempts to provide.
- (g) Unlawful help to other candidates.

#### 20.10.2 Procedure to follow in possible examination offences

- (a) Chief Examiner shall obtain statements from the following persons; Candidate/s, Examiner/s, invigilator/s. These statements shall be recorded on the Examination Offences Form of the University of the Ruhuna. In addition, the Head or the Chief Examiner shall record his observations on the same form.
- (b) Chief Examiner shall report the incidence to the Dean along with the relevant documents as early as possible.
- (c) The Dean shall report the incidence to the Vice Chancellor who will initiate an inquiry.

#### 20.10.3 Punishments

- (a) After the inquiry, the Senate will decide on the punishment.
- (b) The minimum punishment recommended for any of the above offences stated in section 20.8.1 would be;
  - i. to not to allow to sit the Final Examination for Medical Degrees for one calendar year or for the next two scheduled examinations, whichever is longer.
  - ii. to not to release the results of all the subjects he sat at the relevant examination until the inquiry is over. If found guilty after the inquiry, results of all the subjects he sat at the relevant examination will not be released.

#### 20.10.4 Procedure to follow for late arrival at the examination hall after the stipulated time

- (a) Late arrival of a candidate less than 30 minutes from the stipulated time due to an unavoidable reason: If the Chief Examiner is satisfied
  - i. that the integrity and the confidentiality of the examination is not breached and

- ii. of the bonafides of the candidate, he will be allowed to sit for the clinical examination.
- (b) This decision shall be reported to the SAR\Dean of the faculty.
- (c) Head of the department or the chief Examiner shall have powers to decide and not allow a late-coming candidate to appear for the clinical examination if there are reasonable grounds to suspect that information on patients may have leaked. Such a decision shall be reported to SAR/examination and Dean immediately.
- (d) Such a candidate shall not be permitted to appear for the examination again on a different date of the same examination and shall be reported to the Vice Chancellor.
- (e) Late arrival of a candidate 30 minutes or more after the stipulated time: He/she will not be allowed to appear for the clinical examination on that day. This decision shall be reported to SAR/examination and Dean immediately.
- (f) Such a candidate shall not be permitted to appear for the examination again on a different date of the same examination and shall be reported to the Vice Chancellor.

## 21. Maintenance of Records

### 21.1 Release of Marks

21.1.1 The marks scored by candidates shall be treated as strictly confidential and shall not be released except for official purposes within the University at the direction of the Vice Chancellor.

*Release of Marks*

### 21.2 Storing of Answer Scripts

21.2.1 All answer scripts shall be kept under safe custody of the Registrar for a period of five years from the date of the examination and thereafter destroyed or disposed of in such a manner so that their contents may not be revealed.

*Answer scripts storing and disposal*

### 21.3 Mark Sheets and Mark Books

21.3.1 All mark sheets shall be kept for a minimum period of five years and there after destroyed.

*Mark sheets*

21.3.2 All mark books shall be kept under lock and key and preserved. All the information in mark books shall be transferred to Management Information System gradually.

*Mark Books*

### 21.4 Question Papers

21.4.1 At least two copies of every question paper shall be filed, in additions to the copies kept in the library.

### 21.5 Stationary and Other Materials for Examinations

21.5.1 The Registrar shall draw and maintain, annually, an adequate stock of stationery and other materials required for examinations in order to ensure the smooth conduct of examinations.

*Examination stationary in stock*

### 21.6 Confidential Room

21.6.1 Each faculty shall have a Confidential Room where confidential work such as entry of marks, typing, duplicating and packeting of question papers, preparation of transcript etc. shall be done.

*Security for confidential work*

21.6.2 All confidential documents in connection with examinations such as mark sheets, mark books shall also be kept in this room.

### 21.7 Academic Record of Students

The Academic Record of every student shall be entered in the Management Information System (MIS). They shall be arranged according to the course followed and the date of graduation. All entries in the MIS shall be authenticated by the Registrar.

*Academic Record*

## 22. Deviations of the Faculty of Medicine

### 22.1 Year End Examinations

The Faculty of Medicine of the University conducts year end examinations and do not follow the semester system. Therefore, the end semester examination is not applicable to the Faculty of Medicine and it replaces by the year end examinations wherever applicable in this manual.

*Year-end Examinations and End Semester Examinations*

### 22.2 Appointment of Module Coordinators

Examinations shall be conducted by Head of the Department in the Faculty of Medicine. Therefore, the position called Module Coordinator shall not applicable and all responsibilities of conducting examinations comes under respective Head of the Department.

*Please refer to the Section 1.3 on page 2 of the Manual*

### 22.3 Moderation

In the Faculty of Medicine, Head of the Department shall prepare the examination papers after obtaining questions from the relevant Examiners. The question paper prepared by the Department shall undergo a scrutiny process. For that, there shall be an internal scrutiny board at the Department level which should include all Examiners of the Department.

*Please refer to the Section 4.6 on page 7 of the Manual*

#### 22.3.1 Multiple choice questions (MCQ)

A Scrutiny Board shall be appointed by the Senate with the recommendation of Medical Education and Staff Development Unit (ME&SDU) and the Faculty Board. The Scrutiny Board shall consist of three senior (Senior Lecturers or above from other Departments/Units) academic staff members and Head of the Department or nominee of Head of the Department. Thus, duties of the MCQ Scrutiny Board shall be

1. Correction of grammatical mistakes, spellings and simplify language.
2. Correction of questions to remove problem with ambiguity, structure of the question or language flow.
3. Detection of other technical/educational errors and corrections.

#### 22.3.2 Sequence type questions (SEQ) and essay type questions

The SEQ and essay type question Scrutiny Board shall consist all Heads of Departments as of relevance and the Dean of the Faculty. Responsibility of this board shall be same as MCQ Scrutiny Board. In addition, contents that overlaps between subjects shall be monitored and prevented.

Head of the Department shall responsible for scrutinizing the questions as suggested by Scrutiny Board after discussing with Examiners of the Department.

22.3.3 For the final year examination, common MCQ paper shall be prepared and scrutinized by a panel appointed according to the UGC guidelines.

**22.4 Procedure**

The responsibility of preparing the softcopy of the question paper for printing and proof reading shall be undertaken taken by Head of the Department. Printing and packing shall be handled by the Registrar.

*Please refer to the Section 5.1 on page 8 of the Manual*

**22.5 Marking**

Marks shall not enter on the answer script. Each marking shall be done independently by two Examiners and the marks of one Examiner shall not be made available to the other Examiner. After both the Examiners complete the marking, both can discuss and rectify the discrepancies of more than 10%. Conference marking shall be considered as an acceptable marking strategy whenever possible.

*Please refer to the Section 14.2 on page 40 of the Manual*

## **Appendix I: Printed Forms**

## List of Forms

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University of Ruhuna

Please submit separate applications for each Examination	
Index No.	

Application Form for the Examination

Faculty of .....

- 1. Academic Year: .....
- 2. Examination Applied for: .....
- 3. Attempt: .....

If not the first attempt give reasons.

Year: .....

Reason: .....

University / Faculty Board accepted above reasons – Yes / No

- 4. Index no: .....
- 5. Name
  - i). Name with initials: .....
  - ii). Full name (block capitals): .....

- 6. Address
  - i). Permanent address: .....  
.....  
.....
  - ii). Temporary Address: .....  
.....
  - iii). Tele. / Mobile phone No .....  
.....

- 7. Course Units offered. (Please read instructions carefully)
  - i.) Indicate Course Unit number and Title clearly.
  - ii.) Candidates are allowed to sit only for the maximum number of course units (credits) allowed to register for a semester.





Index No.	
-----------	--

University of Ruhuna

Examination Admission Card

Faculty of .....

Examination: ..... (Semester: .....)

Year :..... Academic Year .....

Name of the candidate: .....

The Course Units that the above candidate qualifies to sit are mentioned over-leaf.

Date Registrar, Faculty of .....

Attestation

This is to certify that I have read carefully and understood the instructions and rules issued to candidates.

Signature of Candidate: .....

I certify that the above candidate who has signed in my presence is known to me.

Date: ..... Signature of attester: .....

Name of Attester: .....

Designation: .....

Address: .....  
.....

The attester should be a permanent Teacher/Staff officer in the University Service or a Staff officer in the Government Service or State Corporation.







**University of Ruhuna**

**Examination Arrangement (List of Examiners)**

**Examination:**.....

**Note:**

1. This schedule should be completed and returned personally or under confidential cover by the respective Head of the Department.
2. The numbers and titles of papers should conform with the wording as those given in the syllabus.
3. The number of scripts to be sent to each Examiner should be indicated.

Module No.	Title of the Module and Medium	Duration	Paper setting Examiner with address and tel. no. (where available)	Moderator with address and tel. no. (where available)	No. of scripts to each Examiner	First marking Examiner with address tel. no. (where available)	Second marking Examiner with address and tel. no. (where available)





University of Ruhuna

Letter of Appointment as the Examiner

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

Dear Sir/Madam,

**Examination:** .....

This is to inform that you have been appointed as an Examiner of the following Examination at the XXX<sup>th</sup> Faculty Board subject to the approval of the Senate of the University.

You are requested to set the following exam paper.

Name of the Examination: .....

Name of the Module: .....

Module Code: .....

You are requested to send following part of the letter to the SAR/AR of the Faculty on or before .....  
.....to inform the Acceptance or Non Acceptance regarding this appointment.

Sincerely,

Deputy Registrar/Senior Asst. Registrar/Asst. Registrar  
Faculty of .....

.....  
Deputy Registrar/Senior Asst. Registrar/Asst. Registrar  
Faculty of .....

I hereby acknowledge the receipt of appointment as an Examiner of the paper of .....  
..... for the Examination of .....

Name

Date:

Signature of the Examiner



University of Ruhuna

Request to set the Examination / Moderation

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

Dear Sir/Madam,

**Examination:** .....

This is to inform that you have been appointed as an Examiner of the following Examination at the XXX<sup>th</sup> Faculty Board subject to the approval of the Senate of the University.

You are requested to set the following exam paper.

Name of the Examination: .....

Name of the Module: .....

Module Code: .....

This is to inform When you submit your question paper please clearly indicate special requirements, such as additional answering books, additional answering papers, chart of logarithms, ledger sheets, journal papers, drawing papers and atlas needed to the candidates within the relevant space of the form. In addition to that please complete and return the Form EX 07 for special requirements attached herewith.

Enclosed herewith are

1. the first page for the submission of questions (Ex 8)
2. additional papers for the submission of questions (Ex 9)
3. form for special requirements for the question paper (Ex 10)
4. copies of past papers
5. envelop marked "Confidential" should use for the submission of question paper and envelope for the other document (Ex 12 and Ex 13)

Please note that draft Question Paper, and duly completed Form EX 07 for special requirements must be submitted by hand or registered post to the SAR/ AR of the Faculty on or before ..... in the sealed envelope printed "confidential" which has been provided to you.

In addition to you, following Setters have been appointed for the Examination of this paper, please make necessary arrangements to discuss with them before submitting your questions.

- 1.....
- 2.....
- 3.....
- 4.....

I would be grateful for your kind support extended on this regard.

Sincerely,

Deputy Registrar/Senior Asst. Registrar/Asst. Registrar  
Faculty of .....

Date : .....

Copies

01. ....
02. ....
03. ....
04. ....



University of Ruhuna

Question Paper Setting Form

Faculty of .....

To be filled in by the Examiner setting Questions	Name of Examination	
	Subject	
	Module name and code	
	Time allowed	
	Instructions regarding choice of questions and No. of questions to be answered, and Whether any section/part of the question paper should be answered in separate answer books, and other special Instructions, if any .....	
Question no.	(Please write legibly and on one side only)	
Question no.	(Please write legibly and on one side only)	







University of Ruhuna

Prototype Answer and Marking Scheme

Name of Examination: .....

Title & Code of Question Paper: .....

Duration of Paper: .....hours.

No. of questions to be answered: ..... Medium: .....

Question No.	Number of marks allotted	Outline of answer expected / Salient points/ work Solution /other instructions

Signature of the Examiner: .....

Signature of the Moderator: .....



### University of Ruhuna

#### Special Requirements for the Question Paper

1. Examination: .....

(a) Title and Code: .....

(b) Number of Paper: .....

(c) Name of setting Examiner: .....

2. The following materials \* should be provided to the candidate for this Paper in addition to the Answer Book. Indicate the number of copies to be provided in each instance.

	Number of copies
(a) .....	.....
(b) .....	.....
(c) .....	.....
(d) .....	.....
(e) .....	.....
(f) .....	.....
(g) .....	.....

3. Indicate which of the special material mentioned above are being enclosed, and which should be furnished by the Registrar.

4. Indicate whether answers to any part /section of the paper are to be answered and /or packetted separately.

Date:

Name:

Signature of Examiner

*\* These include graph papers, calculators, logarithms, ledger paper, drawing paper, journal entry forms, diagrams, maps, special tables, statistical tables etc.*



**University of Ruhuna**

**Paying Voucher**

**(for setting/moderating question papers and marking/assessing scripts/practical/clinical/oral)**

Financial Year: .....  
 Programme: ..... Object Code: .....  
 Project: ..... Object Title: .....  
 Examination: .....  
 Subject: .....  
 Name of Examiner: ..... UPF No: .....  
 Address: .....

Cheque No: .....  
 Date: .....  
 Vote ledger Folio : .....  
 Fees Ledger Folio: .....

Title of Paper	Fee for setting/ Moderating & Translating of paper			Fee for Marking Scripts			Fee for Assessing Practical/Clinical/Oral			Total	
	Duration of Paper	Number of paper	Amount Rs. Cts.	Number of Scripts	Amount Rs. Cts.	Number of candidates	Amount Rs. Cts.	Rs.	Cts.	Rs.	Cts.
Postage etc.											
<b>Total</b>											

Above entries are correct and the rates are according to regulations

Checked by : .....  
 Date : .....

.....  
 Subject Clerk

Recommended for payment

Payment Certified by

Payment Approver by

.....  
 Signature of Head of the Department

.....  
 Registrar/ Snr. Asst. Registrar

.....  
 Dean/Bursar/ Snr. Asst. Bursar

Date: .....

I certify from personal knowledge & from details given in this voucher and relevant files, that the above services were duly authorized, and performed and that the above payment is in accordance with the regulations fair and reasonable.

.....  
 Bursar/ senior Asst. Bursar  
 Date:.....

Received this.....And of .....20....In settlement of above account, a sum of rupees .....

Signature Stamp Receiver

Confidential Inner Envelope to Forward Question Paper

Envelop size: A4 size (210 × 297 millimeters or 8.27 × 11.69 inches)

	<b>University of Ruhuna</b>	
	<b>To</b>	
<b>Confidential</b>	.....	
	.....	
<b>From:</b>	.....	
.....		
.....		
.....		

Confidential Outer Envelope to Forward Question Paper

Envelop size: A4 size (210 × 297 millimeters or 8.27 × 11.69 inches)

	<b>University of Ruhuna</b>	
<b>Confidential</b>	Name of Examination: .....	
	Name of the Module: .....	
	Module Code: .....	
Date of scrutiny:	The following documents are enclosed in the envelop	
	1. Question papers .....3. Outline maps .....2. Marking scheme	
N.B. This envelop should be properly sealed and enclosed in another envelop Ex 13 before dispatch to the Registrar / this envelop should not be used for any other purpose	*Please delete whichever is inapplicable	



**University of Ruhuna**

**Daily List of Examinations**

Examination: .....

Date	Module Code No	Title of Paper	Medium & No. of Papers Prepared	No. of Packets	No. of Centers

**Confidential**



**University of Ruhuna**

**Printed Label for Paper Packet**

This is to certify that this packet of question papers was opened at ..... a.m./p.m on ..... 20 ..... at the Examination Centre and in the presence of the candidates.

.....

**Signature of Supervisor**

.....

**Signature of Invigilator**

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

NUMBER OF PAPERS ENCLOSED IN THE PACKET:

.....

EXAMINATION:

.....

PAPER:

.....

DATE

.....

TIME:

.....

CENTRE

.....

This paper needs special requirements / do not need special requirements



University of Ruhuna

Record of Steps

(to be completed by the Registrar in Charge of Examination)

Preparation of Examination Paper

- 1. Examination: .....
- 2. Title and Code No of paper: .....
- 3. Receipt of paper (a) Form .....  
(b) Date .....
- 4. Sent to Moderator (a) Name .....  
(b) Date .....
- 5. Received from Moderator (a) Name .....  
(b) Date .....
- 6. Translated by (a) Name .....  
(b) Date .....
- 7. Stencil typed by (a) Name .....  
(b) Signature.....  
(c) Date .....  
(d) No of Stencil .....
- 8. Proof Reading of Stencil (a) Name .....  
(b) Signature.....  
(c) Date .....
- 9. Copying/ printing and packeting  
Printer Operator: .....  
Clerk: .....  
Others present: .....  
Date: .....  
No of copies prepared: .....  
No of packets prepared: .....
- 10. Separate packet for purpose of Record prepared by .....
- 11. Spoilt papers and used carbons: Destroyed/ separately packetted

Name

Signature of the Registrar

Date



University of Ruhuna

Letter of Appointment as Supervisor/ Invigilator

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

Dear Sir/Madam,

Examination:.....

This is to inform that you have been appointed as Supervisor/Invigilator of the following Examination subject/s.

You are requested to supervise/invigilate following examination/s.

Date of Examination	Module Name & Code

You are requested to send following part of the letter to the SAR/ AR of the Faculty on or before .....to inform the Acceptance or Non Acceptance regarding this appointment.

Date: .....  
Deputy Registrar/Senior Asst. Registrar/Asst. Registrar  
Faculty of .....

Deputy Registrar/Senior Asst. Registrar/Asst. Registrar  
Faculty of .....

I hereby inform you the acceptance/non acceptance of setting the examination paper of .....  
for the Examination of .....

.....  
Name Signature of the Examiner Date



**University of Ruhuna**

Voucher No: .....

**Payment Voucher for Examination Services**

Financial Year: .....  
 Programme: ..... Object code: .....  
 Project:..... Object title: .....  
 Name of Examiner: .....  
 Designation: .....  
 Department / Unit: .....  
 Cheque No: .....  
 Date : .....  
 Vote ledger follo : .....  
 Fees Ledger follo : .....  
 UPF no:.....

**Payment for Supervision/Invigilation/Hall Attendant/Lab Attendant**

- (i) Examination: .....
- (ii) Examination center/ Hall: .....
- (iii) Duty for exam : .....

Date	Duration for Service				Amount Rs. Cts.		Supervisor Signature
	Morning		Afternoon				
	From	To	From	To			
Total Amount for Letters			Total Amount for Numerical				

Above entries are correct and the Rates are according to regulations

.....  
 Subject Clerk

Payment Certified

Approvals, payee, topic of expenditure, Service supplies in proper accuracy and approved.

.....  
 Registrar/ Senior Asst. Registrar

Date: .....

.....  
 Attester

I certify from personal knowledge & from details given in this voucher and relevant files, that the above services were duly authorized, and performed and that the above payment is in accordance with the regulations fair and reasonable.

.....  
 Bursar/ senior Asst. Bursar  
 Date: .....

Received this.....And of .....20.....In settlement of above account, a sum of rupees .....

Signature Stamp Receiver







University of Ruhuna

Label for the Answer Script Packet

Examination: .....

Centre: .....

Title of the paper: .....

No. of Scripts Enclosed: .....

From Index No: ..... To Index No: .....

(Inclusive)

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

Index Number of Absentees: .....

.....

.....

.....

.....

.....

Date:

Name:

Signature of the Supervisor:

Envelop for the Answer Scrip Packet (Envelope Size 15” x 10”)

CONFIDENTIAL



University of Ruhuna

Answer Scripts

Name of Examiner:.....

Address: .....

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

EXAMINATION: .....

PAPER: .....

CENTRE: .....

DATE: .....

NUMBER OF SCRIPTS ENCLOSED .....

IN PACKET

From Index No : ..... to.....



**University of Ruhuna**

**Reporting Form for Examination Offences**

Name of Candidate:	Index No:	
Examination:		
Title of paper:	Date :	
Offence Committed: (Detail Report overleaf)		
Time detected:		
Signature of Invigilator/Supervisor		
<p>Name of Candidate: Mr. / Mrs. / Miss.....</p> <p>It has been brought to my notice/ by the Invigilator that</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Please give your explanation in the cage below.</p> <p>.....</p> <p>.....</p> <p>.....</p>		
Date	Name	Signature of Supervisor

Explanation of Candidate

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

.....  
Date

.....  
Signature of Candidate

Observations of the Supervisor

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

.....  
Date

.....  
Name

.....  
Signature of Supervisor



## University of Ruhuna

### Detailed Report of Examination Offences

<p>Unauthorized documents:</p> <p>Describe the documents and where they were found. Name the documents serially.</p>	
<p>Coping:</p> <p>Describe from what document coping was done.</p>	
<p>Describe in detail the disorderly conduct</p>	
<p>Impersonation:</p> <p>Describe who impersonated whom</p>	
<p>Other offences: (Description)</p>	
<p>Special Observations:</p>	
<p>Names, Signatures and Date:</p> <p>Invigilator/s <span style="float: right;">Supervisor</span></p> <p>Date:</p>	



**University of Ruhuna**

**Supervisor’s Report on Examination**

Name of Examination: .....

Name of the Module: ..... Moduel No. ....

Date: ..... Time of Commencement: .....Time of Ending: .....

01.	The Answer Scripts have been arranged in the serial order of the Index Number.	Yes/ No
02.	Index Nos. of absentees have been marked in the Attendance Sheet.	Yes/ No
03.	Total number present.	
04.	The answer scripts have been counted and tally with the number present for the Examination. If not, Indicate the reason.	Yes/ No ..... ..... .....
05.	Index numbers have been indicated on all answer scripts by candidates. If not, Indicate the Index Numbers of the candidates who haven’t numbered their scripts.	Yes/ No ..... ..... .....
06.	The student/s who has/have this Index No/Nos has/ have not produced their Record Book/ Identity Card. They have been requested to provide them at the next session.	Yes/ No ..... ..... .....
07.	The student/s who has/have this Index No/Nos. has/have not produced their Admission Card. Their signatures have been obtained on the Declaration. (Declaration attached)	Yes/ No ..... ..... .....

08.	Report on : a). Examination Hall opened on time	Yes/ No
	b). Examination Hall has been swept and cleaned	Yes/ No
	c). Desks are numbered according to the attendance list	Yes/ No
	d). Answer books and Exam material are available	Yes/ No
	e). Inadequacy of Invigilators, Hall Attendants	Adequate/Not adequate
	f). Name of Invigilators, Hall Attendants who are absent	
	g). Name of Invigilators, Hall Attendants arrived late	
09.	Observations with regard to the Printing/ Duplicating of question papers or any other defect regarding question papers	
10.	Any drawback in the arrangements for the Examination	
11.	Candidate/s who has/have detected committing Examination Offences	
12.	Unauthorized documents found with candidate/s are sealed and submitted in a separate cover	Yes/ No/Not Applicable
13.	Report on the offence and the statement of the candidate/s is/are enclosed	Yes/ No/Not Applicable
14.	Whether any candidate fell ill during the session. How much additional time was given?	
15.	Any other observations	

.....  
Name and Signature of the Supervisor





**University of Ruhuna**

**Absentee Form**

This form MUST be inserted in place of any Script which is missing for any reason.

**Candidate’s Index No.:** .....

No script for this Candidate is included due to following reason.

- Absent
- Though present did not submit an answer script.

Date : .....

.....  
Signature of Supervisor

Centre : .....

NB: Mark whatever is applicable



University of Ruhuna

Declaration by Candidates Failing to Produce Record Books at Examinations

I, .....being a candidate for the examination ..... bearing Index, no: .....do hereby declare that have failed to produce the Record Book at the Examination Hall and that I am permitted to sit the Answer paper ..... under the condition that a decision will be made by the University on my producing the Record Book, as to whether my candidature for the paper should be accepted or not.

I hereby declare that I shall abide by the decision of the University with regard to this matter.

Date:

Signature of Candidate

Counter Signed:

Supervisor/ Invigilator

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

Date:

Signature of Candidate

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



**University of Ruhuna**

**Submission of Medical Certificates for the Examination**

1. Full Name (Mr./Miss): .....
2. Students Reg. No: .....
3. Examination: .....
4. Year: ..... Semester: .....
5. Contact Number: .....
6. Have you submitted a medical certificate for an examination before: Yes / No
7. If yes, please specify: .....
8. Details of subjects covered by the Medical Certificate

Name of Subject	Subject Code	Date and time of the Examination

9. Details of the Medical Certificate.

Medical Certificate No	Period of covered	Subject Code of Course Units covered	Date and place of the Medical certificate issued

I Certify above information is correct any other information.

Signature of student: .....

Date: .....

NB: This form should accompany a duly signed medical certificate within 07 days of commencing your leave.

## **Important**

Criteria of the submission of the Medical Certificate by candidate who failed to attend in any Examination for medical reasons:

### **01. Failing to attend the Examination for Medical Reasons**

Please follow the instructions given below if any candidate is unable to attend the examination on medical reason.

- 1.1 The Medical Certificate submitted by the candidate should be issued by the Medical Officer of the University, Medical Officer of a Government Hospital or by a Consultant
- 1.2 The Medical Certificate submitted by the candidate should be on a standard format of a Government Medical Certificate with the official stamp of the Medical Officer
- 1.3 Any Medical Certificate issued is valid only for 14 days and if further time is needed an additional Medical Certificate should be obtained separately.
- 1.4 If any candidate is unable to attend an examination that should be informed to the Dean or Registrar of the Faculty by telegram.
- 1.5 The relevant Medical Certificate should be sent to the Registrar of the Faculty without delay.

### **02. Approval of Medical Certificates**

Please follow the below instruction for approving a Medical Certificate

- 2.1 Medical Certificates submitted by candidates will be sent to the Medical Officer of the University for observations and will be submitted to the next immediate Faculty Board meeting for approval.
- 2.2 If the Medical Officer is requested to obtain observations from the Medical Board, such Medical Certificate shall be forwarded to the to the Medical Board with the permission of the Faculty Board.
- 2.3 The decisions taken on Medical Certificate should be informed to the candidate and copies of those shall be sent to the Student Affairs Branch and the Personal file of the candidate.



**University of Ruhuna**

**Oath of Affirmation Secrecy**

I ..... being an employee of the University of Ruhuna do hereby solemnly, sincerely and truly declare and affirm as follows:

- (a) I shall at all times conduct myself and do everything in my power in the performance of my duties connected with the conduct of examinations such as preparation of question papers/ setting, moderation and translation, typing, stenciling, duplicating and packeting, supervising and invigilation, marking of answer scripts, entry and maintenance of marks, release of results and any other related or ancillary process or activity whatsoever connected thereto so that the utmost secrecy shall be maintained in such matters.
  
- (b) I shall not directly or indirectly procure or attempt to procure any information of a confidential nature relating to examinations from any person whomsoever or disclose to any other person whomsoever any information of a confidential nature that I may receive or become aware of in the course of my duties connected with the examinations of the University except as may be necessary for the due performance of my duties.

Date:

Signature of Employee

Counter signed by

Head of the Department/ Registrar



**Confidential**

**University of Ruhuna**

**Detailed Mark Sheet**

Name of Examination: .....

Name of the Module: .....

Module Code: .....

**Note:**

1. Please enter the marks clearly in ink. Alterations, if any, should be initialed.
2. Marks for each paper should be entered on separate mark sheets.
3. The marks per paper should then be transferred to the mark return sheet.

Index No.	Attendance	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	TOTAL	
														Mark	%

Date:

Name of Supervisor:

Name of Making Examiner:

Date:

Signature of Supervisor:

Signature of Marking Examiner:





**University of Ruhuna**

**Handing Over of Marked Answer Scripts Parcel**

- 1. Department :.....
- 2. Examination:.....
- 3. Name of the Module and Code:.....
- 4. Name of the Examiner:.....

Handed over the sealed and labeled Answer Script parcel and Marking Scheme to the Registrar.

.....  
Signature of the Examiner

.....  
Date

Received the sealed and labeled, marked Answer Script parcel and Marking Scheme from the Examiner.

.....  
Signature of the Registrar

.....  
Date

To be filled in duplicate



University of Ruhuna

Submission of Results

- 1. Department: .....
- 2. Examination: .....
- 3. Name of the Module and Code: .....
- 4. Name of the Examiner: .....

Handed over the marks sheets to the Registrar.

.....

Signature of the Examiner

.....

Date

Received the mark sheets from the Examiner.

.....

Signature of the Registrar

.....

Date



University of Ruhuna

Record of Entry of Marks and Issue of Statement of Results

		Initial of Registrar
Schedule of Entries	Prepared by	
	Checked by	
Mark Book	Prepared by	
	Checked by	
Entry of Marks	Prepared by (1) (2)	
	Checked by (1) (2)	
	Re-checked by A/R	
Results determined by	A/R According to	
	Alterations made by Board of Examiners .....Minimum Marks added for the Examination as a whole and distributed to one or more papers.  ..... Maximum Mark added for a Class. Any other special consideration.....	
Statement of Results	Prepared by	
	Checked by	
Results Sheet	Prepared by	
	Checked by	



**University of Ruhuna**

**Application for Obtaining a Temporary Result Sheet/ Academic Transcript**

Amount Paid: Rs .....  
 Date of payment: .....  
 Receipt No: .....  
 Money Order No/No: .....

1. Full Name of the Applicant in Sinhala/ Tamil: .....
2. Full Name of the Applicant in English: .....
3. Registration No: .....
4. National Identity Card No: .....
5. Address for sending the certificate: .....

*(Applicable, postage for registered post should be paid together with fees for certificate / certificates)*

6. Contact No. : Home: ..... Mobile: .....
7. Type of certificate requested: .....
8. Details of the examinations: .....

Semester Examination	Year	Examination No.
i.	.....	.....
ii.	.....	.....
iii.	.....	.....
iv.	.....	.....
v.	.....	.....
vi.	.....	.....
vii.	.....	.....
viii.	.....	.....
ix.	.....	.....
x.	.....	.....
xi.	.....	.....
xii.	.....	.....

I do hereby declare that the details stated above are accurate to the best of my knowledge.

Date: .....

Signature of the Applicant: .....

## Fees applicable and relevant conditions for obtaining certificates

### **Amount to be paid for the certificates**

a) Certificate of completion of all requirements for the award of the degree	Rs.50.00
b) Certificate with subject names and grades <i>(This certificate is issued only for those who have successfully completed the degree and no dues.)</i>	Rs.100.00
c) Certificate indicating pending final examination results. <i>(This certificate will be issued only for those who have passed the examination conducted for the degree except final degree examination.)</i>	Rs.50.00
d) Certificate for Proficiency in English (All registered English examination.) <i>(This certificate will be issued for those who have passed Level I, II &amp; III.)</i>	Rs.100.00
e) Certificate for Proficiency in English (completion of Level I and Level II.) <i>(This certificate is issued only for those who have successfully complete the final degree examination.)</i>	Rs.100.00
f) Academic Transcript: <i>(Confidential Academic Transcript is issued only to an institution recognized locally or internationally. The applicant must mention the reason for the request and address of the institution that the certificate to be sent. Further, he/she must pay the postage when submitting the application.)</i>	Rs.250.00
g) Post Graduate Degree - Academic Transcript	
(Local)	Rs.200.00
(International)	Rs.500.00
Degree certificate	Rs.300.00
h) For attestation of a copy of a Certificate. :	Rs.50.00

### **Condition**

1. Any certificate will only be sent to given address by registered post only if the applicable postage for registration is paid along with the fee for the certificates when submitting the application.
2. The receipt of total payment issued by the Shroff, University of Ruhuna should be attached to the application before handing over.
3. Applicants, who send the application by post should send a money order or original receipt paid to the University of Ruhuna account of People's Bank for relevant fees addresses to Registrar, University of Ruhuna, Wellamadama, Matara together with the application under the registered cover.
4. Duly completed application should be sent to the Deputy Registrar, University of Ruhuna, Wellamadama, Matara (If the certificate to be issued by the Examination Branch) or Senior Assistant Registrar / Assistant Registrar of the relevant Faculty.
5. Please note that the certificates are issued only after minimum period of at least four weeks upon the receipt of the applications and availabilities of approved results at the Examination Branch. However, it could be varied depending on the number of certificates to be issued.



### University of Ruhuna

#### Application Form for Verification of Examination Grades / Marks

Faculty of .....

#### 1. Details of the Candidate

Name of the Candidate:			
Registration No.:		Index No.:	
		(only if different with Reg. No.)	
Name of the Examination:			
Year		Semester	

#### 2. Modules to be Verified

Course Unit/Module/Subject Name	Course Unit/Module No.	Grade Received

Receipt number of verification fees payment (Rs.500/= per Course Unit): .....

Total amount paid (fully refunded if the grades are changed): Rs. ....

*(The original receipt should be attached)*

Date:

Signature of the Candidate:

**Only for Office Use**

**Results after Verification**

Name of the Module/Subject	Module/Subject Code	Before Verification		After Verification		Status (Changed /Not Changed)
		Mark	Grade	Mark	Grade	

Date of Verification: .....

**Name and signature of verification Board Members:**

Name	Designation	Signature

***Recommended by the 237<sup>th</sup> Senate and approved by 272<sup>nd</sup> council***

**Appendix II - Specimen Heading of Question Paper**



**University of Ruhuna**

**Faculty of .....**

**Bachelor of Science (General) Degree Level I Semester II Examination (June/July 2017)  
Academic Year 2017/2018**

**CHE 1111 - Aquatic Chemistry**

**Duration: - Three hours**

Rubric

The Question Paper contains 08 questions.

Answer any 05 questions selecting at least two questions from each part.

Illustrate your answers with clear diagrams wherever possible.

The answers to each part should be answered in separate Books and handed in separately.