

Examination Procedure

Faculty of Medicine
Sabaragamuwa University of Sri Lanka

2022

Prepared by the Medical Education Unit
Faculty of Medicine
Sabaragamuwa University of Sri Lanka

Based on the Examination Procedure documents of the Faculties of Medicine, Colombo and
Ruhuna.

Examination Procedure in the FOM SUSL

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Examination Procedure in the Faculty of Medicine, Sabaragamuwa University of Sri Lanka

1) Introduction

This document titled “Examination Procedure in the Faculty of Medicine Sabaragamuwa University of Sri Lanka” gives details of the procedure for conducting the examinations in the Faculty of Medicine (FOM), SUSL.

The Faculty of Medicine SUSL conducts the MBBS Degree Program and examinations in keeping with the By-Laws and Regulations approved by the Senate and the Council of the University. This document does not contain information on By-laws and Regulations of the MBBS (SUSL) degree program but subjected to the provisions therein.

At the Sabaragamuwa University of Sri Lanka the examination branch under the SAR/ examinations is coordinating most of the functions pertaining to the conduct of examinations however, because of physical separation from the main university location and for other reasons the Faculty of Medicine is conducting its examinations under the Dean/FOM assisted by the Assistant Registrar (AR)/ Senior assistant Registrar (SAR).

The general examination procedure that is practised at the Examination Branch of the Sabaragamuwa University of Sri Lanka is also practised at the Faculty of Medicine, but there are differences mainly due to the different nature of the examinations such as clinical examinations.

Examinations conducted at FOM/SUSL can be classified as below.

- 1) Continuous assessments / End of Semester Examination - (Formative and/or Summative)
- 2) End of Project/Module/Unit Examinations (Summative)
- 3) Main Examinations held at the end of Pre - Clinical, Para-Clinical and Clinical Phases (Summative) conducted for the first time for all the eligible students of a particular batch.
 - 2nd MBBS
 - 3rd MBBS – Part 1 & 2
 - Final MBBS
- 4) Subsequent Examination (Repeat Examinations) of Main Examinations - Conducted to enable referred and failed candidates to pass the components to which they have got referred or failed.

Examinations conducted only for formative purposes do not come under the provisions of this document.

2) Administration

The Dean of the Faculty of Medicine takes overall responsibility for the conduct of examinations. The senior administration officer, i.e. the Assistant Registrar (AR) or Senior Assistant Registrar (SAR) assists the Dean in the conduct of the examinations. The Curriculum Committee, Clinical Coordinator, Heads of Departments, and Chairpersons of Modules/Units would be planning examinations.

The examinations based on subjects/disciplines/modules/units are principally organized by the relevant Departments or the Modules / Units under the Heads of Department or Chairpersons of the Module/Unit. This includes Continuous Assessments / End of Semester Examinations, End of Project / Module / Unit Examinations. The secretarial work is done by the non-academic staff of the relevant Departments.

Main Examinations and Subsequent Examinations of Main Examinations, where several disciplines/subjects are involved are coordinated by the Dean with the assistance of the AR/SAR. The secretarial work is done by the staff attached to the faculty office. The Heads of the relevant Departments takes the responsibility of organizing their component/subject of the examination.

3) Security & Confidentiality

3.1 The students and the public must trust the system of the examination. In order to maintain trust, every possible measure must be taken to ensure that the examinations are conducted in a fair and transparent manner maintaining strict confidentiality. Strict adherence to the stipulations laid down below under setting of paper, printing and packeting, safe-keeping, and distribution of question paper at the examination hall, is essential.

3.2. Computers used for examination works should be accessible only to designated staff. It must have appropriate password protection and other security measures. Access to the area where confidential work is done must also be restricted. Dean and the faculty board have the authority to add any other security measures as and when needed.

3.3. No employee of the university engaged in any type of work connected with examinations nor any other person whose services are utilized for examinations shall divulge to anyone any confidential information gained directly or indirectly in the performance of his/her duties.

3.4. Every employee of the university engaged in any type of work connected with examinations, shall bring to the notice of the Dean/AR/SAR if any close relative of him/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.

- 3.5. The faculty may get employees doing examination related work to sign an oath of secrecy.
- 3.6. Every question paper set for any examination of the FOM, from the time the paper is set until the lapse of half an hour from the time of commencement of answering of such paper by candidates at the examination, and/or any other document declared as secret shall be deemed to be a secret document. In the case of the MCQ papers, the question papers remain confidential documents even after the completion of the examination.

4) Scheduling of Examinations& Examination Timetables

4.1. Calendar of Dates of FOM

- 4.1.1. The draft calendar of dates inclusive of the dates of the start and finish of academic terms, semesters, and dates of examinations for the academic year shall be prepared by the AR/SAR under the guidance of the Dean and sent to the Heads of Departments, Chairpersons of Modules / Units, Clinical Coordinator for their observations six weeks in advance. The AR/SAR will prepare the final calendar of dates after considering the observations on the draft calendar and submit for the Faculty Board approval.
- 4.1.2. The Dean shall obtain Senate approval for the calendar well in advance.
- 4.1.3. The calendar of dates will be circulated amongst the academic staff and displayed on the student notice boards.

4.2. Examination timetables

- 4.2.1. The AR/SAR shall prepare the draft examination timetables, in consultation with the respective Heads of Departments, Chairpersons of Modules/Units and the Clinical Coordinator. The students may also be consulted if indicated. This should be done at least 3 months before the scheduled date of the examination.
- 4.2.2. The AR/SAR shall finalize the examination timetables and display them on the notice boards and also send copies to the respective Heads of Departments, Chairpersons of Modules / Units, and the Clinical Coordinator. This must be done at least 2 months before the scheduled date of the examination.

5) Registration of Examination Candidates, Admission Cards, Attendance Sheets

5.1. Registration of candidates for examinations

- 5.1.1. The AR/ SAR will publish a notice for candidates to register for examinations **one month before the date** of each examination. This notice will indicate the date of closure of applications.
- 5.1.2. After the closing date, the applications shall be scrutinized. Information on students eligible for the examination will be requested from the Departments.
- 5.1.3. Any applications from ineligible candidates will be rejected and the candidates informed accordingly by the AR/SAR. Using the applications for registration, the AR/SAR shall prepare a **registration sheet 2 weeks before** the exam date which will indicate the names and registration numbers of the candidates and the subjects/modules/Unit (or the whole exam) that they have registered for.

5.2. Preparation of the attendance sheet

- 5.2.1. The AR/SAR shall at least **2 weeks prior** to the examination, use the registration sheet and prepare an attendance sheet in duplicate with the **index numbers** of all the students registered for the examination.
- 5.2.2. The attendance sheet shall contain the index numbers of the candidates and, the title of the paper/assessment component that each candidate is offering.
- 5.2.3. One copy of the attendance sheet shall be used to mark the attendance of the candidates in the examination hall and the second copy will be used to mark the desks in the examination hall and will be preserved in the faculty office. The first copy will be returned to the AR/SAR from the examination hall after the examination, along with the packets of answer scripts. The second copy would be inserted in to the paper packet. If the paper is packed in multiple envelopes copy of the attendance sheet must be inserted into each packet.

5.3. Admission cards

- 5.3.1. The AR/SAR shall issue the admission cards to all registered candidates no later than two weeks prior to the date of examination. The Registration Sheet and Attendance Sheet will be used when preparing the admission cards.
- 5.3.2. It is important that the admission cards should be checked with the registration sheet and the attendance sheet by another officer since a mistake in the entry of the index number on the admission card will affect the results of the candidates.

6) Nomination & Appointment of Examiners

6.1. Identifying and Nomination of examiners

6.1.1. The Dean will write to the Heads of Departments or Chairpersons of Modules / Units **3 months** in advance to nominate examiners.

6.1.2. The examiners are selected from the members of the academic staff of the Faculty, and the 'extended faculty' comprising predominantly from the consultant staff of the teaching hospitals. Other qualified persons may also be appointed as examiners. External examiners shall include discipline experts from other medical faculties.

6.1.3. The examiners are identified at the Department Meetings or at Module or Unit Committee meetings. The factors which may be considered when identifying examiners, include the following.

- 1) The type of examination
- 2) The academic qualifications, grade and seniority of the teacher and suitability
- 3) The teaching commitment that this person has done for the area under consideration in this examination (subject, module etc.)
- 4) Willingness and availability of examiner
- 5) Familiarity with examination method
- 6) What type of work is expected e.g., setting MCQs or SEQs, for clinical, for viva voce examination etc.
- 7) Free of conflicts of interest
- 8) Other

6.1.4. Once the identified examiners have confirmed their willingness and availability during the period of the examination, the Heads of Department or Chairpersons of Module/Unit will prepare a list of examiners and forward it to the Dean. When examiners are nominated the Head of Department (or the Chairperson of Module/Unit) may specify or give details about what components each examiner is participating. Examples of such declarations include the Paper Setter, Moderator, the First examiner and the Second examiner (including number of questions to be set, moderated and to be marked).

6.1.5. Any teachers with known conflicts of interest should not be nominated as examiners. At the time of the request to be an examiner, any teachers who has any conflict of interest should declare them and decline to be examiners. If there is doubt the issue should be discussed with the Head of Department (or Chairperson of Module / Unit) and the Dean, before nominations are made. The Faculty Board and the Senate also form forums where any issue pertaining to real or apparent conflicts of interest could be discussed and

sorted out before the final approval. Sometimes a conflict of interest may not have been there when the examiners initially undertook to do examination related work but may develop subsequently. In such instances the examiner should bring this to the attention of the relevant authorities as early as possible and seek guidance.

6.2. Appointment of Examiners

- 6.2.1. The names of the examiners should be approved by the Faculty Board and the Senate before the conduct of the examination.
- 6.2.2. Upon Senate approval, the nominated person will be appointed as examiner by the Dean.
- 6.2.3. The names of examiners are considered as confidential information.
- 6.2.4. If for some unforeseen reason an examiner cannot perform the duties undertaken, this must be informed immediately to the Head of Department (or Chairperson of Module/Unit) and an alternate examiner found, or the work be redistributed amongst the exiting examiners. If any new examiners are nominated, they should be approved by the Faculty Board and the Senate.

7) Board of Examiners for a Subject/Discipline

- 7.1. The examiners approved by the Faculty Board and the Senate become members of a Board of Examiners (BOE) for the subject/discipline, who have the responsibility to conduct the examination, award marks and to determine the pass/fail status of candidates.
- 7.2. The Head of the Department (or Chairperson of Module/Unit) functions as the Chairperson of the BOE. The BOE can nominate a coordinator (or coordinators) for the entire examination or for different segments of the examination. This coordinator will be an examiner. Functions that may be delegated to the coordinating examiner include liaising with the examiners, preparing the final version of the examination papers, attending the session where the question paper is printed, stapled and packeted, marking, correcting MCQs, collating marks, taking custody of any confidential material, ensuring that computer entries and print outs are cross-checked against raw marks.
- 7.3. The Chairperson of the Board of Examiners will call a meeting with all examiners and go through the examination guidelines with them, and brief all examiners about the format of the examinations and the method of allocation of marks to each component of the examination etc.
- 7.4. With the approval of the Board examiners the Chairperson may delegate duties to other examiners for a particular segment of the examination.

- 7.5. The Board of examiners have the responsibility to conduct the examination according to the assessment format that has been approved by the Faculty Board and the Senate. Blueprinting should be done when selecting questions for each assessment tool, based on the Intended Learning outcomes [ILOs] and the Lesson Learning Outcomes [LLOs]
- 7.6. The Chairperson of the Board of Examiners, may correspond with the examiners and indicate a particular area in which to set the questions. When MCQ or essay questions are needed the date by which they are needed must be intimated. Those setting essay questions should be intimated that they must prepare a marking scheme and model answer, and mark the scripts also.
- 7.7. When writing to the examiners, copies of certain documents may be incorporated to help them. These include the examination timetable, copies of the past question papers and marking schemes, special instructions that the examiner is expected to follow, any available guidelines on setting questions, forms to write the questions, confidential envelopes to forward question papers, voucher forms etc. ILOs and LLOs of the relevant topics should be provided to the examiners in case of the external examiners who are setting the questions.
- 7.8. The examiner shall send before the specified date the questions written legibly or word-processed, sealed in the confidential envelope addressed to the Chairperson of the Board of Examiners, the Dean or the AR/SAR under his personal name. If the questions are sending via electronic media all the documents should be protected by a password by the sender (examiner/Chairperson of the Board of Examiners) and the password should be inform confidentially only to the recipient (examiner/Chairperson of the Board of Examiners). Password should be different for different examinations.

8) Preparation of Question Papers

- 8.1. The setting and preparation of the examination paper on a subject/discipline is the responsibility of the Board of Examiners chaired by the Chairperson of the Board of Examiners or the Head of the Department.

8.2. Heading of the Question Paper and the Front Page

The following particulars shall be inserted on the top of the question paper (as the heading) in the following order:

- i. Sabaragamuwa University of Sri Lanka
- ii. Faculty of Medicine.
- iii. The name and year of the examination, the relevant intake (batch) and the month in which the examination is held

- iv. The title of the paper
- v. Duration of the paper

- vi. The rubric, which shall contain the following:
 - a. The total number of questions
 - b. The number of questions to be answered
 - c. Compulsory questions, if any
 - d. Selection from different parts, where necessary
 - e. Whether answers to any part should be handed over after a specified period of time
 - f. Whether separate books should be used for separate questions or parts of the paper, and handed over separately
 - g. Any other relevant information e.g., writing index number, the numbering of pages, apportioning of marks for different sections of questions

- vii. The appropriate page number should appear on each page.

8.3. Questions should be numbered leaving adequate space between questions. The wording of questions should be done in such a manner that no room is left for any possible ambiguity.

8.4. Department vetting should be done at least two weeks before the final scrutiny. Those questions which need to be changed, should be referred back to the question authors for necessary alterations.

8.5. Paper moderation for each discipline should be done by the assigned moderator. Duly filled moderator form should be presented to the scrutiny board by the HOD.

8.6. The Chairperson of the Board of Examiners (BOE) should bring the final draft question paper to the meeting of the Board of Scrutiny with all the above information included so that it is available for perusal by the Board of Scrutiny.

8.7. It will be the responsibility of the Chairperson of the BOE to destroy all penultimate drafts of the question paper.

9) Board of Scrutiny

9.1. All main examinations and subsequent examinations shall have a Board of Scrutiny which consists of the Chairpersons of Boards of Examiners/Heads of the Departments (HOD) in individual subjects/disciplines which constitute the examination, a scrutiny expert, chaired by the Dean or his/her nominee. In the departments in which the acting head is not a subject specialist, an external subject specialist shall be invited to the scrutiny board.

- 9.2. The Dean may appoint a suitable person as the Scrutiny Expert to the Board of Scrutiny when appropriate.
- 9.3. The date and time of the meeting of the Board of Scrutiny may be indicated in the examination calendar.
- 9.4. The Board of Scrutiny should meet in a confidential room (e.g., Dean's Room, Faculty Board Room). Only the Chairpersons of Boards of Examiners / HOD in relevant disciplines and the Scrutiny Expert can attend these meetings. They should maintain an attendance sheet and signed. No examiner shall leave the Board of Scrutiny meeting until all the question papers are scrutinized and finalized.

9.5. The Process of Scrutiny

- I. The Board of scrutiny shall have the power to examine all question papers. These include the MCQ, Essay and SEQ papers, the material used in OSCEs and OSPEs etc. The marking schemes of questions and model answers may also be examined.
- II. Some areas that the board of scrutiny will be specifically pursuing include the following.
 - a) The clarity of the question: They will look at the questions from a candidate's point of view and see whether each question is understood by the candidates in exactly the way it is expected to be understood by the examiners.
 - b) The wording used and level of English: Are there difficult words? Can the language be made simple? For example, the Board may substitute the word "List" instead of the word "Enumerate".
 - c) Is the time adequate to answer the questions? If the Board is of opinion that the content area is excessive it will suggest the deletion of certain sections of the questions.
 - d) Is the apportioning of marks acceptable or any modification necessary?
 - e) Is there duplication of the content areas tested? For example, there may be very similar areas questioned by examiners in physiology and biochemistry. The Board may detect such gross overlap and suggest changes.
 - f) Whether the basic information to the candidates is included. These details are given under section 8.2 of this document.
- III. The Board of Scrutiny will have the power to modify any questions in respect of language and to refer back where necessary to the examiners with the suggestions, any papers containing questions which appear to them to be ambiguous, unsuitable or unsatisfactory. The modified question paper shall also be submitted again to the Board of Scrutiny.
- IV. The suggestions of the Board of scrutiny will be noted down by the Chairperson of BOE / HOD in the relevant disciplines and he/she will prepare the final question paper. It is the

responsibility of the Chairperson of the Board of Examiners to see that the recommendations of the Board of Scrutiny are incorporated into the final version of the paper.

- V. It is the responsibility of the Chairperson of BOE / HOD in the relevant disciplines to see that all drafts of question papers are destroyed. He/she should also take custody of the questions sent by different examiners and keep them safely until the examination is completed, after which they will be destroyed.
 - VI. The Board of Scrutiny may seek assistance from AR/SAR when necessary.
 - VII. The Board of Scrutiny may make recommendations for consideration of the Department or Module/Unit about future examinations.
 - VIII. The scrutiny expert may send any suggestions or comments in writing to the Dean.
- 9.6. At the end of the process of scrutiny the Chairpersons of the Boards of Examiners in different subjects/disciplines, proof read and prepare the final version of the question paper and seal it and keep it in safe custody with the AR/SAR in the Faculty. If the final version of question paper is in electronic media it should be protected with a password in a specified pen drive issued by the Deans office, sealed in a confidential envelope and keep it in safe custody with the AR/SAR in the Faculty.

10) Printing of Paper, Stapling, Packeting, and Safe Keeping of Papers.

- 10.1. The printing and packeting of papers shall be done under the direct supervision of the Chairperson of the Board of Examiners.
- This should be done within three days before the date and time of the examination.
 - The AR/SAR is responsible for providing facilities for this task.
 - The Chairperson BOE will get an appointment from the AR/SAR to do the printing work. He/she could discuss with the technician about the time needed for the job, stationery needs and other requirements. These may be supplied by the AR/SAR or has to be brought from the Departments.

10.2. Printing of Paper

10.2.1. The Chairperson BOE should take over the sealed question paper from the AR/SAR just before the printing.

10.2.2. The number of copies to be made is decided by the Chairperson BOE. When deciding on the number of papers to be printed the following guideline may be used.

- The total number of candidates registered for each examination which should be obtained from the Examination Unit/AR/SAR.
- Essay papers: One for each candidate plus an additional minimum of 10 extra copies. Each packet of answer scripts to contain 2 copies. So, the number of additional copies needed will depend on the number of questions in the paper.
- MCQ papers: Each candidate should get one. The additional number has to be decided by the Chairperson of BOE/HOD in the relevant disciplines.

10.2.3. The paper printing work will be done by the technician/management assistant/Machine operator in the designated area under the direct supervision of the Chairperson BOE or the Head of the relevant department.

10.2.4. The technician/management assistant/Machine operator detailed to print the paper shall ensure the following.

- a) That the full material has been reproduced on each sheet of paper and where both sides are used on both sides of the paper
- b) That no sheet which is illegible or smudged has been included
- c) That where there is more than one sheet for a question paper, the sheets have been duplicated in the correct order
- d) That the requested number of good quality copies are prepared

10.2.5 After the printing is over the technician will take appropriate measures to ensure that the redundant stationery is handed over to the Chairperson BOE/ HOD in the relevant disciplines for safekeeping and subsequent destruction. Such material can be destroyed then and there by shredding them in the Examination Unit/Designated area for paper printing. In the case of electronic material, any related material remaining in pen drives should be permanently deleted by the?

10.3. Stapling

10.3.1. This will be done in the Examination Unit/Designated Area under the direct supervision of the Chairperson BOE/ HOD in the relevant disciplines. In addition to the staff designated by the AR/SAR, the Chairperson BOE / Head of the relevant department may bring with him/her staff from the Department (or Module or Unit) to assist in this work. Such people should be briefed about the confidential nature of the work.

10.3.2. The staff detailed to staple the paper shall ensure the following.

- (a) The papers are stapled in the correct order,
- (b) That no sheet which does not have the full material reproduced on one or both sides is stapled

- (c) That no sheet which is empty, damaged, illegible or smudged has been stapled
- (d) That the requested number of good quality copies are prepared.

10.4. Packeting (Packing)

- 10.4.1. This will be done in the Examination Unit/Designated Area under the direct supervision of the Chairperson BOE/ HOD in the relevant discipline.
- 10.4.2. Information about the number of halls and the number of candidates sitting for the various papers in each of the halls shall be prepared by the AR/SAR and made available to the Chairperson BOE.
- 10.4.3. The papers will be packeted using the above information according to the instructions of the Chairperson BOE/ HOD in the relevant discipline under his/her direct supervision.
- 10.4.4. The examination hall, name of the examination, the title of the paper, the number of question papers enclosed, whether MCQ question paper or MCQ answer scripts, and the date and time of the paper will be indicated in the packet. If a printed form is available for this purpose, it can be completed and securely pasted on the packet. When such a form is not available this information should be clearly written in large legible lettering in a prominent place on the packet. In addition, where necessary, information such as a Morning paper or Afternoon paper may also be written on the packet.

10.4.5. Packeting (blank) MCQ answer scripts

For MCQ papers a separate MCQ answer script has to be provided. These are pre-printed and available with the AR/SAR. At the time the MCQ papers are packeted the appropriate number of MCQ answer sheets should also be packeted separately. Hence along with the packet of MCQ question papers, there must also be a corresponding MCQ answer script packet. Mistakes could be minimized by having the MCQ question paper packet and the MCQ answer script packet for each examination hall kept tied together. If the Faculty uses different MCQs, ie. multiple true/false types and the single best answer type there are separate MCQ answer scripts for each type. Hence Chairperson BOE/ HOD in the relevant discipline, must be aware of this and ensure that the correct type of MCQ answer scripts are packeted.

- 10.4.6. The sealing of the packets must be done using sealing tape with the university logo and the faculty seal placed and the chairperson BOE putting his signature which will be covered by transparent adhesive tape or using any other method practiced in the Faculty which is approved by the AR/SAR.
- 10.5. The Chairperson BOE/ Head of the relevant Department will hand over the sealed packets of question papers &MCQ answer scripts personally to the AR/SAR. The AR/SAR will lock

the packets in the safe or another designated area. The handover and receipt will be entered into the book and signed by the relevant persons.

- 10.6. The original of the question paper (master copy) should be sealed and inserted into one of the question papers packets and an endorsement made on the packet to that effect.
- 10.7. Other confidential material generated such as the used stencils, used carbon papers, spoilt stencils, spoilt question papers, and other relevant confidential documents used during the preparation of the question paper should be sealed in a separate packet and handed over to AR/SAR. It will be his/her responsibility for the safekeeping and subsequent destruction. With prior approval, these can be destroyed then and there in the Examination Unit/Designated Area by shredding them.
- 10.8. The AR/SAR shall check with the Daily Schedule of Examinations that the question papers and other relevant documents for each session are ready in time.
- 10.9. When the printing, stapling, and packeting work is in progress entry of unauthorized personnel to that area should not be allowed and this work should receive full attention. A record of the paper printing & packeting work will be made in the book and signed by the Chairperson of BOE/ Head of the relevant Department.

11) Arrangement of Examination Halls

- 11.1. The examination hall/s are selected giving due consideration to ventilation, lighting, noise level, security, and the number of candidates sitting the examination. A system of loudspeakers should be available in the large halls so that announcements are heard clearly by all the candidates.

11.2. Arrangement of Desks

The desks and chairs shall be arranged in rows and columns. **At least 2 ½ feet** shall be left between the back of one candidate's chair and the front edge of the desk of the candidate seated immediately behind him/her. The distance between two columns of desks shall be **at least 4 feet**. Desks shall be numbered column-wise with index numbers of the candidates in order. The direction of the numbering order must be changed in different sessions as decided by the supervisor.

- 11.3. The index numbers shall be marked distinctly on a coloured label and pasted on the desk. If the number has got effaced or becomes faint the invigilator shall re-write it. The colour of the label shall be changed accordingly as designated for the morning session and the evening session.

11.4. Checking of Arrangements

Before admission of students for each paper, the supervisor shall inspect the hall and be satisfied that the hall has been swept and that the desks are arranged and numbered correctly.

12) Supervision and Invigilation of the Examinations

12.1. General

12.1.1. Supervision and invigilation form a very important function in the proper and efficient conduct of examinations. It is the duty of all employees of the University to assist in this work.

12.1.2. Services of the members of the permanent staff shall be utilized for supervision and invigilation duties. When the permanent staff is not adequate, the services of temporary staff may be engaged.

12.2. Preparation of a timetable of supervision and invigilation staff and hall attendants

12.2.1. Two months prior to the commencement of the examination, the AR/SAR shall prepare a timetable of supervisors, invigilators, and hall attendants for the various examinations. This will be referred to as the invigilation timetable. In addition to the names of the staff members, the name of the examination, date and time, examination hall (centre) etc. will be indicated.

12.2.2. When preparing this timetable, the AR/SAR will use the list of academic and other staff that is maintained at the Faculty Office. Those on sabbatical leave will be excluded.

12.3. Appointment of Supervisors, Invigilators, support staff & hall attendants

12.3.1. Within a week of the examination timetables being finalized, the AR/SAR shall draw up the supervision & invigilation timetable/schedule and allocate halls, Supervisors, Invigilators, and hall attendants for the examinations.

12.3.2. The AR/SAR shall send copies of the supervision & invigilation timetable/schedules one month prior to the respective Supervisors, Invigilators, Hall Attendants and the Heads of Departments, Chairpersons of Modules/Units etc.

12.3.3. The AR/SAR shall enclose with the supervision& invigilation timetable, the following:

- a) A copy of the examination timetable for the examination hall (centre).
- b) A copy of the Examination rules
- c) Copy of Instructions to supervisors, invigilators, and hall attendants
- d) Any other relevant documents

12.3.4. Once the invigilation timetable has been distributed to the relevant persons no alternate arrangements shall be made except in consultation with the AR/SAR with the approval of the Dean.

12.3.5. Upon receiving the invigilation timetable, if any supervisor or invigilator becomes aware that he/she cannot be present that day (or session), he/she may find an appropriate replacement and indicate this change in writing to the Dean. The replacement person should countersign the letter confirming his/her agreement. When such changes are made it is important that the person replacing the supervisor should also be of parallel grade or seniority. This clause applies to invigilators also. Supervisors should not be replaced by probationary lecturers or junior staff. Similar conditions apply to the non-academic staff also. Any change must have prior approval from the Dean.

12.4. Duties of the Supervisor

12.4.1. The supervisor will oversee the examination hall/centre and shall be responsible for taking all steps, before, during and after the examination to ensure the smooth and efficient conduct of the examination. The supervisor has to ensure that the examination is conducted according to university and faculty guidelines. He/she will be assisted by the invigilators and hall attendants in conducting the examination. The supervisor will have the final authority in making on-site decisions to ensure satisfactory conduct of the examination and he/she can communicate with the Dean and/or AR/SAR if any exigencies or unexpected incidents occur. As far as possible supervisors shall be selected from among the senior academic staff. They must be familiar with the examination procedures of the faculty and the university.

12.4.2. The supervisor at each hall (centre) shall call over at least half an hour (Latest) before each session commences, at the office of the SAR/AR and collect the question papers and other material for his/her hall (centre) for each session or each day as the case may be. During the examination, other than under exceptional circumstances, the supervisor shall not leave the hall. In the exceptional circumstance where the supervisor has to leave the examination centre, he/she must ensure that neither the invigilators nor the hall attendants leave the hall during this time.

12.4.3. The supervisor shall be supplied with the following by the AR/SAR:

- a) Packet (packets) of question papers for the session or day
- b) Packet (packets) of MCQ answer scripts and any other relevant material
- c) Attendance lists for each paper
- d) Examination timetable
- e) Invigilation timetable
- f) Adequate numbers of stationery such as answer books and continuation sheets

- g) Adequate amounts of printed envelopes or wrapping paper to packet the answer papers, MCQ question papers etc.
- h) Labels/stickers for answer packet
- i) Guidelines to supervisors and invigilator
- j) Date stamp for stamping answer books and continuation sheets
- k) Miscellaneous stationery items such as gum, transparent adhesive tape, blade, scissors, thread, punch, stapler, sealing wax, a box of matches, candles, pens, pencils, erasers, etc.
- l) Other written instructions where necessary
- m) Examination offenses reporting forms

12.4.4. The supervisor shall check the question paper packet with the timetable in order to make sure that the correct question paper packet for the session and venue has been handed over, that no question paper for the session or day is missed and that the packets are properly sealed.

12.4.5. Before leaving the Faculty Office the SAR/AR and the supervisor shall check whether the correct question papers and relevant documents for the particular session and venue have been taken by him/her.

12.4.6. Other duties of the Supervisor are described under '*13) Procedure to Follow on the Day of Examination*'

12.5. Duties of the Invigilators

12.5.1. The invigilators will assist the supervisor in conducting the examination and will be functioning under his/her direction. One of their main functions would be to keep an eye on the candidates and to prevent any form of examination offences from being committed. The invigilators should also be familiar with the examination procedures of the faculty and the university.

12.5.2. The invigilator shall be responsible to the supervisor for the efficient discharge of the duties assigned to him/her. The supervisor and the invigilators are required to try and prevent examination offences committed through their watchfulness.

12.5.3. The invigilators shall attend the Faculty Office at least 30 minutes before (Latest) the examination is due to commence. Alternately, after informing the supervisor and/or the AR/SAR, the invigilators may directly report to their respective examination halls at least 30 minutes before the commencement of each paper so that together with the supervisor they could check on the hall arrangements.

12.5.4. Invigilators shall not leave the examination hall except with the expressed permission of the supervisor. Such permission should be granted only if the supervisor is satisfied that

the cause of leaving the hall is urgent and that he/she could ensure proper supervision of the examination during the period of the invigilator's absence.

- 12.5.5. The invigilator shall devote his/her whole attention to the continuous invigilation of candidates. He/she shall move amongst the desks without disturbing the candidates and attend on any needs of the candidates and ensure that no copying takes place. It would be prudent for one of the invigilators to be seated at the back of the hall so that candidates looking around for opportunities for copying get dissuaded. During the answering of MCQ papers the vigilance should be increased.
- 12.5.6. The invigilator shall place on each desk, the examination stationery before the commencement of the examination and he/she shall also distribute the date stamped continuation sheets to the candidates, when called for. When date stamping the continuation sheets, to avoid wastage of stationery, he/she shall ensure that no more than the required number for the session are date stamped.
- 12.5.7. The invigilator shall distribute the question paper to the candidates assigned to him/her. He / She shall return the balance question papers, if any, to the supervisor.
- 12.5.8. The invigilator shall not under any circumstances give any clarification, explanation with regard to the questions to any candidate. If an invigilator is asked for such clarification the invigilator must direct it to the supervisor.
- 12.5.9. The invigilator shall at the expiry of the first half hour, with the approval of the supervisor, go round and mark the Attendance Sheet and get the candidates to sign the Admission Card. He/She shall return the original Attendance Sheet to the supervisor.
- 12.5.10. The invigilator shall collect the scripts of every candidate who leaves before the last 15 minutes.
- 12.5.11. 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, he/she shall, check that the script bears the correct index number.
- 12.5.12. The invigilator shall check that the answer scripts have the index numbers of the candidates (and the correct Part, e.g., Part A etc) and hand over the scripts to the supervisor. He/She shall check the collected scripts with the attendance sheet and if any candidate has failed to hand over a script, he/she shall bring this matter to the notice of the supervisor.
- 12.5.13. The invigilator shall keep surveillance of any candidates wishing to make use of the toilet while the examination is in session.
- 12.5.14. After the candidates leave the hall, the invigilator shall go round and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.

12.5.15. The invigilator shall, assist the supervisor in packeting and sealing the answer scripts

12.5.16. The other duties of the Invigilator are described under '*13) Procedure to Follow on the Day of Examination*'

12.6. Duties of Hall Attendants

12.6.1. It shall be the duty of the hall attendants to carry out all instructions given to them by the supervisor or invigilators.

12.6.2. Hall attendants shall call over at the examination branch each session or day, at least 45 minutes before the commencement of the session or day, and assist the AR/SAR (or supervisor or invigilator) in transporting the stationery and other material necessary for the examination.

12.6.3. They shall assist the AR/SAR/Supervisor in arranging and numbering of desks.

12.6.4 They shall sweep and clean the hall and arrange the furniture at least one hour before the commencement of each session.

12.6.5. They shall assist the supervisor and the invigilator in distributing the stationery and in packeting of answer scripts and sealing them when they are called upon to do so.

12.6.6. They shall carry parcels of answer scripts, stationery and other examination material under the supervision of the supervisor or invigilators.

12.6.7. They shall not leave the hall except with the specific permission of the supervisor.

12.7. Examination Hall Staff

12.7.1. The staff on duty at each examination hall (centre) shall consist of at least a supervisor, an invigilator and a hall attendant. If the number of candidates at a centre is more than 30, there shall be an additional invigilator for every additional number of 30 or part thereof exceeding 15. If the number of candidates at a centre is more than 75 there shall be an additional hall attendant for every additional 75 candidates or part thereof exceeding 25. If the number of candidates exceeds 180 at a centre 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 could be varied by notifying the Dean/AR/SAR.

12.7.2. After the appointment of examination hall staff no alternate arrangements shall be made except in consultation with the SAR/AR. Where, however, after the *commencement of the examination a member of the hall staff finds that owing to

unforeseen or unavoidable circumstances, he/she has to be absent for a session or more, he/she shall immediately contact the AR/SAR who shall make alternative arrangements in consultation with the Dean.

*Here the term commencement of the examination refers to the start of an examination going on over several days, and not to an issue arising in the exam hall where a paper is being answered.

13) Procedure to Follow on the Day of the Examination

13.1. The supervisor at each hall (centre) shall call over at least half an hour before each session commences, at the office of the AR/SAR and collect the question papers and other material for his/her hall (centre) for each session or each day as the case may be.

13.2. On arrival at the examination hall (centre) the supervisor shall:

- a) Check whether the correct question papers and relevant documents for the particular session and venue have been brought by him/her.
- b) Check that the hall has been swept and the desks have been properly arranged and numbered according to the attendance list provided.
- c) Ascertain that the invigilators and hall attendants are present and shall assign their duties. In the event of the full assigned staff not being present he/she shall make the best possible arrangements, with the available staff and contact the SAR as early as possible if additional staff is considered necessary.

13.3. Once the examination has commenced unauthorized persons will not be allowed to enter the examination hall. The supervisor has the final authority in deciding who may and may not be allowed entry to the hall. Persons who may be allowed into the hall (with the permission of the supervisor) include the Dean, the AR/ SAR, Head of the relevant Department, Chairperson of BOE. Relevant here refers to the relevance to the examination paper. In addition, one of the examiners is requested to turn up during the first half-hour to clarify any issues about the question paper that candidates may have.

13.4. During the examination, other than under exceptional circumstances, the supervisor shall not leave the hall. In the exceptional circumstance where the supervisor has to leave the examination centre, he/she must ensure that neither the invigilators nor the hall attendants leave the hall during this time.

13.5. Admitting Candidates to the Examination Hall

13.5.1. Candidates are required to be at the exam hall at least 15 minutes before the commencement of each paper but shall not enter the hall until they are requested to do so by the supervisor.

- 13.5.2. Candidates, shall not be admitted to the hall earlier than 10 minutes before the time of commencement of a paper.
- 13.5.3. The supervisor shall ensure that, candidates, shall be allowed to enter the examination hall only through the authorized entrance/s and directed to take their seats according to the index numbers marked on the desks. An invigilator shall be posted at each entrance to ensure that entry is orderly and candidates do not bring any unauthorized material to the examination hall. The invigilators are required to check as each candidate enters whether he/she possesses his/her Admission Card and Record Book or a valid Identity card.
- 13.5.4. No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of an examination. Nor shall a candidate be allowed to leave the hall until half an hour has lapsed from the commencement of examination or during the last 15 minutes of the paper.
- 13.5.5. On admission to the hall a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instruction of the supervisor.
- 13.5.6. A supervisor, however, may at any time during the examination and without giving any reason, change the place occupied by a candidate.
- 13.5.7. A candidate shall have his/her student identity card and the admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His /Her candidature is liable to be cancelled if he/she does not produce the identity card when requested to do so. If he/she failed to bring the identity card on any occasion, he/she shall sign a declaration (Annexure 1) in respect of that paper for which he/she has not produced the identity card and produce the identity card to the AR/SAR on the following day. If a candidate loses his/her identity card during the course of an examination, he/she shall obtain a duplicate identity card from the AR/SAR, for production at the examination hall.
- 13.5.8. The admission cards are collected on the first day of the paper after having obtained the signature of each candidate. Candidates should sign the admission cards in the presence of the supervisor or invigilator who shall witness each signature. The invigilators are required to check whether the candidates have signed the statement given on the admission card. The cards will be arranged thereafter in serial order, packed, and handed over to the supervisor. The supervisor shall in turn hand those over to the AR/SAR.
- 13.5.9. If a candidate presents himself/herself at a hall (centre) not allotted to him/her, and if there is sufficient time, the candidate shall be directed to the correct venue. If there is insufficient time, the candidate shall be allowed to sit the examination for that session

only at that hall (centre). The answer script of such a candidate shall be packeted separately and the matter brought to the notice of the SAR.

13.5.10. If for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the paper and the fact brought to the notice of the AR/SAR.

13.6. Distribution of Stationery

The supervisor shall ensure:

- a) that the date stamped answer books shall be issued initially.
- b) that continuation sheets shall be issued subsequently by the invigilators and each sheet shall be date stamped.

13.7. Preliminary Announcements

Some examination halls are quite long and microphones may not be available and announcement made by the supervisor may not be heard by the candidates at the back. In such situations the supervisor will have to ensure that all the candidates heard the announcement correctly.

The supervisor shall make the following announcement before commencement of the examination

- a) strict silence is to be observed by the candidates till the end of the examination
- b) no candidate shall remove from the examination hall, any answer books or continuation sheets or any other stationery or other material issued to him/her.
- c) no candidate shall have with him/her books, notes, or electronic devices capable of storing and retrieving text, including electronic dictionaries, packets or files or any stationery or material other than those issued to him/her and if any such material has been brought into the examination hall by any candidate, he/she shall hand them over to the supervisor immediately. This includes any notes etc. written on material authorized to be brought into the hall, such as record book, timetable, admission card etc.
- d) no candidate shall have with him/her any cellular phones, mobile phones, pager or other communication equipment. They should be switched off (or put in the silence mode) and handed over to the supervisor or kept in a designated place.
- e) no candidate is permitted to leave the examination hall during the first half an hour of the paper or during the last 15 minutes.

13.8. Distribution of Question Papers and related announcements

- 13.8.1. The supervisor shall open the question paper packet (packets) one by one in the presence of an invigilator and check whether the question papers are the correct papers for the session, and that the special requirements if any, required according to the rubric are available.
- 13.8.2. The supervisor shall hand over the required number of question papers to each invigilator for distribution to the candidates allocated to each of them, together with any special requirements mentioned in the question paper.
- 13.8.3. The balance question papers shall remain in the supervisor's custody and he/she shall ensure **that no question paper is allowed to be removed out of the hall before the expiry of the first half hour**. MCQ question papers are not to be removed from the examination hall.
- 13.8.4. The supervisor shall make the following announcement after the distribution of the question paper:
 - i. Please check whether you have received the correct question paper
 - ii. The question paper in..... contains....pages and questions. Please check whether you have got the full question paper.
 - iii. You are advised to read the instructions given in the question paper before answering the paper.
- 13.9. The supervisor or invigilator shall not under any circumstances give any clarification, or explanation with regard to the questions to any candidate. However, if any error or defect in a question paper has been notified to the supervisor by the chairperson of the panel of examiners or the SAR/AR the supervisor shall announce such correction or modification. When such announcements are made the supervisor must ensure that all the candidates have heard it.

13.10. Attendance Sheets and Admission Cards

- 13.10.1. At the expiry of the **first half an hour** from the commencement of the paper, the supervisor shall direct the invigilator to mark the attendance in the attendance sheet provided. The presence or absence of each candidate should be indicated by the sign [V or P (for present)] or the abbreviation (abs) respectively against each candidate's index number. At the time the attendance is marked, the identity of each candidate will be verified. Documents that can be considered as acceptable identities include any of the following having a recent photograph of the candidate, the Faculty of Medicine student identity card, student record book, national identity card, driving license or

passport. In the performance of this exercise the invigilator shall satisfy himself/herself of the identity of the candidate by reference of the physical appearance of the candidate to the identity document which contain the candidate's photograph, as well as his/her signature.

- 13.10.2. No candidates shall be permitted to appear for a paper if his/her index number has not been included in the attendance sheet for that paper. However, if a candidate makes a declaration that he/she was offering that paper and if the supervisor is satisfied with the bona fides of the declaration, he/she may include the index number of the candidate concerned in the attendance list and allow him/her to sit the paper. While this is being done the supervisor will verify this matter with the SAR/AR examinations. Every such case shall be reported to the SAR/AR.
- 13.10.3. If a candidate fails to produce his/her student identity card (or any other valid identity) at any paper for purposes of identification, he/she shall be requested to produce a valid identity **on the same day or the next working day and show it to the supervisor or the SAR/AR**. Meanwhile, he/she shall be required to sign a declaration (Annexure 1) that he/she has been allowed to sit the paper, under the condition that he/she shall establish his/her identity the same or the next day. The supervisor shall on the production of the student identity card the same day or the next day, certify on the declaration that he/she is satisfied with the identity of the candidate for that paper.
- 13.10.4. The invigilator should collect all the admission cards on the first day of the paper after having obtained the signature of each candidate. Candidates should sign the admission card in the presence of the invigilator who shall witness each signature. The invigilators are required to check whether the candidates have signed the statement given in the admission card. The admission cards shall be arranged thereafter in serial order, packeted and handed over to the supervisor. The supervisor shall in turn hand over the packet of admission cards to the SAR/AR in charge of examinations. He / She shall have them ready for presentation to the candidates at the next examination paper. Candidate's signature should be obtained in the admission card whenever each candidate presents himself/herself for each subsequent paper of the examination.
- 13.10.5. As soon as the Attendance Sheets are marked, the supervisor shall collect them from the invigilators and proceed to prepare the examination attendance form which has to be filled accurately and signed by the invigilators and the supervisor. After the answer scripts are packeted and sealed this examination attendance form will be pasted securely on the packet. This form will give the examiners, information about the number of scripts enclosed, index numbers of absent candidates, and candidates who have not registered etc.

- 13.10.6. The number of candidates indicated in the Attendance Sheet, the number of those present for the examination (headcount) and the number of answer scripts enclosed must tally.
- 13.10.7. The supervisor should hand over the original Attendance Sheet together with the packet of answer scripts and signed Admission Cards to the SAR/AR at the end of each session of the examination.

13.11. Announcements during and at the end of the Examination.

The supervisor shall make the following announcements at the appropriate times:

- a) Half an hour before the end of the paper, the supervisor shall announce- "**Half an hour more**".
 - b) Fifteen minutes before the end of the paper the supervisor shall announce - "**Fifteen minutes more. Please check whether you have entered the index number and the correct title of the paper**". **Tie up your papers according to the instructions. You may continue to write after doing so. No candidate shall leave the hall until the end of the paper**"
 - c) At the end of the paper - "**Stop work and observe silence. Remain in your seats until your answer scripts are collected and instructed to leave**".
 - d) After the invigilators have collected the scripts and the checking process is completed "**the candidates may leave the hall without making noise**"
- 13.12. Candidates who finish early may be allowed to hand over their answer scripts to the invigilator and leave the examination hall without disturbing the other candidates. No candidate should however be allowed to leave the hall within the **first 30 minutes** and during the **last 15 minutes** of the examination.

13.13. Collection of Answer Scripts

- 13.13.1. Collection of answer scripts will only be done by supervisors and invigilators.
- 13.13.2. Answer scripts should be collected according to the instructions given in the question paper, arranged in order of the index numbers, counted and checked with the Attendance Sheet before they are packeted. Where a candidate is absent for any paper an "Absentee Form" should be inserted in place of his/her script in the appropriate place.
- 13.13.3. If the number of candidates and the number of scripts do not tally (the number of scripts being less) it is very often due to counting errors. If the deficiency is persisting after re-checking again and again the supervisor has to make an announcement

informing this fact to the candidates and ask them to make sure that each and every one of them has handed over the scripts. By checking the index numbers of the available scripts with the Attendance Sheet the index number of the candidate whose script has not been collected can be elucidated. Once that is known inquiry can be made from the candidate about what he/she did to his/her answer script. Other than counting errors sometimes a particular candidate may not answer a particular section and he/she may not have a script. In such cases the supervisor must request the candidate to hand over a blank script with the index number.

13.13.4. If it is detected that a particular script does not have an index number it could also be sorted out by checking the Attendance Sheet and identifying which candidate has not written the index number.

13.13.5. It is only after going through this exercise and ensuring that all the papers have been collected that the candidates can be asked to leave the hall.

13.14. Packeting of Answer Scripts.

13.14.1. The supervisor shall, check that each invigilator has arranged the scripts in the order of index numbers.

13.14.2. The supervisor shall arrange the scripts to be packeted. Each Part shall be packeted as requested by the examiners. The number of scripts that can go into a "convenient packet" varies. In the Faculty a single batch has about 215 students. If all this number sat the exam in one hall, may be 2 or 3 packets can be made. If the candidates sat in different halls the number of scripts would anyway be getting divided. If the number of scripts is below 100 (as in repeat exams) it may be acceptable to prepare one packet if it can be done conveniently.

13.14.3. The supervisor shall enclose in each packet:

- a) Two copies of the question paper and,
- b) Adequate number of marks sheets

13.14.4. Each packet shall be tied securely and sealed. Before pasting the label (Examination Attendance) the supervisor shall ensure that all details on the label have been duly filled.

13.15. Examination Stationery

13.15.1. All examination answer books and examination stationery shall be kept under lock. and key by the SAR/AR. Only the required amounts of examination stationery will be released.

- 13.15.2. Custody of blank answer books and continuation sheets is the sole responsibility of the supervisor. Hall attendants should be allowed to handle examination stationery only under the careful supervision of the supervisor and the invigilators. The supervisor shall ensure that no blank answer books or continuation sheets are taken out of the examination hall by any student or any other person. A candidate should not be given more stationery than he/she requires at any one time and steps should be taken to recover any excess stationery 10 minutes before the examination is completed.
- 13.15.3. In order to prevent candidates from misusing examination stationery (e.g., bringing into the examination hall university answer books and continuation sheets on which answers may have been prepared previously) the following precautions shall be taken to minimize chances of candidates getting hold of examination stationery.
- a) After the candidates leave the hall, the invigilator shall go around and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.
 - b) All unused examination answer books and continuation sheets shall be returned to the AR/SAR by the supervisor.

13.16. Handing over Answer Scripts and Other Material

- 13.16.1. The supervisor shall hand over to the AR/SAR at the end of each session or day the following and obtain acknowledgment:
- a) The sealed packets of answer script
 - b) MCQ question papers and balance question papers et
 - c) The Attendance Sheet
 - d) The Admission Cards (separately packeted)
 - e) Balance stationery
 - f) Any other relevant documents

13.17. Illness of a Candidate in the Examination Hall

- 13.17.1. In the event of a candidate falling ill while answering a paper, the supervisor, where possible, shall seek assistance of a 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, mark the time at which it was collected, and make his/her report on the matter and hand over the documents to the AR/SAR.
- 13.17.2. If the candidate is immobilized temporarily, and is able to answer the paper after a period of time, the supervisor may at his/her discretion grant the candidate additional

time to answer the paper. Under no circumstance, shall the additional time granted exceed half an hour. The supervisor shall make a report on every such case.

- 13.17.3. In the case of handicapped students, the supervisor shall ensure that the facilities allowed for such students are provided.

13.18. Postponement or Cancellation of an Examination

- 13.18.1. If circumstances arise, in the opinion of the supervisor necessitate cancellation or postponement of the examination, he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the authorities. However, the supervisor should be very cautious in exercising this authority. In such instances, it is always desirable that the Dean or the AR/ SAR is contacted before a final decision is taken.

13.19. Role of the Supervisor & Invigilators in the event of Examination Offences

- 13.19.1. After the commencement of the examination if any candidate is found to have with him/her any unauthorized documents (material) or if he/she breaks examination procedure or if he/she commits any of the offences listed as examination offences, the invigilator shall apprehend the candidate and take possession of any relevant documents and report the matter immediately to the supervisor.
- 13.19.2. The supervisor should note the time when the report is made to him/her and should take charge of the documents and record statements from the candidate and the invigilator. Each statement should be signed by the person making such statement. The supervisor should make every endeavor to record statements without disturbing the other candidates. The candidate involved should be allowed to sit the examination after recording the statement. At the discretion of the supervisor such a candidate may be allowed extra time for the time lost in such inquiry. If any candidate refuses to give a statement or refuses to sign a statement made by him/her, the supervisor should record this fact. Appropriate forms for reporting examination offences should be provided by the examination branch along with the examination stationery.
- 13.19.3. The supervisor shall not enter into argument with the candidate, but shall make in his/her report, the note that the candidate has refused to make a statement or sign a statement.
- 13.19.4. The supervisor should also make a separate report of the incident giving his/her comments. All connected documents including the duly filled forms pertaining to examination offences should be serially numbered and submitted to the SAR, under sealed cover marked "Examination Offence"

14. Code of Conduct for Candidates of Examinations

- 14.1. Candidates are required to be at the exam hall at least 15 minutes before the commencement of each paper but shall not enter the hall until they are requested to do so by the supervisor.
- 14.2. Candidates shall not be admitted to the hall earlier than 10 minutes before the time of commencement of a paper.
- 14.3. Candidates shall bring their own pens, ink, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring.
- 14.4. A candidate shall have his/her student identity card and the admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His /Her candidature is liable to be cancelled if he/she does not produce the identity card when requested to do so. If he/she failed to bring the identity card on any occasion, he/she shall sign a declaration (Annexure 1) in respect of that paper for which he/she has not produced the identity card and produce the identity card to the AR/SAR on the following day. If a candidate loses his/her identity card during the course of an examination, he/she shall obtain a duplicate identity card from the AR/SAR, for production at the examination hall.
- 14.5. Examination stationery (ie., answer books, continuation sheets etc) will be issued as and when necessary. No answer book or continuation sheet issued to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those issued to him/her by the supervisor or invigilator shall be used by a candidate. All material supplied whether used or unused, other than the answer scripts, shall be left behind on the desk and not removed from the examination halls.
- 14.6. No candidate shall have on his/her person or in his/her clothes or on the Admission Card, timetables, Record Book or any other object he/she is permitted to bring into the examination hall, any notes, signs and formulae or any other unauthorized material. Books, notes, parcels, handbags, cellular phones, smart watches, pagers and other communication equipment etc. which a candidate has brought with him/her should be kept at a place indicated by the supervisor or invigilator. The supervisor shall not take responsibility in case any of these materials is lost. A candidate may be required by the supervisor to declare any item in his/her possession or person.
- 14.7. Every candidate shall enter his/her index number at the appropriate place on the answer book and on every continuation paper. He /She shall also enter all necessary particulars as indicated on the cover of the answer book. A candidate who inserts in his/her script an index number other than his/her own is liable to be considered as having attempted to

cheat. The supervisor/invigilator has the authority to check the answer scripts of candidates. A script that bears no index number or an index number which cannot be identified, is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer scripts.

- 14.8. Candidates are under the authority of the supervisor and shall assist him/her in carrying out his/her instructions and those of the invigilators, during the examination and immediately before and after it.
- 14.9. Every candidate shall conduct himself/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his/her staff or other candidates. In entering and leaving the hall, he/she shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
- 14.10. Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the supervisor or invigilator. The attention of the supervisor or invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated.
- 14.11. After the examination has commenced no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the supervisor or invigilator shall grant him/her permission to do so but the candidate will be under his/her constant surveillance.
- 14.12. Candidates shall stop work promptly when ordered by the supervisor or invigilator to do so. If this instruction is not strictly followed the supervisor or invigilator has the authority to make an endorsement to this effect on the answer scripts and/or report to the authorities.
- 14.13. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer scripts. Such work should not be done on Admission Cards, timetables, question papers, Student Record Book or any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answers with the intention of copying.
- 14.14. Any answer or part of the answer which is not to be considered for the purpose of assessment, shall be neatly crossed out by the candidate. If the same question has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.
- 14.15. Every candidate shall hand over the answer script personally to the supervisor or invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee or another candidate. The

MCQ question paper should also be returned to the invigilator or supervisor. It should not be removed from the examination hall.

- 14.16. A candidate who has handed over his/her answer script shall under no circumstance be entitled to call it back.
- 14.17. No candidate shall remove his/her or any other candidate's answer script from the examination hall.
- 14.18. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself/herself so negligently so that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.
- 14.19. No candidate shall submit a practical or field book or dissertation or project study or term paper or assessment or answer script which has been done wholly or partly by anyone other than the candidate himself/herself.
- 14.20. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
- 14.21. The supervisor or invigilator is empowered to request any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or refuse to sign it. Noncompliance will be dealt with disciplinarily.
- 14.22. Every candidate who registers for an examination shall be deemed to have sat the examination unless:
 - a) He / She is permitted by the Senate for valid reasons to withdraw from such examination on a ground acceptable to the Senate within the specified period or
 - b) He / She submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the university medical officer (UMO). If this is not possible the medical certificate should be obtained from a government medical practitioner and submitted to the university medical officer at the earliest possible time, but in any case, not later than one-week from the first day of the examination. Medical certificates from private practitioners may be considered but these will need a recommendation from the UMO. In the case of candidates who are falling sick. During (or in the midst of) an examination the medical certificate

should be submitted at the earliest possible time, but in any case, not later than one week from the date of the first paper that the candidate has not been able to attend.

- 14.23. When a candidate is unable to present himself/herself for any part or section of an examination he/she shall notify or cause to be notified this fact to the SAR, immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.
- 14.24. No student shall sit an examination, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Senate.

15. Receiving and distribution of packets of answer scripts

15.1 Receiving of packets of answer scripts from the examination halls

The AR/SAR shall make arrangements for an officer to remain in the Examination Unit/AR/SAR office to receive the packets of answer scripts handed over by the supervisors. Receipt of the answer script packets shall be entered in a book maintained at the Examination Unit/AR/SAR Office. The number of packets and their identity will be entered and signed by the supervisor handing over and the officer taking over. The AR/SAR shall arrange for the packets of answer scripts to be kept locked in a safe or any other designated place. The AR/SAR shall check whether all the packets of answer scripts of a particular session, day or examination are received. If there are any deficiencies, he/she shall make inquiries and also keep the Dean informed.

15.2 Distribution of packets of answer scripts to the examiners

- 15.2.1. The AR/SAR shall make arrangements with the examiners for the collection of the packets of answer scripts at the earliest opportunity. This must be completed within two working days of the examination. The examiners shall come to the Examination Unit/AR/SAR Office and collect the packets of scripts after signing in the appropriate book. Any other arrangement for the delivery of packets of answer script packets may be made only with the approval of the Dean.
- 15.2.2. In addition to the packets of answer scripts the AR/SAR shall deliver to the examiners the following:
- a) Mark sheets
 - b) Voucher form
 - c) A copy of the detailed examination timetable indicating the dates of the pre-results and results boards.
 - d) A note indicating the last date by which the marks and scripts should be returned.

- 15.2.3. The AR/SAR shall send a reminder to the examiners not later than one week before the due date if the marks have not already been received. If the marks are not received on the due date, the AR/SAR shall report the matter to the Dean who shall direct appropriate action.
- 15.2.4. When answer scripts have to be marked independently by two examiners (double marking), the first examiner may hand over the packets of scripts directly to the second examiner or use the services provided by the faculty. When the second examiner receives the packets of answer scripts, he/she will count them and ensure that the correct number of scripts is enclosed.
- 15.2.5. When answer scripts have to be marked independently by two examiners (double marking) the marks of one examiner shall not be made available to the other examiner. Hence marks (or comments) should not be entered on the answer scripts. Each examiner will hand over the marks in a sealed envelope separately to the Chairperson of BOE or to the AR/SAR.
- 15.2.6. At the request of the first or second examiners or the Chairperson of the BOE the AR/SAR may take over the function of receiving and handing over packets of scripts to either party or the Chairperson of BOE. Similarly, the AR/SAR may accept sealed envelopes containing marks.

16) Responsibilities and Duties of Examiners

16.1 Introduction

- 16.1.1. Being an examiner in the MBBS programme carries a heavy responsibility. The examiner has to be aware that he/she has not only responsibility towards the candidates and the institute, but there is also a responsibility towards the public. Examiners are certifying candidates who are on their way to becoming future doctors. The faculty has responsibility to inform the examiners of the details of the examinations, and the examiners in turn have a responsibility to find out what is expected of them.
- 16.1.2. The confidentiality of the examination material/patients used in the examinations shall be the collective responsibility of all the examiners of the relevant examination.
- 16.1.3. The mark sheets have to be signed by the examiners and handed over to the Chairperson, Board of Examiners or AR/SAR.

16.2. Disclosure of Conflict of Interest

- 16.2.1. The examiners should disclose to the Chairperson of the Board of Examiners/ HOD in the relevant disciplines (or the Dean or the AR/SAR) if assessing a particular candidate (s) causes conflict of interest (ie., immediate family, other reason) in order that alternate arrangements can be made for the assessment, if necessary.
- 16.2.2. The examiners should inform the Dean or AR/SAR should any attempt is made directly or indirectly by a candidate to unduly influence the assessment of his/her performance at the examination.

16.3. Confidentiality

The examiners should maintain a high degree of confidentiality and should refrain from doing the following.

- 16.3.1. Disclose a candidate's performance, grades or marks to a third party or the candidate.
- 16.3.2. Disclose confidential information about an individual candidate to prejudice another examiner's independent assessment of a candidate's performance.
- 16.3.3. Disclose confidential material (e.g., MCQs, essay questions, cases, any other examination material) to the candidates.

16.4. Duties of Examiners

16.4.1. Marking of Essay Questions

- 16.4.1.1. Marking of examination scripts will only be done by designated members of the Board of Examiners.
- 16.5.1.2. On receipt of the packet of answer scripts from the AR/SAR, the examiner shall check with the label pasted on the packet (or written on the packet) whether he/she has received the number of scripts of all those who had been present for the paper. If there are any discrepancies, he/she shall notify same to the AR/SAR immediately.
- 16.4.1.3. Once each examiner takes custody of the bundle of answer scripts it becomes his/her responsibility to ensure their safety. The examiner should not put the scripts in places where their security is jeopardized.
- 16.4.1.4. There shall be a marking scheme for each question approved by the scrutiny board. A copy of the final marking scheme shall be forwarded to all marking examiners.
- 16.4.1.5. 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 division 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).

- 16.4.1.6. The marking scheme shall be studied carefully by each examiner paying attention to the marks assigned for each question or part of the question separately.
- 16.4.1.7. All scripts shall be marked personally by the examiner in keeping with the marking scheme. No assistance shall be obtained from others for marking.
- 16.4.1.8. During the exercise of marking, the examiner will read every answer and gauge the appropriateness of the answer to the question. Each examiner will compare the candidate's answer with the marking scheme, see how many points are included in it, and decide on an appropriate mark. In deciding on the mark, the examiner should demonstrate internal consistency. The examiner has the freedom to use the full range of marks or narrow range of marks. If the examiner wants any guidance, he/she could consult the Chairperson of the BOE. It is not uncommon for examiners to get "examiner fatigue" when they are correcting a bundle of scripts carrying the answer to the same question. Examiners should become aware of this and take appropriate preventive measures.
- 16.4.1.10. The examiner may keep notes which he/she thinks necessary, to be discussed with the other examiners at the pre-results board meeting.
- 16.4.1.11. Marks shall not be entered on the answer scripts, except in instances where the examiner is specifically instructed to do so.
- 16.4.1.12. 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. After both the Examiners complete the marking, both can discuss and rectify the discrepancies of more than 15%. Conference marking shall be considered as an acceptable marking strategy whenever possible.
- 16.4.1.13. The examiners shall mark a particular question in all the answer scripts before proceeding to mark any other question, e.g., question 1 shall be marked first in all the scripts followed by the marking of question 2, question 3 and so on (ie., the marking shall be done by question by question instead of script by script).
- 16.4.1.14. The examiner shall mark the scripts and prepare a detailed mark sheet and a summary mark sheet. The detailed marks sheet will have the marks awarded for each part of the question and the summary marks sheet will have the marks for each question. The marking examiner will find out whether both the detailed marks and summary marks are needed or only the summary marks are needed and forward the appropriate marks.

16.4.1.15. The examiner shall as soon as he/she marks the scripts, forward the appropriate marks sheets along with a covering letter under sealed cover to the Chairperson of the Board of Examiners. The mark sheets will identify the examination, the question number, the name of the examiner and be signed by him/her. The marking examiner must keep a copy of the marks.

16.4.1.1. The examiner marking the scripts first (the first examiner) should do the marking early enabling the second examiner sufficient time to mark the papers before the deadline. In case there is delay in the first examiner correcting the scripts, the scripts can be forwarded to the second examiner for marking, to minimize delays.

16.4.2 Conference Marking

For certain examinations, the Board of Examiners may decide to do "conference marking". In such instances identified members of the Board of Examiners will meet as a group (in conference) and assign marks to the answers using a marking scheme. Any difficulty a particular examiner may have in assigning a mark to a particular answer will be discussed in the group and sorted out. Unlike in the case of independent double marking where each candidate ends up with two sets of marks which is averaged to get the final mark, after conference marking, each candidate will be having only one set of marks, and this mark will be considered as the final mark for that question for that candidate.

16.4.3. Marking of MCQs

16.4.3.1. The packet of MCQ answer scripts will be kept with the AR/SAR. The Chairperson of BOE or the coordinating examiner will sign and take custody of the MCQ answer scripts. He will count the scripts to ensure that the correct number of scripts are found in the packet.

16.4.3.2. The Chairperson of BOM or the coordinating examiner will prepare an answer sheet with the correct answers (called 'the master'). The correct answers had already been decided at the time of preparation of the MCQ paper. During the marking, the MCQanswer script of the candidate will be compared with 'the master' and the mark of each candidate will be determined. In this determination, a corresponding reduction of marks has to be made for any incorrect answers. When deciding on the reduction the range of marks for each question (+5 to 0 or +5 to -5) has to be considered. The final MCQ marks will be obtained this way.

16.4.3.3. When facilities are available for computer correction of the MCQs, that facility can be used. If this facility is not available, the MCQs have to be corrected manually. It is the responsibility of the Board of Examiners to correct the MCQs. If computer correction is done it is recommended that a sample (10%) be checked manually so that any errors

are detected early. At the end of this exercise, a MCQ marks sheet will be prepared. The mark sheets will be signed by the responsible examiners and handed over to the Chairperson, Board of Examiners.

16.4.3.4. Once the MCQs are corrected the answer scripts will be sealed and returned to the AR/ SAR.

16.4.4. Examining candidates and awarding marks in clinical examinations (long cases, short cases and OSCE)

The Departments conducting clinical examinations have their own procedures about conducting the examinations. The Departments should brief the examiners about them. The following section gives some general guidelines to examiners participating in clinical examinations.

16.4.4.1. The examiners are expected to be familiarize themselves with the format, scheme of marking, and pass/fail criteria of the relevant examination before the commencement of the examination

16.4.4.2. Arrive at the examination hall (center) ahead of the commencement of the examination allowing sufficient time to familiarize with the location, material and organizational arrangements.

16.4.4.3. Participate with the other examiners in selecting the cases. Make sure that the material (clinical cases etc) to be examined is of reasonable quality and is suitable for use in the examination, consistent with the objectives of the course.

16.4.4.4. Have at hand all the material necessary for examining the candidates.

16.4.4.5. Attend the briefing conducted by the Chairperson of the Board of Examiners.

16.4.4.6. Switch off all communication equipment (cellular phones, pagers, beeps etc) or hand over these items to the support staff.

16.4.4.7. Remain in the examination premises throughout the period where the services of the examiner are needed.

16.4.4.8. Treat all candidates with dignity and respect.

16.4.4.9. Ensure that each candidate is treated equitably and fairly with an even application of academic standards.

16.4.4.10. Judge each candidate on the basis of performance without being influenced by any extraneous factors.

16.4.4.11. Assess each candidate in accordance with prevailing By-laws, Regulations, accepted guidelines and conventions.

16.4.4.12. Rarely there are instances where examiners may meet candidates (in clinical and/or viva voce examinations) with whom they have had "problems" or "difficulties" in the past. Wherever possible examiners are advised not to examine such candidates. The examiner concerned should be able to discuss this with the Chairperson of BOE and/or the other examiners and find a satisfactory solution.

16.4.4.13. Recommendations to Examiners to follow during a Clinical Examination of a Candidate.

- I. Greet the candidate and put him/her at ease creating a non-stressful environment.
- II. Request the candidate to sit if appropriate (e.g., case discussion, viva voce)
- III. Give clear instructions on what the candidate is expected to do.
- IV. Indicate the time available and avoid exceeding the time limit.
- V. Allow a moment for clarification whenever required or requested
- VI. Allow the candidate to respond to the questions without unnecessary interruption.
- VII. The examiner has to decide on a mark appropriate to the responses of the candidate then and there. Ensure that grades or marks awarded are compatible with the candidate's academic performance and is not influenced by non-academic factors.
- VIII. Consult and discuss with a co-examiner in borderline and other difficult cases before reaching a final decision or giving the final mark.
- IX. Make appropriate notes on the progress of the candidate's performance in the marking book for reference in the event of a discussion in the pre-results board and for future counseling purposes.
- X. Hand over the marking book to the coordinating examiner at the end of the session duly signed and with all entries complete.
- XI. Submit a written report to the AR/SAR or the Dean, if necessary.

16.4.4.14. Recommendations to Examiners not to do during the clinical examinations

- I. Not to examine candidates with whom the examiner has had "problems" in the past. This is relevant for clinical and viva voce examinations. If there is prior knowledge that you have to examine such a candidate, you should discuss this with the other examiners and make a suitable alternative arrangement. If at situation arises unexpectedly it is still advised to discuss with the examiners available and make a suitable alternative arrangement.

- II. Make any remarks of racial, religious, or sensitive nature that will impair the performance of the candidate.
- III. Belittle or ridicule a candidate or act in any way as to cause embarrassment.
- IV. Impose his/her own values and personal opinions and beliefs on the candidate.
- V. Attempt to 'educate' the candidate during the examination. It is not the appropriate time.
- VI. Discriminate unfairly between candidates.
- VII. Allow conflicts of interest to interfere with a fair assessment.
- VIII. Associate or socialize with candidates in any way immediately prior to, during or immediately after the examination.

16.4.5. Examining Candidates and awarding marks in Viva Voce Examinations

16.4.5.1. The departments conducting vivo voce examinations have their own procedures about conducting these examinations. The Heads of the Departments or a designated member should brief the examiners about them. Very often these examinations are conducted in a "structured format" and marking is made objective.

16.4.5.2. A minimum of 2 examiners should be there in a panel of examiners of a viva voce and marks should be awarded independently.

16.4.5.3. The recommendations listed above under 16.4.4.13 and 16.4.4.14 are applicable in this section also.

16.4.6. Marking of Practical Examinations

16.5.6.1. The departments conducting practical examinations have their own procedures about conducting these examinations. The Heads of the Departments or a designated member should brief the examiners about them. The marks of the practical examination may be decided at the time of the examination, or the scripts marked subsequently.

16.5.6.2. For Objective Structured Practical Examinations (OSPE) also there should be an agreed model answer and the scripts will be corrected using it.

16.4.7. Marking of Community and Family Attachments, Research Projects, and Reports

The Community Medicine Department has developed marking schemes approved by the Faculty Board and Senate for marking the above documents and these will be made available to the examiners.

16.4.8. Marking Elective Project and Report

Electives Committee has developed marking scheme approved by the Faculty Board and the Senate for marking the above documents and these will be made available to the examiners.

16.4.9. Participation in Results Boards

16.4.9.1. Other than correcting questions and/or participating in different sections of the examination the examinee may have to attend results boards for finalization of results, when invited.

16.4.9.2. Sometimes examiners may be requested to participate in counseling sessions conducted to give feedback to unsuccessful candidates.

17. Processing of Marks

17.1. Preliminaries

17.1.1. Once the essay marks of two examiners who have marked the scripts independently are received by the Chairperson of the Board of Examiners he/she will inspect the marks and see whether the differences between the marks assigned by the two examiners to any individual question exceeds 15% of the maximum mark that can be awarded for that question. In cases where there is no such difference, the average of the two sets of marks will be considered as the final mark for that question. If there are cases where the marks assigned by the two examiners to any individual candidate exceeds 15%, the Chairperson of the BOE shall request the two examiners to reconsider the assignment of marks to see whether the difference could be reduced to less than 15%. If this can be done the average of the two sets of marks (after the appropriate adjustments) will be considered as the final mark for that question. Where it is not possible for the examiners to reduce the mark to that level, the Chairperson of the BoE shall request a third examiner to mark the relevant scripts independently, the average of the three sets of marks of each affected candidate shall be reckoned as the final mark for that question. This step has to be followed for all the questions which have been marked independently by two examiners. It is only after going through this step that the essay marks can be finalized.

17.1.2. In some instances, the examiners may decide to remove certain questions or parts of questions from MCQs. This may be done due to ambiguity of the questions, "on their level of difficulty" or other reasons. The final marks of the MCQ component will be arrived only after these procedures. Approval of the Dean should be obtained for this procedure.

17.1.3. Similarly in rare instances a Board of Examiners may decide to standardize the results. This will be done with the approval of the Dean. The approval of the Senate will be obtained in such instances.

17.2. Processing of Marks and Determination of the Result

17.2.1. The processing of the marks is done in the relevant Departments.

The marks are received by the Chairperson of the Board of Examiners. Any marks received by the Dean, or the AR/SAR will also be sent to the Chairperson of the Board of Examiners. The Chairperson of the Board of Examiners will open the confidential envelopes and inspect the marks. He/ She will arrange the marks to be entered in the computer according to the index numbers of the candidates. The processing of the marks involves two steps

- i. Calculation of the final mark
- ii. Determination of the result.

Each examination will have several components, such as MCQs, essay questions, clinical, viva voce examination etc. The Department will have a template according to which marks are entered. Once the marks are entered the entries will be checked again. After that calculations will be made according to Senate approved criteria and the final mark will be arrived. It is recommended that a sample of marks be calculated manually to ensure that there are no errors.

Although the Department may use confidential secretarial staff to process the marks the examiners must check them. The responsibility for validity of the entries and calculations rests with the examiners. Sometimes the computing of the marks can be quite complex. In such instances it is recommended that atleast two examiners check the entries and calculations separately.

17.2.2. Determination of the result for each candidate

Once the final marks are available the examiners will meet to determine the results. All the examiners will be invited to this meeting. At this meeting, the Board of Examiners shall determine the results of each candidate in accordance with criteria that have been approved by the Senate. They will pay special attention to the borderline cases. Departments have their own guidelines on deciding on borderline candidates and the results of the borderline candidates will be determined by applying them. If there are any candidates where there is difficulty in determining the results at department level, the marks should be discussed at the pre-results board meeting.

17.2.3. At the end of this exercise the marks and the results will be finalized at department level. A Detailed Mark Sheet and a Summary Results with the final marks and pass, referred or fail status will be prepared. The results sheets will be signed by the examiners and the Summary Results forwarded to the AR/SAR for further processing and to be taken up at the Pre-results Board and at the Results Board. The Department will keep a copy of all the mark sheets in their files.

17.3. Processing of Marks and Determination of Results in Minor Examinations conducted by individual Departments or Modules/Units

The processing of marks in minor examinations and determination of results are done at Department/Module/Unit level as described above.

The results of minor examinations (Continuous Assessments, End of Semester Examinations, End of Project/Module/Unit examinations) are released by the Head of the Department or Chairperson of Module/Unit at Department level with the approval of the Dean.

17.4. Processing of Marks and Determination of Results in Main Examinations

The initial processing of marks and determination of results in main examinations are done at Department/Module/Unit level as described above.

The final processing and determination of results are done at the Pre-results Board and the Results Boards held for all Main Examinations (2nd MBBS, 3rd MBBS part 1&2, Final MBBS)

18. Pre-results Board, Results Board

18.1. Pre-results Board

Pre-results Boards of Main Examinations are chaired by the Dean or his/her nominee.

When the Pre-results Board is convened the Chairpersons of the Board of Examiners will attend the meeting with departmental copies of the Summary Results Sheet.

All the decisions regarding the results (including decisions regarding the borderline results of candidates) should be taken at the pre-results board, according to the examination index numbers of the candidates are made at the Pre-results Board, including pass/fail, distinctions and awarding of honours. The candidates' names should not be revealed at the Pre-results Board.

18.2. The Results Board

The Results Boards for Main Examinations are chaired by the Vice Chancellor and consist of Heads of Department/Chairperson of BOE in individual subjects/disciplines, AR/SAR, the Dean, and the Vice Chancellor. The AR/SAR read the results entered according to the examination index numbers and the final confirmation of results is done. Finally, the

AR/SAR read the results according to the name of the candidate. All the members including the Dean and Vice Chancellor sign the Final Results Sheet/ Book.

19. Release and Publication of Results and Issue of Certificates

19.1 Results Sheet

19.1.1. The Results Sheet is to be in the standard format approved by the Faculty Board and the Senate

19.1.2. The Result Sheet shall also include the following:

- a) The name of the examination together with the year in respect of which the examination was held.
- b) The month and the year when the examination was held.
- c) That the results are provisional and are subject to confirmation by the Senate.
- d) Name of course units
- e) Signatures of the Registrar, Dean and Vice-Chancellor

19.2. Release and Publication of Results

19.2.1. Steps shall be taken to release the results of an examination within three months after the last date of the examination. The AR/SAR shall be given sufficient time to enter the results and shall call the Results Board, chaired by the Vice-Chancellor.

After checking carefully, each page of the results sheet shall be initialed by the Registrar and the Dean and finally signed by the Vice-Chancellor.

19.2.2. All examination results shall be displayed on the notice board with copies sent to the Dean.

19.3. Confirmation of Results

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

19.4. Issue of Certificates

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

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

19.4.2. According to the stipulations given below the candidates shall collect these statements personally.

19.4.3. The candidate shall apply for such a certificate on a Special Form (Annexure 2) and Clearance Form.

- A certificate shall be issued on payment of the prescribed fee.
- No duplicate shall be issued except where satisfactory evidence has been produced to the effect that the original certificate issued has been damaged, destroyed, or lost.

19.4.4. Graduation Certificate

This certificate will be issued upon confirmation of the results by the Senate awaiting the convocation.

19.4.5. Academic Transcripts

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

19.4.6. Degree Certificate

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

In order to obtain the Degree Certificate, every candidate who completes the degree shall pay the prescribed fees and submit a duly completed application form to the Registrar of the University before the Convocation.

20. post-examination issues

20.1. Although uncommon, issues may be brought to the attention of the Heads of Departments, Chairpersons of Modules or Units, Dean or the AR/ SAR about the conduct of the examination. Only written submissions will be considered. Appropriate action will be taken by the Dean on a case-by-case basis. Any complaints referred by the Vice-Chancellor will also be considered.

20.2. From an academic standpoint, after each examination the relevant Department, should review the examination process. Certain statistical variables (e.g., pass rates) have to be determined. Follow-up action has to be discussed in appropriate fora.

21. Examination offences and punishments

- 21.1. Any candidate who violates any of the requirements or conditions stipulated in the Examination Procedure in this document and in the By-laws of Student Discipline pertaining to Examinations, shall be considered as having committed an examination offense.
- 21.2. Examination offences may be classified as follows
- a) Possession of unauthorized documents or removal of examination stationery
 - b) Disorderly conduct
 - c) Copying
 - d) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat
 - e) Impersonation
 - f) Aiding and abetting the commission of any of these offenses
 - g) Violation of any of the requirements or conditions stipulated in the Examination Procedure
 - h) Having communication equipment such as cell phones, pagers, etc. Immaterial of whether they are used or not mere possession of them in the exam hall is considered an examination offence.
- 21.3. There shall be an Examination Disciplinary Committee consisting of the Vice Chancellor and the Deans of the Faculties to investigate into and make recommendations (including punishments) regarding examination offenses referred to it. The punishments recommended by the Examinations Disciplinary Committee shall be submitted to the Senate for final approval.
- 21.4. In all cases of commission of examination offences detected, the supervisor shall take action as outlined below and forward his/her report to the SAR.
- 21.5. Prior knowledge of a question paper, or part thereof, shall constitute an examination offense.
- 21.6. Where a student has been in possession of unauthorized material at an examination hall, he/she shall be presumed to have made use of such material until the contrary is proved by him/her.
- 21.7. In cases of disorderly conduct, the supervisor shall in the first instance warn the candidate to be of good behavior, where the candidate persists in unruly or disorderly conduct the supervisor may expel the candidate from the examination hall and issue him/her a letter canceling his/her candidature from the examination. Where a candidate's offense is only disobedience, the supervisor shall warn the candidate and forward a report to the SAR.

- 21.8. In all other cases of examination offences detected, the supervisor 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 matter on the form provided for this purpose. The supervisor shall submit his/her report along with all the documents to the AR/SAR.
- 21.9. The SAR shall place all reports of examination offenses submitted by the supervisors for the consideration of the Dean who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.
- 21.10. Any examiner Dean of a Faculty, Head of a Department, Chairperson of a Stream or any other official of the University who detects an examination offence, shall report the matter in writing to the Dean of the Faculty, who shall submit same to the Vice Chancellor for necessary action.
- 21.11. Any allegations regarding the commission of examination offences from whosoever received shall be submitted by the Registrar or SAR to the Vice Chancellor, who shall decide whether these shall be referred to the Examination Disciplinary Committee for necessary action.
- 21.12. A candidate who is found guilty of an examination offense is liable to any one or more of the following punishments.
- a) Removal of his/her name from the pass list.
 - b) Cancellation of his/her candidature from whole or part of the examination,
- or
- c) Suspension/debarment from any university examination for such period as the Senate may decide, or indefinitely or
 - d) Suspension/debarment from the university for such periods the Senate may decide, or indefinitely.
- 21.13. Any candidate found aiding and abetting the commission of any examination offense shall be liable to the same punishment as that applicable to the offense
- 21.14. Any appeal against the decision of the Senate shall be made to the Council.

22. Examination offenses committed by those other than candidates

22.1. It is not only examination candidates who can commit examination offenses. Offences may also be committed by university employees who are involved in the examinations in diverse ways.

22.2. The following actions shall be deemed as offences under this category.

22.2.1 Dishonest delivery or communication

22.2.1.1. Delivery by any person, fraudulently or dishonestly, an examination related 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/she is authorized to deliver a such document or to communicate such information.

22.2.1.2. Fraudulent or dishonest delivery or transmission of any answer scripts, mark sheets, mark book, or other document relating to an examination to any person who is not a person who is authorized to deliver or transmit such document.

22.2.2. Divulging of marks

Divulging by any examiner or any other person entrusted with filling up the mark sheets, mark books, etc., of any information relating to the answer scripts or mark sheets, or mark book to any other person who is not a person to whom he/she is authorized to divulge such information

22.2.3. Dishonest marking

The marking of an answer script fraudulently or dishonestly

22.2.4. Dishonest alteration

The making of any erasures, interpolations, or any other alterations in any mark book, mark sheet, or answer scripts, fraudulently or dishonestly.

22.2.5. Dishonest assistance

22.2.5.1. Fraudulent or dishonest assistance directly or indirectly to any candidate to answer a question paper at the examination, by a supervisor, invigilator, hall attendant, or other employee attached to an examination hall

22.2.5.2. Fraudulent or dishonest erasures, interpolations, or any other alterations in any answer script by supervisor invigilator or other employees of the examination hall.

22.2.6. Dishonest disposal and disclosure of secret documents

Fraudulent or dishonest 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 word processing, computing, duplicating, printing, packing or making by any manual or mechanical means any secret document relating to any examination, or by any person whose duty is to assist in the aforementioned duties.

22.2.7. Theft or dishonest breaking of the receptacle containing secret documents etc.

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

22.2.8. Fraudulent introduction of answer scripts

The introduction, insertion, or exchange of another script in place of the script answered by the candidate

22.2.9. Dishonesty by commission or omission

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

22.2.10. Assistance or connivance in any of the above offences

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

22.2.11. Procedure for disciplinary action

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

- a) in the case of the University employees, action shall be taken in terms of the Disciplinary procedure of the University, including action by the Police where necessary.
- b) In the case of others, suitable action may be taken by the Vice-Chancellor, depending on the nature of the offense and the circumstances.

23. Payments for services in connection with examinations

Payment for the various services in connection with the conduct of examinations is made based on rates determined by the UGC. Claims have to be made separately by each examiner. Details can be obtained from the AR/SAR.

24. Maintenance of records

The examination-related work generates a lot of documents that are of a confidential nature. These will be under the custody of the AR/SAR and he/she shall arrange for the same.

24.1. Confidential room

24.1.1. There shall be a designated confidential room (or an area) where confidential work such as entry of marks, word processing duplicating and packing of question papers, etc. can be done. The safe, lockable cupboards, etc. can be kept in this room.

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

24.1.3 Examination stationery and other material for examinations also have to be stored in a confidential room (or an area).

24.2. Marks and related documents

24.2.1 The marks scored by candidates shall be treated as strictly confidential and shall not be released except as provided for below:

- a) For official purposes within the Faculty/University under the direction of the Dean
- b) For any other official purpose at the direction of the Vice-Chancellor

24.2.2. All mark sheets shall be kept as records for a minimum period of ten years and destroyed thereafter with the approval of the Dean.

24.2.3. All mark books shall be kept under lock and key and be preserved.

24.3. Academic Records of Students

The academic record of every student shall be entered in an index card or ledger or appropriate storage system (e.g., computer DVDs,) and preserved in a cabinet. They shall be arranged according to the course followed, and the date of graduation. All entries in the index cards and other storage systems shall be authenticated by the AR/SAR.

24.4. Question Papers and Answer Scripts

24.4.1. At least two copies of each question paper shall be filed for record, in addition to copies kept in the library.

24.4.2. All answer scripts shall be kept under safe custody for a period of two years from the date of the examination and thereafter destroyed or disposed of in such a manner so that their contents may not be revealed. This has to be done only after obtaining the approval of the Dean. For certain examinations, the scripts may have to be kept for a longer period of time.

24.4.3. In addition to the AR/SAR, the Heads of Departments, Chairpersons of Modules/Units are expected to keep records of the relevant documents. These include Senate-approved criteria for the methods of student assessment, detailed mark lists and summary results, details of any medals, etc.

25. Responsibilities and Duties of the Assistant Registrar (AR)/Senior Assistant Registrar (SAR) with regard to examinations.

25.1. The AR/SAR shall under the general direction of the Dean be in charge of the conduct of all examinations.

25.2. The AR/SAR shall be responsible for all arrangements in connection with the conduct of examinations.

25.3. The SAR shall among other duties ensure the following,

- i. Preparatory arrangements such as fixing the calendar of dates, examination timetables, invigilation timetables, booking of examination halls, calling for registration for examinations preparation of schedules of candidates allocation of index numbers, issue of admission cards, ordering of stationery required etc. are attended to in time.
- ii. He/ She receives the lists of examiners from the Heads of Departments and Chairpersons of Streams
- iii. He/ She receives the lists of members of Boards of Scrutiny or names of scrutiny experts
- iv. Appointment letters and requests for setting question papers are sent out by the due date.
- v. He/ She receives question papers in time and they are kept in safe custody
- vi. The question papers have been, where necessary, passed by the Board of Scrutiny or the scrutiny expert), proofread by examiners, duplicated, packed, and distributed to the supervisors in due time.
- vii. All arrangements are made to have the stationery and other requirements ready in time for issue to the examination halls.
- viii. The seating arrangements of desks etc. in the examination halls are satisfactory.

- ix. Arrangements made for the receiving of answer scripts from supervisors and for the distribution of Same to the examiners for marking are satisfactory.
- x. The marked answer scripts and the marks from the examiners are received and entered, totaled, averaged, checked, and re-checked.

25.4. The AR/SAR shall maintain the following

- i. Mark Books and Mark Sheets
- ii. Operating procedures for examination
- iii. Schedule of question papers in examinations
- iv. Statistics relating to examinations
- v. Files of past question papers
- vi. Records of results sheets and confirmation of results
- vii. Other relevant documents (e.g., By laws, Regulations)

25.5. The AR/SAR shall forward the results and have the same confirmed by the University Senate.

26) Subsequent Examinations (Repeat) after the Main Examinations (2nd MBBS, 3rd MBBS Part 1&2, Final MBBS)

- 26.1. All main examinations should be followed by a subsequent examination Conducted to enable referred and failed candidates to pass the components to which they have got referred or failed.
- 26.2. The date of commencement of the subsequent examination should be six weeks after the date of release of the results of the corresponding main examination.
- 26.3. Rules and Regulations and the examination procedure applicable to the main examination is applicable to the corresponding subsequent examination also.

27) Verification of Results

27.1. Application for Addition, Computation and Transcription (ACT) Verification

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

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

- 27.1.2. However, Examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the pre-determined criteria and/or prototype answer shall not be undermined and hence the verification process shall be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts.
- 27.1.3. The provision for requesting re-scrutinization of marks and grades shall be limited only during the 2 - weeks immediately following the release of results of an examination.
- 27.1.4. As the cost of the re-scrutinization process shall be borne by the student, a non-refundable fee calculated on the basis of the cost of the re-scrutiny process shall be levied on the student.

27.2. Verification (Re-scrutinization) Procedure

Procedures described below shall be followed in the verification of results.

- 27.2.1. The AR/SAR shall notify the students of the relevant examination the period during which the requests for verification of results are entertained by displaying a notice in the Notice Board of the Dean's Office.
- 27.2.2. A payment of Rs.500 (subject to revision) per course unit or subject of an examination shall be charged for verification of the marks and grades and the issue of the relevant application form must be done only upon submission of receipt for the prescribed payment.
- 27.2.3. The AR/SAR, in consultation with the Dean shall convene the Results Verification Board meeting for verification of marks/ grade within three working days upon closure of the applications.

28. Interpretations

In this document, unless the context otherwise requires;

- 28.1. The AR/SAR means the Assistant Registrar (AR) and Senior Assistant Registrar (SAR) of the Faculty of Medicine, Sabaragamuwa University of Sri Lanka.
- 28.2. The Dean means the Dean of the Faculty of Medicine, Sabaragamuwa University of Sri Lanka.
- 28.3. The Vice Chancellor means the Vice Chancellor of the Sabaragamuwa University of Sri Lanka
- 28.4. 'Examiner' means a person who is appointed to set questions or a question paper or to moderate a question paper or a member of a Board of Scrutiny or a scrutiny expert or a person who is appointed to read answer scripts and assign marks or a person appointed to conduct an examination or practical work or fieldwork or teaching practice and assign

marks or a person who reads a project report, research report, elective report, etc. and assigns marks, or a person who conducts the clinical examination, an oral or viva voce examination and assigns marks, or a person who is assigned similar work.

28.5. 'Supervisor' means a person appointed to supervise a written, practical or oral examination.

28.6. 'Invigilator' means a person who is appointed to invigilate a written, practical or oral examination.

28.7. 'Faculty' shall mean the Faculty of Medicine of the Sabaragamuwa University of Sri Lanka

28.8. 'Senate' means the Senate of the Sabaragamuwa University of Sri Lanka

28.9. 'Council' means the Council of the Sabaragamuwa University of Sri Lanka

28.10. 'University' or SUSL means the Sabaragamuwa University of Sri Lanka

29. Following documents also need to add as annexures

- **Application Form for the Examination**
- **Examination Admission Card**
- **Attendance List**
- **Examination Arrangement (List of Examiners)**
- **Letter of Appointment as the Examiner**
- **Letter of Appointment as Supervisor/ Invigilator**
- **Request to set the Examination / Moderation**
- **Question Paper Setting Form**
- **Prototype Answer and Marking Scheme**
- **Paying Voucher**
(for setting/moderating question papers and marking/assessing scripts/practical/clinical/oral)
- **Payment Voucher for Examination Services**
- **Daily List of Examinations**
- **Printed Label for Paper Packet**
- **Label for the Answer Script Packet**
- **Reporting Form for Examination Offences**
- **Detailed Report of Examination Offences**
- **Supervisor's Report on Examination**
- **Absentee Form**
- **Submission of Medical Certificates for the Examination**
- **Oath of Affirmation Secrecy**
- **Detailed Mark Sheet**
- **Mark Return Sheet**
- **Handing Over of Marked Answer Scripts Parcel**
- **Submission of Results**
- **Record of Entry of Marks and Issue of Statement of Results**
- **Application Form for Verification of Examination Grades / Marks**

Annexure 1

Declaration by Candidates Failing to Produce Record Books / Identity Card at Examinations

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

Date: Signature of Candidate

Counter Signed:

Supervisor/ Invigilator

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

Date: Signature of Candidate

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

Annexure 3

Faculty of Medicine Sabaragamuwa University of Sri Lanka

Supervision & Invigilation Time Table

Faculty of

Examination:

Date	Module code and medium	time	Centre/ Hall No	Number of Candidates	Supervisor	Invigilators	Hall Attendants