

UVA WELLISSA UNIVERSITY OF SRI LANKA

BY-LAWS FOR CONDUCT AT EXAMINATIONS

Examination Rules

- 1.1 Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of each paper but shall not enter the halls until they are requested to do so by the supervisor.
- 1.2 On admission to the hall a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the supervisor.
- 1.3 No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half an hour has lapsed from the commencement of the examination and during the last 15 minutes of the paper.
- 1.4 A candidate shall have his Student Identity Card / Student Record Book and the Admission Card with him in the examination hall on every occasion he presents himself for a paper. His candidature is liable to be cancelled if he does not produce the Student Identity Card / Student Record Book. If he fails to bring his Student Identity Card / Student Record Book on any occasion, he shall sign a declaration in respect of the paper for which he had not produced the Student Identity Card / Student Record Book in the form provided for it, and produce the Student Identity Card / Student Record Book on the next occasion when he appears for the examination. If it is the last paper or the only paper he is sitting, he shall produce the Student Identity Card / Student Record Book to the Registrar on the following day. If a candidate loses his Student Identity Card / Student Record Book in the course of the examination, he shall obtain a duplicate Student Identity Card / Student Record Book from the Registrar, for production at the examination hall.
- 1.5 No candidate shall have in his person or in his possession any unauthorized documents or materials. Books, notes, parcels, hand bags, unauthorized electronic devices etc., which a candidate has brought with him should be kept at a place indicated by the Supervisor/ Invigilator before starting the examination.
- 1.6 A candidate may be required by the supervisor to declare any item in his possession or person.
- 1.7 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 so negligently that an opportunity is given to any other candidate to read anything written by him or to watch any practical examination performed by him. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.
- 1.8. No candidate shall submit a practical or field record book / diary or any other document related to academic studies / activities or dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself.

- 1.9. Candidate shall bring their own pens, mathematical instruments, erasers, pencils, or any other approved equipment or stationery which they have been instructed to bring.
- 1.10 Examination stationery (*i.e.* Writing paper, graph paper, drawing paper, ledger paper, précis paper *etc.*) will be supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn crumpled, folded or otherwise mutilated. No paper other than those supplied to him by the supervisor/ invigilator shall be used by candidates. Log tables or any other material provided shall be used with care and left behind on the desk. All the material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination halls.
- 1.11 Every candidate shall enter his index number on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his script and index number other than his own is liable to be considered as having attempted to cheat. 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 name or any other identifying mark on the answer script.
- 1.12 All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and left on the desk. Such work should not be done on admission cards, time tables, question papers, record books or on any other paper. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying.
- 1.13 Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed out. Any correction fluids shall not be used for this purpose. If the same question has been attempted in more than one place the answer or answers that are not to be counted shall be neatly crossed out.
- 1.14 Candidates are under the authority of the supervisor and shall assist him by carrying out his instructions and those of his invigilators, during the examination and immediately before and after it.
- 1.15 Every candidate shall conduct himself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his staff or to other candidates. In entering and leaving the hall, he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
- 1.16 Candidates shall stop work promptly when ordered by the supervisor/ invigilator to do so.
- 1.17 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/ invigilator.
- 1.18 During the course of answering a paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the supervisor/ invigilator shall grant him permission to do so but the candidate will be under his surveillance.

- 1.19 No person shall impersonate a candidate at the examination, nor shall any candidate allow himself to be so impersonated by another person.
- 1.20 Any unauthorized assistance to a candidate, by any person is prohibited.
- 1.21 If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of the examination necessary, he shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice Chancellor/ Registrar.
- 1.22 The supervisor / invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it.
- 1.23 No candidate shall contact any person other than the Vice Chancellor, Dean, Head of the Department or the Registrar regarding any matter concerning the examination.
- 1.24 Every candidate shall hand over the answer script personally to the supervisor/ invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his answer script to the attendant, a minor employee or another candidate.
- 1.25 Every candidate who registers for an examination shall be deemed to have sat the examination unless he withdraws from the examination within the specified period or submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the University Medical Officer. If this is not possible the medical certificate should be obtained from a Registered Medical Practitioner, and submitted to the University Medical Officer at the earliest possible time.
- 1.26 When a candidate is unable to present himself for any part/ section of an examination, he shall notify or cause to be notified this fact to the Registrar immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.
- 1.27 No student shall sit an examination, if he has exhausted the number of attempts that he is allowed to sit that particular examination, unless he has been granted special permission to do so by the Senate.
- 1.28 Violation of the above examination rules will be considered as examination offences.

Examination Offences and Punishments

- 2.1 Any candidate who violates Examination Rule 1.5 shall be deemed guilty of the offence of possession of unauthorized documents/ other items and shall be liable to cancellation of his candidature from the examination and to any further punishment that the Senate may decide upon.
- 2.2 Any candidate who violates Examination Rule 1.7 shall be deemed guilty of the offence of copying and shall therefore be liable to cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for six semesters including the one in which the offence was committed and to any further punishment that the Senate may decide.
- 2.3 Any candidate who violates Examination Rule 1.8 shall be deemed guilty of the offence of having cheated at the examination and shall be liable to the cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a period of not less than six semesters and to any further punishment that the Senate may decide.
- 2.4 Any candidate who is detected removing examination stationery and other material provided for the examination (Rule 1.10) shall be deemed guilty of an examination offence and shall be liable for cancellation of the candidature from the examination paper in which the offence was committed and to any further punishment that the Senate may decide.
- 2.5 Any candidate who violates any one or more of the Rules in 1.6, 1.14, 1.15, 1.16, 1.17 or 1.18 shall be deemed guilty of the offence of disorderly conduct and shall be liable to cancellation of his candidature from the examination and to any further punishment that the Senate may decide upon.
- 2.6 Any candidate who violates Examination Rule 1.19 shall be guilty of the offence of impersonation and shall be liable to cancellation of candidature from the examination and to be prohibited from sitting any examination of the university for a period of not less than 10 semesters and to any further punishment that the Senate may decide. He may also be liable to be produced before the Court of Law of the country.
- 2.7 Any candidate who violates Examination Rule 1.20 shall be guilty of an examination offence and shall be liable to cancellation of candidature from the examination and to any further punishment that the Senate may decide upon.
- 2.8 Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be liable to the same punishments.
- 2.9 The punishments mentioned above are the minimum, but may be enhanced depending on the gravity of each case.