
University of Sri Jayewardenepura



**MANUAL OF EXAMINATION
PROCEDURES**

Manual of Procedures for Conduct of Examinations

This manual is a modification of the manual published by the University Grants Commission in July 1978. The updated version was prepared by the Centre for Quality Assurance of the University of Sri Jayewardenepura.

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Chapter I: Preparation for Conducting Examination

1.1. Calendar of Examination Dates

- 1.1.1. The draft calendar of dates for examinations, for the ensuing academic year/semester, shall be prepared by the relevant unit under the supervision of the Dean and sent to the Study Board/ Faculty Board for their observations, at least one month before the academic year/semester, for the approval. *Date of Preparation*
- 1.1.2. Within 2 weeks of the preparation of the draft calendar of dates, the Dean/Director shall finalize the same in consultation with the HODs/Coordinators and the Faculty Members. The Dean shall obtain the approval of the Senate for the calendar not later than two weeks before the relevant academic year/semester. *Approval*
- 1.1.3. If it becomes necessary to revise the dates of Examinations, such revision shall be made one month prior to the initial schedule date unless in situations beyond the control of the relevant faculty. *Revisions of dates*
- 1.1.4. The semester examinations in any academic year shall commence not later than two weeks after the end of the academic semester. The faculties with yearend exams shall decide the commencement date of the relevant exams. *Date of commencement of examinations*

1.2. Examination Timetables

- 1.2.1. The draft Examination Timetable for the relevant degree programmes shall be prepared at least 4 weeks before the last date of the academic semester in which Examinations are being held. The relevant unit/coordinators of each faculty shall prepare the draft timetable for the examinations, in consultation with the Dean/Director/HODs/coordinators, taking into consideration any revision of dates made under 1.1.3. *Drafting of time tables*
- 1.2.2. The approval of the timetable shall be obtained from the Faculty Board and the Senate. *Approval of time tables*
- 1.2.3. Once approval is obtained, the AR/SAR/DR, of the relevant faculty will post the timetable on notice boards and on the web and sends copies to the Dean/Director/HODs/Coordinators, and the AR/SAR/DR of examination unit at least one week before the last day of the academic semester. *Publication*

1.3. Invigilation and Supervision Timetables

- 1.3.1. The respective AR/SAR/DR/ Coordinators in consultations with the HODs shall prepare the invigilation and supervision lists and send the lists to the examination unit/Coordinators to allocate centers/halls for the examinations. *Drafting of supervision & invigilation timetable*
- 1.3.2. The Dean/Director approves the supervision and invigilation list. The AR/SAR/DR of the relevant faculty shall circulate the supervision and invigilation list among the Dean/Director, HODs, Coordinators, Supervisors, Invigilators and Hall attendants at least one week before the commencement date of the examinations. *Distribution of supervision & invigilation time table*

Chapter II: Entries for Examinations and Preparation of Schedules of Candidates

2.1. Application for Examinations

- 2.1.1. The AR/SAR/DR of the relevant faculty shall call for applications for examination from candidates who have registered for respective course units, at least two weeks before the last date of the academic semester and closes the entries after two weeks. *Calling for entries*
- 2.1.2. On submission, the applications shall be scrutinized by AR/SAR/DR and all ineligible applications shall be rejected and such applicants shall be informed within a week after submitting the application. *Scrutinization of eligible*

2.2. Schedules of Candidates

- 2.2.1. The AR/SAR/DR, of the relevant faculty with the consultation of the exam unit, shall prepare a list of candidates eligible to sit the Examination within a week after the end of the academic semester. *List of Eligible Candidates*

The schedule shall contain the following particulars.

- a) The title and the code of the paper
- 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 AR/SAR/DR, of the relevant faculty shall issue Admission Cards to all the candidates not later than one week before the commencement of the examination drawing attention to the examination rules, offences, and punishments. *Issue of Admission Cards*
- 2.3.2 Information to be included in the admission card.
Name of the candidate, Index number, Degree programme, Year, Semester, Signature of the candidate, certification of the signature, Course unit table, place for invigilators signature and any other information relevant to the respective faculties.
- 2.3.3. Admissions cards shall be checked with the examination schedule by the Management Assistant in the Examination Unit of the relevant faculty to ensure the accuracy of the index numbers of the entries. *Checking of Admission Cards*

2.4. List of Candidates for Each Examination Paper

- 2.4.1. The AR/SAR/DR, of the relevant faculty, in consultation with the exam unit, shall prepare an Attendance List including names and Index Numbers of the candidates sitting for each paper separately. The Attendance List shall be signed by the candidates during the examination time. The Supervisor shall mark the attendance on the Final Mark Entering sheets. The Attendance List shall be returned to the AR/SAR/DR, Exam unit and the Final Mark Entering sheets shall be enclosed with the answer scripts for the First and Second Markers.

*List of
Attendance*

Chapter III: Appointment of Examiners

3.1. Appointment of Examiners

- 3.1.1. At least two months before the last date of the academic semester, the AR/SAR/DR, of the relevant faculty shall send a list of the scheduled dates of examinations and request the HODs/Coordinators to perfect and return the List of Examiners within two weeks. Examiners, Setters and Moderators should be appointed according to the guidelines of the respective faculties. *Request for List of Examiners*

An internal examiner should be a faculty member confirmed in the relevant post.

3.2. Approval of Examiners by the Faculty and the Senate

- 3.2.1. At least one month before the last date of the academic semester, the HODs/Coordinators and the AR/SAR/DR, of the relevant faculty shall; *Scrutinization of Examiner's List*

- Scrutinize and ascertain whether Examiners have been appointed for each course unit of the examination.
- Check whether the required information of the examiners (especially the External Examiners) is provided before forwarding the list to the Dean.

- 3.2.2. At least one month before the last date of the academic semester, the Dean/Director shall obtain the approval from the Faculty Board and the Senate for the Examiner List. *Faculty & Senate Approval*

3.3. Issue of Appointment Letter to the Examiners

- 3.3.1. The AR/SAR/DR, of the relevant faculty shall, within one week of the receipt of the Senate approval for the Examiner List, inform all Examiners about their appointment and the duties assigned. The Examiners shall, within one week, acknowledge the receipt of the appointment letter (if applicable). *Appointment Letters to Examiners*

- 3.3.2. At the time of request to be an examiner any teacher who has a conflict of interest should declare such and decline to be an examiner.

Below factors may also be considered in identifying the examiners:

Type of examination

Academic qualifications, grade, and seniority of the person

Teaching commitment of the person for the subject area under consideration in the examinations
Willingness and availability
Familiarity with examination method
Type of work expected.
E.g. setting of MCQs or SEQs, marking questions, clinical exam, viva voce etc.
Other

3.4. Revision of the List of Examiners

- 3.4.1. In case when a revision is needed to the List of Examiners, the Dean/Director can recommend an Examiner on request made by the HOD/Coordinator subject to the covering approval of the Faculty Board and the Senate. *Scrutinize of Examiner's List*

Chapter IV: Types of Examinations and Setting of Questions

4.1. Setting of questions

- 4.1.1. Types of written examinations conducted by the University are; *Request to set questions*
1. End Semester/Term/Module Examinations
 2. Mid Semester Examinations
 3. Continuous Assessments
 4. Year End Examinations
 5. Final Year Examinations
- 4.1.2. Other forms of examinations
1. Laboratory examinations
 2. Field examinations
 3. Clinical examination
 4. Practical examinations (Dancing/Music)
 5. Viva voce
 6. Presentations
- and any other examination practices
- 4.1.3. The AR/SAR/DR, of the relevant faculty shall send to the Examiners the following to set the question papers.

A copy of a question paper of the previous examination, special instructions if any,

Note on setting question papers

Question paper forms to set the paper

Form for marking scheme and work solutions

Special requirements

Inner and outer envelopes to forward question paper

Declaration form for conflict of interest

4.2. Receipts of Question papers from Examiners

- 4.2.1. The Examiner shall, on or before the date specified, send the question paper written/typed on the approved template, together with the other documents mentioned above in 4.1.2. (duly completed where necessary), enclosed in the confidential envelope addressed to the relevant HOD/Coordinator. *Receipts of question papers from examiners*

Chapter V: Preparation, Moderation, and Scrutiny of Exam Papers

5.1. General

- 5.1.1. To obtain an accurate estimate of a student's achievements, on written examinations (4.1.1) conducted by the respective faculties, must carefully follow appropriate procedures at three stages of conducting examinations. Namely, *Types of written examinations*
- setting question papers
 - answering question papers, and
 - marking answer scripts and processing marks

To obtain an accurate estimate of a student's achievements, on other forms of examinations (4.1.2.) conducted by the respective faculties, must carefully follow appropriate procedures at three stages of conducting examinations. Namely,

- setting question papers,
- conducting the task/performance, and
- evaluating the task/performance and processing marks.

All the coordination of the preparation of question paper shall be the responsibility of the First Examiner/s (paper setter/s).

5.2 Request for Setting Examination Papers

- 5.2.1. Upon appointing the examiners, the HOD/ Coordinator shall inform the Examiners to set the exam papers taking the following into consideration; *Request to set the examination papers*
- Use of the Faculty approved template
 - Compulsory questions, if any
 - Special instructions, if any
 - Marking Schemes
 - Credit value and duration (if applicable)
 - Special requirements

5.3. Receipt of Question Papers from Examiners

- 5.3.1 The Chief Examiner/Examiner/s shall set question papers on or before the date specified by the HOD/Coordinator for the moderation. The Examiner shall handover the question paper (either print-ready version or written version), together with the other documents including the marking scheme, etc. duly completed where necessary, to the HOD/Coordinator, enclosed in a confidential envelope. *Request to Set Question Papers*

5.4. Marking Schemes

- 5.4.1. The Examiner shall prepare model answers, clearly allocating marks for each question. The marking scheme should be provided along with the exam paper for moderation and be kept in a confidential cover until the marking commences. *Marks Allocation*
- 5.4.2. When a candidate has answered more than the demarcated number of questions, it should be clearly stated that the last/least question or questions answered shall be disregarded (when applicable). *Answering more than the required no: of questions*

5.5. Moderation/Scrutiny

- 5.5.1. The HODs/Coordinator shall send the question paper together with model answers and the Marking Scheme to the Moderator/Scrutiny board together with the course outline and the Exam Moderation Form. *Moderation & Scrutiny Marking Scheme*
- 5.5.2. The Faculty/Department shall appoint a scrutiny board according to the relevant faculty guidelines to scrutinize the papers.

5.6. Handing Over the Moderated/Scrutinized Papers

- 5.6.1. The HOD/Coordinator shall receive the moderated/scrutinized question paper with comments/suggestions, together with the Moderation/Scrutiny board Report and handover the question paper to the relevant Chief Examiner/ Examiner or the Coordinator for final editing. *Receiving the Moderated Papers*
- 5.6.2. The Chief Examiner /Examiner shall discuss the moderator's comments with the relevant examiners and shall incorporate the changes agreed upon. The Chief Examiner /Examiner shall prepare the final version of the question paper. *Completion*

Chapter VI: Typing, Proofreading, Printing and Packeting of Examination Papers

6.1. Procedure

- 6.1.1 The AR/SAR/DR, of the exam unit shall take necessary action for typing, proofreading, cyclostyling/printing, and packeting of examination papers which have been passed by the Chief Examiner/Examiner/ Board of Scrutiny concerned. *Procedure*

6.2. Typing and Proofreading

- 6.2.1. Examination papers shall be typed by the Chief Examiner/Examiner adhering to confidentiality. *Typing of Question Papers*

- 6.2.2. The following particulars shall be inserted on the top of the question paper in the following order:- *Question Paper Format*

1. Logo of the university and/or Logo of the Faculty
2. University of Sri Jayewardenepura
3. Name of the relevant Faculty
4. Name of the Department and/or Degree Programme
5. The name, year, semester, and months and/or date of examination
6. The course code and title of the paper
7. Duration of the paper
8. The rubric which shall contain the following
 - i. The total number of questions and number of pages
 - ii. The number of questions to be answered
 - iii. Compulsory questions if any
 - iv. Instructions for selecting questions from different parts, where necessary
 - v. Whether answers to any part should be handed after a specified period
 - vi. Whether separate books should be used for separate parts of the paper and handed over separately
 - vii. Any special requirements needed/allowed or not allowed

- 6.2.3. The Chief Examiner/Examiner shall proofread the paper before printing. *Proofreading*

6.3 Printing, Packeting and Storage

6.3.1. The AR/SAR/DR, of the relevant Faculty shall ensure that the examination paper is printed, copied, and packeted at least 2 days before the scheduled date of the paper. *Packeted on time*

6.3.2. The printing, copying, and packeting of examination papers shall be done under the direct supervision of the Chief Examiner/Examiner (if applicable) and the AR/SAR/DR, of the relevant Faculty. The employees assigned to print or copy and packet the examination papers shall ensure the following: *Packeting Procedure*

- The first photocopied paper should be given to the Chief Examiner/Examiner to make sure that diagrams, equations, etc. are correct and clear.
- The full material has been reproduced in each sheet of paper, especially when and where both sides of the paper are used.
- Any copied paper that is illegible or smudged has been included in a sealed envelope marked '*Discarded*'.
- When the examination paper contains more than one page, the copied paper shall be stapled together in the correct order.
- All the copied papers are numbered and a sufficient number of papers (an additional 5% or a minimum of 10 extra papers) are copied.

6.3.3. The AR/SAR/DR, of the relevant Faculty shall make sure that the printed copies of examination papers are carefully packeted and sealed. The original question paper used for copying shall be marked as '*Original*' and enclosed in the paper packet together with any discarded question papers. *Packeting procedure*

The name of the Examination, the course code and the title of the paper, number of question papers enclosed, the examination centre, and the date and the time of the examination shall be mentioned on the paper packet. For this purpose, a printed label/envelope shall be used.

6.3.4. The Chief Examiner/Examiner handed over the packeted and sealed papers to the AR/SAR/DR, of the relevant Faculty. The AR/SAR/DR, of the relevant Faculty will lock the packets in the safe or other designated area. The handover and receipt will be entered in the book and signed by the relevant persons.

Chapter VII: Examination Hall Arrangement

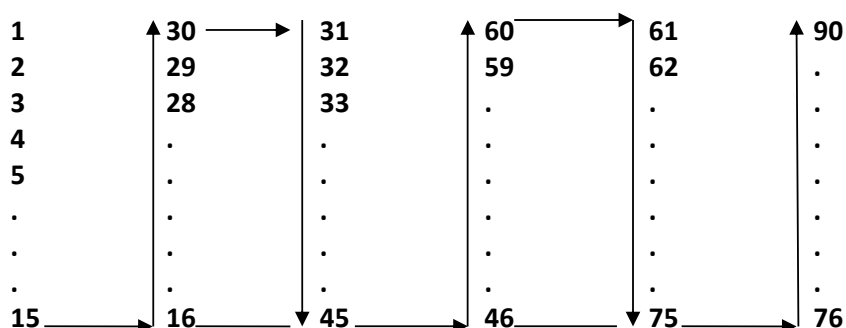
7.1. Examination Halls

- 7.1.1. The faculty shall have suitable Examination Halls/centers to accommodate the candidates. Examination Halls should have the availability of ventilation, lighting, security, and any other facilities required 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*

7.2. Arrangement of Desks

- 7.2.1. 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 row-wise with the Index Numbers of the candidates in the order shown in the Attendance List. The AR/SAR/DR, of the relevant Faculty shall ensure the Examination Hall is arranged as stipulated above. *Desk Arrangements*

The allocation of Index Numbers on desks shall be as in the following example:



This arrangement shall be followed in small rooms as well.

- 7.2.2. The Index Number shall be indicated clearly on each desk, or a label shall be pasted on the desk. When an Index Number gets effaced or becomes faint, an Invigilator shall re-write it. *Index Numbers*

7.3. Checking the Arrangements

- 7.3.1. Before admitting the students to the Examination Hall, the Supervisor shall inspect the hall to check the arrangements and numbering, cleanliness, ventilation, lighting etc. The Supervisor shall also make sure *Checking Arrangements*

that the examination stationary is adequate and has been placed on desks and a clock is available.

7.4. Admission of Candidates

- 7.4.1. The Examination Hall shall have one door for admission and one door 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 discretion of the Supervisor. *Admission of Candidates*

A notice containing the information on the materials allowed inside the Examination Hall shall be displayed at the entrance.

Chapter VIII: Supervision and Invigilation

8.1. Procedure

- 8.1.1. Supervision and Invigilation are very important functions in the proper and efficient conduct of examinations. All employees of the faculty must assist in this work. *Procedure*
- 8.1.2. Services of the members of the permanent staff shall be utilized for Supervision and Invigilation duties. However, if the permanent staff is inadequate, the services of temporary academic staff (other than research assistants) may be engaged except for supervision. *Services*

8.2. Preparation of List of Supervision Staff

- 8.2.1. One month before the last date of the Semester, the AR/SAR/DB, of the relevant Faculty shall request all HoDs to indicate the names of the permanent academic staff whose services, for any particular reason, will not be available for this work. *Preparation of Supervision & Invigilation Lists*
- 8.2.2. Two weeks before the commencement of the examination, the AR/SAR/DR, of the relevant Faculty shall prepare the list of Supervisors, Invigilators and Hall Attendants for the various examination centers.

8.3. Appointments of Supervisors and Invigilators

- 8.3.1. Supervisors shall be selected from the Senior Academic Staff (Grade 1 and above where applicable). *Supervisors*
- 8.3.2. At least one week before the commencement of the Examination, the Supervisors/Invigilators shall be sent letters of Appointment with provision for acknowledgements. If Supervisors/Invigilators are unable to participate or acknowledgement is not received within a week, other arrangements shall be made by the AR/SAR/DB, of the relevant Faculty. The letter of appointment shall accompany the following: *Supervision & Invigilation Lists*
- A copy of the Supervisor/Invigilator Timetable
 - A copy of Examination Rules and Regulations
 - A copy of the instructions to Supervisors/Invigilators/Hall Attendants.

8.4. Examination Hall Staff

- 8.4.1. The staff on duty at each examination hall consist of at least a *Composition*
- Supervisor, an Invigilator, and a Hall Attendant. If the number of candidates at an examination hall is more than 30, there shall be an additional Invigilator for every additional 30 candidates or part thereof, exceeding 15.
- If the number of candidates at an examination hall is more than 75, there shall be an additional hall attendant for every additional 75 candidates or part thereof, exceeding 25.
- If the number of candidates exceeds 180 at an examination hall, there shall be an additional Supervisor for every 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, hall arrangements and other exceptional circumstances.
- 8.4.2. After the appointment of the examination hall staff, no alternative arrangement shall be made except in consultation with the Dean/Director. Where, however, after the commencement of the examination, a member of the examination hall staff finds that owing to unforeseen or unavoidable circumstances she/he has to be absent for a session or more, she/he shall immediately inform the AR/SAR/DR, of the relevant Faculty, who shall make alternative arrangements in consultation with the Dean/Director. *Alternate Arrangements*
- 8.4.3. The Supervisor shall be in charge of the examination hall. Invigilators and Hall Attendants shall assist the Supervisor and work under his/her direction. The Hall Attendants shall be present at the examination hall at least 1 hr. before the examination commences. The Invigilator/s shall be present at the examination hall at least 45 minutes before the examination commences. *Duties of Hall Staff*

8.5. Duties of the Supervisors

- 8.5.1. The 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. *Responsibility*
- 8.5.2. The Supervisors shall be present at the Examinations Division at least 45 minutes before the examination commences, to collect the relevant question paper packet/s from AR/SAR/DR, of the relevant Faculty. *Collection of examination papers*
- 8.5.3. The Supervisor shall check the paper packets with the Examination Timetable to make sure that the correct question paper packet has been handed over and that the packets are properly sealed. *Checking the accuracy*
- 8.5.4. The Supervisor shall ensure the availability of following materials supplied by the AR/SAR/DR, of the relevant Faculty: *Materials required to conduct the examination*
- Packet/s of material such as blank answer books, continuing sheets, graph papers, maps, calculators etc.
 - Date stamp for stamping examination stationery
 - Envelops/manila papers required for packeting of answer scripts
 - The materials required for sealing of paper packets
 - Labels for answer script packets
 - Attendance Lists
 - Mark Sheets
 - Absentee Forms
 - Forms to Report Examination Offences
 - Supervisor's Report on the Examination (if applicable)
 - Attendance sheet for Examination Hall Staff
 - and any other relevant documents
- 8.5.5. Upon arriving at the examination hall, the Supervisor shall: *Duties on arrival at the Examination Hall*
- Ensure that all the necessary material for the Examination is available and the answer scripts are stamped with the correct date and signed by an Invigilator.
 - Ensure that the examination hall is clean, the desks have been appropriately arranged and the Index Numbers are clearly and correctly written according to the attendance sheet.
 - Ascertain that the Invigilators and Hall Attendants are present and assign their duties. In the event of the full assigned staff not being present, the Supervisor shall make the best possible arrangements with the available staff and informs the AR/SAR/DR, of the relevant Faculty as early as possible if additional staff is required.
 - Allot candidates for each Invigilator, and
 - Draw the attention of the Invigilators and the Hall Attendants to the duties allocated to them.

8.5.6. The Supervisor shall ensure the following;

*Admission of
the candidates*

- Candidates shall not be admitted to the examination hall earlier than 10 minutes before the commencement of the examination.
- If a candidate sits at a desk other than the desk allotted to him/her, he or she is directed to the correct place.
- No candidate shall be admitted to an examination hall after the expiry of 30 min from the commencement of the examination.
- If for any reason, the paper commenced later than the scheduled time, the time lost shall be given at the end of the paper and this fact shall be brought to the notice of the AR/SAR/DR, and Dean/Director of the relevant Faculty.

8.5.7. The answer books, continuation sheets and other required material shall be initially placed on the desk of each candidate.

*Distribution of
Answer Books*

Continuation sheets shall also be issued subsequently to the candidates by the Invigilators and each sheet shall be date-stamped and signed by an Invigilator before issuing them to candidates.

8.5.8. The Supervisor shall make the following announcements before the commencement of the Examination;

- *“Strict silence shall be observed by candidates until the end of the Examination”.*
- *“Examination Rules and Regulations apply to all candidates and the Supervisor has the authority to take actions against violations of Rules and Regulations during the Examination”.*
- *“No candidate shall possess any unauthorized material such as 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, please surrender it to the Supervisor/Invigilator because possession of unauthorized material would be considered an Examination Offence”.*
- *“The candidates are authorized to bring the Student Identity Card, Student Record Book, and Admission Card. Candidates are allowed to bring a bottle of drinking water and medications that are regularly taken”.*
- *“No candidate shall remove from the Examination Hall, any answer books, continuation sheets or any other examination material issued to him/her.”*

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- 8.5.9. The Supervisor shall fill the back of the question paper packet and sign it, and shall obtain the signature/s of the Invigilator/s. *Opening the question paper packet*
- Before opening the paper packet, the Supervisor shall obtain the signatures of two candidates confirming that the paper packets are sealed and intact.
- The Supervisor shall open the question paper packet in the presence of the candidates and check whether the course code and name in the question paper are correct before distributing the question papers to candidates.
- 8.5.10. The Supervisor shall handover the required number of question papers to each Invigilator for distribution to the candidates allocated to them, together with any other required examination material mentioned at 8.5.4 above. *Distribution of question papers*
- 8.5.11. 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: *Announcements*
- *“Please check whether you have received the correct question paper”.*
 - *“The question paper in contains pages and questions. Please check whether you have received the full question paper”.*
 - *“You are advised to read the instructions given in the question paper before answering the paper”.*
- 8.5.12. 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 detected, the Supervisor shall announce such correction/modification as indicated in the original script. *Clarification of Question Papers*
- 8.5.13. The Supervisor shall ensure that the Invigilators and Hall Attendants are attending to the duties assigned to them. *Supervision of Hall Staff*
- 8.5.14. Thirty minutes after the commencement of the examination, the Supervisor shall direct each Invigilator/s to check the identity of the candidates and get the signature of each candidate on the Attendance List. At the same time, the Admission Card issued to each candidate shall be signed by the Invigilator. *Attendance of Candidates*

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.

In a rare circumstances if a candidate fails to produce his Student Identity Card/Record Book and the admission at the examination for the purposes of identification, he/she shall be required to report to the SAR and produce a letter signed by the SAR of the relevant faculty to the supervisor concerned before the commencement of the exam.

Meanwhile, the candidate shall be provisionally allowed to sit the paper, under the condition that he/she shall establish his identity by producing the Student Identity Card/Record Book to the SAR of the relevant faculty within the period defined by the SAR. The Supervisor shall ensure to attach the above-mentioned letter to the signed attendance sheet.

No candidate shall be permitted to appear for an Examination if the Index Number has not been included in the Attendance List of that Examination. However, if a candidate makes a declaration that he/she has been registered for that paper and if the Supervisor is satisfied with the bonafede declaration, he may include the Index Number of the candidate concerned in the Attendance List and the Mark Sheet, with an appropriate note and allow him to sit the paper after consulting the DR of the relevant faculty.

The Supervisor should indicate on the Mark Sheet against each Index Number, whether each candidate was present or absent for the examination. The Supervisor shall enclose the Mark Sheet in the packet of answer scripts.

For those present, the mark '✓' 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 Mark Sheets shall be prepared and enclosed in each answer script packet. For each candidate who is absent for the Examination, a separate Absentee Form shall be completed and placed with the answer scripts appropriately according to the index number.

- 8.5.15. 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 answer scripts. *Preparation for packeting*

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- 8.5.16. The Supervisor shall make the following announcements at appropriate times: - *Announcements*
- Half an hour before the end of the paper, the Supervisor shall announce - "*Half-an-hour more.*"
 - Fifteen minutes before the end of the paper the Supervisor shall announce-"*15 minutes more. Please check whether you have entered the Index Number; the correct course code and title of the paper. Tie up your papers together. You may continue to write after doing so. No candidate shall leave until you are asked to leave.*"
 - At the end of the paper - "*Stop work and remain in your seats until your answer papers are collected.*"
 - After the Invigilators have collected the answer scripts and made sure that the total number of answer scripts tally with the number of candidates attended - "*The candidates may leave the hall now*".
- 8.5.17. At the end 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, one Absentee Form shall be placed in the place of each absentee in the answer script bundle. The count of the question papers should tally with that of the Attendance List. *Collection of Answer Scripts*
- The Supervisor shall check that each Invigilator has arranged the scripts in the order of Index Numbers.
- 8.5.18. 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 the candidates*
- 8.5.19. The Supervisor will then arrange the scripts to be packet appropriately. *Packeting of Answer Scripts*
- 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
- Each packet shall be tied securely, labelled, and sealed. Before pasting the Labels, the Supervisor shall ensure that all details on the Label have been duly filled in.

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- 8.5.20. 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:
- No examination stationery shall be permitted to be removed by candidates or Examination Hall Staff.
 - All unused examination answer books, and continuation sheets shall be returned to the AR/SAR/DR, of the relevant Faculty by the Supervisor.
 - All examination answer books, and examination stationery shall be kept under lock and key by the AR/SAR/DR, of the relevant Faculty.
- 8.5.21. The Supervisor shall handover to the AR/SAR/DR, of the relevant Faculty at the end of each examination and obtain acknowledgement for the following:
- Packets of answer scripts
 - Supervisor's report on the examination
 - Reports on Examination Offences (if any)
 - The Attendance List
 - Balance question papers
 - Balance stationery
 - Attendance record of Examination Hall Staff
 - And any other relevant documents

Safekeeping of Answer Books and Continuation Sheets

Report for the examination and handing over of Answer packets

8.6. Duties of the Invigilators

- 8.6.1. The Invigilator shall be responsible to the Supervisor for the efficient carryout of the duties assigned to him/her.

Responsibility

The Invigilator shall devote his/her whole attention to the continuous supervision of candidates. He/she shall move among the candidates at intervals without disturbing the candidates. If he/she notices a candidate possesses unauthorized documents/materials, the Invigilator shall take possession of the same and report the matter immediately to the Supervisor.

Attention on candidates

The Invigilator shall place on each desk the Examination Stationery before the commencement of the Examination and issue the date-stamped and signed continuation sheets to candidates when called for. In date-stamping continuation sheets, to avoid stationery overuse, he/she shall ensure that no more than the required amount of paper is date-stamped. This duty should be personally attended to by the Invigilator and should not be entrusted to the Hall Attendant.

Distribution of additional stationary

The Invigilator shall distribute the question papers to the candidates assigned to him/her and return the balance question papers, if any, to the Supervisor. *Distribution of question papers*

The Invigilator shall, at the expiry of the first 30 minutes, go round and get each candidate to sign the Attendance List and certify all sheets in the space provided for. The Invigilator shall also mark the Attendance on the Mark Sheets. The Invigilator shall return the Attendance List to the Supervisor but retain with him/her the Mark Sheets to check when collecting the answer Scripts. *Attendance marking*

The Invigilator shall make sure to collect the Scripts of every candidate before candidates leave the Examination Hall. *Collection of answer script*

As soon as the time allotted for the examination is over, the Invigilator shall collect from every candidate his/her script whether answered or not. In doing so, she/he shall check that the scripts bear the correct Index Number. 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, handover the scripts to the Supervisor. The Invigilator shall check the collected scripts with the Mark Sheet, and if any candidate has failed to hand over a script, she/he shall bring this matter to the notice of the Supervisor. *Check with the attendance list*

Written statements shall be obtained on the Form, from candidates detected committing Examination Offences. If any candidate refuses to give a statement, the Invigilator shall not enter into an argument with the candidate but shall make in his detailed report on a Form, indicating the fact that the candidate refused to give a statement. *Obtaining statements*

The Invigilator shall keep surveillance on candidates who need to use the washroom/toilet while the examination is in progress. *Monitoring the candidates*

After the candidates leave the hall, the Invigilator shall move 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. *Checking the hall after the examination*

The Invigilators shall assist the Supervisor in packeting and sealing the answer scripts. *Assisting the packeting*

8.7. Duties of the Hall Attendants

- 8.7.1. (a) Hall Attendants shall sweep and clean the hall and arrange the furniture at least 45 minutes before the commencement of each Examination. It shall be the duty of the Hall Attendants to maintain the cleanliness of the Examination Halls.
- (b) Hall Attendants shall call over to the Examinations Unit at least one hour before arriving at the Examination Hall, to collect stationery and other equipment necessary for the Examination. The Hall Attendants shall then report to the Supervisor to obtain necessary instructions.
- (c) It shall be the duty of the Hall Attendants to follow all orders/instructions given to them by the Supervisor/Invigilator.
- (d) The Hall Attendants shall assist the Invigilator/s in arranging and numbering of desks at least 45 minutes before the commencement of the 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 not leave the hall without prior permission of the Supervisor.
- (g) Hall Attendant shall collect the keys of the Examination Hall from the AR/SAR/DR, of the relevant Faculty before the Examination commences, under the instruction of the Supervisor. The Hall Attendant shall return keys of the Examination Hall to the AR/SAR/DR, of the relevant Faculty after completing the Examination Hall preparations and at the end of the examination.

8.8. Illnesses of Candidates in the Examination Halls

- 8.8.1. 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/she deems necessary to help the candidate to overcome his/her 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 incident. *Illness of a Candidate while Answering the Paper*
- 8.8.2. 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. The Supervisor shall make a report on every such case.

8.9. Students with Special Needs

- 8.9.1 In the case of candidates with special needs, the AR/SAR/SR, of the relevant Faculty and the Supervisor shall ensure that the facilities allowed to such students are provided. If it is necessary, the Examination Hall shall be located on the ground floor. *Special Need Candidates*

Chapter IX: Examination Rules

9.1. Entering and Leaving the Examination Hall

- 9.1.1. Candidates shall be present outside the Examination Hall at least 15 minutes before the commencement of the Examination and shall enter the Examination Hall only after the announcement made by the Supervisor. *Presence of Candidates*
- 9.1.2. No candidate shall be admitted to the Examination Hall for whatever reason after 30 minutes from the commencement of the Examination. *Entering & Leaving*
- 9.1.3. No candidate shall be allowed to leave the Examination Hall until the Examination is over, the papers are counted, and the numbers are verified.

9.2. Seating

- 9.2.1. On admission to the hall, a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instructions of the Supervisor. *Seating*

9.3. Identity of the Candidates

- 9.3.1. In a rare circumstance if a candidate fails to produce his Student Identity Card/Record Book and the admission at the examination for the purposes of identification, he/she shall be required to report to the SAR and produce a letter signed by the SAR of the relevant faculty to the supervisor concerned before the commencement of the exam. *Identity*

Meanwhile, the candidate shall be provisionally allowed to sit the paper, under the condition that he/she shall establish his identity by producing the Student Identity Card/Record Book to the SAR of the relevant faculty within the period defined by the SAR. The Supervisor shall ensure to attach the above-mentioned letter to the signed attendance sheet.

- 9.3.2. If a candidate loses his Student Identity Card/Record Book in the course of the Examination, he/she shall obtain a duplicate Record Book/Identity Card from AR/SAR/DR, of the relevant Faculty to take part in the rest of the examination.

9.4. What Candidate Should Not Bring to the Examination Hall

- 9.4.1. No candidate shall have in his possession, (e.g. in his clothes, on the Admission Card, Record Book or any other object he/she is permitted to bring into the Examination Hall), any notes, signs and formula or any other unauthorized material. Books, notes, parcels, handbags, electronic devices capable of storing, retrieving, communicating, capturing text and data, including mobile phones, smart watches, smart glasses etc. are not allowed. *Prohibited Materials*

9.5. Declaration of Articles on Possession

- 9.5.1. Candidates shall bring their pens, ink, mathematical instruments, erasers, pencils, or any other equipment or stationery which the candidates have been instructed to bring. *Materials allowed*
- 9.5.2. A candidate may be required by the Supervisor to declare any item in his/her possession. *Declaration of Articles*

9.6. Copying

- 9.6.1. No candidate shall copy or attempt to copy from any book, paper, notes, mobile phone, electronic devices and similar material or the scripts of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. *Copying*
- 9.6.2. A candidate shall neither conduct himself so negligently that an opportunity is given to other candidates to read anything written by him/her nor watch any practical examination conducted by him/her.
- 9.6.3. A candidate shall neither use any other unfair means nor seek/obtain/render improper assistance at the Examination.

9.7. Cheating

- 9.7.1. 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*

9.8. Use of Examination Stationery

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

9.8.2. No papers other than those supplied by the Supervisor or Invigilator shall be used by the candidates. All materials supplied, whether used or unused, shall be left on the desk and not removed from the Examination Hall.

9.9. Index Number

9.9.1. Every candidate shall enter the Index Number on the answer book and every continuation paper. The candidate shall also enter all necessary particulars as indicated on the cover of the answer book. A candidate who inserts on his/her script an Index Number other than his/her own, is liable to be considered as having attempted to cheat. *Index Numbers*

9.9.2. 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/her name or any other identifying marks on the answer scripts.

9.10. Rough Work to be Cancelled

9.10.1. 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*

9.10.2. Such work should not be done on Admission Cards, 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 answers with the intention of copying.

9.11. Unwanted Parts of Answer to be Crossed Out

9.11.1. 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*

9.12. Under the Supervisor's Authority

9.12.1. Candidates are under the authority of the Supervisor and shall assist him/her by adhering to the instructions of the Supervisor/Invigilators during the examination and immediately before and after it. *Authority of Supervisor*

9.13. Conduct

9.13.1. 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 other candidates. In entering and leaving the Examination Hall, he/she shall conduct himself as quietly as possible. A candidate is liable to be excluded from the Examination Hall for disorderly conduct. *Disorderly Conduct*

9.14. Stopping Work

- 9.14.1. Candidates shall stop work promptly when ordered by the *Stopping Work* Supervisor/Invigilator to do so.

9.15. Maintenance of Silence

- 9.15.1. 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/Invigilators. *Maintenance of Silence*
- 9.15.2. In case of urgent necessity, a candidate may communicate with the Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by raising his/her hand from where he/she is seated.

9.16. Leaving the Hall

- 9.16.1. During the course of answering a paper, no candidate shall be permitted to leave the Examination Hall temporarily. In case of an emergency, permission shall be granted to leave the Examination Hall, but the candidate will be under the surveillance of the Supervisor/Invigilator. *Leaving the Examination Hall Temporarily*

9.17. Impersonation

- 9.17.1. No person shall impersonate a candidate whether in the Examination Hall or before or after the Examination nor shall any candidate allow him/herself to be impersonated by another person. *Impersonate*

9.18. Dishonesty

- 9.18.1. Serious notice will be taken of any dishonest assistance given to a candidate, by any person. *Dishonesty*

9.19. Cancellation or Postponement

- 9.19.1. If circumstances arise which, in the opinion of the Supervisor, render the cancellation or postponement of an examination, if necessary, he/she shall stop the Examination, collect the scripts already written and then report the matter in writing to the AR/SAR/DR, of the relevant Faculty and the Dean. *Cancellation / Postponement*

9.20. Making Statements

- 9.20.1. 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 statements shall be signed by the candidate. No candidate shall refuse to make such a statement or sign it. *Statements*

9.21. Handing Over of Answer Scripts

- 9.21.1. Candidates shall hand over the answer scripts personally to the Supervisor or Invigilator or remain in the seat until they are collected. On no account shall a candidate handover his/her answer scripts to the Hall Attendant or another candidate. *Handing over the answer scripts*

9.22. Absence from an Examination

- 9.22.1. When a candidate is unable to present him/herself for any part/section of an Examination, he/she shall notify or make arrangements to notify this fact to the AR/SAR/DR, of the relevant Faculty immediately. This should be followed by a letter with supporting documents sent by registered post/e mail within two weeks of the incident. Candidates who did not attend the Examination for medical reasons shall submit the medical certificates. *Absence & Medical Certificate*

9.23. Number of Attempts

- 9.23.1. No student shall sit an Examination if he/she has exhausted the number of attempts that he/she is allowed to sit that particular Examination unless the student has been granted special permission to do so by the Senate. *Eligibility to retake*

Chapter X: Examination Offences and Punishments

10.1. Offences

- 10.1.1. A candidate who violates any of the requirements or conditions stipulated in the Examination Rules and Regulations shall be considered as having committed an Examination Offence. *Classification*

Examination irregularities are classified as follows:

- Possession of unauthorized documents or removal of examination stationery
- Possession of telecommunication or transmitting devices
- Plagiarism from the internet or any other sources
- Disorderly conduct
- Entering the Examination Hall without permission
- Leaving the Examination Hall without permission, or attempting to do so or helping such acts
- Copying (even detected while marking the answer scripts)
- Obtaining or attempting to acquire improper assistance or cheating or attempting to cheat
- Impersonation
- Aiding and abetting the commission of any of offences
- Violation of any of the requirements or conditions stipulated in Chapter 8.
- Other examination irregularities determined by the Senate

- 10.1.2. There shall be an Examination Disciplinary Committee, comprising members from each Faculty, 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. *Disciplinary Committee*

- 10.1.3. 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/her report to the Vice-Chancellor with a copy to SAR/AR/DR, Examinations for further action.

- 10.1.4. The SAR/AR/DR, Examinations shall place all reports of Examination Offences submitted by the Supervisors, for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.

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- 10.1.5. Any Examiner, HoD, the Dean or any other official of the University who detects an Examination Offence shall report the matter in writing to the Vice-Chancellor, with a copy to AR/SAR/DR, of the relevant faculty/unit, for necessary action. *Reporting*
- 10.1.6. A candidate who is found guilty of Examination Offences is liable to one or more of the following punishments. *Punishments*
- Removal of his/her name from the pass list
 - Cancellation of candidature from whole or part of the examination
 - Delaying the release of results of the final examination by one academic year
 - Cancellation of results of course unit/s and adjustment of maximum obtainable marks equivalent to an ordinary pass
 - Not to award classes
 - Suspension from university examinations indefinitely or for a period decided by the Senate
 - Ban participation in the Convocation
 - Suspension of studentship for a period decided by the Senate
 - Cancellation of studentship
- 10.1.7. Any candidate found aiding and abetting the commission of any Examination Offence shall be liable to the same punishment as that applicable to offences.
- 10.1.8. An appeal against the decision of the Senate shall be made to the Vice-Chancellor within three weeks of the receipt of the notification. *Appeals*

Chapter XI: Maintenance of Secrecy

11.1. Need a subtitle to maintain the consistence of the document

11.1.1. No employee of the University engaged in any type of work connected with Examinations nor any other person whose services are utilized shall disclose any confidential information gained directly or indirectly in the performance of his/her duties. *Secrecy*

11.1.2. For this purpose, they shall take the following Oath of Secrecy before their respective HoDs at the commencement of each academic year. *Oath*

I, being an employee of the University of Sri Jayewardenepura, do hereby solemnly, sincerely and truly declare and affirm as follow;

- 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, stencilling, duplicating and packeting, supervising and invigilation, marking of answer scripts, entry and maintenance of marks, the 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.
- I shall not directly or indirectly procure or attempt to procure any information of 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.

11.1.3. Every question paper set at an Examination of the University or any other document declared as secret shall be deemed to be a secret document from the time the paper is set until the lapse of 30 minutes from the time of commencement of the answering of such paper by candidates at that Examination. *Secret Document*

11.1.4. 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/her is sitting for the Examination. For this purpose, the words “employee of the University” shall include any person engaged in work connected with Examinations. A close relationship includes a spouse; a parent; a parent-in-law; a child or sibling. *Relative*

Chapter XII: Procedure Regarding Examination Offences Committed by Candidates

12.1. Examination Disciplinary Committee

- 12.1.1 There shall be an Examination Offences Committee consisting of senior academics from each Faculty appointed for three years by the Senate to inquire into and make recommendations (including punishments) into Examination Offences referred to it. Convener of this committee shall be AR/SAR/DR, Examinations for internal students of all Faculties. The AR/SAR/DR, of External Degrees and Postgraduate Faculty will convene the committee regarding the offences of the External Degree Unit and Faculty of Graduate Studies.
- Disciplinary Committee*

12.2. Classification of Offences

- 12.2.1 Examination Offences are broadly classified as follows:
- Examination Offences*
- Possession of unauthorized documents and removal of examination stationery
 - Procession of unauthorized electronic equipment
 - Plagiarism from the internet or any other sources
 - Disorderly conduct of a grave nature
 - Copying
 - Attempting to obtain/obtaining improper assistance or cheating
 - Impersonation
 - Aiding and abetting in the commission of these offences

12.3. Punishments

- 12.3.1. The minimum punishments for the Examination Offences shall be as follows:
- Minimum Punishments*
- Possession of unauthorized material or removal of examination stationery - Cancellation of results from the Examination in which the offence was committed.
 - Disorderly conduct of a grave nature, copying, cheating, attempting to obtain or obtaining improper assistance - The 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.
 - Impersonation - The cancellation of candidature of examination for four Semester Examinations including the one at which the offence was committed.

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- 12.3.2. A student who is punished under Examination Offences shall not be allowed to attend the Convocation depending on the decision of the Examination Offences Committee. *Punishments for Aiding & Abetting*
- 12.3.3. 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 12.3.1.
- 12.3.4. The punishments mentioned in Section 12.3 are the minimum but may be enhanced depending on the gravity of the case. *Enhanced Punishments*

12.4 Procedure for addressing Examination Rule Violations

- 12.4.1. In all cases of violation of Examination Rules and Regulations detected by the Supervisor, he/she shall take action as outlined in this section and forward his/her report to the Vice-Chancellor. *Offences detected by the Supervisor*
- 12.4.2. In cases of disorderly conduct, the Supervisor shall, in the first instance, warn the candidate to be of good behaviour. 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 is creating a disturbance in the conduct of the Examination, he/she shall exclude the candidate from the Examination Hall and issue him/her 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/Director after informing the candidate that the matter is reported to the Dean/Director of the Faculty. *Cancellation of candidature for disorderly conduct*
- 12.4.3. In all other cases of Examination Offences detected by the Supervisor, he shall, on detection of the offence, take possession of unauthorized documents if any, obtain a statement from the candidate and write his/her report on the statement. *Action by Supervisor*
- 12.4.4. The AR/SAR/DR, Examination shall place all reports of Examination Offences submitted to the Vice-Chancellor. The Vice-Chancellor shall decide whether they should be referred to the Examination Offences Committee for further action. *Further Action*
- 12.4.5. Any Examiner, HoD or other officials of the University who detects an Examination Offence shall report the matter in writing to the Vice-Chancellor for necessary action. *Offences Report by Others*

12.5 Final Decision

- 12.5.1. The punishment recommendations of the Examination Offence Committee *Senate Final*

shall be submitted to the University Senate and the decision of the Senate *Authority* shall be final.

Any appeal against the decision of the Senate shall be made to the Vice-Chancellor within three weeks of intimating the punishments. On receipts of these appeals, the Senate will appoint a committee comprising members other than the members of the Offence Committee, to investigate and report the recommendations for Senate approval.

Chapter XIII: Examination Offenses by Those Other Than Candidates

13.1. Dishonest Delivery of Communication

- 13.1.1. Delivery by any person, fraudulently or dishonestly, a secret document or part thereof, or communication of 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 Conduct*
- 13.1.2. 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 authorized to receive such document.

13.2. Divulging Marks

- 13.2.1. 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. *Examination Offences*

13.3. Dishonest Marking

- 13.3.1. The marking of answer scripts fraudulently or dishonestly. *Dishonest Conduct*

13.4. Dishonest Alterations

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

13.5. Dishonest Assistance

- 13.5.1. 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. *Assistance*
- 13.5.2. Fraudulent or dishonest assistance, directly or indirectly for erasures, interpolation, or any other alternations in any answer scripts by Supervisor, Invigilator or other employees of the Examination Hall.

13.6. Dishonest Secreting and Disclosure of Secret Documents

- 13.6.1 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. *Disclosure of Secret Documents*

13.7. Theft or Dishonest Breaking of Receptacle Containing Secret Document etc.

- 13.7.1 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.

13.8. Fraudulent Introduction of Answer Scripts

- 13.8.1 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.

13.9. Dishonesty by Commission or Omission

- 13.9.1 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.

13.10. Assistance or Connivance

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

13.11. Procedure for Disciplinary Action

- 13.11.1. 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*
- In the case of a University employee, an action shall be taken according to the Disciplinary procedure of the University, including action by the Police where necessary.
 - In the case of others, suitable action shall be taken, by the Vice-Chancellor, depending on the nature of the offence and the circumstances.

Chapter XIV: Receiving and Distribution of Answer Scripts

14.1. Receiving Answer Script

- 14.1.1 The Supervisor shall handover the packets of answer scripts to the AR/SAR/DR of the relevant Faculty immediately after the Examination. The receipt of the answer packets shall be acknowledged. *Receiving Answer Script*
- 14.1.2 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 authorized to receive such document.

14.2. Handing Over Answer Script to Examiners

- 14.2.1. The AR/SAR/DR, of the relevant Faculty shall make arrangements for the delivery of answer scripts to the relevant HOD/Coordinator within two working days after the examination. *Dispatch of Paper Packets*
- 14.2.2. After delivering the packets of answer scripts to the HOD/Coordinator, the HOD/Coordinator shall hand over paper packets to the First Examiners.
- 14.2.3. 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.
- 14.2.4. If any special requirement arises, a suitable alternative arrangement for the delivery of answer script packets can be made only with the approval of the Dean/Director of the Faculty/Institute.
- 14.2.5. The HOD/Coordinator shall maintain a record of the distribution of answer script packets.
- 14.2.6. After marking the scripts, the First Examiner shall return the following to the relevant HOD/Coordinator. *Acceptance of Answer packets*
- Answer script packets containing one copy of the Mark Sheet
 - Marking Scheme
- 14.2.7. HOD/Coordinator shall send a reminder to the First Examiner not later than one week before the due date. If the marks are not received on the date, HOD/Coordinator shall take appropriate action, with a copy to the Dean/Director of the Faculty/Institute. *Reminders to First Examiners*

14.2.8. Upon the receipt of the items stated in 14.2.6, the HOD/Coordinator shall make arrangements to hand over the followings to the second Examiner.

- Answer script packets
- One copy of the Mark sheet
- Marking Scheme
- Voucher
- A letter containing the number of scripts, the date by which the marks and the scripts should be returned and the acknowledgement

14.2.9. The Second Marker shall return the answer script packet, Marking Scheme and the completed Mark Sheet in a sealed envelope to the HOD/Coordinator. *Reminders to Second Examiners*

The HOD/Coordinator shall send a reminder to the Second Examiner not later than one week before the due date. If the marks are not received on the due date, the HOD/Coordinator shall take appropriate action, with a copy to the Dean/Director of the Faculty/Institute.

14.2.10. The HOD/Coordinator and the relevant Examiners shall meet and make changes/adjustments if required before entering the marks. The Examiner shall upload the marks online or submit manually to the examination unit of the relevant Faculty. The HOD/Coordinator shall check and confirm the marks before finalizing the marks.

Chapter XV: Procedure for Marking Answer Scripts

15.1. Marking Scheme

- 15.1.1. There shall be, where appropriate a Marking Scheme for each question paper prepared and moderated. *Marking Scheme*
- 15.1.2. The Marking Scheme shall be studied carefully by the marking examiners and the marks assigned for each question or part of a question accordingly.
- 15.1.3. The Marking Scheme shall give the important points that should be included in the expected answer, how each point is 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) or according to the several elements of the answer.
- 15.1.4. 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/she decides that it is necessary to modify the Marking Scheme, he/she shall take necessary action in the matter in consultation with other Examiners. *Modification of Marking Scheme*
- 15.1.5. A copy of the finalized Marking Scheme shall be forwarded to all Marking Examiners.

15.2. Marking

- 15.2.1. Marks shall not be entered on the Answer Scripts, except in instances where the Examiner is specifically instructed to do so. *Entering marks*
- 15.2.2. 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*
- 15.2.3. On the Detailed Mark Sheet form, 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, question by question. *Entering marks to detailed mark sheets*

15.3. Return of Marks

- 15.3.1. The question paper, the Marking Scheme, the answer scripts, the Detailed Mark Sheet and the Summary Form shall be handed over to the HoD by the Marking Examiner/Coordinator. *Return of marks*

15.4. Computation of Final Marks

- 15.4.1. Individual Examiners have the authority to decide on rules for determination of final marks. *Computation of Final Marks*

15.4.2. Calculation of the Final Marks

Each examination may have several different components such as SEQ, MCQ viva voce, clinical or practical examinations etc. The Department/Stream shall have a marks template to enter the marks according to the Senate approved criteria of the examination. Once marks are entered, entries will be checked again for their accuracy. Then the calculations shall be done according to the Senate approved criteria to obtain the final mark. It is recommended that a sample of marks be calculated manually to ensure that there are no errors.

Departments may use the services of confidential secretarial staff to process the marks, however, the HOD/Chairperson of Stream shall check them. The full responsibility for validity of entries and calculations rests with the HOD/ Chairperson of Stream. It is recommended that at least two examiners check the entries and calculations separately, especially when computing of marks is complex.

A consensus could be arrived regarding candidates with borderline marks (i.e., within one mark of pass/fail borderline) at the department level with consultation of the HOD/Chief Examiner, Chair Professor, and the other examiners.

- 15.4.3. As and when the Final Marks of a paper have been computed, the HOD/Coordinator shall check the Final Marks Sheet and satisfy himself that the entries have been correctly made and maintain records of the Final Marks Sheet together with the detailed mark sheets duly signed by the Examiners and the Final Statistical summary.

15.5. Duties of Marking Examiners

- 15.5.1. If any person who has been appointed a Marking Examiner is unable to function as such, he/she shall forthwith inform the HoD/Coordinator who shall make alternative arrangements in consultation with the academic staff. *Inability to mark*
- 15.5.2. On receipt of the answer scripts from the HoD/Coordinator, the Examiner shall check with the Mark Sheet whether he/she has received the answer scripts of all those who had been present for the paper. If there are any discrepancies, he/she shall notify the same to the HoD/Coordinator immediately. It is the responsibility of the Marking Examiner to keep all answer scripts in safe custody. *Checking of marks for Accuracy*

15.5.3. All scripts shall be marked personally by the Examiner who shall prepare the summary according to the provisions of this section.

15.5.4. The Examiner shall, as soon as he/she completes marking, forward the marked answer scripts with the Mark Sheets under sealed cover to the HoD/Coordinator. *Handing over the marks*

Chapter XVI: Entering Grades

16.1. Grades

16.1.1. Once grades are finalized, the Examiner/Coordinator or HOD (Visiting Lecturer's Marks) shall upload marks into the online system or enter the results on the mark sheet. *Entering marks*

16.1.2. Once the Examiner/HOD/Coordinator enters the grades, a printout shall be taken to recheck the grades with the grades written on the Marks Sheet. Once there are no errors, the grades shall be finalized. *Finalizing the marks*

Below given is a basic guideline and the respective faculty shall decide suitable marks range and the grading system according to the degree requirements and the respective accreditation guidelines.

Marks Range	Grade	GPA
85 above	A+	4.00
75 – 84	A	4.00
70 – 74	A-	3.70
65 – 69	B+	3.30
60 – 64	B	3.00
55 - 59	B-	2.70
50 – 54	C+	2.30
40 – 49	C	2.00
35 – 39	C-	1.70
30 – 34	D+	1.30
25 – 29	D	1.00
00 – 24	E	-

Chapter XVII: Publishing Results

17.1. Result Sheet

17.1.1. The result sheets shall also include the following

Result Sheet

Semester end exams/Year End exams

- The words “University of Sri Jayewardenepura”
- The name of the Examination, the year and the date in which the Examination was held.
- The name and the title of the course/module/subject.
- Signatures of the First Examiner /HOD/ Coordinator/Dean/ VC as relevant to the faculties

17.2. Release of Results

17.2.1. The HOD/Examination unit shall publish the provisional results on the notice boards and at the same time, the students can access results via online (where relevant). This shall allow adequate time for students to apply for re-scrutinization by filling a form specified for re-scrutinization.

*Re-
corrections*

17.2.2. In the rare occasion where changes to the released grades are needed, this can be accommodated by the Coordinator/Examiner submitting the relevant form with the justification through HOD and Dean to the AR/SAR/DR, of the relevant Faculty.

*Change of
results*

17.2.3. The HoD shall send hard copies of Results to the AR/SAR/DR, of the relevant Faculty incorporating changes if any on or before the deadline (within the 3 months of the day of the last paper was held).

17.2.4. AR/SAR/DR, of the relevant Faculty informs Dean, HODs and academic staff members about the date of the semester end/year end Results Board/Pre- Result Board Meeting.

*Setting the
results board
date*

17.2.5. Dean, HODs, Coordinators, academic staff members, Director Examinations/ AR/SAR/DR, of the relevant Faculty; shall attend the Results Board meeting, chaired by the Dean, to finalize the results.

Results board

-
- 17.2.6. Final Examination Result Board: Dean, HODs, Coordinators, academic staff members, Director Examinations/ AR/SAR/DR, of the relevant Faculty; shall attend the Final Examination Results Board meeting, chaired by the Vice Chancellor, to finalize the results. AR/SAR/DR, of the relevant Faculty shall release results of Examinations and submit results for approval by the Senate of the University. *Approval of results*

17.3. Verification of Results

- 17.3.1. The results verification procedure is conducted in accordance with the guidelines prescribed by the University Grant Commission (Commission circular no:978,2012 or its amendments).

All marks and grades obtained by a student at an examination shall be free of errors of addition, computation, and transcription (ACT).

Provisions shall be made for students to submit requests for verification of their examination marks and grades if they wish to do so.

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.

The provision for requesting re-scrutinization of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination.

As the cost of the re-scrutinization process shall be borne by the student, a non-refundable fee calculated based on the actual cost of re-scrutiny process shall be levied on the student.

17.3.2. Verification Procedure

The SAR/AR shall notify the students of the relevant examination and 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 or through LMS.

The issue of application form must be done only upon submission of receipt for the prescribed payment by the student.

The SAR/AR, in consultation with the Dean shall convene the Results Verification Board meeting for verification of marks/grade within three working days upon the closure of the applications.

17.3.3. Composition of the Verification Board

Verification Board shall consist of the following persons:

- o Dean of the Faculty (Chairman)
- o SAR/AR (Convener)
- o Heads of the Departments (members)
- o Director of Examinations (member) (if applicable)
- o Other Examiners in-charge of that paper (observers)

17.3.4. Release of Verification Results

If there is no change of grades, the Dean through DR/SAR/AR shall inform the candidate(s) soon after the Results Verification Board meeting.

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 should be final, and no more requests shall be entertained thereafter.

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. Amended results ratified by the Special Results Board shall be further approved by the Senate and the Council of the University.

The DR/SAR/AR 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.

Chapter XVIII: Duties of AR/SAR/DR

- 18.1. The AR/SAR/DR Examinations shall under the general direction of the Vice-Chancellor be in charge of the conduct of all examinations. *In charge of examinations*
- 18.2. The AR/SAR/DR, Examinations and AR/SAR/DR, of the relevant Faculty shall be responsible for all arrangements in connection with the conduct of examinations.

Chapter XIX: Payments

19.1. Rates

- 19.1.1. Rates of payment for the various services in connection with the conduct of Examinations shall be laid down by the UGC circulars. *Rates*

19.2. Claims

- 19.2.1. The vouchers shall be carefully prepared and submitted duly certified by the officer certifying this expenditure. *Claims*
- 19.2.2. Each Examiner, Supervisor, Invigilator, Hall Attendant and other employees shall make a separate claim certified by the HOD, Supervisor or AR/SAR/DR, of the relevant Faculty as the case may be.
- 19.2.3. All claims in connection with the Examinations shall be sent to the AR/SAR/DR, Examinations, who shall maintain a record of such payments in the relevant register/s.

Chapter XX: Maintenance of Records

20.1. Release of Marks

20.1.1 The marks scored by candidates shall be treated as strictly confidential and shall not be released except as provided for below: *Release of marks*

- for official purposes within the campuses or Institutes at the direction of the Vice-Chancellor.
- for any other official purpose at the direction of the Vice-Chancellor.

20.2. Storing of Answer Scripts

20.2.1. All answer scripts shall be kept under safe custody for a period of ten years from the date of release of results under the custody of the HOD and thereafter destroyed or disposed of in such a manner so that their contents may not be revealed (e.g., To the paper corporation for recycling or by special arrangements to manufactures of crackers etc.). *Answer script storage & disposal*

20.3. Marks Sheets and Mark Books

20.3.1. All Mark Sheets shall be kept of record for a minimum period of ten years and thereafter destroyed. *Mark sheets*

20.3.2. All Mark Sheets/Books shall be kept under lock and key and be preserved. *Mark books*

20.4. Confidential Room

20.4.1. The department shall have a confidential room (Record Room) for entry of marks and preparation of transcripts, while the Examinations Unit shall have a confidential room where confidential work such as typing, stenciling, duplicating, and packeting of question papers etc., shall be done. *Security for confidential work*

20.5. Academic Records of Students

20.5.1. The Academic Records of every student shall be entered in an Index Card and preserved in a filing cabinet. They shall be arranged according to the course followed and the date of graduation. All entries in the Index Card shall be authenticated by the AR/SAR/DR of the relevant Faculty. *Academic records*

Chapter XXI: Awarding of the Degree

21.1. In addition to the below mentioned criteria, Awarding of the Degree shall be done according to the by-laws of the relevant faculties.

To graduate with a bachelors degree, a student shall

- Successfully completed a minimum number of 90 credits for the relevant degree programme.
- Obtained a minimum overall GPA of 2.0 for the entire degree programme.
- Obtained no failure grade (E) and ABS, MED symbols or any criteria specified by the relevant faculty.
- Fulfilled all the requirements of the above within the minimum of 03 academic years and maximum number of academic years prescribed by the relevant Faculty.
- And any other mandatory requirements specified by the relevant Faculty.

In order to graduate with a bachelors honours degree, a student shall

- Successfully completed a minimum number of 120 credits for the relevant degree programme.
- Obtained a minimum overall GPA of 2.0 for the entire degree programme.
- Obtained no failure grade (E) and ABS, MED symbols or any criteria specified by the relevant faculty.
- Fulfilled all the requirements of the above within the minimum of 04 academic years and maximum number of academic years prescribe by the relevant Faculty.
- And any other mandatory requirements specified by the relevant Faculty.
- For the professional degrees the minimum and maximum number of academic years to be prescribed by the relevant faculty

21.1.1. Awarding of Classes

21.1.1.1. First Class

In order to be awarded a First Class, a student shall.

- completed all the degree requirements within three (03) academic years for the Bachelors' Degree and four (04) academic years for the Bachelors' Honours Degree, from the first year of registration, except in the case of approval granted by the Faculty Board and the Senate for valid and acceptable reason(s).
- earned a GPA of not less than 3.70 for the entire degree program.

-
- obtained no failure grade (E) and ABS, MED symbol or any criteria specified by the relevant faculty.
 - obtained no grades below C for the entire degree program and any additional criteria specified by the relevant faculty.

21.1.1.2. **Second Class (Upper Division)**

In order to be awarded a Second Class (Upper Division), a student shall.

- completed all the degree requirements within three (03) academic years for the Bachelors' Degree and four (04) academic years for the Bachelors' Honours Degree, from the first year of registration, except in the case of approval granted by the Faculty Board and the Senate for valid and acceptable reason(s).
- earned a GPA of not less than 3.30 in the entire degree program.
- obtained no failure grade (E) and ABS, MED symbol.

21.1.1.3. **Second Class (Lower Division)**

In order to be awarded a Second Class (Lower Division), a student shall

- completed all the degree requirements within three (03) academic years for the Bachelors' Degree and four (04) academic years for the Bachelors' Honours Degree, from the first year of registration, except in the case of approval granted by the Faculty Board and the Senate for valid and acceptable reason(s).
- earned a GPA of not less than 3.00 in the entire degree program.
- obtained no failure grade (E) and ABS, MED symbol criteria specified by the relevant faculty).

21.1.2. **POSTGRADUATE DEGREES**

21.1.2.1. **Evaluation & submission of Final Thesis**

❖ **Mphil/PhD Degree Programs.**

The results of the evaluation of the thesis and the performance at the Viva Voce examination are considered by the examination panel for the final decision. The decision can be one of the following;

- No Corrections (can be accepted as it is)
- Minor Corrections (submit within 3 months)
- Moderate Corrections (submit after 3 months and within 6 months)
- Major Corrections/Resubmission (submit within 12 months or more)
- Reject / Fail

The comments suggested by the examiners shall be provided to the student for correction by the Chair.

- The student is expected to submit the corrected thesis along with a separate report stating the examiners' comments and corrections made by the student according to the given format.

The corrected thesis needs to be submitted through the supervisor. The student may submit a draft to FGS with the completed corrections along with a soft copy within the stipulated time period as mentioned above.

The FGS will check the completion of the corrections proposed by the examiners and the Chair before acceptance. If the corrections are not in accordance with the comments the thesis will be returned to the candidate.

Once all the corrections are properly addressed and confirmed the student will be requested to submit four hard bound copies and an electronic version at the time of final submission. Theses which were submitted after the due date will be rejected.

❖ **Taught courses, Degrees with taught components.**

The evaluation of each postgraduate course shall be based on course and end of course examinations and assignments. The weightage of marks or the evaluation of the research work will be based on the criteria given under each program. The pass mark for each course unit is 50 or B- while the overall Grade Point Average (GPA) will be 2.7.

21.1.2.2. **Effective date of the degree**

❖ **Mphil/PhD Degree Programs.**

For no corrections, minor and moderate corrections, the effective date of acceptance is the same as the date of submission. For major corrections / resubmissions it is the date on which the revised thesis is accepted as correct.

❖ **Taught courses, Degrees with taught components.**

The effective date of the taught programs is the date following the last examination. When the project reports or theses need to be submitted as partial requirement for the diploma/degree, the effective date is the date on which the project report/thesis is submitted.

• *In the case of a Research Report with major corrections, the effective date shall be the date of submission of the revised report subject to the acceptance of the panel of examiners.*

• *A candidate who takes a repeat examination subsequent to submitting of the research report, the effective date of the diploma/degree shall be the first day of the month following the final repeat examination*

Release of Final Results

The FGS will call a meeting of the Results Board to consider the award of the degree to the candidate. The Results Board will release the final results subject to confirmation by the University Senate.

Constitution of the Results Board:

1. Vice Chancellor (Chairperson)
2. Dean/FGS
- 3 AR/SAR/DR of FGS
4. Chairpersons of the relevant BOS
5. Relevant Head/s of the Department/s
6. Examiners
7. Supervisors

Transcript

A duly certified transcript of a candidate's academic record will be issued on receipt of an application with the prescribed fee once the results have been approved by the University Senate.

Publication of thesis

The ownership of the thesis will be vested with the University. Once accepted, the thesis will be published on the websites of the University library and FGS. In the instances where the authors need to apply for patents, a formal request can be made to the FGS to delay the publication for the stipulated time period and FGS may honor these requests. The FGS has established a formal channel for publishing relevant research conducted under all the BOSs.

Chapter XXII: Conducting Examination Overseas

A temporarily domiciled candidate in a foreign country may request to sit an examination overseas.

22.1. Procedure

- 22.1.1. If a temporarily domiciled candidate needs to sit the examination in an overseas country, he/she has to apply using the Application for Overseas Examination. He/she has to download the Application from the USJ website, fill out, and send it to the relevant faculty AR/SAR/DR. Temporarily domiciled candidates must apply for overseas examinations at least **two months before** the starting date of the examination.
- 22.1.2. Before the examination's starting date, the relevant Dean of the faculty shall obtain approval from the Faculty Board and the Senate for the Conducting Examination in Overseas.
- 22.1.3. The relevant faculty's AR/SAR/DR, in consultation with the HOD and Embassy/High Commission/University, shall ensure the necessary arrangements to conduct the examination smoothly in an overseas country and adhere to all the existing regulations of the conductance of examinations pertaining to either physical or online examinations.

EXAMINATION MATERIALS

1. Supervisor and Invigilation List (Format to be decided by the faculty)
2. Examination Application Form (Format to be decided by the faculty)
3. Admission Card (Format to be decided by the faculty)
4. Examination Paper Template (Format to be decided by the faculty)
5. Moderator's Report (Format to be decided by the faculty)
6. Attendance List (Format to be decided by the faculty)
7. Examination Papers printing Form
8. Answer Sheet
9. Continuing Form
10. Signing Form for the Supervisor & Invigilator/s (Format to be decided by the faculty)
11. Absentee Form
12. Candidate Declaration Form
13. Detailed mark Sheet (Format to be decided by the faculty)
14. Mark Sheet (Format to be decided by the faculty)
15. Supervisor Report (Format to be decided by the faculty)
16. Examination Offence Complaint Form
17. Medical Certificate Submission Form (Format to be decided by the faculty)
18. Second Examiner Report (Format to be decided by the faculty)
19. Examination Marks & Grades Re-Scrutinizing Form
20. Payment Vouchers
21. Application for Academic Transcripts
22. Examination Policy
23. Examination By-Law (physical)
24. Examination By-Law (online)
25. Application for Overseas Examination

ABSENTEE FORM

IED/04



ශ්‍රී ජයවර්ධනපුර විශ්වවිද්‍යාලය, ශ්‍රී ලංකාව
University of Sri Jayewardenepura, Sri Lanka

නොපැමිණීමේ ආකෘති පත්‍රය
ABSENTEE FORM

කිනම් හේතුවක් නිසා හෝ උත්තර පත්‍රයක් නොමැති විට මෙම ආකෘති පත්‍රය ඒ වෙනුවට ඇතුළත් කළ යුතුය.

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

පරීක්ෂණය (විෂයය සහ කේත අංකය) Examination (Course Unit/Code & Title)	විභාග මධ්‍යස්ථානය Examination center

..... දරණ විභාග අංකය හිමි අපේක්ෂකයා පැමිණ නැත.

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පහත දැක්වෙන හේතු නිසා මෙම අපේක්ෂකයාගේ උත්තර පත්‍රය නැත.

No script for this candidate for the following reasons.

විභාගයට පෙනී සිටිමුත්, මෙම අපේක්ෂකයා උත්තර පත්‍රයක් ඉදිරිපත් නොකරන ලදී.

This candidate, though present, did not submit an answer script.

දිනය / Date

.....
 ගාලාධිපතිගේ අත්සන
 Signature of Supervisor

අනවශ්‍ය දෑ කපා හරින්න.
 Delete whatever is not applicable.

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EXAMINATION OFFENCE COMPLAINT FORM

M. N. Thalghagoda
Senior Assistant Registrar / Examinations
University of Sri Jayewardenepura
Nugegoda, Sri Lanka.

පෙරුම 1

විභාග අක්‍රමිකතා වාර්තාව

මෙහි වාර්තාව විභාගය අවසන් වී පැයක් ඇතුළත අදාළ ලිපි ලේඛන හා සාධක සමඟ, සේනාධි ආයතන ලේඛනාධිකාරී/විභාගව පිටපතක් සහිතව, උපකුලපතිතුමා වෙත ඉදිරිපත් කළ යුතුය.

01. විභාග අපේක්ෂකයාගේ සම්පූර්ණ නම:.....
02. ලියාපදිංචි අංකය:.....
03. විභාග අංකය:.....
04. i විභාගයේ නම හා කොටස:.....
- ii විභාගයේ වර්ෂය, මාසය හා දිනය:.....
05. විභාගය පැවැත්වූ වේලාව:.....
06. විෂය අංකය:.....
07. විභාග මධ්‍යස්ථානය:.....
08. i අක්‍රමිකතාව සොයාගත් කැනුණකාගේ නම:.....
- ii අක්‍රමිකතාව සොයාගත් දිනය සහ වේලාව:.....
- iii අක්‍රමිකතාවය සොයාගත් ස්ථානය: (උදා: සවිහන් නිඹු ස්ථානය නියවිතව දැක්වීම)
09. අක්‍රමිකතාවය පිළිබඳව අදාළ සිසුවා විසින් කළ ප්‍රකාශය පසුපිටි සඳහාත් ඇත. අක්‍රමිකතාවය පිළිබඳ මවිසින් සකස් කරන ලද විස්තරාත්මක වාර්තාවක් ද මීට අමුණා ඇත.

දිනය. අක්‍රමිකතාවය සොයාගත් කැනුණකාගේ නම හා අත්සන.

10. **කාන්ති:-**

නම	අත්සන
i.....
ii.....

11. විභාග ශාලාධිපතියේ වාර්තාව: මේ නමග ඉදිරිපත් කරන කාන්තිය (අනුමතකාරීටි යොදාගත් ලද) ශාලාධිපතියේ අත්සන හා දිග මුද්‍රාව නමා මිලි කර එවීම අත්‍යවශ්‍යයි.

.....
 දිනය,

.....
 ශාලාධිපතියේ නම ගත අත්සන

ඉන්ද්‍රජනකයාගේ ප්‍රකාශය

1. සම්පූර්ණ නම:
2. විභාග අංකය:
3. ලියාපදිංචි අංකය:
4. පරීක්ෂණය:
5. පෙනී සිටි ප්‍රශ්න පත්‍රයේ නම:
6. දිනය සහ වේලාව:
7. ප්‍රකාශය:

EXAMINATION MARKS & GRADES RE- SCRUTINIZING FORM

M. N. Thalgaogoda
Senior Assistant Registrar / Examinations
University of Sri Jayewardenepura
Nugegoda, Sri Lanka.

Application Form for Verification of Examination Marks & Grades

Faculty of

1. Details of the Candidate

Name of the Candidate		Index No.	
Registration No.			
Year	Semester		

2. Assessment(s) to be verified

End-semester/Year-end Examination/Final Examination	Course/Subject	Marks Received	Grade Received

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

Date:

Signature of the Candidate:

FOR OFFICE USE:

Results after Verification

End-semester/Year-end Examination/Final Examination	Course/Subject	Marks Received	Grade Received	Changed/ Not Changed

Name and Signature of Verification Board Member:

Date of Verification:

Name	Designation	Signature

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



M. N. Thalgahoda
Senior Assistant Registrar / Examinations
University of Sri Jayewardenepura
Nugegoda, Sri Lanka.

IED/06

University of Sri Jayewardenepura

Bill for Supervising, Invigilating, Marking Scripts and Practical Work

Degree Programme:

20..... First / Second* Semester (Theory/Practical)*

Name : Employee No. :
(In case of Technical Officers, Lab Attendants, Lab Labourers and Hall Attendants, state the designation)

Account No. :

Address:
(This is necessary in case of External Examiners)

Date of Examination	Code No. & Title of Question Paper	Duration	No of sessions for Practical Exams	Fees for supervising/invigilating/Technical Officer / (Hall/Lab) Attendant/ Lab Labourer	No of Scripts		Fees for Marking or Assessing	Total Amount	
					01 st Marking	02 nd Marking		Rs	Cts

*Cross out inapplicable words

Certified for Payment

Approved for Payment:

.....
Dean / Head of Department

.....
Dean / Head of Department / DR/SAR/AR of Examinations

Date :

RECEIPT

Received the sum of Rupees
..... on day
of 20..... in payment of the above account.

Signature of

Stamp

Receiver

(FOR RATES OF PAYMENT, PLEASE TURN OVER)

High Class Printers 9718010419 / 9777 957776

APPLICATION FOR ACADEMIC TRANSCRIPTS



M. N. Thalgahagoda
Senior Assistant Registrar / Examinations
University of Sri Jayewardenepura
Nugegoda, Sri Lanka.

University of Sri Jayewardenepura, Sri Lanka Application for Academic Transcripts

(*Delete inapplicable words)

Senior Assistant Registrar/Examinations
University of Sri Jayewardenepura
Nugegoda, Sri Lanka.

Please forward my Academic Transcript to the following address/es:
(In block Letters)

1. _____ 2. _____

No. of Transcripts required:

Transcript Category	Handing Over to the Applicant	With Local Postage (for one Mailing Address)	With Foreign Postage (for one Mailing Address)
With grades & marks (Applicable for all faculties)	—	Rs. 250/=	Rs. 500/=
With grades without marks (Applicable for FHSS & FMSC)	Rs. 250/= (Rs. 150/=per each additional)	Rs. 250/=	Rs. 500/=
With grades without marks (Applicable for FAS)	Rs. 100/= (Rs. 100/= per each additional)	Rs. 250/=	Rs. 500/=

Date :

Signature of Applicant

02. (i) Name in Full : (Rev/Mr./Mrs./Miss.)
- (ii) Postal Address:
- (iii) Contact Telephone No:
- (iv) Faculty :
- (v) Department :
- (vi) Name of the Degree :
- (vii) Registration No:
- (viii) Index No:
- (ix) Date of Admission to the University:
- (x) Date of Leaving the University:
- (xi) Medium of the Degree followed:
03. First Examination (General/Special) Degree / Postgraduate (Degree /Diploma)
- (i) Year of Examination (Final) :
- (ii) Index No:
- (iii) (Only for Arts Special Degree if relevant)
Principal Subject :
- Subsidiary Subject :

EXAMINATION POLICY



University of Sri Jayewardenepura

Policy Title – Policy on Examination

Policy Number – 06

Functional Area – Academic, Non-academics and students

Effective and Revised Dates – 08.11.2018

Approving Authority – The Council, University of Sri Jayewardenepura

Administrative Responsibility – Heads of Departments, Deans of Faculties, SAR Examination Branch, Senate

Rationale & Purpose –

The University of Sri Jayewardenepura (USJP) recognizes assessment as an essential component of the teaching and learning process that promotes and measures student learning. Therefore, the university conducts in-course assessments as a formative component and final examinations as a summative component within a course unit/programme. This policy provides the principles for central/faculty level administered examinations that are conducted adhering to the approved examination schedules.

Scope –

Heads and all academic Staff members, students, SAR examination and SAR/AR of faculties.

Policy Statement –

- Diverse assessment types are used to measure the accomplishment of the desired learning outcomes acquired by students.
- Assessments should reflect the academic standards of awards.
- USJP will conduct examinations to moderate and validate the student's continuous assessment and summative performances; to assess the extent to which the student has achieved the desired learning outcomes of the course; to satisfy the requirements of external bodies e.g. professional associations, which may stipulate that a certain components of particular courses need to contain assessments that are undertaken by students independently, and supervised accordingly.
- In-course assessments should be conducted at critical points of learning and regular and timely feedback should be provided to students following in-course assessments.
- Duration of examinations of a course will be determined based on the credit value of the

subject/course.

- Staff involved in assessing the students should be competent to undertake their roles and responsibilities and should have no conflict of interest.
- For each examination of a subject/course, the first examiner will be the staff member who teaches the subject/course. The first examiner should submit the examination paper and the marking scheme for moderation to the moderator or to the moderation/scrutiny board. The first examiner is responsible for setting the examination papers aligning with the ILOs, which should be conducted confidentially, monitoring 'packeting' of the examination papers and securely storing of the paper in the examination branch till the exam date.
- Weightages (marks) for different components of assessments are assigned based on the time spent on acquiring the assessed ILOs
- The 1st examiner who sets the examination paper should be the supervisor. In absentia, another staff member can be appointed by the Head of the relevant department.
- The second examiner will be appointed by the Head of the relevant department, in consultation with the senior departmental staff members. In the case of external examiners, they should possess relevant qualifications and competence in the subject to be the 2nd examiner.
- The moderation of the examination papers (to ensure validity, accuracy and fairness) should be carried out by the 2nd examiner who is competent in the subject.
- The second examiner is responsible for checking the feasibility of answering the paper within the examination hours; the questions are aligned with ILOs.
- They permit access to examination papers that are limited to appropriately qualified staff of the USJP, and other institutions, for the purposes of peer review, moderation and benchmarking.
- Assessments should be valid (evaluate the desired learning outcomes; conform to national, discipline and professional standards) and fair (provide opportunities for all students to demonstrate their learning).
- Standardization of marks is allowed in keeping with the accepted examination marks using standardization methods in finalizing the results.
- Examination Time Tables specific to each faculty will be prepared by respective faculties adhering to the Academic calendar of the USJP and published giving adequate notice prior to the commencement of the examination. It will indicate the time, date, duration, and venue for each examination.
- Only those students who have obtained admissions to a particular examination will be permitted to sit for the relevant examination.
- Any unauthorized materials will not be allowed to the examination venue.
- Student/s with disabilities sitting an examination, should inform the university according to the university disability policy.
- USJP will take steps to provide necessary adjustments/ assistance/facilities for student/s with disabilities sitting an examination, upon request in keeping with the accepted university disability policy.
- Question papers need to be marked independently by the first and the second examiners and any discrepancies more than 15% need to be agreed upon or sent to a third marker. Conference marking of the question papers is also accepted.

-
- Examination results need to be released within 2 months after completion of the examination.
 - Within two weeks after release of the results in keeping with the UGC circular, the students are allowed to apply for the re-scrutinization of marks and the re-scrutinization will be conducted according to UGC guidelines.
 - Records of the marks and the results should be maintained in the department as well as in the faculty. It is best to be made available online as well as in printed form for students.
 - Confidentiality of all examination records should be maintained by relevant departments and faculty record rooms.

Definitions -

Outcomes-based education: A learner-centered, results oriented approach to education that requires students to demonstrate evidence that they are able to achieve stated learning outcomes.

Intended Learning outcomes: High quality, culminating in demonstrations of significant learning in context.

Titles of related Policies, Procedures, Forms, Guidelines –

Curriculum development procedures, learning outcome policy, Assessment policy

APPLICATION FOR OVERSEAS EXAMINATIONS

Annex 25

APPLICATION FOR OVERSEAS EXAMINATIONS

1 Candidate Name: Rev/Mr/Ms.....
.....

2. Candidate's Registration No: NIC No..... Passport No.....

3. Details of the Programme

3.1 Name of the Programme :

3.2 Academic Year.....

3.3 Semester.....

3.4 The Titles and the Codes of the Modules/Subjects/courses

S/No.	Titles of the Modules/Subjects/courses	Codes of the Modules/Subjects/ courses
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

4. Candidate's e-mail Address & Phone Number.....

5. Candidate's Overseas Address:.....
.....
.....

6. Name and Phone Number of the Contact Person in Sri Lanka:.....
.....

7. Details of the Candidate's Overseas Work Place

7.1 Name of Country:.....

7.2 Name of Work Place:

7.3 Contact Details:

Phone Number -Fax - e-mail

8. Address of the nearby by Embassy/High Commission/University:

.....
Phone Number -

Fax -

e-mail -

9. I am aware that

- I have to make necessary arrangements to produce the consent of the Embassy/High Commission/University to the USJ.
- I have registered for the relevant academic year/semester.
- I will be allowed to sit only for those Modules/Subjects/ courses I have entered in this form.
- all costs incurred in conducting the examination/s at an overseas venue will be borne by me.
- I have submitted the overseas travel details to the AR/SAR/DR of the relevant faculty.
- I have to deal with the relevant Embassy for matters beyond the control of USJ, and USJ is indemnified from such matters.

I understand that if, at any stage, it is found by of the AR/SAR/DR of the relevant faculty that the information given by me is false or if I failed to produce the relevant information, my application will be rejected.

I hereby certify that the information provided by me on this form is true and correct to the best of my knowledge.

Date and Signature of the Candidate.....

Recommendation of AR/SAR/DR of the relevant faculty

Overseas Travel Details: Submitted/Not Submitted.

Any Disciplinary action against the Candidate: Yes/No

I recommend/do not recommend conducting the overseas examination for the above student.

Date and Signature of AR/SAR/DR of the relevant faculty:

Recommendation of HOD

Eligible to sit the Final Examination: Yes/No

I recommend/do not recommend conducting the overseas examination for the above student.

Date and Signature of HOD:.....

Recommendation of Dean

I recommend/do not recommend conducting the overseas examination for the above student.

Date and Signature of Dean:.....

Approved/Not approved by the Senate of the USJ.

Date and Signature of Vice Chancellor.....