

By-law No. 03 of 1996 pertaining to examinations

By-law No. 03 of 1996 concerning examinations approved by the Council of the Sabaragamuwa University of Sri Lanka instituted under section 21 of the Universities Act No 16 of 1978.

1.0 Rules & regulations governing the holding of examinations

- 1.01** Candidates should be at the examination hall 15 minutes before the commencement of the relevant examination. They should enter the examination hall only when informed to do so by the supervisor.
- 1.02** After entering the examination hall the candidates should be seated at the desk/table bearing their Index No.
- 1.03** Candidates are permitted to bring useful items such as pens, pencils, erasers, ink, rulers, geometrical instruments, coloured pencils etc. to the examination hall. No candidate is allowed to bring in any written paper or notes or any other item, which may be misused at the examination.
- 1.04** Candidates are not allowed to enter the examination hall 30 minutes after the commencement of an examination and they will not be allowed to leave the examination hall before the lapse of 30 minutes from the commencement of the examination and during the last 15 minutes of the examination.
- 1.05** Every candidate must bring the Examination Entry Form, Student Record Book and the Student Identity Card to the examination hall. While the Student Record Book and the Identity card should carry the student's photograph and signature, it should also be certified either by the Registrar or an officer authorized by the Registrar. If the names appearing in the Student Record Book/ Identity card and those in the Examination Entry form differ, the candidate has to submit an affidavit to the Registrar. In the event of such certification not being available, the candidate has to submit either the National Identity Card or a recent photograph certified by an authorized officer.
- 1.06** When requested by the Supervisor of the examination, candidates must surrender all documents in their possession.
- 1.07** No candidate should ask another for anything, exchange anything, engage in conversation, copy from another or help or encourage another candidate to copy.
- 1.08** Candidates should write their answers in the answer sheets or answer books issued on the particular date of the examination.
- 1.09** Writing paper such as answer sheets, graph paper, drawing paper, ledger and journal sheets required by the candidates will be issued to them at the examination centre. Candidates are advised not to tear, bend crumple or destroy any paper or answer sheet given to them. Writing paper issued only by the supervisor should be used at the examination. Log tables should be used carefully and left on the table after use. All stationery supplied to the candidates, both used and unused, should be left on the desks when candidates leave the examination hall.
- 1.10** Before answering the question paper, candidates should write their Index No. and the name of the examination in the relevant place in the answer script. The Index No. Should also be written in all other sheets used for answering questions. No candidate should write his/her name or place any identification mark on the answer script. It should also be noted that using the Index No. of another is a breach of examination rules.
- 1.11** All paper used for rough work should be crossed with a line and annexed to the answer script. Rough work should not be done on the Examination Entry Form, timetable or question paper.
- 1.12** All candidates must maintain strict silence both inside and outside the examination hall and not disturb the supervisor, invigilators and other candidates.
- 1.13** Except for a practical or field note book or assignment written by himself/herself, no candidate is allowed to submit any other document written partly or wholly by someone else, with the answer script.
- 1.14** Impersonation of any kind is strictly prohibited.
- 1.15** The supervisor or the invigilators have the authority to call for a written statement from a candidate regarding any incident that takes place in the examination hall. Candidates should not refuse to make such a statement or sign such a statement.
- 1.16** Answer scripts should be personally handed over to the Supervisor or an Invigilator. Answer scripts should not be handed over to anyone else for whatever reason. All candidates should remain seated until all answer scripts are collected.
- 1.17** Candidates must make sure that they don't have in their possession any document, note or device which can be misused at the examination. They must also ensure that they do not indulge in acts, which can give rise to their being suspected of misconduct at the examination.

2.0 Submitting Medical Certificates for absence at examination

- 2.01 Internal candidates who absent themselves for the whole or part of an examination due to ill health should report to the Medical Officer of the University about it either before the commencement of the examination or during the examination time.
- 2.02 Candidates who fail to do so for unavoidable reasons must submit a medical certificate from a District Medical Officer or a Medical Officer attached to a government hospital, within 14 days of the commencement of the relevant examination or part of the examination. Medical certificates issued by private medical officers; Ayurvedic physicians or Homeopaths are not accepted.

3.0 Examination malpractices are classified as follows:

- 3.01 Possession of unauthorized documents.
- 3.02 Copying
- 3.03 Cheating
- 3.04 Removal of examination stationery from the examination hall.
- 3.05 Inappropriate behaviour
- 3.06 Impersonation
- 3.07 Gaining or attempting to gain unlawful access to the contents of a question paper.
- 3.08 Aiding or abetting someone to cheat or receiving assistance from someone to cheat.
- 3.09 Using undue influence on supervisors, invigilators and other examination officials.
- 3.10 Any other action considered as an examination malpractice by the University Senate.

4.0 Procedure for investigating examination malpractices

The supervisor should report any examination malpractice to the Asst. Registrar (Examinations) who will investigate into the matter and submit a report to the sub-committee appointed by the Senate. On the recommendations submitted by the sub-committee, the Senate will impose appropriate punishment on the offenders.

5.0 Punishment for examination malpractices.

- 5.01 **Possession of unauthorised documents.**

Punishment:

Banning examination candidacy for a period of two years or imposing alternative punishment considered appropriate by the Senate.

- 5.02 **Copying.**

Penalty:

Invalidating examination candidacy for a period of 3 years or imposing alternative punishment considered appropriate by the Senate.

- 5.03 **Cheating.**

Penalty:

Cancellation of examination candidacy, debarring candidate from sitting for University examinations for a specific period or imposing any other punishment considered appropriate by the Senate.

- 5.04 **Removing examination stationery belonging to the University.**

Penalty:

Cancellation of examination candidacy and debarring candidate from sitting for university examinations for a period specified by the Senate.

- 5.05 **Inappropriate conduct.**

Penalty:

Cancellation of examination candidacy, debarring candidate from sitting for university examinations for a period not exceeding 05 years and imposing any other punishment considered appropriate by the Senate.

- 5.06 **Impersonation.**

Penalty:

Annulment of candidacy for a period not less than 05 years and not exceeding 10 years and the imposition of any other punishment considered appropriate by the Senate.

5.07 **Gaining illegal access or attempting to gain such access to the contents of a question paper.**

Penalty;

Cancellation of examination candidacy and imposing any other punishment considered appropriate by the Senate.

5.08 **Aiding and abetting examination malpractices and receiving assistance to commit such malpractices.**

Penalty;

Cancellation of examination candidacy and imposing any other punishment considered suitable by the senate.

5.09 **Attempting to unduly influence examination supervisors and other officials.**

Penalty;

Any punishment prescribed by the Senate.

5.10 **Being guilty of an examination malpractice for the second time.**

Penalty:

Cancellation of registration as a student of the University.

6.0 Compulsory punishments.

In addition to the punishments listed above, the following will also be imposed on the recommendation of the Senate:

6.01 Withholding a class for the degree

6.02 Limiting the maximum marks obtainable to 40% when re-sitting cancelled question papers.

6.03 Either cancelling or withholding scholarships and bursaries.

6.04 Withdraw residential facilities.

6.05 Withholding invitation to graduation ceremony

6.06 Delaying graduation and the release of degree results by one year.

7.0 The Senate will decide on the punishments to be imposed for any examination malpractice not mentioned above.

**Sabaragamuwa University of Sri Lanka,
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Vice Chancellor