

UNIVERSITY OF KELANIYA, SRI LANKA

PROCEDURES FOR THE CONDUCT OF EXAMINATIONS (INTERNAL AND EXTERNAL) FOR THE UNDERGRADUATES PROGRAMMES OF STUDIES

By-Laws made by the Council of the University of Kelaniya under section 135 (1) (b), read with Section 29 (b) and (g) of the Universities Act No. 16 of 1978 and its subsequent amendments.

By-Laws

1.

- 1.1. These By-Laws may be cited as the **Procedures for the Conduct of Examinations for the Undergraduate programmes of studies (Internal and External) By-Laws No. 01 of 2024.**
- 1.2. These By-Laws shall be deemed to have come into operation with effect from **01.01.2025.**
- 1.3. These by-laws are applicable to all internal and external examinations conducted for the undergraduate programmes of studies offered by the University of Kelaniya, Sri Lanka.
- 1.4. All regulations related to the examination procedures, which are currently in force, are hereby revoked by adoption of this By-Laws by the Council of the University of Kelaniya, Sri Lanka.
- 1.5. The examination criteria for each discipline shall be prescribed by the relevant faculties and approval of the Council shall be obtained on the recommendations of the Faculty Board/s, and the Senate.
- 1.6. Any matter which is not covered by these by-laws is subject to the approval of the Council on the recommendations of the Faculty Board/s and the Senate.

PART (I) Schedule of Examination

01.	<p>1.1 The dates and duration of the examinations shall be determined by the Academic Calendar of each academic year. Approved date/s or duration cannot be altered without approval of the Vice Chancellor.</p> <p>1.2 The date for releasing of results of the examinations shall be determined by the Academic Calendar of each Faculty.</p>	<p><i>Dates and Duration of Examinations</i></p> <p><i>Releasing of results of Examination</i></p>
02.	<p>2.1 Students who have registered with the Academic Branch for a particular academic year and who have completed their registration at the faculty level are entitled to sit for the examination of that academic year subject to fulfill the requirements stipulated by each faculty.</p> <p>2.2 A notice shall be published on the university website as well as on the faculty website shall be published at least two months prior to the date of the examination, calling for applications from students who have to re-sit for examinations and actions shall be taken to register such students for the examinations.</p>	<p><i>Eligibility to sit for examinations</i></p> <p><i>Notice on university website as well as the faculty website</i></p>

	2.3 Students who have obtained approval of the Senate on the recommendations of the Senate sub-committee for appeals to sit for any examination are also entitled to sit for such examinations in the relevant academic year subject to conditions as stipulated.	<i>Appeal Board/Senate Recommendation</i>
03.	Examination timetables shall be published two (02) weeks prior to the commencement of the examination, and they should be addressed Faculty wise.	<i>Examination timetables</i>
04.	Admission Cards shall be issued to candidates at least two weeks prior to the commencement of the examination.	<i>Admission Cards</i>
05.	All appointments of supervisors, invigilators and hall attendants shall be made by the Dean of the Faculty at least one week prior to the commencement of the examination, and the appointees shall be notified accordingly.	<i>Appointment of supervisors, invigilators and hall attendants</i>
06.	<p>6.1 The approval of the Council shall be obtained for the list of examiners on the recommendation of the respective Faculty Board and the Senate. The recommendation of the Faculty Board shall be obtained before the commencement of the examination. Each paper will have a 1st and 2nd examiner(s)/ moderator(s). The first examiner shall be the person who teaches the course unit, and the second examiner shall be a senior experienced member of academic staff.</p> <p>6.2 Additional marking examiners may be appointed for papers which have a larger number of applicants.</p> <p>6.3 If the total marks awarded by the two examiners differ by more than 10%, the discrepancy shall be reviewed by the Head of Department, who will discuss the matter with both examiners to determine if an adjustment is necessary. If the examiners are unable to reach a consensus, a third examiner shall be appointed to evaluate the work.</p>	<p><i>Appointment of examiners: 1st and 2nd examiners</i></p> <p><i>Additional Marking examiners</i></p> <p><i>Appointment of a 3rd examiner</i></p>
07.	<p>7.1 No person shall be appointed as a Paper setter/Moderator if:</p> <p>7.1.1 s/he has been or is engaged in private tutoring for the particular course unit.</p>	<i>Disqualification for examination work</i>

	<p>7.2 the Vice-Chancellor is convinced that a Paper Setter/Moderator/Examiner/Coordinator:</p> <p>7.2.1 is unable to perform the work or has not performed the work up to the desired standard/quality; or</p> <p>7.2.2 has not been able to conform to the directives of the Senate and the Council.</p> <p>7.2.3 has engaged herself/himself in activities defying the trust reposed in her/him (such as leaking of question papers and/or breach of confidentiality) and/or in such activities which are unethical, undesirable; or</p> <p>7.2.4 has furnished a false declaration or has concealed facts.</p> <p>7.3 the said appointee shall be subject to</p> <p>7.3.1 cancellation of her/ his appointment as Paper setter/Moderator/ Examiner/ Coordinator: and/or</p> <p>7.3.2 be disqualified from all or some of the examination work of the university for a specified (moderate) period or permanently; and/or</p> <p>7.3.3 forfeiture or reduction of remuneration payable to her/him; on examination matter and/or</p> <p>7.3.4 any other action taken by the university.</p> <p>7.4 Paper Setting and Moderation of Question Papers/Duties of Paper Setters and Moderators. The first examiner shall be responsible for setting the paper and the second examiner shall be responsible for moderation of the paper, if the first examiner is a probationary lecturer he/she shall only be permitted to set the paper under the close supervision of the Head of the Department.</p> <p>7.4.1 The moderation of the question papers should be undertaken by a second examiner or a team of Moderators decided at a Departmental meeting.</p>	<p><i>Moderation of Question papers</i></p>
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	<p>7.5.7 shall evaluate the question paper initially and prepare the evaluation criteria.</p> <p>7.6 The Head of Department and the Dean of the Faculty shall endorse question paper moderation form prior to printing of the paper and shall confirm the accuracy of the common details of the question paper, scrutinize and format the paper, consider the proof reading and the authorization sheets thoroughly. The finalized question paper should be available at least five (5) working days prior to the commencement of the examination before sending it for printing.</p> <p>7.7 An academic advisor shall be appointed to each faculty, either from the most senior in grade and suitable member of the faculty or hire such an academic with suitability as assessed by the Vice-Chancellor, to verify and maintain the quality, standards and accuracy of all question papers and their translations. The advisor's role includes verifying all question papers before approval by the Dean of each faculty. If the service is unsatisfactory, the Vice-Chancellor can remove the advisor after consulting with the Dean of the Faculty.</p>	<i>An Academic Advisor</i>
08.	The Dean shall issue detailed instructions for all the examination work (including instructions for Paper Setters / Moderators / Examiners / Coordinators) in conformity with these by-laws.	<i>Role of the Dean of the Faculty</i>
09	Provided that any emergency arises out of the administrative function or otherwise, which, in the opinion of the Dean, requires instructions/directions in deviation of these by-laws, the Vice-Chancellor may order issuance of such instructions/directions as s/he may deem necessary.	<i>Emergency measures</i>
10	All question papers shall be sealed and in exclusive custody of the Deputy Registrar /Senior Assistant Registrar/Assistant Registrar of the Faculty and other officers as may be identified by the Dean.	<i>Custody of question papers</i>
11	All copyright in respect of question papers set by the Paper Setter(s) and subsequently moderated by the Moderator(s) shall be vested in the Council.	<i>Copyright</i>

12	<p>A Supervisor for the Dissertation shall be appointed with the consensus of the academic staff of the Department. The Dissertation shall be submitted to either the Examination Division or the Faculty Examination Division or the Head of the Department as specified on the date decided by the Senate. Students should be informed to submit the dissertation within the given deadline.</p> <p>12.1 Extension of late submission of Dissertation shall be included in the respective degree programme guidelines.</p> <p>12.2 At least two examiners, one preferably from another university, may be appointed for each dissertation. The Supervisor cannot be appointed as an examiner.</p>	<p><i>Appointing Supervisors for the Dissertation</i></p> <p><i>Late submission of Dissertation</i></p> <p><i>Appointing examiners for the Dissertation</i></p>
13	<p>Approval of the evaluation criteria for the Dissertation of the undergraduate course shall be obtained from the Senate. This criterion may be stated in the scheme of assessment in syllabus.</p>	<p><i>Evaluation criteria for Dissertation</i></p>
14	<p>Project reports related to industrial training shall be prepared and marks allocated in accordance with the assessment criteria as decided upon.</p> <p>Evaluation criteria for the project report shall be defined by the Faculty Board.</p>	<p><i>Industrial training report and evaluation criteria</i></p>
15	<p>15.1 Rules and regulations in respect of the written examinations are listed under Schedule 01 of these by-laws. <i>(Schedule 01 - Pages from 9 to 36)</i></p> <p>15.2 Rules and regulations in respect of the online examinations are listed under Schedule 06. <i>(Schedule 06 - Pages from 30 to 36)</i></p>	<p><i>Rules and regulations related to the written examination</i></p> <p><i>Rules and regulations related to online examination</i></p>
16	<p>Appointments, duties and responsibilities of the Supervisors, Invigilators, Hall Attendants and others are listed under schedule 02 of these by-laws. <i>(Schedule 02 - Page 13 of 36)</i></p>	<p><i>Duties and instructions to Supervisors, Invigilators</i></p>
17	<p>Duties and responsibilities of the relevant Dean, Head of the Department, AR/SAR of the Faculties, Hall Attendants and Examination Division are listed under schedule 03 of these by-laws. <i>(Schedule 03 - Page 19 of 36)</i></p>	<p><i>Duties and responsibilities of the Dean / Head / Chief Examiners / AR / SAR, Hall attendant/Examination Division</i></p>
18	<p>Examination offences that can occur at the examination are listed under schedule 04 of this document. If exceptional cases occur it shall be reported to the Dean of the Faculty immediately. <i>(Schedule 04 - Page 24 of 36)</i></p>	<p><i>Examination offences</i></p>

19	<p>A person other than the candidates themselves may sometimes be involved in examination offences. Such offences are listed in Schedule 05 of this document. If such cases occur, they should be reported to the Registrar of the university immediately. University disciplinary procedures are applicable to those involved.</p> <p><i>(Schedule 05 - Page 29 of 36)</i></p>	<i>Examination offences committed by a person other than candidates</i>
20	In the case of examination offences such as missing papers or revelation of questions before the examination, an inquiry shall commence against the relevant parties immediately. The question paper should be cancelled, and the examination shall be conducted with a new question paper.	<i>Missing/misplaced question papers or question revealed before the examination</i>
21	In the case of missing or misplaced answer scripts, an inquiry shall be commenced against the relevant parties immediately. Immediate action shall be taken to hold a new examination in respect of such a question paper.	<i>Missing or misplaced answer scripts</i>
22	<p>Results of the end of semester examination and the results of the course units shall be released after scrutinizing the results by the Board of Examiners' chaired by the Dean of the respective Faculty. Result sheets shall be signed by the Dean and the Head of Department/Chief Examiner and examiners. It will be considered as the official result sheet.</p> <p>22.1 Results of the continuous assessment marks shall be released with the approval of the Head of the Department before commencement of the examination or as determined by the Faculty Board.</p>	<p><i>Releasing results of end-of-semester examination and results of the course unit</i></p> <p><i>Releasing results of the continuous assessment.</i></p>
23	Provisions stipulated in Circular No. 978 University Grants Commission are allowed for this purpose.	<i>Re- scrutiny of results</i>
24	Results of the degrees shall be released by an Examiners' Board chaired by the Vice Chancellor. Results shall be issued with the signature of the Vice Chancellor and the Registrar or on her/his behalf, the officer-in-charge of the Examination Division. These results shall be considered as provisional results until they are approved by the Senate.	<i>Releasing results of the degree</i>
25	<p><u>Holding inquiries into Examination Offences</u></p> <p>The Examination Offences Investigating Committee is an <i>ad hoc</i> committee appointed by the Senate to obtain recommendations in respect of the examination offences committed by any registered student of the university. It consists of Deans of Faculties and two members appointed by the Senate as its members. The tenure of the appointed members is two consecutive</p>	<p><i>Appointment of Investigating Committee for examination offences. Composition of the committee and tenure of appointed members</i></p>

	<p>years. Punishment will be determined by the Senate after considering the recommendations of this Committee. The officer-in-charge of the Examination Division shall notify the punishments to the students individually.</p> <p>25.1 Each offence shall be reported by the Examination Supervisor to the officer-in-charge of the Examination Division through Dean of the Faculty. S/he shall prepare the schedule of offences committed by each candidate and forward it to the committee for recommendations.</p>	<p><i>Reporting examination offences and duty of the Investigation Committee</i></p>
26	<p>With the approval of the Senate and the Council each Faculty can prepare criteria and marking schemes for the practical examination / viva – voce examination written continuous assessments, written assignments, objective clinical examination, objective practical examination, Field Project reports, portfolios and clinical examinations of which the marks are computed for the final examination.</p>	<p><i>Practical examinations, written assignments, objective structure clinical examination, objective practical examination, Field Project reports, portfolios and clinical examinations</i></p>
27	<p>Students with disabilities shall be allowed extra time and other concessions as recommended according to the guidelines for reasonable accommodation as recommended by the Coordinating Centre for Students with Disabilities.</p> <p><u>Target Group</u></p> <p>Students with visual, speech, hearing, or mobility disabilities are entitled to receive extra time. To qualify, students must provide certification from the Medical Board, chaired by the Chief Medical Officer and consisting of two additional members appointed by the Senate.</p> <p>This provision also extends to students with multiple disabilities, defined as a combination of two or more of the aforementioned conditions.</p> <p>Candidates seeking extra time must submit a request to the Senior Assistant Registrar/Academic at least two weeks prior to the examination. In emergency situations, the recommendation of the Chief Medical Officer may be considered.</p>	<p><i>Students with disabilities</i></p>

Rules and Regulations Related to the Written Examinations

<p>1.01 Candidates should be in the vicinity of the examination hall at least fifteen (15) minutes before the commencement of the question paper and should enter the examination hall only when the supervisor gives them permission to do so.</p> <p>1.02 As soon as the candidates enter the examination hall, they should sit themselves in the seats bearing their index number. The seat cannot be changed except with the special permission of the supervisor.</p> <p>1.03 No candidate will be allowed to enter the examination hall 30 minutes after the commencement of the examination. Once the examination starts, candidates are not allowed to exit from the examination hall in the first 30 minutes of the examination. Any candidate may leave the hall after handing over the Answer Script to the supervisor, but no candidates are allowed to leave the hall in the last thirty (30) minutes of the examination.</p>	<i>Seating for exams</i>
<p>1.04.01 Each candidate should collect the admission card from the Examination Division or Faculty Office or download it from the system and get a printout from the system and get her/his signature verified by a member of the academic staff, and bring it to the examination hall, along with the Student Identity Card/Student Record Book.</p> <p>1.04.02 The candidacy of those who fail to submit the said documents is liable to be cancelled.</p> <p>1.04.03 If the candidate does not have the admission form, she/he should furnish a statement signed according to the format supplied by the supervisor in order to sit the examination. The candidate should produce the required documents to prove identity when she/he sits the next examination paper.</p> <p>1.04.04 If this happens to be the last and the only paper the candidate is sitting on, the aforementioned documents should be shown to the Assistant Registrar/Senior Assistant Registrar of the relevant Faculty on the next working day.</p> <p>1.04.05 If the Student Record Book/Student Identity Card is lost during the examination, a second copy/ identity card should be obtained from the Assistant Registrar/Senior Asst. Registrar of the relevant Faculty.</p>	<i>Admission Card</i>

<p>1.11 Before starting to answer the question paper, the index number of the candidate and the name of the examination should be written in the due place of the answering sheet. The index number of the candidate should be written in all papers used for answering the questions. No candidate should write her/his name or any symbol of identification on the answering sheets. Writing someone else's index number on one's answering sheet is deemed misconduct and an examination offence. Answering sheets without the index number or illegible index number will be rejected.</p> <p>1.12 The paper used for rough work and other writing papers should be attached to the answering sheet. Irrelevant parts or mistakes made on the answer sheet should be crossed out. Rough work should not be done on the admission card, timetable, question paper or Student Record Book. Candidates who do not follow these instructions shall be deemed to have breached the rules of the examination.</p>	<p><i>Index number</i></p> <p><i>Rough Work</i></p>
<p>1.13 Candidates should behave in the examination hall, without disturbing the supervisor, invigilators and other candidates. Silence should be preserved in and out of the examination hall. Candidates will not be allowed to go out of the examination hall temporarily except in an emergency situation. In such situations, permission can be granted to go out temporarily with the invigilator. The supervisor possesses the authority to expel those who do not follow the aforementioned instructions. Talking with others except with the supervisor or an invigilator in the examination hall at the time of examination is completely prohibited. The attention of the supervisor or an invigilator can be obtained by raising one's hand when a question arises.</p> <p>1.14 Candidates should be suitably dressed for the examination, so that their attire should not conceal their identity.</p> <p>1.15 No candidate should reproduce a field book or a field programme or a thesis as a whole or a part done by another.</p> <p>1.16 No candidate should permit another to sit the examination on her/his behalf, and no candidate is permitted to sit the examination on behalf of someone else.</p> <p>1.17 Candidates should be aware of the fact that the supervisor possesses sole powers to question or to take statements from a candidate regarding any matter that has arisen in the examination hall. The candidate cannot refuse to answer questions or sign the statement.</p> <p>1.18 If the supervisor is convinced that a situation which leads to cancellation or postponement of the examination has arisen, the supervisor will take steps to report to the due authorities immediately having stopped the examination and collected answer sheets immediately.</p> <p>1.19 The candidates should stop all work as soon as the signal to stop the examination is given by the supervisor. The supervisor/invigilator bears the right to notify the Examination Branch about disobedient candidates if these instructions are not followed.</p>	<p><i>Behavior of the candidates at the examination hall</i></p>

<p>1.20 Candidates should hand over their answer sheets to the supervisor or an invigilator themselves. Candidates should stay in their seats until the answer sheets are collected. Answer sheets should not be handed over to workers or any other person in the hall for any reason. A candidate does not have the right to ask for the answer sheet once it has been handed over, for any reason whatsoever.</p> <p>1.21 No candidate can take her/his or someone else's answer sheets out of the examination hall.</p> <p>1.22 Candidates should be responsible for not to keep any document or note or equipment in their possession, which can be misused at the time of examination. Further, candidates should not try to use any equipment or document or note improperly. All candidates should be responsible not to engage in examination misconduct and to avoid any such act which will lead to suspicion of being engaged or engaged in examination misconduct.</p> <p>1.23 In marking answer sheets, when more questions than the stipulated number of questions are answered, only the due number of answers according to the respective order of answering may be marked. E.g. - the last answer may not be marked when an additional question apart from the due number of questions is answered. Nevertheless, the examiner possesses the authority of identifying an answer or part of an answer which does not need to be marked in cases where the candidate has answered more than the required number of questions.</p>	<i>Evaluation of answer scripts</i>
<p>1.24 Sitting the examination by all candidates registered for the examination is mandatory. If the candidate does not appear for the examination, she/he should seek permission of the Senate within the relevant period of time, having submitted a written appeal to the Appeals Committee with acceptable reasons for not sitting the examination with written proof and the recommendation of the Dean of the relevant Faculty. If a candidate cannot appear for a part of the examination, the Assistant Registrar/Senior Asst. Registrar of the Faculty should be immediately informed of this in writing, and relevant proof sent within 48 hours, via Registered Post.</p>	<i>Not appearing for the examination</i>
<p>1.25 A candidate who is unable to sit for part, or the whole, of a scheduled examination due to medical reasons, must submit an appeal together with an acceptable Medical Certificate, within 14 days of the last date of the relevant examination, if the candidate wishes to be considered as a first-time candidate at a subsequent examination.</p>	<i>Medical Certificate</i>
<p>1.26 If a candidate who has not sat the whole examination or a part of it has not obtained the approval of the Senate following the aforementioned instructions, sitting the said examination in the next instance would be deemed as sitting a repeat examination.</p>	
<p>1.27 If a candidate has not obtained approval of the Senate for not sitting the complete examination, she/he will not be entitled to get a class in completing the degree.</p>	

Duties and instructions to Supervisors and Invigilators

1.01	A Supervisor and one invigilator for each group of 30 candidates or fewer are appointed to an examination hall. The number of supervisors required for an examination hall with large number of candidates shall be determined by the Dean of the Faculty. The name list of the appointed supervisors and invigilators is issued by the Dean of the relevant faculty. No supervisor or invigilator shall undertake the appointment, if her/his relatives are sitting the examination. On such occasions, the supervisors/invigilators shall inform the Dean of the Faculty about the situation, and refuse to be involved.	<i>Duties of Examination Supervisors and Invigilators</i>
1.02	The packet of question papers should be collected by the supervisor from the Dean's Office of the relevant faculty office or examination division at least 30 minutes before the examination begins. (Main Section 17 - Page 6 of 36)	
1.03	Supervisors and invigilators shall take responsibility to distribute answers writing books and other necessary items among the candidates at least ten (10) minutes before the commencement of examination.	
1.04	Attendance registers, examination instruments, marking sheets, question papers and other relevant documents shall be kept in the supervisors' custody until the examination starts.	
1.05	Supervisors shall remain in the examination hall for the duration of the examination. In case of emergency, the Supervisor may leave for ten (10) minutes.	
02.	Supervisors shall use the record book which is issued to her/him to mark the attendance of the staff and the matters to be reported to the Examination Division.	<i>Supervisor's Record Book</i>
03.	Invigilators shall report to the supervisor of the examination hall 30 minutes before the examination starts. Invigilators shall assist the supervisor in administration work of the examination hall during the period of the examination.	<i>Invigilators' roles</i>

	<p>Invigilators shall distribute the question papers and additional stationery required by the candidates, detect any examination irregularities and cases of possible examination offences, check the identity of candidates, get the admission cards signed by the candidates, record the attendance of candidates, and collect answer scripts.</p> <p>If any Invigilator is not in a position to attend to any of the assigned duties of the examination, s/he shall inform the Dean/AR of the Faculty and the relevant supervisor in advance, giving sufficient time to find a suitable person to replace her/him according to the criteria of the faculty.</p> <p>Invigilators are not allowed to go out during the duration of the examination. In an emergency they are allowed to stay out for not more than 10 minutes with the permission of the supervisor. The supervisor shall record such instances in the supervisor's record book.</p>	
4.01	The list of candidates prepared for each examination hall shall be issued to the supervisors by the AR/SAR of the Faculty. No candidate is allowed to sit the examination, if her/his name does not appear in the list.	<i>Only the Candidates whose name appears in the list of candidates shall sit an examination.</i>
4.02	The Supervisor/Invigilator should verify the identity of the candidate and get her/his signature on the admission card. The signed admission cards should be collected. At the end of the examination, the admission cards should be handed over to the faculty office, by the supervisor.	<i>Each candidate shall be issued an admission card</i>
4.03	<p>If any candidate comes to the examination without an admission card,</p> <ul style="list-style-type: none"> i. if the candidate's name appears in the candidate list provided by the faculty, and ii. if the candidate has sufficient evidence to prove s/he is the person whose name appears on the list, and has a sufficient reason to prove not receiving or not obtaining the admission card in advance. 	<i>If no admission card is received by candidate</i>

<p>4.04</p> <p>4.05</p>	<p>Permission shall be granted to sit the examination by the supervisor, subject to a written statement from the candidate that s/he agrees to prove her/his identity through the Registrar by providing the evidence stated in II above.</p> <p>When special permission is granted as per 4.03 above, it shall be reported in the supervisors' record book and the candidate should be informed to produce her/his admission card immediately after the examination. When the admission card is produced to the supervisor, the candidate's signature should be placed, and it should be certified immediately.</p> <p>Where the candidate has an admission card and her/his name does not appear in the list of candidates,</p> <ul style="list-style-type: none"> i. If the candidate reports to the examination hall, <li style="text-align: center;">and ii. If, s/he has sufficient documentary evidence to prove her/his identity, <p>The supervisor may grant permission to sit the examination after obtaining a written statement that the candidate agrees to provide certification from the AR/SAR of the Faculty regarding her/his candidacy. On such occasion, it should be recorded in the supervisors' record book and should be reported to the AR/SAR of the Faculty immediately and confirmation should be obtained.</p>	<p><i>Name not appearing in the list of candidates</i></p>
<p>05.</p>	<p>When the attendance register is marked, "P" will denote presence. For candidates who are absent for the examination, "AB" shall be written against the name or the index number of the candidate. This shall be done in all the sessions of the examination. At the end of the examination, the attendance register of the candidates and all the admission cards shall be put into the relevant sealed cover and handed over to the faculty office. The AR/SAR is responsible for maintaining records of attendance and admission cards at examinations.</p>	<p><i>Marking attendance of the candidates and handing over admission cards to the faculty office</i></p>

06.	<p>Candidates should be informed to bring their identity card to the examination hall. The supervisor may accept the following:</p> <ul style="list-style-type: none"> a. Student Identity card b. Valid passport c. Student record book d. National Identity Card (NIC) 	<i>Identification</i>
07.	<p>The code number of the question papers (Subjects/Course Units) which the candidates should answer are printed on the admission card. When the candidate comes for a paper, the candidate shall sign the admission card near the relevant date and the paper. It is proof that the candidate has sat the examination.</p>	<i>Signing the Admission Card</i>
08.	<p>Head of the Department or the setter of the question papers shall present her/himself to the faculty office for printing question papers, prepared under the instructions given in Part I, 8.6 of these by –laws. Printing shall be done under her/his supervision and SAR/AR of the Faculty. The packet of question papers indicating relevant and correct information shall be handed over to the faculty office.</p>	<i>Printing question papers and handing them over to the faculty office</i>
09.	<p>The supervisor shall report to the faculty office to obtain question papers.</p>	<i>Collecting Question Papers</i>
10.01	<p>The packet of question papers shall be opened in front of the candidates in the examination hall. The supervisor should read all the information appearing on the cover carefully before opening the packet. The number of the question paper included in the packet is written on the cover. After distributing the papers among the candidates, the rest of the question papers shall be handed over to the faculty office, placing them in the same cover/envelope.</p>	<i>Opening of the sealed packet of question papers.</i>
10.02	<p>If there is a discrepancy in the title of the question paper or with the title given in the timetable, action is to be taken not to distribute the question papers and originals checked in the faculty office. If there is an error, they should be placed on the same cover</p>	<i>Distribution of question papers</i>

	and should be sealed and handed over to the faculty office immediately. It should be reported in the supervisor's record book and action should be taken to distribute the correct question papers. If it is not possible to give the correct question paper within 45 minutes, the examination shall be postponed and shall be held the day following the last examination date of the timetable.	
10.03	Immediate action shall be taken to report this matter to the Dean of the Faculty in order to take suitable action and it should be reported in the supervisor's record book.	
10.04	After opening of the packet of question papers, the question paper shall be examined within the first 15 minutes by the supervisor or examiner. If there is any correction or anything to be clarified, action should be taken to get instructions from the relevant Head of Department or the Examiner in the examination hall.	
10.05	Permission shall not be granted to any candidates who report to the examination hall 30 minutes after the commencement of the examination and no candidate should be permitted to leave the examination hall during the first 30 minutes and last 30 minutes of the examination.	
10.06	The supervisor shall announce the remaining time of 30 minutes and 15 minutes before the examination ends. 5 minutes before the end of the examination instructions should be given to candidates to prepare to hand over answer scripts.	<i>Reporting and leaving examination hall</i>
11.	<p>When there are separate papers for repeat students and 1st attempt students, such papers should be collected separately. Before packing the answer scripts, the answer scripts shall be kept in order and counted. Answer scripts need to be corrected and tallied with the number indicated in the attendance register, and marksheet.</p> <p>i. All answer books from examination centres shall be received by the AR/SAR of the Faculty or by an officer identified and recommended by the Dean and approved by the Vice-Chancellor.</p>	<p><i>Collecting and packing answer scripts</i></p> <p><i>Handing over Answer Books</i></p>

	<p>ii. All answer books shall be deemed as confidential documents and no person(s) other than those identified by the Dean/Vice-Chancellor shall be permitted to handle the same.</p> <p>iii. The supervisor shall ensure the collection of all the answer scripts from the examination hall.</p>	
12.	No candidate shall be issued more than one answer book other than in exceptional circumstances, at the discretion of the supervisor. Every answer book issued to the candidates and the other papers shall be date stamped, and the signature of the supervisor or invigilator placed across the date stamp.	<i>Answer Books</i>
13.	No candidate shall be allowed to take the answer books or additional paper outside the examination hall.	
14.	A copy of the examination rules and regulations shall be available at the examination hall.	

Duties and responsibilities of Dean/ Head of Department/ Chief Examiners / Deputy Registrar / Senior Assistant Registrar / Assistant Registrar / Hall Attendants/Examination Division

01.	The Dean is responsible for determining the examination timetable for the faculty. It is the responsibility of the Dean to conduct the examination and release the results on due dates according to the dates approved by the Senate. In addition to that, the academic staff and the non-academic staff of the faculty shall be involved in conducting the examinations. If there are disturbances during the examination; action should be taken to report such to the Vice-Chancellor immediately.	<i>Responsibility of the Dean</i>
02.	<p>Duties of the Head of Department/Chief Examiner/s include:</p> <ul style="list-style-type: none">(i) Obtaining approval for the list of examiners from the Faculty Board, the Senate and the Council.(ii) Recommending staff eligible to be appointed as supervisors and invigilators.(iii) Supervising activities related to preparing, moderating and/or translating the question papers.(iv) Collecting answer scripts from the SAR/AR of the Faculty within one working day and immediately handing them over to the relevant examiners.(v) Obtaining corrected answer scripts from the examiners.(vi) Preparing mark sheets and certifying the student number of the mark sheets.(vii) Recommending a 3rd examiner in the event of discrepancy of over 10 marks between examiners.(viii) Standardization of marks with examiners if necessary.	<i>Duty and responsibility of Head of Department/Chief Examiner/s</i>

	<ul style="list-style-type: none"> (ix) Handing over the final mark sheets to the Examination Division to release final results. (x) Forwarding necessary documents to the Dean of Faculty in respect of the semester examination results. (xi) Assisting the Dean to release semester results as scheduled. (xii) Examining the following details of the question paper before sending them for printing, with the examiners and the other academic staff of the Department. <ul style="list-style-type: none"> a. Name and number of the question paper. b. Name of the examination. c. Year and the month. d. Number of questions in the question paper e. Allocated time. f. Directives given to the candidates to answer the questions. g. Preparing or supervising departmental marking schemes for evaluating the answer scripts. h. Securing the confidentiality of the examination process. 	
03.	<ul style="list-style-type: none"> a. Sending requests for necessary stationery to the Examination Division/Supplies Division. This request shall be sent at least 2 months before the examination. b. Supervising the following activities in respect of the examination hall. <ul style="list-style-type: none"> (i) Preparing for the examination hall (ii) Numbering the desks (iii) Cleaning and other related activities for the examination 	<i>Duties of the SAR/AR of the Faculty</i>

	<p>c. Maintaining/Archiving</p> <ul style="list-style-type: none"> (i) List of candidates (ii) Records of attendance, admission cards of candidates <p>d. Supervising the following activities in respect of printing, custody and issuing question papers and receiving answer scripts.</p> <ul style="list-style-type: none"> (i) SAR/AR shall be responsible for printing question papers at the faculty office. (ii) A record shall be maintained about the number of printed and destroyed copies. (iii) Safe removal of the discarded papers and used stencils/copies/drafts. (iv) Certifying the important information on the paper packet (no. of question papers, subject, hall no., number of copies, date, name of the supervisor etc.) (v) Custody of the question papers until handing them over to the supervisor on due date. (vi) Receiving answer scripts and delivery of answer scripts to the Head of the relevant Department within one working day. (vii) Supplying necessary stationery and other requirements to the examination hall. <p>e. A record shall be maintained in respect of the printed question papers, (handing over to the supervisors, receiving answer scripts from the examination hall and handing them over to the Head of Department.)</p> <p>f. Allocating hall attendants and monitoring their work.</p> <p>g. Details of the candidates who fail to submit relevant documents to the supervisor during the examination should be submitted to the relevant officers/Head of the Department/Chief examiners.</p>	
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4.	<p>4.1 Hall attendants shall report to the supervisor of the examination hall 30 minutes before the examination starts and open the doors for candidates 10 minutes before the examination starts.</p> <p>4.2 Hall attendants shall sign their attendance register and the supervisor's signature obtained, to record attendance.</p> <p>4.3 Hall attendants shall clean the examination hall, desks, chairs and floor of the examination hall.</p> <p>4.4 Index numbers shall be written on the desks, according to the order given in the mark sheets.</p> <p>4.5 It is the responsibility of the hall attendants to place the date stamp on the answer books and other additional papers. If there are extra blank papers issued previously, the previous date shall be cancelled by a single line and a new date shall be marked.</p> <p>4.6 Distribution of stationery among the candidates and collection of unused stationery at the end of the examination.</p> <p>4.7 Action should be taken to use stationery carefully.</p> <p>4.8 Action should be taken to take away the stationery which is not used for the examination or on a particular day.</p> <p>4.9 Action should be taken to obtain answer books and answer writing papers from the Examination Division on the day before the examination and at the end of the examination. The remaining books and answering papers should be handed over to the Examination Division.</p> <p>4.10 Action should be taken to assist in the conducting of examinations under the guidance of the supervisors and invigilators.</p> <p>4.11 Assistance should be given to the supervisors and the invigilators to help students who fall ill in the examination hall.</p>	<i>Duties of the hall attendants</i>
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	<p>4.12 Any other duties assigned by the supervisor or invigilator should be completed.</p> <p>4.13 If it is impossible to attend to examination duties because of illness or unavoidable circumstances, hall attendants must inform the supervisor immediately over the phone, and inform the faculty office, too.</p> <p>4.14 Hall attendants should assist in packaging the answer scripts and pasting the labels written by the invigilators.</p> <p>4.15 Hall attendants are not allowed to go out of the examination hall. In an emergency they are allowed to stay out for not more than 10 minutes with the permission of the supervisor.</p>	
5.	<p>5.1 Calling applications from repeat candidates and re-siting candidates where applicable in the Faculties of Humanities and Social Sciences. Repeat and re-sit candidates of the other faculties should submit their applications to the relevant Dean's Office.</p> <p>5.2 Receiving requests for necessary stationery items from each faculty. Ordering of necessary stationery items from the Supplies Division based on the requests received.</p> <p>Distributing stationery to the faculties based on their requests.</p> <p>5.3 Receiving final year Dissertations from different departments of the faculties, date stamping and returning them to the relevant departments within one working day.</p> <p>5.4 Conducting Results Boards chaired by the Vice-Chancellor and releasing the final year results except for external degree programmes which have been conducted by the CDCE.</p> <p>5.5 Accepting complaints regarding Examination Offences from different faculties.</p> <p>Reporting all complaints regarding Examination Offences to the Senate Committee investigating Examination irregularities.</p> <p>Ensuring such decisions are submitted to the Senate for approval and informing the final decision of the Senate to the candidates.</p>	<i>Duties of the Examination Division</i>

Examination Irregularities

<p>1.0 Examination Irregularities</p> <p>Examination irregularities have been classified as follows.</p> <p>1.01 Keeping unauthorized documents in one's possession</p> <p>1.02 Copying/Plagiarism</p> <p>1.03 Coming to the examination hall having written notes on the palm or any other part of the body or on one's clothes</p> <p>1.04 Cheating</p> <p>1.05 Taking stationery belonging to the university out of the examination hall</p> <p>1.06 Improper behavior of disturbing the examination activities</p> <p>1.07 Employing somebody else to sit the examination on one's behalf or sitting the examination on someone else's behalf.</p> <p>1.08 Getting to know or trying to know the contents of a question paper through improper means</p> <p>1.09 Encouraging, supporting or getting assistance to commit an examination irregularity</p> <p>1.10 Influencing the examiner or other examination officers improperly</p> <p>1.11 Not following or obeying the orders or instructions of the supervisor or disputing with the supervisor or the staff serving in the examination hall</p> <p>1.12 Taking mobile phones or technical gadgets of any sort in to the examination hall.</p>	<p><i>Examination Offences</i></p>
<p>2.0 Inquiries on Malpractices at Examinations</p> <p>Malpractices related to examinations should be reported to the Administrative Officer assigned for Examination matters (Deputy Registrar/Senior Assistant Registrar/ Examinations) by the supervisor.</p> <p>(i) Once the Examination irregularity is witnessed by the invigilator, this should be reported to the supervisor immediately.</p> <p>(ii) The supervisor should take necessary steps with the invigilator to record the irregularity in the specific format provided and attach photographic evidence where appropriate.</p>	<p><i>Role of Supervisor/Invigilator</i></p> <p><i>photographic evidence</i></p>

<p>(iii) A written statement should be taken from the candidate concerned and the signature of the candidate is placed on a document. If the candidate rejects signing the documents, the supervisor and the invigilator shall sign the written statement as witnesses.</p> <p>(iv) All the documents should be clearly numbered using the standard numbering procedure and all the documents attached should be stated in the said format.</p> <p>(v) The duly completed forms clearly mentioning the date and the time of the irregularity together with the names and signatures of the supervisor and the invigilator, proof documents/articles, if any, should be forwarded to the DR / SAR Examination under sealed cover without delay.</p>	<p><i>Written statement</i></p>
<p>The Committee Investigating Examination Irregularities should be a committee appointed by the Senate. The Administrative Officer/Examination should write to the Committee Investigating Examination Irregularities and should report each case of irregularity to the Committee. Punishments which are recommended by this Committee should be approved by the Senate. Considering the recommendation of this Committee, the Senate should decide on the punishments for the offences. The decision of the Senate is final. The Registrar of Examinations (Deputy Registrar/Senior Assistant Registrar/ Assistant Registrar) should inform the candidates and the relevant Faculty and the Department of the punishments. Punishment may lead to candidates being deemed repeat candidates.</p>	<p><i>Role of Senate</i></p>
<p>3.0 Punishments for Malpractice in Examinations</p> <p>3.01 Having unauthorized documents</p> <p>Prohibition to sit examinations conducted by the University for a maximum of two years or/and sentence of other punishments decided by the Senate.</p> <p>3.02 Copying / Plagiarism</p> <p>Cancellation of candidacy and prohibition of sitting other examinations held by the University for a maximum of three years or/and sentence of other punishments decided by the Senate.</p>	<p><i>Punishment</i></p>

3.03 Having notes on the palm or any other part of the body or clothes

Cancellation of candidacy and prohibition to sit examinations held by the University for a maximum of three years or/and sentence of other punishments decided by the Senate.

3.04 Cheating

Cancellation of candidacy, and prohibition to sit University examinations for a specified period, and imposition of other punishments according to the Senate.

3.05 Taking stationery items out of the examination hall

Cancellation of candidature and prohibition of sitting examinations conducted by the University for a specified period of time decided on by the Senate.

3.06 Misbehavior of causing disturbance in examination hall

Cancellation of candidacy, and prohibition of sitting any examination in the University for at least five years, and other punishments decided on by the Senate.

3.07 Impersonation

If a candidate sits the examination using another candidate's index number, or allows another person to impersonate her/him, it is a serious offence. In such a situation both the candidates should be punished. If the other person who has sat the examination has not registered as a student in the University, the normal laws of the country should be used to punish her/him.

In the case of a registered student, cancellation of candidacy and prohibition of sitting University exams for a minimum of 5 years and maximum of 10 years; and any other punishment imposed by the Senate should be upheld.

3.08 Finding out contents of question paper or attempts to find the contents of the question paper in an illegal way before the examination

Cancellation of candidacy and/or any other punishment imposed by the Senate.

3.09 Supporting malpractice in examination or getting help from someone for examination malpractice

Cancellation of candidacy and/any other punishment imposed by the Senate.

3.10 Undue influence on supervisors and other officials

Cancellation of candidacy and/any other punishment imposed by the Senate.

3.11 Disobedience in the examination hall and/or disputes with the supervisor and staff in the examination hall

Cancellation of candidacy, prohibition of sitting University examinations for a maximum of five years and or/any other punishment imposed by the Senate.

3.12 Bringing mobile phones or any other instrument of technology into the exam hall

Cancellation of candidacy and prohibition of sitting University examinations for a maximum three (03) years or/and other punishments or/any other punishment imposed by the Senate.

3.13 Being guilty for the second time of malpractice at an examination

Cancellation of student registration and/or any other punishment imposed by the Senate.

3.14 Plagiarism in assignments/thesis/dissertation

Cancellation of assignment or dissertation and /or any other punishment imposed by the Senate.

4.0 Compulsory Punishments

All candidates must be aware that, in accordance with the decision of the Senate, one or more of the following compulsory penalties may be imposed:

- (i) non-award of a class for the degree
- (ii) Limiting the maximum marks for re-sitting a cancelled examination paper to 40%
- (iii) Suspension or cancellation of scholarships and bursaries.

<p>(iv) Cancellation of hostel facilities</p> <p>(v) Exclusion from convocation</p> <p>(vi) Delay in the release of results and awarding of the degree by one year</p> <p>5.0 Any other misconduct/malpractice/misdemeanor or fault</p> <p>Any misconduct/malpractice/misdemeanor or fault not discussed in this section, but deemed to be malpractice by the Senate, will be discussed and punishment meted out according to the decision of the Senate.</p> <p>6.0 Appeals made by the students who have been recommended to be punished for malpractice at examinations</p> <p>Students who have been punished for malpractice at the examinations can forward their appeals to the Vice-Chancellor. After directing it to the Committee Investigating Examination Irregularities, the Vice Chancellor can ask the committee to assemble and consider the relevant appeals and make recommendations to the Senate.</p> <p>In such cases, the decision taken by the Senate after considering the recommendation of the Committee Investigating Examination Irregularities should be the final.</p> <p>Appeals against punishment can be made by the student within 14 days of the receipt of the letter sent by the Administrative Officer of the Examination Branch informing her/him of the punishment.</p> <p>Candidates have no right to appeal after 14 days of receiving the letter.</p>	<p><i>Appeals</i></p>
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1. Examination offences committed by parties other than candidates.

- 1.1. If unauthorized person/s, engage in one or more of the following, they will be deemed to have committed examination offences:
- (i) Exposing confidential documents to other parties
 - (ii) Reading confidential documents
 - (iii) Entering marks
 - (iv) Altering marks
 - (v) Destroying a confiscated confidential document without permission
 - (vi) Reading, packaging, transporting, printing question papers or answer scripts
 - (vii) Opening confidential documents, cupboards, safes or any other illegal activity
- 1.2. Writing or altering the information on the examination documents (examination book, continuation sheets).
- 1.3. Changing or adding alternative answer scripts or part of the answer scripts to the original answer scripts.
- 1.4. Being involved in paper setting, moderating, evaluating or handling confidential documents when a close relative is appearing in an examination.
- 1.5. Allowing or to be allowed to obtain examination documents (Examination books, continuation sheets etc.) for unauthorized parties.
- 1.6. Provided however that the releasing Information related to an examination, based on a Court Order or any order given by a Competent Authority such as Right to Information Commission, Bribery Commission, Human Rights Commission etc. shall not be an offence under this rule.

Disciplinary Offences

02 Reporting such examination offences

- 2.01 As soon as an offence comes to light or is brought to the notice of a Head of Department/Dean/Registrar or Vice-Chancellor immediate action shall be taken. The university shall take action according to the disciplinary procedures under Civil Law against the persons concerned.

Online Examinations

1. Minimum requirements

1.1. For the Institute

Before the commencement of the examination, the faculty / postgraduate office should assign the main supervisor and a technical supervisor to the examination.

- (i) Students should be divided into manageable groups (10-20 students per group) and at least two invigilators should be assigned per group.
- (ii) As a precaution to sudden power failures and technical issues in the university/ institute premises, one invigilator can be requested to join outside the university premises.
- (iii) Student groups and assigned invigilators to each group with their contact numbers should be displayed in the respective examination Moodle pages. Students should only contact these assigned invigilators for their issues during the examination and vice versa.
- (iv) For each examination, a technical support team should be allocated (Technical officers). Their main responsibility should be to provide IT infrastructure facilities and technical support whenever necessary.
- (v) All the student groups should be provided with ZOOM (or any other video conferencing tool) links and requested to join the online meeting via Zoom at least one hour before the examination.
- (vi) Before the commencement of the examination, respective invigilators assigned to each student group should check student ID and the examination admission document via ZOOM (or any other video conferencing tool).
- (vii) After checking student IDs and admissions, the technical supervisor should compare the registered students for the examination with the students who joined on live ZOOM (or any other video conferencing tool) meeting.
- (viii) The examination hall should at least be comprised of the following.
 - (a) adequate number of laptops with web cameras (depending on the exam groups).
 - (b) adequate number of screens (depending on the exam groups) to monitor the students in live meetings.

- (c) adequate Internet Upload/Download Speed availability (Connect to the internet using Wi-Fi router or, as recommended, computer with a dedicated wired connection).

1.2. For students

- (i) A computer / laptop or at least a smartphone (fully charged) with a camera.
- (ii) An additional camera should be fixed and focused on the screen of the computer / laptop/smartphone
- (iii) Adequate room to attempt the online examination.
- (iv) Adequate Internet Upload/Download Speed capacity (Connect to the internet using Wi- Fi router or, as recommended, computer with a dedicated wired connection).
- (v) Basic software should be installed on the device. Ex: MS Office package, a Web browser, video conferencing tool (ZOOM is the recommended tool) etc.

2. General Examination Guidelines

2.1. Conduct of the Examination

- 2.1.1. Before the exam begins, the examinee must thoroughly read and comply with the online examination guidelines which comprise examination rules and procedures.
- 2.1.2. If there are any concerns that the examination rules and procedures cannot be adhered to, the examination shall not take place until the supervisor/invigilator confirms that all rules are being followed.
- 2.1.3. The examinee must have a computer (PC/Laptop) equipped with relevant software (e.g., MS Office) and must be able to access LMS and video conferencing tools (ZOOM) throughout the examination.
- 2.1.4. The examinee must ensure the computer (PC/Laptop) camera and microphone are in working condition, if not they should find alternatives such as external camera, headset/microphone etc. Examinees are not allowed to use multiple devices to participate in examinations.
- 2.1.5. Examinees must ensure a stable and uninterrupted power supply (electricity) during the examination. Also, an alternative solution in case of contingency must be arranged.
- 2.1.6. Examinees must ensure a stable, uninterrupted internet connection during the examination. Also, an alternative solution in case of contingency must be arranged.

- 2.1.7. Examinees must possess examination admission (printed) and university ID during the examination. Examinees will be admitted after verifying both admission and university ID.
- 2.1.8. Examinees must login to the LMS and ZOOM at least 01 hour prior to the commencement of examination.

3. Remote Invigilation

- 3.1 The examinee will be remotely monitored by the panel of invigilators throughout the examination period via ZOOM and LMS.
- 3.2 Examinees must switch on the video on ZOOM and must present in front of the camera during the examination.
- 3.3 Examinees must share his/her computer screen when asked by the invigilators.
- 3.4 Examinees must unmute/speak when asked by the invigilators.
- 3.5 The examination cannot be recorded under any circumstances.
- 3.6 Examinees should inform the technical disruption or any other exam related matter to the examiner as soon as he/she faces the issue. Issues which are not communicated properly will not be considered for excuses or another attempt.

4.0 Examination Room/ Environment

The examinee must confirm that:

- 4.1 No other person/s is/are in the room while the examinee is participating in the examination.
- 4.2 The lighting in the room must be bright enough to be considered “daylight” quality and must enable to clearly see the examinee while at the examination.
- 4.3 The room must be as quiet as possible. Sounds such as music or television are not permitted.
- 4.4 The background of the examinee should be clearly visible to the examiner. Virtual backgrounds are not permitted.
- 4.5 The examinee must be clearly captured through the webcam, such that the entire frontal view of the face is clearly visible.

5.0 Reports

5.1 Before the examination

- (i) General Supervisor / Technical supervisor must take a login report in Moodle 10 minutes before the examination in order to check any unauthorized action to the exam page.

5.2 During the examination

- (i) General Supervisor / Technical supervisor must take the quiz attempt / view report in Moodle during the first 10 minutes of the examination and ensure all the students are in the zoom meeting and vice versa.
- (ii) General Supervisor / Technical supervisor must take the quiz attempt report in Moodle just after the first one hour of the exam (if the exam duration is two hours or more, otherwise just after the first 30 minutes). Students who were registered with the examination but not in this report should be unenrolled immediately from Moodle by the technical supervisor.

5.3 After the examination

- (i) General Supervisor / Technical supervisor must take the completed quiz report in Moodle just after the examination.

6.0 Interruptions during Examination

- 6.1 In case of any interruptions during the examination, the examinee will be allowed to continue the examination only if s/he re-joins the examination within 15 minutes from the start of the interruption. However, if s/he is unable to access the system (LMS and ZOOM) within 15 minutes, he/she has to face a make-up examination. The date of such a make-up exam will be notified later.
- 6.2 If the examinee disappears from the screen (ZOOM) without informing the supervisors/invigilators, the attempt will be cancelled.
- 6.3 Any difficulties/emergencies experienced by the examinee should be informed to the supervisor/invigilators immediately.

7.0 Supervisor/ Invigilator Responsibilities

7.1 Invigilator Responsibilities

- (i) Be familiar with the “Online Examination Guidelines” issued to the students.
- (ii) Timely arrival to examination monitoring premises - i.e., 1 and 1/2 hours before scheduled examination time.
- (iii) Record the entire ZOOM session and hand over the recorded file to the supervisor at the end of the examination.
- (iv) Admit candidates from ZOOM waiting rooms after verifying the student ID card and admission. Further, mark attendance in the sheet given.
- (v) Disable the chat functionality in ZOOM.
- (vi) Get the LMS attempt report (log report) from supervisor and mark in the sheet given.
- (vii) Compare each candidate’s attendance with the LMS attempt report (log report) to check any discrepancies.
- (viii) Continuously monitor the assigned candidates and immediately take action against malpractice.
- (ix) Immediately contact candidates if he/she disappears from ZOOM or disconnect from the LMS and inform the supervisor.
- (x) Get the completion report from the supervisor and mark in the sheet given. Further, check for discrepancies.

8.0 Supervisor Responsibility

- (i) Be familiar with the “Online Examination Guidelines” issued to the students.
- (ii) Officially announce the start of the examination.
- (iii) Download / view the attempt report (log report) in LMS 1 hour after starting the examination. The downloaded file should be saved for future official references.
- (iv) Suspend unattempt candidates from the LMS 1 hour after starting the examination.
- (v) Officially remind the examinees of the time remaining to complete the examination, 10 minutes prior to the end of the examination.
- (vi) Officially announce the end of the examination.
- (vii) Download / view completion report (log report) in LMS immediately after ending the examination.
- (viii) Hide the submission link immediately after verifying the submissions of the candidates.

9.0 Student Responsibilities

- (i) During the examination, the student must NOT:
- (ii) Communicate with any other person by any means.
- (iii) Use a mobile phone for any reason (except for contacting supervisor/invigilator or in an emergency).
- (iv) Share any information with any other person.
- (v) Copy, screenshot, or in any way record the exam screens or exam questions/answers.
- (vi) Leave the room during the exam for any reason.

10.0 Confidentiality

- (i) The examination is confidential. It cannot be copied, printed, saved, recorded, or reproduced in any manner, at any time. The exam questions and answers cannot be disclosed or disseminated to anyone before, during, or after the examination.

11.0 Participation

- (i) The student must access LMS and ZOOM 01 hours prior to the scheduled starting time of the examination. Any difficulties with login or accessing LMS and ZOOM should be informed to supervisor/invigilators immediately.
- (ii) ZOOM name of the student must be renamed with student number immediately after his/her first log-in (e.g., MAA/2020/XXX).
- (iii) The examination portal will be locked after 01 hour of the start of the examination. Thereafter, late attendees will not be able to attend the examination.
- (iv) If the examinee has not accessed/viewed the examination in LMS and is not present in ZOOM, it will be treated as absent.
- (v) If the examinee accessed /viewed the examination and did not submit answers in LMS within the given time period, he/she will be considered as a repeat student for the next attempt.
- (vi) Thirty (30) extra minutes are added to the total duration of the question paper. This is given to review and submit the answers. If not, answers will be automatically submitted.
- (vii) Students' LMS access and ZOOM access will be considered as attendance for examination.
- (viii) Until the supervisor informs at the end of the examination, students are not allowed to leave ZOOM and the LMS.

12.0 Violation of Examination Guidelines

- (i) Any violation of examination guidelines in this schedule or dishonesty in an examination is a serious examination offence and subject to disciplinary action under the Examination Guidelines/Rules of the University.

13.0 Communication During the Examination

- (i) The student must provide a contactable and a working contact number to contact in an emergency situation.
- (ii) Students shall be informed of emergency contact information (telephone numbers, email addresses) if any interruption/any issue occurs during the examination.
- (iii) In addition, before starting the examination the students should be given contact numbers / emails to communicate examination matters, if any.

14.0 After Finishing the Examination

- (i) General Supervisor / Technical Supervisor must take the completed quiz report in Moodle just after the examination.
- (ii) This report should be compared with the report generated after the first one hour (or 30 minutes, based on the time duration of the exam).
- (iii) The examination link and the grade book in Moodle should be hidden.
- (iv) The technical supervisor should perform the course backup of the Moodle examination page after taking all the reports.

The general supervisor of the exam should hand over all the reports generated during the examination to the Faculty / Postgraduate office after finishing all the above examination procedures.