Manual of Procedures for Conducting Examinations



Centre for Quality Assurance

University of Ruhuna

Manual of Procedures for Conducting Examinations
University of Ruhuna
Second Revision - July 2022

Centre for Quality Assurance
University of Ruhuna

Manual of Procedures for Conducting Examinations - Second Revision 2022

The Manual for Conducting University Examinations was published in July 1978 by the University Grants Commission.

The Internal Quality Assurance Unit of the University of Ruhuna adopted the Manual in 2018 to align with wide range of examination settings of the Faculties. The Manual was revised in July 2022 to meet the latest developments and the assessments introduced during Covid – 19 pandemic.

This publication may not be reproduced or duplicated for commercial purposes without the prior approval of the University of Ruhuna.

Published by
Centre for Quality Assurance
University of Ruhuna Wellamadama,
Matara 81000,
Sri Lanka.
Telephone /Fax:
+ 94(0)412223530 E mail: cqa@ruh.ac.lk
Web: www.ruh.ac.lk

Foreword to the Second Revision

The center for quality assurance (CQA), University of Ruhuna is accountable for assuring its quality of education which can guarantee with confidence that the standards are being maintained and enhanced. Conduct of examinations remains a very important place in maintaining the quality of student evaluation and significance of examinations may not be compared with any other process of the University except the sanctity of good discipline of all engaged in conducting examinations.

This manual is an effective revision of the "Manual of Procedures for Conducting Examinations" published by UGC in 1978, fitting to the present day context of conducting university examinations, particularly giving considerations to a modular based curricular system, online assessments and the specific guidelines approved by the Senate. This manual shows the importance of conducting examinations of the university aptly and admonish that staff and students recognize the sacrosanct nature of examinations and ensure that they are done without blemish.

The University of Ruhuna basically operates a modular base credit system of curricula as done in many other universities in the world. A system of assessment of the students through assignments, tests and semester examinations, all are designed to ensure a better education and evaluation through effective, efficient and lawful conduct of university examinations. Key element of successful functioning of the University is the timely conduct of examinations and timely release of results that will immensely benefit by this manual.

The challenge of revising this manual was to accommodate views of many stakeholders. I appreciate the contribution extended by the faculties when revising the contents and adding new clauses to the manual that improved substantially.

Director
Center for Quality Assurance
July 2022

Introduction to the Second Revision

Based on the Manual published by the University Grants Commission, Center for Quality Assurance, University of Ruhuna prepared the Manual of Procedures for Conducting Examinations, University of Ruhuna in 2018. The adaption of the Manual under different undergraduate examination settings of the faculties indicated the need of further refinements and revisions for the effective implementation of the procedures outlined in the Manual. Accordingly, the Centre of Quality Assurance was entrusted by the Senate to revise the Manual of the Procedures for Conduct of Examination.

Accurate assessment of students' attainment of learning outcomes, timely provision of feedback to students, confidentiality, accountability, transparency, maintaining stakeholder confidence, assurance of equal opportunities, compliance with accepted regulatory frameworks, and the adaptability and flexibility under different conditions were the key principles considered in this revision process. While clearly defining the duties and responsibilities of all the parties involved in the assessment process, this revision attempted to give emphasis on the use of Learning Management System / Management Information System and the other means of improving the efficiency of the assessment process. This manual also describes the procedures of conducting clinical examinations at the Faculty of Medicine and the Faculty of Allied Health Sciences.

All the rules and regulations described in this manual are applicable to all summative assessments including end semester / course / module / year assessments that become part of awarding the degree. Faculties are required to formulate online assessment guidelines and procedures in line with the Ruhuna University Online Assessment Policy. Responsibility of the conduct of in-course (formative and continuous) assessments within the principles outlined in this manual has been assigned to the course coordinators, under the guidance of respective Controlling Chiefs. Considering the specific situations under which postgraduate examinations are conducted, a separate supplement will be prepared.

In a series of consultative sessions with the participation of Deans, Chairpersons of the Internal Quality Assurance Cells and a number of concerned senior academics discussed the suggestions / comments / observations presented by the academics and the administrators involved in examination process. Subsequently, the draft of the revised version was discussed at the Senate Standing Committee on Quality Assurance before being submitted for the approval of the Senate.

The Centre for Quality Assurance wishes to record its utmost gratitude for the Vice Chancellor, Senior Professor Sujeewa Amarasena for giving a visionary leadership and guidance for the whole exercise. Constructive contributions of Deputy Vice Chancellor, Professor E.P.S Chandana, all Deans, IQAC Chairpersons, all other members of the Senate Standing Committee on Quality Assurance are highly acknowledged. Assistance provided by Mrs. Imasha Dilhani, Mrs. Tinesha Nanayakkara, Mr. Pawara Weerasinghe and the staff of the Centre for Quality Assurance is also highly appreciated.

Director
Centre for Quality Assurance

Interpretations

Examiner	Means an academic or extended staff member who is appointed by the Senate to conduct an examination or practical work or field work and assigns marks; an academic or extended staff member who reads a thesis, essay, project report etc. and assigns marks; an academic or extended staff member who conducts an oral or viva voce examination and assigns marks, or an academic or extended staff member who is assigned similar work
Faculty	Any Faculty of the University as defined by the Universities Act. No16 of 1978, or any act amended thereafter
Invigilator	An academic or extended staff member duly designated to oversee the orderly conduct of a written, oral or practical examination
Registrar	Means any administrative official under the Registrar, who has given the responsibility to conduct examinations or any specific duty related to examinations
Senate	Means the academic authority of the University
Semester	Either of the two periods into which a year is divided by the University / Faculty
Supervisor	Means an academic or extended staff member appointed to supervise a written, practical or oral examination
Chief Examiner	An academic staff member appointed by the Senate for a particular course unit/module. Normally course unit/module coordinator is appointed as the Chief Examiner
Controlling chief of Examination	When an examination is conducted for a course unit/module conducted under a Department, the Head of relevant Department will serve as the controlling chief of Examination. In the event that the course unit/module is not conducted under a Department, the controlling chief should be the HoD of the Department to which the Chief Examiner belongs to or a senior academic appointed by the Senate on the recommendation of the Faculty Board
Senior Academic Staff	An academic staff member who is at the category of Senior Lecturer II or above.
HoD	Head of the Department, the administrative head of an academic department of the University
Setter / s	An academic or extended staff member who sets the examination paper. Most often the setter is the lecturer who conducts lectures of the particular course unit/module or section. There can be more than one setter for some examination papers
Setting of Question Paper	The process of preparation of end semester / year examination papers
First Marking Examiner	An academic or extended staff member who has been appointed by the Senate for marking of answer scripts first. Most often this her activity is done by setter/s of the question paper
Moderation	The process of scrutiny of examination papers that ensures the standard and error-free questions at the examinations
Second Marking Examiner	An academic or extended staff member who does the marking of answer scripts after the first marking
Third Marking Examiner	An academic or extended staff member who does the marking of answer scripts after first and second making, whenever required
Online Assessment	Use of internet and/or intranet in assessment activities, such as the design and delivery of assessments, recording responses, marking, reporting, and storing data

Contents

Foreword to the Second Revision iii

to the Second Revision iv

Introduction Interpretations v

1. Calendar of Dates and Beginning of Examination Procedures 2

2. Entries for Examinations and Preparation of Schedules of Candidates 5

3. Appointment of Examiners 6

4. Setting, Moderation and Scrutiny of Question Papers 7

5. Typing, Proof Reading, Printing and Packeting of Question Papers 9

6. Examination Hall Arrangement 12

7. Supervision and Invigilation 13

8. Examination Rules 23

9. Examination Offences and Punishments 29

10. Maintenance of Secrecy 31

11. Procedure Regarding Examination Offences Committed by Candidates 32

12. Procedure Dealing with Examination Offences by Those Other than Candidates 35

13. Receiving and Distribution of Answer Scripts 37

14. Marking of Answer Scripts 39

15. Second marking 42

16. Performance Criteria and Determination of Results 43

17. Publication of Results and Issuance of Certificates 44

18. Verification of Results 46

19. Duties of the Registrar In-charge of Examinations 49

20. Payments for Services in Connection with Examinations 51

21. Conduct of Clinical Examinations for Medical Degrees 52

22. Conduct of Clinical Examinations, Faculty of Allied Health Sciences 66

23. Conduct of Practical Examinations, Faculty of Allied Health Sciences 78

24. Maintenance of Records 87

25. Deviations of the Faculty of Medicine 89

List of Forms 91

Appendix I - Specimen Heading of Question Paper 151

1. Calendar of Dates and Beginning of Examination Procedures

1.1 Calendar of Dates

1.1.1 All the rules and regulations described in this manual shall be valid to all the summative assessments including end Semester / course / module / year assessments that become part of awarding the degree. *Scope of the manual*

Conduct of in-course assessments (continuous or formative) within the principles outlined in this manual shall be the responsibility of the course coordinators, under the guidance of respective Controlling Chiefs. *Conduct of in course assessments*

1.1.2 The draft calendar for the academic year inclusive of the dates of examinations shall be prepared by the Registrar with the concurrence of the Dean. The Faculty Board shall approve the academic calendar. *Academic calendar*

1.1.3 Approval for the academic calendar shall be obtained a month prior to the commencement of the academic year. *Obtaining approval*

1.1.4 If it becomes necessary to revise the dates of examinations, such revision shall be made not later than one month prior to the initially- scheduled date of such examination. In case of an emergency situation revision of the dates shall be done with Senate approval. *Revision of dates*

1.1.5 Registrar shall ensure that academic calendar is made available to students and staff via multiple modes including on Faculty Webpage. *Publicize academic calendar*

1.2 Coordination and Conduct of Examination

1.2.1 The Dean shall take necessary steps to make all staff and students aware of the rules and regulations related to the conduct of examinations. *Making aware of examination rules and regulations*

1.2.2 The Registrar shall coordinate all examinations of the Faculty under the direct supervision of the Dean of the Faculty and Heads of Departments (HoD). *Coordination of examination*

1.2.3 The Controlling Chief of the examinations of a Department shall be the Head of the relevant Department. For the courses that are not conducted under a Department, the Controlling Chief shall be the Head of the Department to which the coordinator of the relevant course unit/module is attached. *Controlling Chief of examination*

1.2.3.1 Controlling Chief shall be responsible to; *Responsibility of Controlling Chief*

a. nominate question paper setter, moderators and marking examiners.

b. ensure the marking of the examinations are done by appropriate examiners and completed within stipulated time.
c. maintain appropriate records related to in-course assessments, if there are no course coordinators.
d. ensure that the chief examiners maintain records on the transfer of answer script packets and mark sheets among examiners, where applicable.
e. guide the chief examiners/course unit/module coordinators for the orderly conduct of in-course assessments and timely delivering of feedback to students.
f. ensure that assessment components and weightages given to different components are correct.
g. check the distribution of the performance of students' in each examination.

1.2.4 University of Ruhuna accepts online assessments when and where most appropriate. *Online assessments*

Faculties shall formulate relevant procedures and guidelines for on-line assessments in-line with University of Ruhuna Online Assessment Policy.

Online assessment practices that would be adopted by individual academic, though may vary from one another, shall be guided by the above principles.

1.3 Appointment of Course Unit/Module Coordinators

1.3.1 At the beginning of each Semester, for each course Unit/Module a senior academic who is an expert on that Particular subject shall be appointed as the Course Coordinator. *Course Coordinators*

S/He shall be the Chief Examiner of that particular Course Unit/Module.

1.3.2 When a Course Unit / Module is conducted by a Visiting Lecturer, HoD or a permanent senior academic staff member of the Department shall be appointed as the Course Coordinator. *for courses conducted by Visiting Lectures*

1.3.3 For the course Units / Modules that are not conducted under a Department, a permanent senior academic shall be nominated as the Course unit/module Coordinator by the Faculty Board and be approved by the Senate. *for courses not conducted under a Department*

1.3.4 Course Unit / Module Coordinators nominated by the Head of the Departments shall be approved by the Faculty Board and the Senate.

1.3.5 If an immediate or extended family member is to be assessed, examiner shall inform the Dean of the Faculty through the Controlling Chief before the commencement of the semester and, refrain from assessment activities. *Dealing with conflicts of interests*

1.3.6 Examiners shall inform the Dean of the Faculty through the Controlling Chief about any other conflict of interests in relation to the assessment, before the commencement of the semester or as soon as such a situation occurs, and refrains from assessment activities.

1.4 Examination Time Tables

1.4.1 At least one month prior to the last date of the Semester teaching schedule, the Registrar, in consultation with the Dean and relevant HoDs, shall prepare the draft time tables for examinations. *Draft examination time tables*

1.4.2 The Registrar shall finalize the examination time table and post them on notice boards and also send copies to the Dean and relevant HoDs. *Publication of time tables*

1.5 Supervision and Invigilation Time Table

1.5.1 Within a week of the time table being finalized, the Registrar shall draw up the Supervision, Invigilation and Hall Staff time table (EX-01) and allocate centers/halls for the examinations. *Drawing up of Supervision and Invigilation time table*

1.5.2 The Registrar shall send copies of the supervision, Invigilation and Hall Staff time table (printed or electronic versions).not later than one week prior to the date of commencement of the examination. *Distribution of Supervision and Invigilation time tables*

2. Entries for Examinations and Preparation of Schedules of Candidates

2.1 Application for Examinations

Calling for applications

2.1.1 At least six weeks prior to the last date of semester teaching schedule, the Registrar shall commence the calling of applications for examinations from candidates those who have registered for respective course Units/Modules, and close the entries after two weeks. Students shall use Management Information System (MIS) for this purpose if they are requested to do so.

Scrutinization of eligible applications

2.1.2 Applications shall be submitted through MIS of the Faculty or as hard copies. On submission, the applications shall be scrutinized carefully and all ineligible applications shall be rejected and such applicants shall be informed not later than a week of the end of the teaching schedule of the Semester.

2.2 Schedules of Candidates

List of eligible candidates

2.2.1 The Registrar shall prepare a list of candidates eligible to sit the exam not later than a week after the end of the semester teaching schedule.

2.2.1.1 The schedule shall contain following particulars;

Examination schedule

a. The title and the code of the papers
b. The number of attempts the candidate has already made.
c. Any other relevant information such as suspension from examinations and withholding of results.

2.3 Admission Cards

Issue of Admission Cards

2.3.1 The Registrar shall issue Admission Cards (Ex-03) to all Candidates not later than one week before the examination.

2.3.2 Admission Cards shall be checked with the schedule by another non-academic staff of the Faculty to ensure accuracy of entries.

2.4 Lists of Candidates for Each paper

Attendance List

2.4.1 The Registrar shall prepare an Attendance List (Ex-04) including the names and Index numbers of candidates sitting for each paper separately. The Attendance List shall be signed by the candidates at the time of the examination. The Supervisor shall mark the attendance on the Detailed Mark Sheets (Ex-29). The Attendance List shall be returned to the Registrar.

3. Appointment of Examiners

3.1 Nomination of Examiners

3.1.1 At least three months prior to the last date of the Semester teaching schedule, the Registrar shall send tentative dates of Examinations and request the Heads of Departments to perfect and return the List of Examiners/moderators (Ex-05) as a hard copy and a password protected soft copy, within two weeks.

Request for List of Examiners

3.2

3.2.1 Within one week of the receipt of the form Ex-05 from the Heads of Departments, the Registrar shall,

a. scrutinize and ascertain whether Examiners have been appointed for each course unit/module of the examination
b. check whether all the necessary information of the Examiners have been given.

Scrutiny List of Examiners

3.2.2 At least one month prior to the last date of the Semester teaching schedule, the Registrar shall obtain the approval from the Faculty Board and Senate for the appointment of Examiners.

Faculty and Senate Approval

3.3 Issuance of Appointment Letters to Examiners

3.3.1 The Registrar, within one week of the receipt of the Senate approval, shall inform all Examiners about their appointment and letters shall be send including the duties assigned (Ex-06). The Examiners shall, within one week, report the acceptance / non-acceptance of the appointment using the form appended to Ex-06.

Appointment Letters to Examiners

3.4 Revision of the list of Examiners

3.4.1 In case when a revision is needed to the List of Examiners, subject to the covering approval of the Faculty Board and the Senate, the Dean can recommend an Examiner / Moderator on request made by the Head of the Department.

Revision of Examiner List

4. Setting, Moderation and Scrutiny of Question Papers

4.1 General

4.1.1 In order to obtain an accurate estimate of a student's achievement, appropriate procedures need to be carefully followed at three stages of the assessment process.

a. setting question papers
b. answering question papers, and
c. marking answer scripts and processing marks

Principles

4.1.2 All the coordination with respect to the preparation of question paper shall be the responsibility of the Chief Examiner.

Responsibilities of Chief Examiner

4.2 Request for Setting of Question papers

4.2.1 Within one week of the receipt of the replies from the examiners / moderators expressing their willingness to serve as examiners/moderators, the Registrar shall send following documents to examiner/s, requesting to set/moderate question papers.

a. Request to serve as an examiner/moderator (Ex 07).
b. A copy of the previous year's question paper.
c. Question paper setting forms (Ex 08).
d. Format for prototype answer and marking scheme (Ex 09).
e. Special requirement request form (Ex 10).
f. Moderator report (Ex 11).
g. Confidential covers (Ex 12 and Ex 13).

Request to set Questions

4.3 Receipt of Question Papers from Examiners

The Chief Examiner shall collect the questions and model answers from relevant examiners, set the draft paper and get it moderated by the Moderator/s appointed by the Senate. S/he shall handover the final print-ready version or written version of the examination paper enclosed in the confidential
envelope Ex-12 and Ex-13, to the Registrar, on or before the Specified date.

Setting question paper

4.4 Marking Scheme

4.4.1 Examiners shall prepare prototype/model answers and marking schemes (Ex-09) for each question and kept in a confidential cover until the marking commences. Marks allocated to each question or part of the question and distribution of marks within an answer should be indicated clearly.

Prototype answer and marking scheme

4.5 Parts of a Question paper

4.5.1 The question paper may be divided into parts in the following iinstances

Parts of Questions

a. When it is necessary for candidates to select questions from one or more sections, such section/s shall form separate parts in the paper.
b. When different sections or questions of the paper are marked by different Examiners.

4.6 Moderation

4.6.1 Within one week of the receipt of questions which require moderation, the Chief Examiner shall send the draft question paper, the marking scheme and the Moderator Report to be filled (Ex 11) under confidential cover to the Moderator/s indicating the time allocated for the moderation. *Sending documents to moderator*

4.6.2 Moderator/s, within the stipulated time, shall hand over the moderated paper along with the Moderator/s Report (Ex11) to the Chief Examiner. *Handing over of moderated paper*

4.6.3 Taking strict measures to ensure the confidentiality and security, Chief Examiner and Moderator/s shall exchange question papers and marking schemes electronically. *E-transactions*

4.7 Addressing Moderator Comments

4.7.1 The Chief Examiner shall ensure that all comments/suggestions/corrections made by the Moderator/s are appropriately addressed. The Chief Examiner may contact relevant examiners and moderator/s, if needed. The final version of the examination paper shall be handed over to the Registrar either as a password protected electronic copy or paper form, in a sealed envelope. The Registrar shall receive the question paper one week before the date of examination. *Addressing moderator comments*

4.7.2 Confidentiality of the question paper shall be maintained by Chief Examiner, Moderator/s and the Registrar.

5. Typing, Proof Reading, Printing and Packeting of Question Papers

5.1 Procedure

Procedure

5.1.1 The Registrar shall make necessary arrangements for typing (if the Chief Examiner does not do the typing), printing and packeting of question papers which have been handed over by the Chief Examiner.

5.1.2 The Registrar shall maintain a schedule (Ex-14) for this purpose.

5.2 Typing of Question Paper

Type setting of question papers

5.2.1 Typing of Question Paper shall be done by the chief examiner himself / herself or by a clerk / Computer applications Assistant under the direct supervision of the Chief Examiner in the Confidential Room provided for this purpose.

5.2.2 When an Examiner types, s/he shall handover the final version of the question paper to the Registrar under confidential cover for printing or copying,

5.2.3 The following particulars shall be inserted , on the top of the question paper in the following order

a. University of Ruhuna
b. The Name of the Faculty
c. The Name, Year and The Month of the Examination
d. The Course Unit/Module Code and the Title of the Paper
e. Duration of the Paper
f. The rubric which shall contain the following
    i. The total number of the questions and number of pages
    ii. The number of questions to be answered
    iii. Compulsory questions, if any
    iv. Selection from different parts, where necessary
    v. Whether answers to any part should be handed in after a specified period of time.
    vi. Whether separate books should be used for separate parts of the paper and handed over separately
    vii. Indicate if any special requirements are needed or not allowed

5.3 Proof Reading

Reading of proof

5.3.1 Proof reading and the setting of an error-free question paper is a responsibility of the Chief Examiner.

5.3.2 If typing of question paper is done by a Clerk/Computer Application Assistant, the Registrar shall make an

arrangement with the Chief Examiner to have the proofs-read.

5.4 Printing and packing

5.4.1 A schedule on the number of candidates sitting for various papers of the Examinations shall be prepared by the Registrar and be made available in the confidential room, where the printing of question papers is done. *Number of copies required*

5.4.2 The Registrar shall ensure that each paper is printed or copied, packeted and is ready not later than one day and not earlier than one week before the scheduled date of the paper. *Time of Printing*

5.4.3 The printing or copying and packeting of question papers shall be done under the direct supervision of the Chief Examiner and the Registrar. The employees assigned to print or copy and packet shall ensue the following *packeting procedure*

a. The full material has been reproduced in each sheet or paper and where both sides of the paper are used.
b. No sheet which is illegible or smudged has been included
c. When there is more than one sheet for a question paper,
d. the sheets have been stapled together in the correct order. *Printing extra papers*
e. The name of the Examination, Code number and the title of the paper, number of question papers enclosed, the medium, the center, the date and the time of the paper are given on the packet. For this purpose, a printed labeled Envelop (Ex-15) shall be used.
f. The original of the question paper used for printing or copying and sufficient number of papers (additional 5% or a minimum of 10 extra papers) for documentation have been included

5.4.4 The registrar shall enter the relevant entries in form Ex-16 at the various stages of the preparation of the question paper until packeting. Damaged papers shall be discarded in confidential manner. *Record of various steps*

5.5 Responsibility for Scrutiny and Correction of paper

5.5.1 The Registrar shall be responsible in seeing that the question papers have been printed and packeted under strict security. Registrar shall ensure that the required number of question papers have been enclosed in the packets, and that the correct
title, name of examination, date, time, medium and center have been entered on the envelope/label of the packet, before sealing the packet. *Correctness of preparation and packeting of paper*

5.5.2 The Registrar shall check with the daily schedule of Examination (EX-14) that the question papers and other relevant document for each section are already in time

5.6 Handling Urgent Circumstances between paper printing and the examination

Dealing with Unforeseen situations

5.6.1 Any incidence that may arise from the time of paper printing to the conduct of examination that prevents the legitimate conduct of examination, shall immediately be reported to the Dean of the Faculty.

5.6.2 The Dean in consultation with the relevant Controlling Chief, the Chief Examiner and Vice Chancellor shall take the final decision on the conduct of the examination.

6. Examination Hall Arrangement

6.1 Examination Halls

6.1.1 Every Faculty shall have a suitable examination hall to accommodate at least one batch of candidates. When selecting a hall, due consideration shall be given to the availability of ventilation, lighting and security to conduct examinations. Rooms that cannot accommodate at least 30 candidates should be avoided, except when the number of candidates is below 30.

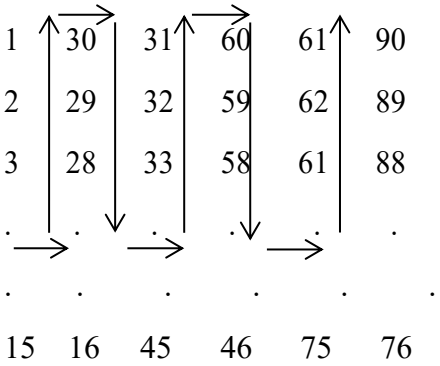
Examination Halls

6.2 Arrangement of Desks and Numbering

6.2.1 Desks and chairs shall be arranged in parallel rows. A minimum of 125 cm distance should be maintained between two adjacent rows while a minimum of 75 cm distance should be maintained between two adjacent desks in a row. Desks shall be numbered in row wise with index numbers of the candidates in the order shown in the attendance list. The Registrar shall ensure that the examination hall is arranged as stipulated above.

Arrangement of Desks

The allocation of index numbers on desks shall be as in the following example:



This arrangement should be followed in small rooms as well

6.2.2 The Index Number shall be indicated clearly on each desk or on

label and pasted on the desk. It may be preferable to use permanent plate or cardboards for writing the Index Numbers. Where a number gets effaced or becomes faint the Invigilator shall re-write it. Registrar shall ensure that index numbers are written / pasted on desks.

Numbering of Desks

6.3 Checking Arrangement

6.3.1 Before admission of students for each paper, the supervisor shall inspect the hall and be satisfied that desks have been arranged and numbered correctly, the examination rooms are clean, the examination stationery placed on the desks and a clock is available.

Checking Arrangement

6.4 Admission of Candidates

Admission of Candidates

There shall normally be one door for admission and one for exit. However, depending on the nature of the hall, the number of candidates and the number of papers, more entrances and more exits may be used with the direction of the supervisor

7. Supervision and Invigilation

7.1 General

7.1.1 Supervision and invigilation are crucial for the proper and efficient conduct of examinations. It is the duty of all employees of the University to assist in this work. *Importance*

7.1.2 Services of the members of the permanent academic staff shall be utilized for supervision and invigilation duties. *Services of permanent staff*

7.2 Preparation of a list of Supervision Staff

7.2.1 At the preparation of Supervision and Invigilation schedule, the Registrar shall request all Head of Departments to indicate the names of the permanent academic staff whose services for any particular reason will not be available for examination duties.

7.2.2 Two weeks prior to the examination, the Registrar shall prepare the list of Supervisors, Invigilators and other hall staff for examinations. *Preparation of lists of supervision and invigilation*

7.3 Appointment of Supervisors and Invigilators

7.3.1 supervisors shall be selected from the senior academic staff *supervisors appointment*

7.3.2 At least two weeks prior to the examination, the Supervisors / Invigilators shall be issued Letters of Appointments on Form Ex-17, with provision for acknowledgement. The Registrar, shall enclose with the Appointment Letter, the following:

a. A copy of the Invigilation Time Table.
b. A copy of the Examination Time Table
c. A copy of the Examination Rules
d. Copy of the Instructions to Supervisors / Invigilators / Hall Attendants
e. Voucher (Ex 18)
f. Any other relevant documents

7.4 Examination Hall Staff

7.4.1 The staff on duty in each examination hall shall consist of at least a Supervisor, two invigilators and a hall attendant. If the examination number of candidates in a hall is more than 30, there shall be an additional Invigilator for every additional number of 30 or part thereof, exceeding 15. If *strength of the examination hall staff*

the number of candidates in a hall is more than 75, there shall be an additional Hall Attendant for every additional 75 candidates or part thereof, exceeding 25. If the number of candidates exceed 180 in a hall, there shall be an additional Supervisor for every 180 additional candidates or part thereof, exceeding 60, and shall form a separate unit with separate Invigilators and hall Attendants. However, this general pattern may vary depending on the number of candidates, papers, accommodation and other exceptional circumstances.

7.4.2 After the appointment of examination hall staff, no alternative arrangement shall be made except in consultation with the Registrar. However, after the commencement of the examination, a member of the hall staff is unable to attend, owing to unforeseen or unavoidable circumstances, s/he shall immediately contact the Registrar, who shall make alternative arrangements. *Alternate arrangements*

7.4.3 Supervisors shall be the in-charge of the examination hall. Invigilators and hall attendants shall assist him / her and work under his / her directions. Supervisor / s and invigilators shall be in attendance at the Centre at least 30 minutes before the commencement of the examination. *in - charge of Examination hall*

7.5 Composition of Invigilators

7.5.1 The minimum number of invigilators per exam hall shall be two and out of that one should be female. *Number of invigilators*

7.6 Duties of the Supervisors

7.6.1 Supervisors shall be responsible for taking all steps, before, during and after the examination to ensure legitimate and efficient conduct of the Examination. *Responsibility*

7.6.2 Supervisors shall be present, at least half an hour before each examination commences, at the office of the Registrar and collect question papers and other materials for his / her Hall/ Centre for each examination as the case may be. *Collection of question papers*

7.6.3 Supervisor shall check the question paper packets with the Time Table in order to make sure that the correct question paper packets have been received and that the packets are properly sealed *checking correctness*

7.6.4 Supervisor shall be supplied with the following by the Registrar: *collection of other materials*

a. Packet/packets of question papers for the Examination.
b. Packet/s of material such as answer books (Ex-19(i)), continuing sheets (Ex-19(ii)), graph papers, maps, calculators etc.
c. Attendance Lists (Ex-04).

d. Examinations Time Tables
e. Supervision and Invigilation Time Tables
f. Labels for answer script packets (Ex-20)
g. Printed envelops for answer papers (Ex-21)
h. Report Form for examination Offences (Ex-22)
i. Supervisor's report on examination (Ex-23)
j. Return / Acknowledgement Form for answer packets (Ex-24)
k. Absentee forms (Ex-25)
l. The materials required for sealing of packets
m. Date stamp for stamping answer books/sheets
n. Other written instructions where necessary.

7.6.5 On arrival at the examination center, the supervisor shall, *after arrival to the examination hall*

a. check whether the correct question papers and relevant documents for the particular examination have been brought by him / her,
b. check that the hall is clean, free from disturbing noises, has enough lights and ventilation, 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 all assigned-staff is not present, s/he shall make the best possible arrangements with the available staff and contact the Registrar as early as possible if additional staff is considered necessary.
d. allocate candidates for each Invigilator, and
e. draw the attention of the Invigilators and the Hall Attendants to the duties allocated them.

7.6.6 The Supervisor shall ensure the following: *Admission of candidates*

a. Candidate shall be allowed to enter the examination hall only through the authorized entrance/entrances, and directed to take their seats according to the Index Number marked on the desk. A Supervisor, however, may at any time during the examination and without giving any reason, change the place allocated for a candidate when necessary.
b. 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.

c. Candidates shall not be admitted to the hall earlier than 10 minutes before the commencement of the examination.
d. No candidate shall be admitted to an examination hall after the expiry of half an hour from the commencement of the Examination.
e. 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 shall be brought to the notice of the Registrar

Distribution of answer books

7.6.7 The answer books with the cover (Ex-19(i)) shall be issued initially and the books without covers or continuation sheets (Ex-19 (ii)) subsequently.

a. The Supervisor shall see that the date-stamped and initialized answer books have been placed on each desk at least 15 minutes before the commencement of the Examination.
b. Each continuation sheet shall be date-stamped, signed by an invigilators and be issued by an Invigilators (and not by Attendants).

Announcement before distribution of question papers

7.6.8 The Supervisor shall make following announcements before the commencement of the Examination:

a. Strict silence is to be observed by candidates till the end of the Examination.
b. No candidate shall remove any answer book, continuation sheet, any other stationery or other material issued to him/her from the examination hall.
c. No candidate shall have with him/her books, notes, microcomputers, mobile phones, any electronic equipment or files, stationery or material other than those issued to him. If any such material has been brought into the examination hall by a candidate, such material shall be handed over to the Invigilator immediately. The candidates are authorized to bring Student Record Book, Student Identity Card, time table and admission card. Candidates are allowed to bring a bottle of drinking water and medications that are regularly taken.
d. No candidate shall be permitted to leave the examination hall during the first half an hour of the paper, or during the last 15 minutes. Further, no candidate shall be permitted to leave the examination hall during stipulated period, after starting the practical examination.

Leave before the end of examination

7.6.9 The Supervisor shall open the question paper packet/s in the presence of an Invigilator and a student. Immediately upon the opening, Supervisor shall check whether the question papers are the correct papers for the Examination, and that the special requirements, if any, required according to the rubric are available. *Opening of packets of question papers*

7.6.10 The Supervisor shall handover the required number of question papers to each Invigilator for distribution among the question candidates allocated to them, together with special requirements, if any, mentioned under 7.6.4 above *Distribution of question papers*

7.6.11 The balance question papers shall remain under supervisor's custody. The supervisor shall make the following announcements after the distribution of the question paper: *Announcements*

a. "Please check whether any unauthorized materials are in your possession. If so, handover them to an invigilator immediately. Keeping unauthorized materials is illegal and you shall be punished, if found."
b. "Please check whether you have received the correct question paper".
c. "The question paper contains pages and questions. Please check whether you have received the full question paper"
d. "You are advised to read the instructions given in the question paper before answering the questions"

7.6.12 The Supervisor/Invigilator shall not under any circumstances give any clarification/explanation with regards to the questions to any candidate. However, if any error or defect in a question paper has been observed / detected, the Supervisor shall announce such correction / modification as indicated in the original script. *No clarification of question paper*

7.6..13 Supervisor shall ensure that changes made are clearly indicated in the question paper/s packeted with the answer script packet/s.

7.6..14 Supervisor shall ensure that the Invigilators and hall attendants are attending to the duties assigned to them. *Supervision of invigilators*

7.6.15 At the expiry of the first half-an-hour after the commencement of the paper, the Supervisor shall direct each Invigilator to get the signature of each candidate on the Attendance List (EX-03) and to check the identity of the candidates. *Marking of attendance List*

signing admission card

At the same time, the Admission Card issued to each candidate shall be signed by the Invigilator

a. No candidate shall be permitted to appear for an examination if his / her Index Number has not been

included in the Attendance List for that examination.

However, if satisfied with the Bonafide of the written declaration submitted by the candidate, the Supervisor may include the Index Number of the candidate concerned in the Attendance List, with an appropriate note and, allow the candidate to sit the paper. A copy of the declaration shall be handed over to the candidate while the original be kept with the Supervisor. Every such case shall be reported to the Registrar and be indicated in supervisor report (Ex 23).

Verification of identity

b. For those present, the mark "√"shall be inserted and where the candidate is absent "AB" shall be indicated in the Attendance List (Ex 03). Where parts or sections of answer scripts have to be packeted separately, separate duplicate Attendance Sheets shall be prepared and enclosed in each packet. For those candidates who are absent for the examination, separate Absentee Forms shall be completed (Ex 25).

Failure to produce identity card

c. Supervisor/Invigilator shall satisfy of the identity of a candidate by referring to the Student Identity Card/ Record Book issued by the University which contains the candidate's photograph as well as the signature.

   A candidate wearing clothing that obstructs the Identification shall assist the identification process by removing such clothing in private and before an invigilator of the same gender.

d. If a candidate fails to produce his / her Student Identity Card/ Record Book at the examination, for the purposes produce of identification, the candidate shall be requested to produce the Student Identity Card/Record Book in the next examination session s/he sits or within the next three working days, whichever comes first.

e. Meanwhile the candidate shall be required to sign a declaration (form Ex-26) that s/he has been provisionally allowed to sit the paper, under the condition that s/he shall establish his / her identity by producing the Student Identity Card/Record Book at the next examination at which s/he sits or within next three working days, whichever comes first.

If a candidate fails to produce his / her Student Identity Card/Record Book within three working days, the Supervisor shall handover the non-certified form to the registrar for necessary actions.

7.6.16 As soon as the Attendance Lists are completed, the Supervisor, shall collect them from the Invigilators and proceed to prepare the relevant envelopes and labels for the packeting of scripts. *Preparation for packeting*

7.6.17 The Supervisor shall make the following announcements at the appropriate times: - *Announcement*

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-"15 minutes more. Please check whether you have entered the Index Number; correct title of the paper and the Module / Course number.

   Tie up your papers together. You may continue to write after doing so. No candidate shall leave the hall until you are asked to do so."
c. At the end of the paper - "Stop work and remain in your seats until your answer papers are collected."
d. After the Invigilators have collected the scripts, make sure that total number of answer scripts tally with the number of candidates attended, and all extra material, calculators, etc. are collected - "the candidates may leave the hall now".

7.6.18 At the expiry of the Examination, the Invigilators shall collect scripts of the candidates assigned to each of them, check against the attendance list, arrange them in order of Index Numbers and hand them over to the Supervisor. The Supervisor shall ensure that all answer scripts are arranged according to the Attendance Lists and, an Absentee Form (Ex 25) is included for each absentee, in the relevant place of the answer script bundle. *Collection of Answer Scripts*

7.6.19 At the end of the examination, an Invigilator shall be placed at the exit to check that examination materials are not being taken out of the hall by the candidates. *Checking out of candidates*

7.6.20 The Supervisor will then arrange the scripts to be packeted.

The Supervisor shall, enclose in each packet:

a. two copies of the question paper,
b. two copies of the Detailed Mark Sheets (Ex 29)

Each packet shall be tied securely, labeled and sealed. Before pasting the Labels the Supervisor shall ensure that all details on the Label have been duly filled.

7.6.21 In order to obviate the possibility of candidates bringing Continuation sheets and Answer Books to examination hall on which answers may have been prepared and previously, and to prevent their misuse, the following precautions shall be taken *Safe keeping of answer books*

a. No examination stationery shall be permitted to be removed by candidates or examination hall Staff.
b. All unused examination answer books and continuation sheets shall be returned to the Registrar by the Supervisor.
c. All examination answer books and examination stationery shall be kept under lock and key by the Registrar.

7.6.22 The Supervisor shall handover to the Registrar at the end of each examination and obtain acknowledgement for the examination *Report for the and handing over of Answer packets*
following:

a. Packets of answer scripts
b. Supervisor's report on examination (Ex-23)
c. Report on examination offences, if any (Ex-22)
d. The Attendance List (Ex 04)
e. Balance question papers
f. Balance stationery

7.7 Duties of Invigilator

a. The Invigilator shall be responsible to the Supervisor for the efficient discharge of the duties assigned to him / her. *Responsibility*
b. The Invigilator shall devote his / her whole attention for continuous supervision of candidates. She / he shall, move among the candidates at intervals without disturbing the candidates. If she / he notices a candidate is in possession of unauthorized documents/materials, s/he shall take possession of the same and report the matter immediately to the Supervisor.
c. The Invigilator shall place the examination stationery on each desk before the commencement of the examination and s/he shall also distribute the date-stamped continuation sheets among the candidates, when called for. In date-stamping continuation sheets, to avoid of stationery overuse, s/he shall ensure that no more than the required number for the answer books/continuation sheets are

day-stamped. This duty should be personally attended by the Invigilator and should not be entrusted to the Hall Attendant.

d. The Invigilator shall distribute the question paper to the candidates assigned to him / her. He shall return the balance question papers, if any, to the supervisor.
e. The Invigilator shall at the expiry of the first half an hour, go round and get each candidate to sign the Attendance List. She / He shall, also mark the Attendance on the Mark Sheets (Ex 29) and certify all sheets in the space provided for. S/he shall, return the Attendance List to the Supervisor, but retain with him/her the Mark Sheets (Ex 29) to check when collecting the answer Scripts.
f. The Invigilator shall ensure that answer scripts of every candidate are collected before candidates leave the examination hall.
g. As soon as the time allotted for the examination is over, the Invigilator shall collect from every candidate, his / her answer script/s whether answered or not. In doing so, s/he shall, check that the scripts bear the correct Index Number.
h. The Invigilator shall check that the answer script has the Index Number of the candidate, answer scripts are tied properly, number of each answered question is written on the front cover, and the title and the medium of the paper and thereafter, hand-over the scripts to the Supervisor. The Invigilator shall, check the collected scripts with the Attendance List (Ex 04), and if any candidate has failed to hand-over a script, she / he shall bring this matter to the notice of the Supervisor.
i. Written statements shall be obtained on Form Ex 22, from candidates detected committing examination offences. If any candidate refuses to give a statement, the Invigilator shall not enter into argument with the candidate, but shall make in his / her detailed report on Form Ex-22, indicating the fact that the candidate refused to give a statement.
j. The Invigilator shall keep surveillance on candidates who need to use the washroom/toilet while the examination is in progress.
k. After the candidates leave the Hall, the Invigilator shall, go around and inspect the section allotted to him/her to ensure that all the answer scripts and

other examination stationery have been collected and that personal belongings of the candidates had not been left behind.

l. The Invigilators shall, assist the Supervisor, in packeting and sealing Answer Scripts.

7.8 Duties of Hall Attendants

a. They shall, be present at the Registrar's office or the examination hall 30 minutes prior to the examination and should help the supervisor to bring all necessary material to the examination hall. They shall not leave the examination hall without prior permission of the Supervisor.

b. Hall Attendant shall collect the keys of the examination hall from the Registrar before the Examination commences under the instruction by the Supervisor.

The Hall Attendant shall return keys of the examination hall to the Registrar after completing the examination.

7.9 Illness of a Candidate in the Examination Hall

7.9.1 In the event of a candidate falling ill while answering a paper, the Supervisor, where possible, shall seek the assistance of the Medical Officer. However, if a Medical Officer is not available, the Supervisor may take whatever action s/he deems necessary to help the candidate to overcome the illness. If the candidate is compelled to discontinue answering the paper, the Supervisor shall, collect the answer script, note the time at which it was collected, and make a report on the incidence.

Compelled to discontinue answering

7.9.2 If the candidate is able to answer the paper after recovery from illness, the Supervisor may at his / her discretion grant the candidate additional time to answer the paper. Under no circumstances, shall, the additional time granted exceed half an hour. He shall, make a report on every such case in Ex 23.

Re-commence answering after recovery

7.10 Students with Special Needs

In the case of students with special needs, the Registrar and the Supervisor shall ensure that the facilities permitted for such students are provided**.**

Facilities for students with special needs

8. Examination Rules

8.1 Attendance

Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of examination, however shall not enter the hall until they are requested to do so by the Supervisor.

8.2 Seating

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

Seating

8.3 Admission to Hall

8.3.1 No candidate shall be admitted to the examination hall forwhatever reason after the expiry of half-an-hour from the commencement of the examination.

Entering and leaving the examinations hall

8.3.2 No candidate shall be allowed to leave the hall until a half an hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper.

8.4 Identity Verification

8.4.1 Candidates shall have the student ID Card/Record Book and the admission card on every occasion he/she present for an examination. *Identity of the candidate*

8.4.2 The candidature is liable to be cancelled if a candidate does not produce the student ID Card/ Record Book. If a candidate fails to bring the student ID Card/ Record Book/Admission Card on any occasion, s/he shall, sign a declaration in respect of the paper for which s/he had not produced the student ID Card/ Record Book/Admission Card in the form Ex 26, and produce the student ID Card/ Record Book on the next occasion when s/he appears for the examination or within next three working days, whichever comes first. The Supervisor/ shall produce the certified EX 26 form to the registrar. In case the candidate fails to produce his / her Student Identity Card/Record Book within three working days, the Supervisor/Invigilator shall handover the non-certified form to the registrar for necessary actions.

8.4.3 If a candidate loses student ID Card/ Record Book/Admission Card during the course of the Examination, a duplicate Record Book /Identity Card shall be obtained from the Registrar in order to take part in the rest of the examination.

8.5 Items the Candidates which Should not Bring

8.5.1 No candidate shall have in his / her possession, (e.g. in clothes, on the Admission Card, Time Tables, Record Book or any other object which is permitted to bring into the examination hall), any notes, signs and formula or any other unauthorized material. Books, notes, parcels, handbags, mobile phones etc. *Materials not allowed*

Such items that candidate has brought with him/her should be kept at a place indicated by the supervisor/invigilator.

8.6 Declaration of Articles in Possession

A candidate may be required to declare the supervisor any item/s that his / her possession. *Declaration of articles*

8.7 Copying

8.7.1 No candidate shall copy or attempt to copy from any book, paper, notes, mobile phone, electronic devices, similar material or from the scripts of another candidate. Candidate shall neither help another candidate nor obtain help from another candidate or any other person.

8.7.2 Candidate neither shall conduct himself so negligently that an opportunity is given to other candidates to read anything written by him/her nor to read / watch anything written by other candidates in theory or practical examinations attended by him / her.

8.7.3 Candidate neither shall use any other unfair means nor seek/ obtain / render improper assistance at the Examination.

8.8 Cheating

Cheating

No candidate shall submit a practical or field book, take-home assignment, report, dissertation, project study or answer scripts which have been done entirely or partly by anyone other than the candidate himself.

8.9 Articles Candidates may Bring

Materials and instruments allowed

Candidates shall bring their own pens, ink, mathematical instruments, erasers, pencils, or any other equipment or stationery which the candidates have been instructed to bring.

8.10 Use of Examination Stationary

Use of examination materials

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

8.10.2 No papers other than those supplied to him/her by the Supervisor or Invigilator shall be used by candidates. All materials supplied whether used or unused, shall be left on the desk and not removed from the examination hall unless the supervisor instructed to do so.

8.11 Index Number

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

8.11.2 A script that bears no Index Number or an Index Number which cannot be identified or verified is liable to be rejected. No candidate shall write his / her name or any other identifying marks on the answer scripts.

8.12 Rough Work to be cancelled

8.12.1 All calculations and rough work shall be done only on papers supplied for the examination, and shall be cancelled and attached to the answer script. *Rough Work on Paper*

8.12.2 Such work should not be done on admission cards, time-tables, question papers, Record Book or on any other paper. Any candidate who disregards these instructions will be considered as having written notes or outline of answer with the intention of copying.

8.13 Unwanted parts of answers to Cross out

Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed off. If the same question has been attempted in more than one place the answer or answers that are not to be counted shall be neatly crossed off. *Unwanted parts of answers*

8.14 Under Supervisor's authority

Candidates are under the authority of the Supervisor. They shall assist her/him by following instructions given by the Supervisor and those of his / her invigilators, during the examination and immediately before and after it. *Authority of candidates*

8.15 Conduct

Every candidate shall conduct himself/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor, his / her staff or to other candidates. In entering and *Disorderly conduct*

leaving the hall, candidates shall conduct themselves as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.

8.16 Stopping Work

Candidates shall stop work promptly when ordered by the Supervisor/Invigilator to do so.

8.17 Maintenance of Silence

8.17.1 Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor or Invigilator. *Maintenance of silence*

8.17.2 In case of urgent necessity, the candidate may communicate with the Supervisor or Invigilator. The attention of the Supervisor or Invigilator shall be drawn by raising hand from where he is seated.

8.18 Leaving the Hall

During the course of answering a paper no candidate shall be permitted to leave the examination hall temporally. In case of emergency, permission will be granted but the candidate will be under surveillance of the Supervisor or Invigilator. *Leave the examinations hall temporally*

8.19 Impersonation

No person shall impersonate a candidate whether in the examination hall or before or after the examination, nor shall any candidate allow himself to be impersonated by another person.

8.20 Dishonesty

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

8.21 Cancellation or Postponement

If circumstances arise which in the opinion of the Supervisor in consultation of the Controlling Chief, render the cancellation or postponement of the examination necessary, s/he shall stop the Examination, collect the scripts already written and then report the matter immediately through verbal *Cancellation or Postponement*

communication and in writing to the Dean of the Faculty.

8.22 Making of Statements

Marking statements

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 sign it.

8.23 Whom to Contact in Examination Matters

No candidate shall contact any person other than the Dean, Head of the Department or the Registrar, regarding any matter concerning the examination.

8.24 Handing Over Answer Scripts

Handing over of answer scripts

Candidates shall hand over the answer scripts personally to the Supervisor or Invigilator or remain in the seat until it is collected. On no account shall a candidate handover his / her answer scripts to the hall attendant, or another candidate.

8.25 Absence from Examination

Absence from examination

When a candidate is unable to present for any part/section of an Examination, s/he shall notify or make arrangements to notify this fact to the Registrar immediately. This should be followed up by a letter with supporting documents sent by registered post, within one week of the incident. Candidates those who did not attend the examination for medical reason shall submit the medical certificates following the instructions by using Ex 27.

8.26 Eligibility to continue to sit

Eligibility to continue to sit

No student shall sit for an Examination, if s/he has exhausted the number of attempts that is allowed to sit that particular Examination, unless special permission has been granted the Senate to do so.

9. Examination Offences and Punishments

9.1 Offences

9.1.1 A candidate who violates any of the requirements or conditions stipulated in Examination Rules shall be considered as having committed an examination offence.

Examination offense

Examination offences are classified as follows:

Classification of offences

a. Possession of unauthorized documents or removal of examination stationery.
b. Possession of telecommunication or transmitting devises
c. Plagiarism from internet or any other sources
d. Disorderly conduct
e. Copying (even detected while marking the answer scripts)
f. Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
g. Impersonation
h. Aiding and abetting the commission of any of these offences.
i. Violation of any of the requirements or conditions stipulated in Chapter

9.1.2 There shall be an Examination Disciplinary Committee, comprising not less than three members, appointed by the Senate to investigate into and make recommendations (including

Examination disciplinary committee

punishments) regarding examination offences referred to it. The recommendations of the Examination Disciplinary Committee shall be submitted to the Senate for the final decision.

9.1.3 In all cases of commission of examination offences detected (even detected while marking the answer scripts), the Supervisor/Examiner shall take action as outlined below and forward his / her report to the Registrar for further action.

9.1.4 The Registrar shall place all reports of examination offences submitted by the Supervisors, through Dean, for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.

9.1.5 Any Examiner, Head of Department, invigilator 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 the same to the Vice-Chancellor for necessary action.

Reporting examination offences

9.1.6 A candidate who is found guilty of an examination offence is liable to one or more of the following punishments.

Punishment for examination offences

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 from University examinations indefinitely or a period as the Senate may decides, or

d. Ban participation in the Convocation

e. Suspension from the University indefinitely or for a period as the Senate may decide.

9.1.7 Any candidate found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.

9.1.8 Any appeal against the decision of the Senate shall be made to the Council within one month of the receipt of the notification

10. Maintenance of Secrecy

10.1 Maintenance of Secrecy

10.1.1 No employee of the University involved with examinations or engaged in any type of work connected with examinations or any 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. *Secrecy*

10.1.2 For this purpose, they shall take the following Oath of Secrecy before their respective Head of Department/Registrar at the commencement of each year (Ex 28). *Oath*

10.1.3 Every question paper set for an examination of the University from the time the paper is set until the lapse of half an hour from the commencement of the answering of such paper by candidates at the Examination, or any other document declared as secret, shall be deemed to be a secret document. *Secret document*

10.1.4 Every employee of the University engaged in any type of work connected with Examinations, shall bring to the notice of the Vice Chancellor through the Dean with conflicts of interest declaration form if any close relative of his / her is sitting for the examination. For this purpose the words "employee of the University" shall include any person engaged for work connected *Close relative*

with Examinations. A close relation includes a child, spouse, sibling or descendent.

11. Procedure Regarding Examination Offences Committed by Candidates

11.1 Examination Disciplinary Committee

Disciplinary committee

11.1.1 There shall be an Examination Disciplinary Committee of not less than three senior academics appointed annually by the Senate to inquire into and make recommendations (including punishments)
into examination offences referred to it. Convener of this committee shall be Registrar in charge of Examinations.

11.2 Classification of Offences

Examination offences

11.2.1 Examination offences are broadly classified as follows:

a. Possession of unauthorized documents and removal of examination stationary.
b. Possession of unauthorized electronic equipment
c. Plagiarism from internet or any other sources
d. Disorderly conduct of a grave nature
e. Copying
f. Attempting to obtain/ obtaining improper assistance or cheating
g. Impersonation
h. Aiding and abetting in the commission of these offence

11.3 Punishments

11.3.1 The minimum punishments for the examination offences shall be as follows: *Minimum punishments*

a. Cancellation of results from the examination in which the offence was committed.
b. Cancellation of candidature for two semesters, cancellation of results of which the offence was committed, consider offender as a repeater when appears for that particular examination subsequently, cancellation of classes given based on total results of the examination.
c. Cancellation of candidature of examination for four Semester Examinations including the one at which the offence was committed.

11.3.2 Student who punished under examination offences shall not be allowed to attend the Convocation. *Offences and Convocation attendance*

11.3.3 Punishments for aiding and abetting in the commission of one or more of the examination offences shall be the same as the punishments listed under 11.3.1.

11.3.4 The punishments mentioned above under 11.3 are the minimum, but may be enhanced depending on the gravity of the case. *Enhanced punishments*

11.4 **Procedure**

11.4.1 In all cases of violation of examination rules detected by the Supervisor, s/he shall take action as outlined in this section and forward his / her report to the Registrar. *Procedure*

punishment of offences detected by supervisor

11.4.2 In cases of disorderly conduct, the Supervisor shall in the first instance warn the candidate to be of good behavior. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the Supervisor is considered as causing a disturbance in the conduct of the Examination. Where the candidate persists in unruly or disorderly conduct and the Supervisor is of opinion that it was creating a disturbance in the conduct of the examination, s/he shall exclude the candidate from the examination hall and issue a letter cancelling his / her candidature from the Examination. The Supervisor shall act with a due sense of responsibility when taking this action. Where however, a candidate's offence is only a *Cancellation of candidature for disorderly conduct*

disturbance, the Supervisor shall forward a report to the Dean after informing the candidate that the matter is reported to the Dean of the Faculty.

11.4.3 In all other cases of examination offences detected by the Supervisor s/he shall on the detection of the offence take possession of unauthorized documents if any, obtain a statement from the candidate (Ex-22) and write his / her report on Ex- 22. *Action by Supervisor*

11.4.4 The Registrar shall place all reports of examination offences submitted to the Vice Chancellor through the Dean. The Vice Chancellor shall decide whether they shall be referred to the Examination Disciplinary Committee for further action. *Further action*

11.4.5 Any Examiner, Head of Department or other official of the University who detects an examination offence, shall report the matter in writing to the Registrar, who shall submit same to the Senate through the Vice Chancellor for necessary action. *Offences reported by others*

11.5 **Final Decision**

11.5.1 The recommendations of the Examination punishments Disciplinary Committee shall submit the recommendation to the University Senate and the decision of the Senate shall be final. Any appeal against the decision of the Senate shall be made to the Council within one month of the receipt of the notification. *Senate final authority*

12. Procedure Dealing with Examination Offences by Those Other than Candidates

12.1 Dishonest Delivery or Communication

Dishonest conduct

12.1.1 Delivery by any person, fraudulently or dishonesty, a secret document or part thereof, or communication or 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 such document or to communicate such information.

12.1.2 Fraudulent or dishonest delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any person who is not a person to authorized to receive such document.

12.2 Divulging Marks

12.2.1 Divulging by any Examiner or any other person entrusted with filling up of mark sheets, mark books etc., of any information relating to the answer scripts, mark sheets, or mark book to any other person who is not authorized to know such information.

12.3 Dishonest Marking

12.3.1 The marking of an answer scripts fraudulently or dishonestly.

12.4 Dishonest Alteration

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

12.5 Dishonest Assistance

12.5.1 Fraudulent or dishonest assistance, directly or indirectly, to any candidate while answering a question paper at the examination, by a Supervisor, Invigilator, hall Attendant or other employee attached to an examination hall.

12.5.2 Fraudulent or dishonest assistance, directly or indirectly for erasures, interpolation or any other alternations in any answer scripts by Supervisor, Invigilator or other employee of the examination Hall.

12.6 Dishonest Secreting and Disclosure of Secret Document

12.6.1 Fraudulent or dishonest secreting or making away with or disposal of such secret document or part thereof or making a copy of such secret document or part thereof, by any person.

12.7 Theft or Dishonest Breaking or Receptacle Containing Secret Document etc.

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

12.8 Fraudulent Introduction of Answer Scripts

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

12.9 Dishonesty by Commission or Omission

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

12.10 Assistance or Connivance

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

12.11 Procedure for Disciplinary Action

Disciplinary actions

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

a. In the case of the University employee, action shall be taken according to the Disciplinary procedure of the University,

including action by the Police where necessary.

b. In the case of others, suitable action shall be taken, by the Vice Chancellor, depending on the nature of the offence and the circumstances.

13. Receiving and Distribution of Answer Scripts

13.1 Receiving of Answer Scripts from the examination Centers

Acceptance of Answer script packets by the Registrar

13.1.1 The Supervisor shall handover the packets of answer scripts to the Registrar immediately after the Examination. The receipt of the answer packets shall be acknowledged in duplicate on Form Ex-24. One copy of this form shall be handed over to the Supervisor and the other copy shall be kept by the Registrar.

13.1.2 The Registrar shall check whether all packets of answer scripts of the examination have been received.

13.2 Distribution of Answer Scripts to Examiners

From Chief Examiner to Registrar

13.2.1 The Registrar shall make arrangements for the delivery of packets to Chief Examiner within two working days after the examination.

Other modes of delivery of answer scripts

13.2.2 Delivery by post is allowed only for Visiting Lecturers and academic staff who are on study leave abroad. This shall be dispatched only to the address provided by the Visiting Lecturer or the academic staff on leave abroad.

13.2.3 If any special requirement arises, suitable alternative

arrangement for the delivery of answer script packets can be made only with the approval of the Dean of the Faculty.

13.2.4 The Registrar and the Chief Examiner, as the case may be shall maintain records on the transfer of the answer scripts and mark sheets. *Keeping of Records of transactions*

13.2.5 The Registrar shall deliver the following items to the Chief Examiner together with the packets of Answer scripts: *From Registrar to chief Examiner for first marking*

a. Marks return form (Ex-30)
b. Letter containing the number of scripts, the date by which the marks and the scripts should be returned and the acknowledgement

13.2.6 After delivering of the packets of answer scripts to Chief Examiner, the Registrar will notify the relevant Controlling Chief by sending a copy of log entry. *Report to controlling chief*

13.2.7 Chief Examiner shall hand over the followings *Handing over to the Second Examiner*

a. Answer script packets
b. Mark sheet/s (Ex 29)
c. Instructions for Marking
d. Letter containing the number of scripts, the date by which the marks and the scripts should be returned, to the Second Examiner/s and get the second marking done.

Controlling Chief shall maintain records related to such transactions.

13.2.8 Upon the receipt of the answer scripts and the mark sheets from the Chief Examiner, the Registrar shall make arrangement to handover the followings to the second Examiner, within two working days. *From Registrar to second marker*

a. Answer script packets
b. Mark sheet/s (Ex 29)
c. Instructions for Marking
d. Letter containing the number of scripts, the date by which the marks and the scripts should be returned and the acknowledgement.

13.2.9 The Second Marker shall return the answer script packet and the completed mark sheet (EX-29) in a sealed envelope to the Chief Examiner. *From second marker to Chief Examiner*

13.2.10 Upon receipt of the item stated in 13.2.9 the Chief Examiner shall complete the final mark sheet (Marks Return Form: Ex-30), considering marks of *Final mark sheets from Chief*

all examiners, all assessment components and relevant weightages. The Chief Examiner shall hand over following items to the Registrar and receive acknowledgement (Ex 31, Ex 32).
The final mark sheet shall be signed by the Chief Examiner, and be recommended by the Controlling Chief.

Examiner to Registrar

13.2.11 The Controlling Chief shall send a reminder to the Chief Examiner not later than one week before the due date. If the any of the marks are not received on the date, the Chief Examiner shall report the matter to the relevant Controlling Chief, who shall take appropriate action, with a copy to the Dean of the Faculty.

Sending reminders

14. Marking of Answer Scripts

14.1 Marking Scheme

14.1.1 There shall be a prototype answer and marking scheme for each question paper.

Marking scheme

14.1.2 The marking scheme shall give the important points that should be included in the expected answer i.e. how each point to be evaluated, and the breakup of the maximum possible mark according to different aspects of the answer (if different aspects such as subject matter, organization, expression etc. are to be evaluated separately).

14.1.3 The marking scheme shall be studied carefully by the marking examiners and, the marks should be assigned for each question or part of a question accordingly.

14.1.4 The first marking Examiner shall mark a few pilot scripts selected at random to consider whether the marking scheme requires modification. If s/he decides that it is necessary to modify the marking scheme, s/he shall do so in consultation with the moderator and bring the matter to the notice of the Controlling Chief.

Modification of marking scheme

14.1.5 A copy of the finalized marking scheme shall be forwarded to all marking examiners.

14.2 Marking

14.2.1 Marks shall be entered on the answer scripts, except in instance where the Examiner is specifically instructed not to do so. *Marks to be entered on answer scripts*

14.2.2 When a candidate has answered more than the required number of questions, the last question or questions answered (or where the last questions or question are compulsory the immediately preceding answer or answers as the case may be), shall be disregarded. *Answering more than the required no. of questions*

14.2.3 On the detailed Mark sheet (Ex-29) the marks given to each candidate shall be entered for the particular question marked, and the same procedure shall be followed for the other questions. If a question has not been answered by a candidate, a dash (-) shall be entered in the relevant place in the Detailed Mark sheet. After all the questions have been marked and the marks have been entered on the Detailed Mark sheet, the number of questions for which marks have been entered in the sheet for each candidate shall be checked before entering the total mark for the candidate. If the number of entries is less than the number of questions that the candidate is required to
answer, the answer script shall be re-checked to see whether the answer to any question has not been marked. If there has been such an omission, the answer shall be marked and the marks shall be included in the Detailed Mark sheet. *Entry of marks on detailed mark sheets*

14.3 Computation of Final Marks

14.3.1 When Chief Examiner prepare the final marks sheet (Ex-30) it should be considered that whether the differences between the marks assigned by the two Examiners to any individual candidate exceeds 10% of the maximum mark that is allotted for the paper. *Checking of marks of the two examiners*

14.3.2 Where the difference between the marks of the two Examiners assigned to any individual candidate does not exceed 10%, the mean of the two markings shall be reckoned as the final mark of the candidate. *Computation of the final mark*

14.3.3 Where the difference between the marks of the two Examiners to any individual candidate exceeds 10% of the maximum mark that is allotted for the paper, the Chief Examiner shall bring the matter to notice *Third examiner*

of the Controller Chief. The Controller Chief, in consultation with the Chief Examiner

a. shall request the two Examiners to re-consider the assignment of marks to see whether the difference could be reduced to less than 10% of the maximum mark that is allotted for the paper, or
b. in a situation where difference of marks between two Examiners after re-evaluation is still higher than 10%, the Controlling Chief shall nominate a Third Examiner to mark independently. The average of the three marks shall be reckoned as the final mark for such candidate.

14.3.4 Chief Examiner shall ensure that entries, calculations/computations and grades given in the final mark sheet are correct. *Responsibility for the correctness of entries and calculations*

14.3.5 The Chief Examiner shall submit following for the recommendation of the Controlling Chief. *Items to be submitted to the Controlling Chief*

a. Mark sheet prepared based on first examiners' marking.
b. The mark sheet of the second examiner.
c. Final mark submission sheet prepared considering the marks of both first and second markers.

14.3.6 Before recommending the final mark sheet (Ex 30) for the submission to the Registrar, the Controlling Chief shall satisfy himself/herself that assessment components and equations used for the calculation of results are correct. *Responsibility of the Controlling Chief*

14.4 Duties of Marking Examiners

14.4.1 If a person who has been appointed as an Examiner is unable to function, s/he shall inform the Registrar who shall make arrangement as specified in Clause 3.4. *Inability to mark*

14.4.2 Any conflicts of interests shall be dealt as described under 1.3.5 and 1.3.6.

14.4.3 On receipt of the Answer scripts, the Examiner shall check with the Attendance Sheets whether s/he has received the answer scripts of all those who had been present for the paper. If there are discrepancies s/he shall notify the same to the Registrar immediately. It is the responsibility of the Marking Examiner to keep all answer scripts in safe custody. *Checking scripts received*

14.4.4 All scripts shall be marked personally by the Examiner and no assistance shall be obtained from others for marking. *Mark scripts personally*

14.4.5 The Examiner shall, as soon as s/he marks the scripts forward the same together with the Mark Sheets under sealed cover, to the Controlling Chief and receive acknowledgement (Ex 32). *Return of marks*

15. Second marking

15.1

15.1.1 Assessment of students' work by two (or more) independent markers is important as a means of safeguarding or assuring controlling for individual bias.

Therefore, each component in the examination shall undergo second marking. This may be applicable to main examinations, in-course / continuous assessments, end semester examination, module examinations, year-end examinations, clinical examinations etc.

15.1.2 Types of second marking acceptable at the University of Ruhuna include:

a. Blind double marking: Where each examiner makes a separate judgment and in the event of disagreement a resolution is sought.
b. Check/assess marking: Where the second marker determines whether the mark awarded by the first marker is appropriate and confirms it if appropriate (by definition, this can only be open marking).
c. Conference marking
d. Consensus marking

When questions are marked by two independent examiners, if there is a discrepancy of more than 10%, the marks should be reviewed by the two examiners concerned in the presence of the chief examiner, and the marks adjusted so that the discrepancy is less than 10%. In the event that the two examiners cannot agree, a third examiner shall be consulted.

15.1.3 Marking with MCQ scanner

MCQ marking using MCQ scanner should be done by the chief examiner. 5% of the answer scripts shall be marked manually by a Faculty Board/Senate appointed examiner. If any discrepancy is detected a solution shall be sought.

16. Performance Criteria and Determination of Results

16.1 Marks

16.1.1 On receipt of the final mark sheets (Ex-30) the Registrar or the designated assistant shall enter marks in the Mark Book / computer, after considering medicals, offences, number of attempts etc. No entry shall be erased. Any error made shall be clearly crossed and the correct mark written correctly and, initialed. *Entry marks*

16.1.2 The Controlling Chief must have ensured that valid continuous evaluation marks from previous attempts have been entered to the final marks sheet (Ex- 30).

16.1.3 The Registrar shall ensure the marks are correctly entered, totaled, averaged, checked and re-checked under his / her supervision. At the end of the entries in the mark book / computer for the particular examination, the staff engaged in this work shall certify the accuracy of the entries. *Responsibility*

16.1.4 A record of the steps relating to entry of marks, preparation of results sheets etc. shall be made on Ex-33. *Recording*

16.1.5 The Registrar shall prepare appropriate summary sheet/s on the students' performance in each course unit/module and submit to the Results Board. *Student performance reports*

17. Publication of Results and Issuance of Certificates

17.1 Results Sheets

17.1.1 Results sheets are to be in the standard format approved by the Faculty Board and the Senate. *Format of the results sheet*

17.1.2 The result sheets shall 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 Unit/Module
e. Signatures of the Registrar, Dean and Vice Chancellor

17.2 Publication of Sheets

17.2.1 Steps shall be taken to release results of an examination within three months after the last date of the examination. The Registrar shall be given a sufficient time to enter the results and shall call the Board of Examiners chaired by the Dean/ Vice Chancellor. After checking carefully, each page of the results sheet shall be initialled by the Registrar and the respective Dean. *Date of release of results*

17.2.2 Before the display of results, approval for the results sheets shall be taken from the Vice Chancellor. *Publication of results*

17.2.3 All examination results shall be displayed on the notice boards / MIS with copies send to the respective Deans.

17.2.4 Results of in-course/continuous assessments (preferably along with corrected reports, assignments and log books etc. shall appropriately be delivered to the students before the end of the teaching schedule of the semester. *In-course assessment results and feedbacks*

17.3 Confirmation of Results

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

17.4 Issue of Results

Every candidate may be issued one or more of the following documents: *Issuance of results to candidates*

a. Examination Certificate
b. Academic Transcripts with Grades
c. Degree Certificate

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

Candidate shall apply for such a certificate on Form Ex-34 and Clearance Form. 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.

17.5 Examination Certificate

Issuance of temporary certificates

Every candidate shall be issued an examination Certificate on a printed format duly signed by the Registrar. This Certificate will be issued only after the confirmation of results by the Senate and will serve as a temporary certificate.

17.6 Academic Transcripts

Issuance of Academic Transcripts

Academic Transcript shall contain information as to the subjects, modules offered, grades for each on semester basis, GPA and the class obtained, as applicable by the candidate.

17.7 Degree Certificate

Degree Certificate

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

17.8 Issuance of Degree Certificate

In order to obtain the Degree Certificate, every candidate who has completed the degree shall pay the prescribed fees and submit dully completed application forms, other relevant certificates, evidence of completion of survey questionnaire, etc. to the Registrar before the Convocation.

18. Verification of Results

18.1 Application for Addition, Computation and Transcription (ACT) Verification

18.1.1	All marks and grades obtained by a student at an examination shall be free of errors of addition, computation and transcription (ACT).	*ACT verification*
18.1.2	Provisions shall be made for students to submit requests for verification of their examination marks and grades, if they wish to do so.	*Provisions for verification*
18.1.3	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.	*Aspects verified*
18.1.4	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.	*Duration of verification process*
18.1.5	A fee calculated on the basis of cost of re-scrutiny process shall be levied on the student.	*Fee for verification*

18.2 Verification Procedure

18.2.1	Procedures described below shall be followed in the verification of results.	
18.2.2	By displaying a notice in the Notice Board of the Dean's office, the Registrar shall notify the students of the relevant examination and the period during which the requests for verification of results are entertained.	*Calling for verification*
18.2.3	Payment of Rs.500 (subject to revision) per course Unit/Module of an examination shall be charged for verification of the marks and grades. The application form (Ex-35) should be accepted only upon the submission of receipt for the prescribed payment.	
18.2.4	The Registrar, in consultation with the Dean shall convene the Results Verification Board meeting for verification of marks / grade at least five working days upon closure of the Application.	*Calling verification board*

18.3 Verification Board

The Results Verification Board shall consist of the following persons: *Verification board*

a. Dean of the Faculty (Chairman)
b. Registrar (Convener)
c. Heads of the Departments (members)
d. Chief Examiner (observer)
e. Other Examiners in-charge of that paper (observers)

18.3.1 When the Head has served as a Chief Examiner / Examiner of an examination/ subject/ paper for which verification has been requested for, another member from the same Department can be called for the Results Verification Board.

18.3.2 If the number of applications received is high, the Dean in consultation with the Chief Examiner can appoint Sub-Committees for the verification of marks and grades. In such instances verified results shall be tabled at the Results Verification Board for ratification. *High number of requests for verification*

18.4 Release of Verification Results

18.4.1 If there is no change of grades, the Registrar shall inform the candidate/s soon after the Results Verification Board meeting. *No change in grade*

18.4.2 A Special Results Board should be held within five working days to ratify the results if a revision of marks/grades is necessary and the decision of the Special Results Board shall be the final and no more requests shall be entertained thereafter. *Special results board, if grade change*

18.4.3 If the marks and grades are changed the outcome of the verification shall be notified to the candidate(s) following the ratification of amended results by the Special Results Board of the Faculty. Whereas in the case of final examination, amended results ratified by the Special Results Board shall be further approved by the Senate and the Council of the University.

18.5 The Registrar of the Faculty shall maintain a record of all verification applications and the outcome of all applications and shall submit a report to the Faculty Board after completion of re-scrutiny process.

18.6 Members of the Results Verification Board shall be remunerated as per the rates decided by the UGC for re-scrutinization of papers.

19. Duties of the Registrar In-charge of Examinations

19.1 The Registrar, under the general direction of the Dean of the Faculty shall be the in-charge of the conduct of all examinations of the relevant Faculty.

19.2 The Registrar, shall be responsible for all arrangements in connection with the conduct of examinations.

19.3 The Registrar, shall, among other duties ensure that,

a. preparatory arrangements such as fixing of calendar of date, calling for examination entries, preparation of schedules of candidates, allocation of Index Numbers and ordering stationery required, are attended to in time.
b. s/he receives the list of Examiners from the HoDs in time.
c. appointment letters and requests for setting question papers are sent by the due dates.
d. the examination time tables and Invigilation time tables are prepared in time.
e. s/he receives all question papers to be printed/copied in time and they are kept in safe custody.
f. the question papers have been moderated, translated, typed, proof-read by Examiners, where necessary and printed, packeted and distributed to the Supervisors in due time.
g. all arrangements are made to have the stationery and other requirements ready in time for issue to the halls.
h. the seating arrangements of desks etc. in the examination halls are satisfactory.
i. arrangements are made for the receiving of answer scripts from the Supervisors and for the delivery of the same to the Examiner/s for marking.
j. s/he receives final mark sheets.
k. s/he sends a set of question papers to the Librarian for the reference
l. the valid marks carried forward by the repeat candidates are provided to the chief Examiner to include them in the final mark sheet (Ex-30).
m. s/he processes all academic concessions (medicals etc.), hand over to the chief Examiners and those concessions are reflected in the final mark sheets (Ex-30) and in the marks book.
n. payments related to the examinations are made promptly.
o. Prepare and submit summary reports on students performance to the results board.

19.4 The Registrar shall maintain the following:

a. Mark Books and Mark sheets

b. Schedule of steps in preparation of question papers on Form Ex-16.
c. Schedule in question papers, Form Ex-14.
d. Files of past question papers.
e. Records of results sheets and confirmation of results.
f. Records on the transaction of answer script packets, mark sheets, supervisors' reports and chief examiners' reports etc.
g. Other relevant documents.

19.5 After having a Results Board, the Registrar shall publish the results with the approval of the Vice Chancellor .

20. Payments for Services in Connection with Examinations

20.1 Rates of Payment

20.1.1 Rates of payment for various services in connection with the conduct of examinations shall be in accordance with the relevant regulations.

Rates fixed by ordinance

20.2 Payment Vouchers

20.2.1 Vouchers shall be carefully prepared and submitted by the relevant staff member in the Registrar office and certified by the Controller Chief.

Claims and payments

20.2.2 Forms Ex-18, shall be used as payment vouchers.

20.2.3 The registrar shall ensure that the payments are made promptly.

21. Conduct of Clinical Examinations for Medical Degrees

21.1 Appointment of Examiners

21.1.1 Nomination of clinical examiners for the Final MBBS examination

Nomination of clinical examiners

21.1.1.1 For all the components of the Final MBBS examination except the continuous assessment component, examiners shall be appointed by the Senate on the recommendation of the Head of the Department and the Faculty Board. Examiners shall be board certified specialists in the subject or in related subjects. Senior lecturers or Professors in the respective departments who are not board certified specialists can also be appointed as examiners.

21.1.1.2 No person shall be appointed as an examiner after two years of retirement from active service.

21.1.1.3 In the event of non-availability of adequate number of clinical examiners, Head of the Department may request permission from the faculty board, subjected to the approval of the senate, to appoint examiners not fulfilling the criteria stipulated in 21.1.1.2.

21.1.1.4 For the continuous assessment tests, all the academic staff members (including probationary lecturers) except those who are on long term approved leave (Sabbatical, overseas leave etc), in the respective clinical departments shall participate as examiners. It is not necessary to nominate or appoint examiners for the purpose of setting questions or conducting continuous assessment tests. Head of the Department or another nominated academic staff member (under special circumstances) shall coordinate and conduct the activities related to continuous assessments.

21.1.2 Appointment of alternate examiners.

21.1.2.1 When an examiner has expressed his / her inability to serve as an examiner at a short notice, the Head of the Department concerned shall arrange for an alternate examiner to be appointed, on pending approval of the faculty board and the senate and shall inform the faculty board at its very next meeting of such appointment of alternate examiners.

21.2 Setting of questions

21.2.1 Type of questions

Setting of questions

Types of questions in the theory papers for the Final MBBS examination including theory aspect of the continuous assessment tests shall be a mixture of the following and shall vary with the individual subjects.

a. Essay type questions
b. Structured essay type questions
c. Short essay type questions
d. Multiple choice (Multiple True/False type, Single best response type, Extended matching type, etc.)

21.2.2 Setting the questions

Questions shall be prepared by the examiners duly appointed by the Senate on the recommendation of the faculty board. Preparation of questions for different components of the continuous assessment shall be done by all the academic staff members of the relevant department (including probationary lecturers) under the guidance of the Head of the Department. Selection of clinical materials for the OSCE which may include patients, investigation reports and any other relevant material shall be done by the examiner who prepares the question.

Examiners shall maintain the confidentiality at all times. Examiners for the Final MBBS Examination as well as for the continuous assessment tests must declare conflicts of interest, if such exists.

21.3 Moderation, translation and scrutiny of question papers.

21.3.1 Essay type questions

21.3.1.1 Essay, structured essay questions and the short essay questions included in the question paper prepared by the individual departments and moderated at the examiners meeting convened by the Head of the department or the chief examiner shall be brought to the Dean. This meeting shall be called the departmental scrutiny board meeting. Attendance at this meeting shall be marked and submitted to the Registrar. Questions prepared by individual examiners shall be handed over to the Head of the Department or the chief examiner under confidential cover.

Scrutiny of question papers

21.3.1.2 The Dean of the Faculty shall convene a meeting representing all the Heads of the clinical departments for moderation and scrutiny of the paper. This meeting shall be called the scrutiny board meeting of the Final Examination for

Medical Degrees. Attendance at this meeting shall be marked and submitted to the Registrar.

21.3.1.3 After the scrutiny board meeting, the modified question paper shall be handed over to the respective department Heads after placing signatures of all the participants of the scrutiny board. The scrutinized paper shall be kept under the safe custody of the Head of the Department or the chief examiner. The final paper shall be prepared by the Head or the chief examiner, after incorporating the modifications suggested by the scrutiny board.

21.3.1.4 Head of the department or the chief examiner shall handover the corrected question paper to the Registrar, allowing adequate time for printing prior to the commencement of the examination.

21.3.2 Common MCQ paper

Preparation of the common MCQ paper shall be done strictly according to the guidelines given by the UGC.

21.3.3 Questions for structured viva

The departments which conduct structured viva shall prepare a list of questions that would be asked at the structured viva. This list of questions shall be prepared by the academic staff members nominated as examiners from the relevant department. The questions shall be scrutinized at a departmental level meeting convened by the Head of the Department or the Chief Examiner. There shall be adequate number of questions to cover the time period allocated for viva-voce examination. If there is more than one viva session in which the previously asked questions could be communicated to those students who come for the viva-voce examination in subsequent sessions, several lists of questions shall be prepared for each session.

21.3.4 Questions for the continuous assessments

MCQ paper (if included) shall be moderated and scrutinized at a meeting held at the department level convened by the Head of the department or the chief examiner. Similarly, questions and other related materials for OSCE shall be moderated and scrutinized at a meeting held at the department level convened by the Head of the Department or the chief examiner. Questions for any other component of the continuous assessment shall also be moderated and scrutinized at the departmental level.

21.4 Typing, proof reading, printing and packeting of question papers.

21.4.1 Essay type questions, structured essay type questions and short essay type questions Head of the Department or the Chief Examiner shall bring the completed and formatted question paper which was scrutinized at the departmental scrutiny board to the scrutiny board convened by the Dean. It is the responsibility of the Head of the Department or the Chief Examiner to incorporate any modifications suggested at the scrutiny board into the question paper and finalizes the question paper.

21.4.2 Common MCQ paper

Common MCQ paper shall be prepared according to the guidelines given by the UGC.

21.4.3 OSCE

Certain departments hold OSCE as part of the Final MBBS examination (not as a continuous assessment). In such departments questions for the OSCE shall be prepared by the examiners appointed by the Senate on the recommendation of the Faculty Board. Examiners for this purpose shall be Senior lecturers or Professors in the relevant department or board certified specialists in the respective field or a related subspecialty.

21.4.4 Mini Observed Clinical Examination (MOCE)

Examiners for the MOCE conducted by the Department of Psychiatry shall be appointed by the Senate on the recommendation of the Faculty Board.

21.4.5 Continuous assessments

Preparation of MCQ papers and the OSCE questions for the continuous assessments shall be done by the Head/examiner/s assigned for the particular continuous assessment examination. These MCQ papers and OSCE questions shall be scrutinized by the academic staff members of the respective department, at a department level scrutiny board meeting.

21.5 Supervision and invigilation of the clinicals of the Final MBBS Examination.

Clinical examination shall be held at the end of the training programme. The examination shall comply with the guidelines issued by the UGC on conducting the final MBBS Examination.

21.5.1 Time tables *Time tables*

a. Time tables shall be issued to each candidate for the clinical examination and the examination time must be clearly specified in the time table.
b. Special attention should be paid to time of commencement of clinical examination and time at which candidates shall arrive in the clinical examination hall / ward.

c. Examination schedule should not be changed. However, under special circumstances, Dean has the authority to change it.

21.5.2 Out of bounds period *Out of bounds*

a. Out of bounds period shall be decided by the Dean as agreed by the Heads of the clinical departments. During this period candidates shall not visit the hospital except for the clinical examination sessions and on such visits the candidates should strictly confine themselves to the wards where the particular clinical examination is being held. This out of bounds period is applicable to all medical students.
b. Decision on the out of bounds period shall be communicated to all students by displaying it on notice boards of Dean's office / MIS, Departments, Hospitals and in relevant wards inside the hospital.

24.5.3 Time allocation for clinical examination *Time allocation*

Time allocation for different components of the clinical examination (e.g. short cases –number of cases and time allocation and long cases - number of cases and time allocation, OSCE) shall comply with the latest guidelines issued by the UGC on conducting the Final MBBS examination.

21.5.4 Selection of patients for examination

21.5.4.1 There shall be a meeting of the internal examiners convened by the chief examiner prior to the commencement of the clinical examination where details of arrangements are discussed. *Selection of patients*

21.5.4.2 Selection could be made from a pool of patients previously identified or from currently available hospitalized patients.

21.5.4.3 It is the responsibility of the chief examiner to identify and select patients for the examination. The responsibility could be delegated to an internal examiner.

21.5.4.4 During the meeting of internal examiners, the chief examiner shall appoint internal examiners to select patients for clinical examination for each day.

21.5.4.5 Selection of patients should be carried out by the chief examiner or the internal examiner of the relevant department appointed for the given day.

21.5.4.6 The selecting examiner shall ensure that patients are not seriously ill or will not pose other serious challenges during the examination that would

lead to a stressful situation for candidates which would have an adverse impact on the examination performance. For children, efforts must be taken to keep them as comfortable as possible with their parents or guardian.

21.5.4.7 Assistance of Senior Registrars/Registrars/Senior House officers in the hospital could be obtained for selecting patients.

21.5.4.8 Patients for the examination shall be identified the day before the examination and a tentative list must be maintained by the selecting examiner. In addition, selecting examiner may select suitable patients available on the day of the examination.

21.5.4.9 The list shall be longer than the actually required number of patients for the examination.

21.5.4.10 The patients shall be from areas in the core curriculum of the discipline.

21.5.4.11 The list should be finally reviewed on the day of the examination by the chief examiner or the internal examiner identified for this purpose.

21.5.4.12 Instructions shall be given to the technical officer and/or to the Sister-in-charge and to other relevant staff to bring patients selected by the selecting examiner. All efforts should be taken to maintain confidentiality.

21.5.4.13 Two examiners in each respective panel should evaluate the patients allocated to them independently to set standards.

21.5.4.14 Senior Registrar/Registrar/Senior House Officer involved in the case selection must prepare the case summaries and notes for the information of examiners.

21.5.4.15 More than the required number of patients shall be brought to the examination hall initially and the examiner/s must do the final selection in the examination hall.

21.5.5 Assistants

Assistants

21.5.5.1 It is the duty of the chief examiner to identify assistants from the hospital staff prior to the commencement of the clinical examination by carefully scrutinizing them for existence of possible conflict of interest. Such assistants identified should be briefed by the chief

examiner about the importance of maintaining confidentiality.

21.5.5.2 The names of these staff members shall be submitted to the Registrar for payment and legal purposes.

21.5.5.3 All staff members nominated by chief examiner / Head shall fill the confidential form in advance and submit to the Registrar.

21.5.6 Candidates

21.5.6.1 All candidates must arrive at the examination hall prior to the specified time for all components of the examination (e.g. Long cases, Short cases, Obstetrics cases, Gynaecology cases etc.) Candidates shall be in a separate room until called for the examination. They must be clearly instructed not to communicate or not attempt to communicate with any other individuals outside the room by whatever means. They are not allowed to keep any communication devises (e.g. mobile phones, computers, tabs etc.). Chief examiner must take all necessary precautions to isolate the candidates waiting to come for the examination from others who have already completed the examination. An invigilator should stay with them to prevent them from communicating with others using direct or indirect means (Direct conversations, notes, telephone conversations, text messages, e-mails, etc.)

21.5.6.2 Attendance of the candidates shall be marked by the chief examiner at the arrival time stipulated in the time table.

21.5.6.3 Candidates shall be physically checked for possession of communication equipment (any equipment which could be used as a tool for communication) in bags and in pockets etc. Instructions regarding this are to be given with the examination instructions.

21.5.6.4 A mechanism should be devised to make sure that the same Examiners shall not examine the same candidate in two separate clinical components of the examination.

21.5.6.5 Students should be allocated to respective long and short cases examination panels by random selection.

(Patients must be allocated in the order of index numbers by drawing lots.
If there are two sessions, order shall be reversed for the second session.
Candidates shall be called according to the index number. Patients and the examiners shall be allocated by drawing lots. If the same group of candidates participates in a different component of the clinical examination during separate sessions, candidates shall be called using the reverse order of index numbers.)

21.5.6.6 Candidates are not allowed to return to the confidential room for any reason until the examination session is completed.

21.5.6.7 Candidates must bring all equipment necessary for the examination. e.g. Stethoscope, knee hammer, torch, tape etc.

21.5.6.8 All candidates shall be briefed by the chief examiner on the format of the examination and expectations prior to the commencement of the examination. No opportunity should be provided for the candidates who have completed work to communicate with other candidates waiting to complete the examination for that session This includes: Verbal communication, non-verbal communication (gestures, sign language etc...), written communication, communication using electronic means (e.g. Mobile phones, computers, tabs, blue tooth devises, etc.)

21.5.7 Dress code

Dress code

All candidates shall wear an overcoat for the clinical components of examination.
Female candidates shall wear a saree or other professionally acceptable dress.
Trouser with any colour, a light colour plain shirt with a tie and shoes shall be worn by male candidates

21.6 Examination rules for examiners

21.6.1 General rules for the examiners

Rules for examiners

a. Treat all candidates with dignity and respect.
b. Shall be present through the entire duration of the time of the examination.
c. Ensure that each candidate is treated equitably and fairly with even application of academic standards.
d. Judge each candidate on the basis of performance without being influenced by any extraneous factors.

e. Assess each candidate in accordance with prevailing regulations and accepted guidelines and conventions.
f. Be devoid of conflicts of interest and adhere to examination rules and principles of natural justice.

21.6.2 Specific rules for the examiners

a. Disclose to the Dean of any possible conflicts of interests (e.g. immediate family member, immediate/recent supervising trainee, other) at the time of being appointed as an examiner. This is essential to maintain transparency in examination and avoid allegations and litigation following the examination. The Head/ Chief Examiner shall make suitable arrangements to appoint another examiner in such an event.
b. Familiarize themselves with the format ,scheme of marking scoring system and pass –fail criteria of the examination (eg: make sure whether 50% is the pass mark. Attend the briefing sessions conducted by the Head of the Department/ Chief Examiner.
c. Arrive at the examination centre half an hour before the commencement of the examination allowing sufficient time to familiarize with the location, material and organizational arrangements.
d. Remain in the examination premises throughout the period of the examination where the examiner's services are needed.
e. Examiners shall pay undivided attention to the candidate throughout the period of contact with the candidate and shall avoid all distractions (e.g. using mobile phones).

21.6.3 Instructions to the examiners during the session with the candidate (Short case, long case, Viva-voce, MOCE)

a. Introduce themselves and co-examiner/s to the candidate prior to commencement.
b. Greet the candidate and put him/her at ease and create a non-stressful environment
c. Request the candidate to sit if appropriate (e.g. orals/ case discussion) .
d. Give clear instructions of what the candidate is required to do.
e. Indicate the time available and avoid exceeding the time limit.
f. Allow a brief moment for clarification whenever required or requested.

g. Allow the candidate to respond to the questions without unnecessary interruption.
h. Ensure that grades or marks awarded are compatible with the candidate's academic performance and it is not influenced by non-academic factors.
i. All efforts should be taken to give a consensus mark to the candidate. In an event the examiners don't agree on a consensus mark, ensure that the independent marks given by the two examiners on each candidate do not vary by more than 10%. If there is a major difference, the chief examiner shall discuss with the two examiners involved and get them to change the marks so that the difference between two marks falls within 10%. Make appropriate notes on the progress of the candidate's performance in the marking book for reference in the event of discussion prior to the Results Board and for future counseling proposes
j. Hand over the marking sheets to the Chief Examiner at the end of the session, duly certified and signed with all entries complete.
k. Report any incident of examination misconduct to the Chief Examiner.
l. Ensure that suitable provisions are made for differently-abled candidates and for appropriate translations if required.
m. Dean can entertain formal complaints from students about possible injustice happened to them within 48 hours after the completion of the examination.

21.6.4 The examiner should behave professionally and shall not do the following to unease the candidate

a. Make any remarks of a racial, religious or sensitive nature or personal remarks that will impair the performance of the candidate.
b. Belittle or ridicule a candidate or act in any way as to endure embarrassment.
c. Impose his / her own values and personal opinions and beliefs on the candidate.
d. Attempt to 'educate' the candidate during the examination. It is not the appropriate time.
e. Making unnecessary interruptions to the presentation/ discussion made by the candidate.
f. Discriminate unfairly between candidates.
g. Allow conflicts of interest to interfere with fair assessment.

h. Discuss questions or patients with candidates prior to release of results.
i. Examine candidates with whom they have had difficulties/ disagreements/problems in the past. If the Head of the department becomes aware of any such problems he/she shall arrange an alternate examiner.
j. Not associate or socialize with candidates in any way immediately prior to, during, or immediately after the examination.

21.6.5 With regard to confidentiality, the examiners shall not; *Confidentiality*

a. disclose a candidate's performance to a third party or to the candidate , except as described in the section on counseling in the Examination Guidelines.
b. disclose confidential information about any individual candidate to prejudice another examiner's independent assessment of a candidate's performance

21.6.6 The Head of the Department / chief examiner is required to; *Duties of the Head of the department*

a. have a preliminary meeting with all examiners before the examination, and go through guidelines and the format of the examination with them.
b. be available during all components of the examination.
c. explain the examination procedure and relevant guidelines and regulations to the candidates prior to each component of the examination.
d. ensure that the mark sheets filled by the examiners are collected at the end of each session.
e. ensure to get a consensus mark to the candidate. In an event the examiners don't agree on a consensus mark, ensure that the independent marks given by the two examiners on each candidate do not vary by more than 10%. If there is a major difference, the chief examiner shall discuss with the two examiners involved and get them to change the marks so that the difference between two marks falls within 10%.
f. ensure that computer entries and printouts of marks are cross-checked against the original mark sheets.
g. delegate duties to another examiner for a particular component of the examination, if necessary.
h. be responsible for the overall smooth conduct of the clinical examination.

21.7 Marking the answer scripts

Marking the answer scripts

21.7.1 Essay type questions, structured essay type questions and short essay type questions

a. In clinical subjects marking scheme is prepared by the examiners and moderated by the Head of the department.
b. The marking scheme so prepared shall be used in the marking of the essay type questions, short essay type questions and the structured essay type questions.

21.7.2 Common MCQ

a. Marking scheme for the common MCQ paper is prepared at the time of the preparation of common MCQ paper and shall be brought separately in a sealed envelope and handed over to the Dean.
b. Common MCQ paper shall be marked according to the answer grid so prepared by the panel of examiners in the common MCQ meeting.
c. Two examiners nominated by the Head of the department shall mark the MCQ paper independently.
d. If there is a discrepancy of marks awarded by the examiners, the answer script shall be re-marked in the presence of both examiners.
e. In case of MCQs being marked by a MCQ scanner, it shall be done in the presence of the Head of the Department or the Chief Examiner. He / She shall be responsible for marking the selected answer scripts manually if the MCQ scanner directs do so due to various reasons.

21.7.3 Marking of clinical component or Viva

a. Two examiners shall examine each component. Both examiners shall participate in the assessment.
b. For each candidate, each component of clinical examination shall be assessed by different panels of examiners.
c. Marks shall be awarded independently by the two examiners. Before handing over the marks to the Head/ chief examiner, members in each examination panel should ensure that there is no more than 10% discrepancy between the marks of the two examiners.
d. Notes written by the examiner on candidates who have scored fail marks or very high marks shall be handed over to the Head of the department.

21.7.4 OSCE examination

a. Marks will be awarded by the clinical examiner according to the marking scheme.

b. If there are two examiners at a single OSCE station independent marking should be done.
c. Head of the Department/Chief examiner shall make sure that marks given by the two examiners fall within the specified limits (10%).

21.8 Examination offences and punishments

Examination offences

21.8.1 List of offences in relation to the clinical component of the examination

21.8.1.1 Violation of out of bounds period

21.8.1.2 possession of a mobile phone or any other communication equipment

21.8.1.3 Speaking to other candidates during the examination

21.8.1.4 Obtaining of information regarding patients before the examination, violating the rules of examination

21.8.1.5 Attempts to obtain undue help/assistance during the examination.

21.8.1.6 Attempts to communicate with other candidates or attempts to provide unlawful help to other candidates

21.8.2 Procedure to follow in possible examination offences

21.8.2.1 Head or the Chief Examiner shall obtain statements from the following persons; Candidate/s, examiner/s, invigilator/s. These statements shall be recorded on the form on examination offences. In addition, the Head or the Chief Examiner shall record his / her observations on the same form.

21.8.2.2 The Chief Examiner shall report the incidence to the Dean along with the relevant documents as early as possible.

21.8.2.3 The Dean shall report the incidence to the Vice Chancellor who shall initiate an inquiry.

21.8.3 Punishments

21.8.3.1 After the inquiry, the Senate will decide on the punishment.

21.8.3.2 The minimum punishment recommended for any of the above offences stated as in section 8.1 would be

21.8.3.2.1 not allowed to sit the final MBBS Examination for one calendar year or for the next two scheduled examinations, whichever is longer

21.8.3.2.2 not to release the results of all the subjects he / she sat at the relevant

examination until the inquiry is over. If found guilty after the inquiry, results of all the subjects he / she sat at the relevant examination shall not be released.

21.8.4 Procedure to follow for late arrival at the examination hall after the stipulated time. *Late arrival*

21.8.4.1 Late arrival of a candidate less than 30 minutes from the stipulated time due to an unavoidable reason: If the Head of the department/chief examiner is satisfied (i) that the integrity and the confidentiality of the examination is not breached and (ii) of the bonefides of the candidate, he / she shall be allowed to sit for the clinical examination

21.8.4.2 This decision shall be reported to the Registrar and the Dean of the faculty.

21.8.4.3 Head of the department or the chief examiner shall have powers to decide and not allow a late-coming candidate to appear for the clinical examination if there are reasonable grounds to suspect that information on patients may have leaked. Such a decision shall be reported to Registrar / examination and Dean immediately.

21.8.4.4 Such a candidate shall not be permitted to appear for the examination again on a different date of the same examination and shall be reported to the Vice Chancellor.

21.8.4.5 Late arrival of a candidate 30 minutes or more after the stipulated time, he/she shall not be allowed to appear for the clinical examination on that day. This decision shall be reported to Registrar / examination and Dean immediately.

21.8.4.6 Such a candidate shall not be permitted to appear for the examination again on a different date of the same examination and shall be reported to the Vice Chancellor.

22. Conduct of Clinical Examinations, Faculty of Allied Health Sciences

When to conduct clinical examinations

The clinical examination shall be held at the end of the clinical appointment each semester after the theory papers of the particular semester.

Pre requisites

The candidate should achieve the 100% attendance for the allocated clinical appointment of the relevant semester. (Ref. Absenteeism guidelines of the Faculty of Allied Health Sciences, University of Ruhuna) and the candidate should satisfactorily complete the clinical experience record book.

For the nursing degree programme, completion of return demonstrations and performance of clinical procedures are compulsory before the commencement of the examination.

22.1 Appointment of examiners

Please refer Chapter 3 of this Manual (Manual of Procedures for Conduct of Examinations)

22.2 Nomination of Clinical examiners

22.2.1 Examiners should be internal or external experts in the respective field of discipline.

Examiner nomination

22.2.2 No person shall be appointed as an examiner after two years of retirement from active service.

22.2.3 In the event of the non-availability of an adequate number of clinical examiners, the HoD may request permission from the faculty board and senate after informing Registrar to appoint examiners not fulfilling the criteria stipulated in 22.2.1.

22.3 Appointment of Alternate Examiners

22.3.1 When an examiner has expressed his / her inability to serve as an examiner at a short notice, examiner should inform it to the Registrar and Head of the Department. Then, Registrar shall arrange for an alternate examiner after discussing with the HoD with the pending approval of the faculty board and senate and shall inform the faculty board and senate at its very next meeting of such appointment of alternate examiners for the approval.

Appointment of alternative examiners

22.4 Questions

Please refer Chapter 4 of this Manual.

22.4.1 Types of Questions

22.4.1.1 The type of questions includes, long cases, short cases, Objective Structured Practical Examination (OSPE) and Objective Structured Clinical Examination (OSCE), case studies/care studies, case histories and *viva-voce*.

Type of questions

22.4.1.2 The clinical long cases should be decided by the allocated two examiners in collaboration with the Head/In-charge of the respective unit at the examination in considering the list of procedures/tasks given by the Chief examiner that are supposed to be evaluated at the particular examination.

22.4.1.3 The case or care studies/case histories relevant to the semester should be submitted on the given deadlines to the department before the commencement of the examination. These should be done by the students during the period of clinical placements, after selecting patients for such tasks.

22.4.2 Setting the questions

22.4.2.1 Questions including short cases (not every time), OSPE and OSCE should be prepared by the examiners duly appointed by the senate with the recommendation of faculty board.

Setting questions

22.4.2.2 *Viva-voce* examinations may not have fixed questions; however, shall focus on

the context of study specific to the relevant clinical placement during the semester.

22.5 Moderation, Scrutiny, Typing, Proof reading, Printing and Packeting of Question Papers

Please refer Chapter 5 and 6 of this Manual.

22.5.1 Only the short cases (not every time), OSPE and OSCE questions are subjected to the moderation and scrutiny.

22.5.2 The prepared short cases, OSPEs and OSCEs should be moderated and scrutinized by the assigned moderator approved by the faculty board and senate with the chief examiner or the panel of respective examiners. After the scrutiny board meeting, the modified short cases, OSPE and OSCE shall be handed over to the HoD after placing signatures of all the participants of the scrutiny board with the model answers. The scrutinized paper shall be kept under the safe custody of the HoD or the chief examiner. *Moderation and scrutiny*

22.5.3 It is the responsibility of the HoD or the Chief Examiner to incorporate any modifications suggested at the scrutiny board into the question paper and finalize the question paper. *Typing and proofreading*

22.5.4 The chief examiner shall handover the corrected question paper to the Registrar, allowing adequate time for printing before the commencement of the examination. *Handing over papers to Registrar*

22.5.5 The registrar shall make the arrangements for printing and packeting of papers with adequate copies in the presence of HoD or chief examiner. *Printing and packeting*

22.6 Supervision and invigilation of Clinical Examination

Please refer Chapter 7 of this Manual

22.6.1 Supervisors for clinical examination shall be appointed according to the guidelines given in the examination manual of University of Ruhuna. The supervisor of examination shall be the chief examiner.

22.6.2 An invigilator shall be appointed for short cases, OSPEs, OSCEs and viva-voce examinations.

22.7 Time Tables and Time Allocation for Clinical Examinations

22.7.1 Time Tables

22.7.1.1 Time tables shall be issued to each candidate for the clinical examination and the examination time must be specified in the time table. *Time tables*

22.7.1.2 In case special time arrangement, the specific time that the candidate shall

arrive in the examination hall/ward should be notified beforehand.

22.7.2 Time Allocation for Clinical Examinations

22.7.2.1 For Long Cases - Maximum of 30 minutes shall be allocated for assessing the patient, obtaining histories, and presentation of histories. The time allocation for the implementation of the given procedure shall be 60 minutes and may vary depending on the procedure. At the end of the procedure, the 5 minutes discussion should be done with the student. This is subjected for modifications in unavoidable circumstances. *Long cases*

22.8.2.2 For short cases – Maximum of 20 minutes shall be allocated. This is subjected for modifications in unavoidable circumstances. *Others*

For Viva- Maximum of 10 minutes shall be done.

For OSPE- Only 03 minutes shall be allocated for one OSPE.

For OSCE- Maximum of 10 minutes shall be allocated for one OSCE.

22.8 Selection of patients for examination

22.8.1 There shall be a meeting of the internal examiners convened by the chief examiner before the commencement of the clinical examination where details of arrangements are discussed.

22.8.2 It is the responsibility of the chief examiner to give the list of procedures to be evaluated in order to select a patient.

22.8.3 For long cases, a patient should be selected from the currently available hospitalized patients in given ward setting. *Selection of patients*

22.8.4 The selection of patients should be carried out by the two examiners with the assistance of the sister or master in-charge of the ward.

22.8.5 It shall be ensured that patients are not seriously ill or shall not pose other serious challenges during the examination that would lead to a stressful situation for candidates which would harm the examination performance. Special attention should be paid when selecting the vulnerable patient groups (children,

postnatal women, psychiatric patients, terminally ill etc.)

22.8.6 The long case should be conducted at the bedside of the selected patient without disturbing any routing medical or nursing care for the patients.

22.8.7 For short cases, a patient should be selected from the given ward setting/clinics or a mock patient will be given.

22.9 Instructions for Candidates

22.9.1 General Instructions

Instructions for candidates

22.9.1.1 All candidates must arrive at the examination hall/ward before ½ hour the specified time for all components of the examination (eg - long cases, short cases, OSCE, OSPE and *viva-voce*).

22.9.1.2 They shall not communicate or not attempt to communicate with any other individuals outside during the examination is going on. They are not allowed to keep any communication devices (eg - mobile phones, computers, tabs, etc.) and they shall be physically checked for possession of communication device with them prior to start the examination.

22.9.1.3 All necessary precautions shall be taken by the supervisor to isolate the candidates waiting to come for the examination (short cases, OSPE and OSCE) from others who have already completed the examination.

22.9.1.4 An invigilator (except long case) shall stay with the candidates to prevent them from communicating with others using direct or indirect means (direct or indirect conversations, notes, telephone conversations, text messages, e-mails, etc.)

22.9.1.5 Attendance of the candidates shall be marked by the supervisor at the arrival time stipulated in the time table.

22.9.1.6 Candidates must bring all equipment necessary for the examination (eg - pens, wristwatches, etc)

22.9.1.7 All candidates shall be briefed by the supervisor on the rule and regulation and

the format of the examination before the commencement of the examination.

22.9.1.8 Candidates should be presented at the ward during the whole period of examination until the last student finishes the examination.

22.9.2 Dress Code for Candidates

Dress code

22.9.2.1 All candidates shall wear the uniform specified by the degree programme with well-groomed hair and properly shaved (males) for the clinical components of the examination.

22.9.2.2 All candidates shall wear the tag with the registration number.

22.10 Examination Rules

Please refer Chapter 9 of this Manual

22.10.1 General Rules for the Examiners

General rules for examiner

22.10.1.1 Treat all candidates with dignity and respect.

22.10.1.2 Ensure that each candidate is treated equitably and fairly.

22.10.1.3 Judge each candidate based on the performance of the examination without being influenced by any extraneous factors.

22.10.1.4 Assess each candidate following prevailing regulations and accepted guidelines and conventions.

22.10.1.5 Shall be present through the entire duration of the time of the examination.

22.10.1.6 Be devoid of conflicts of interest and adhere to examination rules and principles of natural justice.

22.10.2 Specific Rules for Examiners

Specific rules for examiner

22.10.2.1 Disclose any possible conflicts of interests (eg. immediate family, relation and other) at the time of being appointed as an examiner at the latest to the Registrar/HoD/Chief Examiner. The Registrar/HoD/Chief Examiner shall make suitable arrangements to appoint another examiner in such an event.

22.10.2.2 Familiarize themselves with the format, scheme of marking scoring system, and pass-fail criteria of the examination.

22.10.2.3 Arrive at the examination center at least half an hour before the commencement of the examination allowing sufficient time to familiarize with the location, material, and organizational arrangements.

22.10.2.4 Remain in the examination premises throughout the examination where the examiner's services are needed.

22.10.2.5 Examiners shall pay undivided attention to the candidate throughout the examination and shall avoid all distractions (eg - using mobile phones, conversations, etc).

22.10.3 Instructions to the examiners during the session with the candidate

Instruction for examiners

22.10.3.1 Introduce themselves and co-examiner/s to the candidate before commencement (in case of *viva-voce*).

22.10.3.2 Greet the candidate and put him/her at ease (sitting on chair in *viva-voce*) and create a non-stressful environment. Request the candidate to sit if appropriate

22.10.3.3 Give clear instructions on the examination component, time allocation and what the candidate required to do.

22.10.3.4 Allow candidate for clarification whenever required and requested.

22.10.3.5 Allow the candidate to respond to the questions without unnecessary interruption.

22.10.3.6 Marks should be given according to the set check lists.

22.10.3.7 Ensure that grades or marks awarded are compatible with the candidate's academic performance and it is not influenced by non-academic factors.

22.10.3.8 There should be an independent marking of the candidate. If there is a discrepancy of more than 10%, the marks should be reviewed by the two examiners concerned, and the marks shall be adjusted so that the discrepancy is less than 10%. Make appropriate notes on the progress of the candidate's performance

in the space given in the evaluation form for future purposes if needed (discussions prior to pre-results board or counseling etc).

22.10.3.9 Hand over the marking sheets to the Supervisor at the end of the session, duly certified and signed with all entries completed in ink in a sealed envelope.

22.10.3.10 Report any incident of examination misconduct to the Supervisor.

22.10.3.11 Ensure that suitable provisions are made for differently-abled candidates and appropriate translations are given where necessary

22.10.3.12 Formal complaints from students about possible injustice happened to them within 48 hours after the completion of the examination shall be directed to the Dean.

22.10.4 Conduct of examiners to avoid the harassment of candidates

Examiners shall not

Not to do by examiners

22.10.4.1 Make any remarks of a racial, religious, or sensitive nature or personal remarks that may impact the performance of the candidate.

22.10.4.2 Belittle or ridicule a candidate or act in any way as to endure embarrassment.

22.10.4.3 Impose his/her values and personal opinions and beliefs on the candidate.

22.10.4.4 Educate the candidate during the examination.

22.10.4.5 Make unnecessary interruptions to the presentation/ discussion made by the candidate.

22.10.4.6 Discriminate, pre-judge and compare unfairly between candidates.

22.10.4.7 Allow conflicts of interest to interfere with a fair assessment.

22.10.4.8 Discuss questions or care of the patients with candidates before releasing the results.

22.10.4.9 Examine the candidates with whom they have had difficulties/ disagreements/problems in the past with

examiners. (Then, Chief examiner/HoD should arrange an alternate examiner).

22.10.4.10 Associate or socialize with candidates in any way immediately before, during, or immediately after the examination.

22.10.5 Concerning confidentiality, the examiners shall not

Confidentiality

22.10.5.1 disclose a candidate's performance to a third party or to the candidate.

22.10.5.2 disclose confidential information about any individual candidate to prejudice another examiner's independent assessment of a candidate's performance.

22.10.6 The chief examiner is required to

Duties of chief examiner

22.10.6.1 have a preliminary meeting with all examiners before the examination, and go through guidelines, format and the evaluation criteria with them.

22.10.6.2 be available during all components of the examination.

22.10.6.3 explain the examination procedure and relevant guidelines and regulations to the candidates before each component of the examination

22.10.6.4 ensure that the mark sheets filled by the examiners are collected at the end of each session.

22.10.6.5 ensure that computer entries and printouts of marks are cross-checked against the original mark sheets.

22.10.6.6 be responsible for the overall smooth conduct of the clinical examination.

22.10.7 General rules for supervisor

22.10.7.1 Must supervise the entire examination process.

22.10.7.2 Involve with the decision making at critical situations and examination offences.

22.10.7.3 Obtain the final marks from the examiners

22.10.7.4 Hand over the marks and necessary documents to the Registrar for the particular examination component.

22.10.8 General rules for invigilators

22.10.8.1 Must coordinate the examination process

22.10.8.2 Ensure the availability of necessary materials in coordination with chief examiner.

22.10.8.3 Monitor the examination offences and report to supervisor.

22.10.8.4 Check the students dress code and readiness for the examination (name tag, experience record book, admission etc.)

22.11 Marking the answer scripts and evaluation forms

Please refer Chapter 15 of this Manual

22.11.1 Long case, short case, OSCE and *viva-voce*

Marking

22.11.1.1 The two examiners shall examine the candidate's performance and both examiners shall participate in the assessment staying in the same place but independently.

22.11.1.2 Marks shall be awarded by the examiner according to the marking scheme/checklist prepared.

22.11.1.3 Marks will be awarded independently by the two examiners.

Before handing over the marks to the HoD/chief examiner, members in each examination panel should ensure that there is no more than a 10% discrepancy between the marks of the two examiners.

22.11.1.4 Important notes written by the examiner on candidates who have scored fail marks or very high marks shall be handed over to the chief examiner.

22.11.2 OSPE examination at the department

22.11.2.1 A separate sheet with the date stamped and signed by the chief examiner shall be provided to write the answers.

22.11.2.2 Each question (OSPE) shall be marked by the examiner who prepared the question.

22.12 Examination offenses and punishments

Please refer Chapter 10 of this Manual

22.12.1 List of offenses concerning the clinical component of the examination are

Offences

22.12.1.1 Possession of a mobile phone, tab, mart watch or any other communication equipment.

22.12.1.2 Speaking to other candidates during the examination.

22.12.1.3 Wrongfully obtaining information regarding patients

22.12.1.4 Attempts to obtain undue help / assistance during the examination.

22.12.1.5 Attempts to communicate with other candidates or attempts to provide unlawful help to other candidates.

22.12.2 Procedure to follow in possible examination offences

Dealing with offenses

22.12.2.1 Chief Examiner shall obtain statements from the persons including candidate/s, examiner/s, invigilator/s. These statements shall be recorded in the form of examination offenses. Besides, the Chief Examiner shall record his/her observations on the same form.

22.12.2.2 The Chief Examiner shall report the incident to the Registrar and Dean along with the relevant documents as early as possible.

22.12.2.3 The Dean shall report the incident to the Vice-Chancellor who shall initiate an inquiry.

22.12.3 Punishments

Punishments

22.12.3.1 After the inquiry, the Senate shall decide on the punishment.

22.12.3.2 The minimum punishment recommended for any of the above offenses as stated in section 8.1 the manual are

a. not allow to sit the Examination for one calendar year or for the next two scheduled examinations, whichever is longer.
b. not to release the results of all the subjects he / she sat at the relevant examination until the inquiry is over. If found guilty after the inquiry, the results of all the subjects he / she sat at the relevant examination shall not be released or consider the letter of punishment issued by the council / VC for the particular case.

22.12.4 Procedure to follow when a candidate arrives to the examination hall after the stipulated time

22.12.4a Late arrival of a candidate less than 30 minutes from the stipulated time due to an unavoidable reason:

Late arrival

22.12.4a.1 If the supervisor is satisfied
(i) that the integrity and the confidentiality of the examination are not breached and
(ii) if the reasons given by the candidate is believable and genuine he / she shall be allowed to sit for the clinical examination.
This decision shall be reported to the Registrar and the Dean of the faculty.

22.12.4a.2 The Chief Examiner shall have powers to decide and not allow a late-coming candidate to appear for the clinical examination if there are reasonable grounds to suspect that information on patients may have leaked. Such a decision shall be reported to the Registrar and the Dean immediately.

22.12.4a.3 Such a candidate shall not be permitted to appear for the examination again on a different date of the same examination and shall be reported to the Vice-Chancellor.

22.12.4b Late arrival of a candidate 30 minutes or more after the stipulated time

22.12.4b.1 He / she shall not be allowed to appear for the clinical examination on that day. This decision shall be reported to the Registrar and the Dean immediately.

22.12.4b.2 Such a candidate shall not be permitted to appear for the examination again on a different date of the same examination and shall be reported to the Vice-Chancellor.

23. Conduct of Practical Examinations, Faculty of Allied Health Sciences

When to conduct pre requisites

The end semester practical examinations shall be held, after conducting the theory component examinations of the particular course unit whenever possible.

The preliminary requirements to be fulfilled to face the practical examination

- The candidate should achieve the 100% attendance for the assigned practical classes of the relevant semester.
- The candidate should complete the practical record book/reports and it should be duly marked by the practical in-charge/demonstrators.

23.1 Appointment of Examiners

Please refer Chapter 3 of this Manual.

23.2 Nomination of Examiners

Nomination of examiners

23.2.1 Examiners should be specialists in the relevant course unit.

23.2.2 No person shall be appointed as an examiner after two years of retirement from active service.

23.2.3 The course unit coordinator shall study practical sessions conducted during the relevant semester before nominating the examiners.

23.2.4 The course unit coordinator shall check the following details in the curriculum/examination protocol, regarding the question papers; total numbers and types of question papers, number of questions and types of questions to be included in each paper and allocated time duration for each practical paper.

23.2.5 The course unit coordinator should fill the standard examination protocol of the department with the relevant details pertaining to the practical examination and forwarded to the HoD.

23.2.6 In the event of the non-availability of an adequate number of examiners, the Head of the Department may request permission from the faculty board and senate

after informing Registrar to appoint examiners not fulfilling the criterion stipulated in 23.2.2.

23.2.7 All academic staff members including probationary lecturers (except those who are on approved leave) shall be appointed as the examiners for the practical examinations conducted as continuous assessments or in mid-semester/end-semester examinations.

23.2.8 HoD with the help of course unit coordinator shall nominate examiners/supervisors/invigilators for the purpose of setting questions, moderating and conducting continuous assessments/mid-semester/end-semester examinations. Course unit coordinator should be the chief examiner of the examination and shall coordinate and conduct the activities related to the continuous assessments/mid-semester, end-semester examinations. In the absence of a senior lecturer as the course unit coordinator, HoD shall appoint a suitable senior lecturer to coordinate the activities related to the above assessments/examinations or HoD shall be the chief examiner.

23.3 Appointment of Alternate Examiners

23.3.1 Every Examiner who has been appointed including External Examiners, is expected to attend the Examinations unless prevented by grave cause. If an appointed Examiner is unable to attend a practical examination, for any reason, he/she should inform immediately to the Registrar and relevant HoD. Registrar shall arrange for an alternative examiner with the recommendation of the HoD on pending approval or approval of the faculty board and senate. Examiners appointed on pending approval should be notified to the next immediate faculty board and senate.

Appointment of alternative examiners

23.4 Setting the Questions

Please refer Chapter 4 of this Manual

23.4.1 Types of Questions

23.4.1.1 The practical examinations include, Objective Structured Practical Examination (OSPE), wet practical examination and practical based *viva-voce*.

Types of questions

23.4.2 Setting the Questions

23.4.2.1 Questions including OSPE and wet practical should be prepared with answer keys and mark allocations for each part and model answers by the examiners.

Setting questions

23.4.2.2 The course unit coordinator of the relevant course unit/chief examiner shall collect the questions from the examiners, set the paper/s and shall be handed over to the moderator.

23.4.2.3 Examiners should prepare check lists and all the other necessary documents such as procedures, request forms, standard curves, charts, pictures, graph papers, calculators etc. that are relevant to their questions and shall forward to the chief examiner with the questions.

23.4.2.4 Examiners shall ensure that all necessary reagents, chemicals, consumable, and glassware are available in required quantities and all required instruments are under good working conditions before sending questions to the chief examiner.

23.4.2.5 Viva-voce examinations shall not have set/fixed questions generally; however, should focus on the context of specific course unit.

23.5 Moderation, Scrutiny, Typing, Proof reading, Printing and Packeting of Question Papers

Please refer Chapter 5 and 6 of this Manual.

Moderation translation and scrutiny

23.5.1 OSPE/practical questions shall be moderated by the moderator appointed by the faculty board with the chief examiner/course unit coordinator or the panel of respective examiners.

23.5.2 The final question paper shall be prepared by the chief examiner.

Handing over paper to Registrar

23.5.3 The final paper shall be kept under the safe custody of the chief examiner.

23.5.4 The chief examiner shall handover the final question paper to the Registrar, allowing adequate time (one week prior to the scheduled date of the practical examination) for printing.

23.5.5 The Registrar shall make necessary arrangements for typing (if course unit coordinator/chief examiner him/herself does not do the typing), printing and packeting of question papers. When chief examiner him/herself does the typing and formatting, he/she shall handover the final version of the question paper to the Registrar under confidential cover for printing.

23.5.4 Questions for viva-voce *Structured Viva*

Adequate number of questions shall be asked the candidate covering the contents of the relevant course unit, during the time period allocated for viva-voce examinations as indicated in the curriculum.

23.5.5 Questions for the continuous assessments (mid-semester/class tests) *Continuous assessment questions*

The OSPE/practical questions and other related materials for the examinations shall be moderated by a moderator appointed by the HoD with the recommendation of the chief examiner. The moderation of the paper shall be conducted with the consultation of the examiners.

23.6 Supervision and invigilation of Practical Examination

Please refer Chapter 7 of this Manual

Supervisor for a practical examination shall be appointed according to the guidelines given in the examination manual of the University of Ruhuna.

23.7 Out of bound period

23.7.1 Out of bounds period for all students of laboratory premises/the department shall be decided by the HoD as agreed by the chief examiners. *Out of bound*

23.7.2 Decision on the out of bounds period shall be communicated to all the students by displaying it on notice boards at the department and in front of the laboratories.

23.8 Time tables and Time allocations

23.8.1 Time Tables

23.8.1.1 Time tables shall be issued to each candidate for the practical examination with admission. *Time tables*

23.8.1.2 Special attention should be paid to the time of commencement of the practical examination and the time at which candidates shall arrive in the laboratory.

23.8.1.3 Examination schedule should not be changed or altered. However, under special circumstances, with prior approval of the Dean and notification to the Faculty Board, schedules can be changed.

23.8.1.4 All candidates should be directed to report to the restricted room 20 minutes before the examination.

23.8.2 Time allocation for practical examinations *Time for practical*

It depends on the course unit and is mentioned in the exam time.

23.8.3 Time allocation for *viva-voce* examinations *Time for viva*

Time allocation for viva examination is done as mentioned in the curriculum.

23.9 Instructions for Candidates

23.9.1 General Instructions

23.9.1.1 All candidates must arrive at the restricted room 20 minutes before the scheduled time for the OSPE/practical examination *Instruction for candidates*

23.9.1.2 All candidates should be physically checked by the examiners for unauthorized materials before entering in to the restricted room. They are not allowed to keep any communication devices (eg - mobile phones, computers, tabs, etc.).

23.9.1.3 The admission card, university student ID, and minimum required amounts of stationaries (pens, pencils, erasers, and calculators), are only allowed to bring to the restricted room. Foods and beverages could be permitted in the restricted room if necessary. However, all of these permitted items should be properly checked by the invigilators.

23.9.1.4 Candidates must be clearly instructed not to communicate or not attempt to communicate with any other individuals during the examination.

23.9.1.5 The chief examiner must take all the necessary precautions to isolate the candidates waiting for the examination (OSPE and practical) from other candidates who have already completed the examination.

23.9.1.6 An invigilator should stay with candidates at the restricted room to prevent them from communicating with others via direct or indirect means of conversations, notes, telephone conversations, text messages, e-mails, etc.

23.9.1.7 Attendance of the candidates shall be marked by one of the invigilators /

examiners after all candidates are entered into the restricted room.

23.9.1.8 Candidates shall be called to the laboratory according to the student registration number.

23.9.1.9 Candidates must bring all the necessary authorized items for the examination. (eg - stationary items, wrist watches, etc.). There will be no spare pencils, pens, erasers, rulers, calculators provided by supervisors in an examination room/laboratory**.**

23.9.1.10 All candidates shall be briefed by the chief examiner on the format of the examination and expectations before the commencement of the examination. Special instructions (that are written down by the examiners) should be provided clearly after students get seated in the laboratory.

23.9.1.11 As soon as the candidates complete the examination, they should leave the laboratory/department premises.

23.9.2 Dress Code for Candidates

23.9.2.1 All candidates should wear the laboratory coats (prepared according to the specifications given by the relevant department), cover shoes and should adhere to personal safety measures (tie up hair, avoid baggy clothes and hanging ornaments etc.) and male candidates should participate in the examinations without beard and mustache.

23.9.2.2 All candidates shall wear the tag with the registration number.

23.9.2.3 For the practical and viva-voce examinations, the candidate shall wear the dress code as recommended by the relevant department.

23.10 Examination Rules

Please refer Chapter 9 of this Manual

23.10.1 General rules for the examiners,
Please refer 22.10.1

23.10.2 Specific rules for examiners
Please refer 22.10.2

Rules for examiners, supervisors

Apart from these, the specific rules for examiners of laboratory examinations include following. *and invigilators*

23.10.2.1 Arrive at the examination room / laboratory before the commencement of the examination allowing sufficient time to organize the laboratory.

23.10.2.2 All practical aspects should be well addressed while organizing the laboratory for the examination.

23.10.2.3 All necessary equipment, chemicals, samples, procedures, standard curves, request forms, graph papers etc. should be adequately provided at the laboratory/examination stations.

23.10.2.4 Common station/s can be prepared with reagents, instruments, consumables etc. to be shared.

23.10.2.5 After arranging the laboratory each examiner should check their stations with the pre prepared check lists and make sure that everything is in the order.

23.10.2.6 If a check list is to be assessed by more than one examiner, they should discuss the check list and should come to an agreement about the marking system prior to the examination, in order to maintain the consistency.

23.10.2.7 Familiarize themselves with the format, scheme of marking scoring system, and the eligibility criteria for passing the examination.

23.10.2.8 All stations should be numbered properly and furnished with the question paper, authorized answer sheets, graph papers, calculators etc.

23.10.2.9 All examiners should write down the instructions to be given to the students and handover to the chief examiner/supervisor to be announced.

23.10.2.10 Consistency should be thoroughly maintained at every aspect of the examination including provision of physical resources, instructions, additional information (concentrations of standard solutions, quality control values etc. whenever necessary) and time.

23.10.2.11 In the presence of any technical error such as machinery/equipment failure, electricity breakdown, poor access to any instrument (as instrument is long time occupied by another candidate), examiners should discuss with the supervisor regarding the provision of some additional time for the affected candidate/s. However, the final decision should be made by the supervisor. The supervisor may contact the HoD or Dean for advice if necessary.

23.10.2.12 All necessary supporting documents, test result values, check lists, mark sheets and examiners comments should be included in the answer script packet. One copy of the question paper with a copy of answer aids (supporting documents) should be sealed and handed over to the HoD to collect for future reference.

23.10.2.13 All tests should be repeated by the examiners/an authorized person and results should be recorded at the end of the examination and hand over with the answer scripts.

23.10.3 Instructions to the examiners during the session with the candidate

Please refer 22.10.3

23.10.4 Conduct of examiners to avoid the harassment of candidates

Please refer 22.10.4

23.10.5 Concerning confidentiality, the examiners shall not

Please refer 22.10.5

23.10.6 The Chief examiner is required to,

Please refer 22.10.6

23.10.7 General rules for supervisor

Please refer 22.10.7

23.10.8 General rules for invigilator

Please refer 22.10.8

23.11 Marking the answer scripts

Please refer Chapter 14 of this Manual

23.11.7.1 Marks will be awarded by the examiner according to the model answers/marking scheme/checklist prepared. *Marking OSPE / practical*

23.11.7.2 Examiners should give marks by assessing the performance of the candidates according to the check list.

23.11.7.3 A separate sheet with the date stamped and signed by the invigilator shall provide to write the answers.

23.11.7.4 Each question (OSPE) shall be marked by the examiner who prepared the question.

23.12 Examination offenses and punishments

Please refer Chapter 10 of this Manual

23.12.1 List of offenses concerning the clinical component of the examination are
Please refer 23.12.1

Offences and punishments

23.12.2 Procedure to follow in possible examination offences
Please refer 23.12.2

23.12.3 Punishments
Please refer 23.12.3

23.12.4 Procedure to follow when a candidate arrives to the examination hall after the stipulated time
Please refer 23.12.4

23.12.4a Late arrival of a candidate less than 30 minutes from the stipulated time due to an unavoidable reason
Please refer 23.12.4a

23.12.4b Late arrival of a candidate 30 minutes or more after the stipulated time
Please refer 23.12.4b

24. Maintenance of Records

24.1 The marks scored by candidates shall be treated as strictly confidential and shall not be released except for official purposes within the University at the direction of the Vice Chancellor.

24.1.1 Chief Examiner shall release the grades of in-course assessment components such as continuous assessment tests and mid-term tests as feedback for students.
Feedback on such assessments in terms of grades along with corrected reports/assignments/field books shall be provided to the students before the end of the semester-teaching. *Release of marks*

24.1.2 If a student finds inaccuracy and/or wishes to complain on the in-course assessments s/she shall make a request for reconsideration to the relevant Head of the Department. *Dealing with in course assessments*

24.2 Storing of Answer Scripts

24.2.1 All answer scripts shall be kept under safe custody of the Registrar for a period of ten years from the date of the examination and thereafter destroyed or disposed of in such a manner that their contents cannot be revealed. *Answer script storing and disposal*

24.3 Mark Sheets and Mark Books

24.3.1 All mark sheets shall be kept for a minimum period of ten years and there after destroyed. *Mark sheets*

24.3.2 All mark books shall be kept under lock and key and preserved. All the information in mark books shall be transferred to Management Information System gradually. *Mark books*

24.4 Question Papers

24.4.1 At least two copies of every question paper shall be filed in the respective Departments.

24.5 Stationary and Other Materials for Examinations

24.5.1 The Registrar shall draw and maintain, annually, an adequate stock of stationery and other materials required for examinations in order to ensure smooth conduct of examinations.

Examination stationary stock

24.6 Confidential Room

24.6.1 Each faculty shall have a Confidential Room where confidential work such as entry of marks, typing, duplicating and packeting of question papers, preparation of transcript etc. shall be done.

Security for confidential work

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

24.7 Academic Record of Students

The Academic Record of every student shall be entered in the Management Information System (MIS). They shall be arranged according to the course Units/Modules followed and the date of graduation. All entries in the MIS shall be authenticated by the Registrar.

Academic record

25. Deviations of the Faculty of Medicine

25.1 Year-end Examinations

Year-end examinations and end semester examinations

The Faculty of Medicine of the University conducts year end examinations and do not follow the semester system. Therefore, the term end semester examination is not applicable to the Faculty of Medicine and it replaces by the year end examinations wherever applicable in this manual

25.2 Appointment of Module coordinators

Please refer to the section1.3

Examinations shall be conducted by Head of the Department in the Faculty of Medicine. Therefore, the position called Module Coordinator shall not applicable and all responsibilities of conducting examinations comes under respective Head of the Department.

25.3 Moderation

Please refer to the section 4.6

In the Faculty of Medicine, Head of the Department shall prepare the examination papers after obtaining questions from the relevant Examiners. The question paper prepared by the Department shall undergo a scrutiny process. For that, there shall be an internal scrutiny board at the Department level which should include all Examiners of the Department.

25.3.1 Multiple choice questions (MCQ)

A Scrutiny Board shall be appointed by the Senate with the recommendation of Medical Education and Staff Development Unit (ME&SDU) and the Faculty Board. The Scrutiny Board shall consist of three senior (Senior Lecturers or above from other Departments/Units) academic staff members and Head of the Department or nominee of Head of the Department. Thus, duties of the MCQ Scrutiny Board shall be

a. Correction of grammatical mistakes, spellings and simplify language.
b. Correction of questions to remove problem with ambiguity, structure of the question or language flow.
c. Detection of other technical/educational errors

and corrections.

25.3.2 For sequence type questions (SEQ) and essay type questions Scrutiny Board shall be consisted of all Heads of Departments as of relevance and the Dean of the Faculty. Responsibility of this board shall be same as MCQ Scrutiny Board. In addition, contents that overlap between subjects shall be monitored and prevented.

Head of the Department shall responsible for scrutinizing questions as suggested by Scrutiny Board after discussing with Examiners of the Department.

25.3.3 For the final year examination, common MCQ paper shall be prepared and scrutinized by a panel appointed according to the UGC guidelines.

25.4 Procedure

Please refer to the section 5.1

The responsibility of preparing the softcopy of the question paper for printing and proof reading shall be undertaken by Head of the Department. Printing and packing shall be handled by the Registrar.

25.5 Marking

please refer section 14.1

Marks shall not enter on the answer script. Each marking shall be done independently by two Examiners and the marks of done 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 10%.Conference marking shall be considered as an acceptable marking strategy whenever possible.

List of Forms

Form number	Form
EX:01	Examination Hall Staff Time Table
EX:02	Application Form for the Examination
EX:03	Admission Card for the Examination
EX:04	Attendance List
EX:05	List of Examiners
EX:06	Letter of Appointment as the Examiner
EX:07	Request to set the examinations
EX:08	Question Paper Forms to Set the Question Paper
EX:09	Form for Prototype Answer and Marking Scheme
EX:10	Special Requirements for the Question Paper
EX:11	Moderator Report
EX:12	Confidential inner envelope to forward question paper
EX:13	Confidential Outer envelope to forward question paper
EX:14	Daily List of Examinations
EX:15	Printed Envelop for Paper Packet
EX:16	Record of Various Steps
EX:17	Letter of Appointment as Supervisor/ Invigilator
EX:18	Payment Voucher for Exam Services
EX:19	Answer Books and Continuing Sheets
EX:20	Label for the Answer Script Packet
EX:21	Printed Envelope for Answer Paper
EX:22	Detailed Report of Examination Offences
EX:23	Supervisors' Form for Examination Offences
EX:24	Receiving of Answer Script
EX:25	Absentees Form
EX:26	Declaration by Candidates Failing to Produce Record Books at Examinations
EX:27	Submission of Medical Certificate
EX:28	Oath of Affirmation Secrecy
EX:29	Detailed Mark sheet
EX:30	Marks Return Sheet
EX:31	Answer Script Submission Acknowledgement
EX:32	Results Sheet Submission Acknowledgement
EX:33	Record of Entry of Marks and Issue of Statement of Results
EX:34	Application for Obtaining a Temporary Results Sheet/Academic Transcripts
EX:35	Application from for Verification of Examination Grades/ Marks

EX 01

University of Ruhuna

Examination - Hall Staff Time Table

Faculty:

Examination:

Date	Time	Module code and Medium	Center/Hall No.	No of Candidates	Supervisor/s	Invigilators	Hall Attendants

EX 02

Please submit separate applications for each Examination	
Index No.	

University of Ruhuna

Application Form for the Examination

Faculty of .....

1. Academic Year:
2. Examination Applied for: .....
3. Attempt: If not the first attempt give reasons

   Year: .....

   Reason: .....

University / Faculty Board accepted above reasons - Yes / No/Not applicable

4. Index no: .....
5. Name

   i). Name with initials:

   ii). Full name (block capitals): .....

6. Address

   i). Permanent address: .....

   ii). Temporary Address: .....

   ii). Tele. / Mobile phone No: .....

7. Course Units offered (Please read instructions carefully)

   i.) Indicate Course Unit number and Title clearly.

   ii.) Candidates are allowed to sit only for the maximum number of course units (credits) allowed to register for a semester.

Title of the Course Unit/Module	Course Unit/Module Code	* Recommendation of the Course Unit/Module Coordinator		
		* "√"	Date	Signature

8. Examination fee (exempted for the first attempt): Rs. ⁂

Date Paid:

Bank:

I declare that the information provided by me are true and accurate and I understand that, misrepresentation in the application will cause the rejection of application or revoking acceptance for admission at any stage and I am prepared to abide by rules and regulations of the University of Ruhuna.

Date: Signature of the Candidate

For official use only

Candidate is Eligible / Not Eligible to sit for relevant course units.

If not eligible, the Reasons:

Checked by: Date:

EX 03

Index No.	

University of Ruhuna

Examination Admission Card

Faculty of

Examination: Year :

Semester: Academic

Year:

Name of the candidate:

The Course Unit/s that the above candidate qualifies to sit is/are mentioned over-leaf.

Date Registrar

Faculty of .....

Attestation

This is to certify that I have read carefully and understood the instructions and rules issued to candidates.

Signature of Candidate:

I certify that the above candidate who has signed in my presence is known to me.

Date: Signature of attester:

Name of Attester: Designation:

Address:

The attester should be a permanent Teacher/Staff officer in the University Service or a Staff officer in the Government Service or State Corporation.

Course Unit/Module	Date	Signature of the Candidate	Signature of Invigilator

Important

i. No candidate shall be admitted to the examination without the Admission Card.
ii. A candidate who loses Admission Card shall pay due fee and obtain a duplicate.
iii. The candidate shall get authentication of the invigilator in the appropriate column against each paper at sitting.
iv. At the end of the all Examination/s the candidate sits, s/he shall keep the duly signed Admission Card for future references.

Confidential **EX 04**

University of Ruhuna

Attendance List

Faculty of

Examination: Module: Code:

Theory/Practical:

Group: Time

ATTENDANCE LIST

Supervisors are requested to mark absentees clearly "ABSENT" and "√" those present. This copy is to be returned under separate cover to the Registrar of the Faculty.

No	Name	Student Reg. No.	Signature

Invigilators: Supervisor:

Date: Centre:

Ex 05

University of Ruhuna

Examination Arrangement (List of Examiners)

Note:

1. Separate schedules should be prepared for each course unit/Module and returned personally or under confidential cover by the respective Head of the Department.
2. The numbers and titles of papers should conform with the wording as those given in the syllabus.
3. Indicate the Chief Examiner with an asterisk.
4. The number of scripts to be sent to each Examiner should be indicated.
5. If there are external members, please provide contact details.

Examination			
Faculty			
Department			
Course Unit/Module coordinator			
Details (name and contact details)of the Setters, Moderators and Examiners			
Setters	Moderator/s	First markers	Second Markers
Signature of the Head of the Department			

University of Ruhuna

Letter of Appointment as the Examiner

Dear Sir/Madam,
Examination:

This is to inform that you have been appointed as an Examiner/Moderator of the following Examination, at the XXXth Faculty Board subjected to the approval of the Senate of the University of Ruhuna.

You are requested to set/moderate the following exam paper.

Name of the Examination:

Name of the Course Unit/Module:

Course Unit/Module Code:

You are requested to send following part of the letter to me on or before .to inform the Acceptance or Non Acceptance of this appointment.

Sincerely,

Registrar
Faculty of

Registrar
Faculty of

I hereby report the acceptance/non-acceptance of the appointment as an Examiner of the paper of…… for the Examination of

Name Date: Signature of the Examiner

EX 06

Confidential

Request to Set/Moderate the Examination Paper

Dear Sir/Madam,

Examination:

This is to inform that you have been appointed as an Examiner of the following Examination, at the XXXth Faculty Board subject to the approval of the Senate of the University.

You are requested to set the following exam paper.

Name of the Examination:

Name of the Module:

Module Code:

When you submit your question paper please clearly indicate special requirements, such as additional answering books, additional answering papers, chart of logarithms, ledger sheets, journal papers, drawing papers and atlas needed to the candidates within the relevant space of the form Ex 10, provided herewith.

Enclosed herewith are

1. Question setting form (Ex 8)
2. Prototype answer and marking scheme format (Ex 9)
3. Form for special requirements for the question paper (Ex 10)
4. Copies of past papers
5. Envelop marked “Confidential” should use for the submission of question paper and
6. Envelope for the other document (Ex 12 and Ex 13)

Please note that draft Question Paper, and duly completed Form EX 10 for special requirements must be submitted by hand or registered post to the SAR/ AR of the Faculty on or before in the sealed envelope printed “confidential” which has been provided to you.

In addition to you, following Setters have been appointed for the Examination of this paper, please make necessary arrangements to discuss with them before submitting your questions.

1...
2...
3...
4...

I would be grateful for your kind support extended on this regard.

Sincerely,

Deputy Registrar/Senior Asst. Registrar/Asst. Registrar Faculty of

Date :

Copies

01.

02.

03.

04.

University of Ruhuna

Question Paper Setting Form

Faculty of .....

To be filled in by the Examiner	Name of Examination	
	Module name and code	
	Time allowed	
	Instructions regarding choice of questions and No. of questions to be answered, and whether any section/part of the question paper should be answered in separate answer books, and other special Instructions, if any.	
Question no.	(Please write legibly and on one side only)	

	Date: Name Signature/s of Examiner/s
	For use of Moderator
	Date: Name: Signature of Moderator
	For use of Board of Scrutiny
	Name and Signatures of Board of Scrutiny
	Date: Signatures

Confidential **EX 09**

University of Ruhuna

Prototype Answer and Marking Scheme

Name of Examination:

Title & Code of Question Paper:

Duration of Paper:..... hours

No. of questions to be answered: Medium:

Question No.	Marks allotted	Outline of answer expected / Salient points/ work Solution /other instructions

Signature of the Examiner:

Signature of the Moderator:

Confidential **EX 10**

University of Ruhuna

Special Requirements for the Question Paper

1. Examination:

(a) Title and Code:

(b) Number of Paper:

(c) Name of setting Examiner:

2. The following materials should be provided to the candidate for this Paper in addition to the Answer Book.

	Number required
(a)	
(b)	
(c)	
(d)	
(e)	
(f)	

Date: Name: Signature of Examiner

- These include graph papers, calculators, logarithms, ledger paper, drawing paper, journal entry forms, diagrams, maps, special tables, statistical tables etc.
- Indicate which of the special material mentioned above are being enclosed, and which should be furnished by the Registrar.
- Indicate whether answers to any part /section of the paper are to be answered and /or packetted separately.

Confidential **EX 11**

University of Ruhuna

Moderator's Report

Degree Program					
Examination					
Course Unit code		Course Unit/Module			
Please Comment on Following					
NO	Items		Yes	No	Specific Comments
A	Following items were available				
	Course Unit/Module specifications with ILOs				
	Question paper				
	Model answer with marking scheme				
B	Setting questions and presentation				
	Questions asses the ILOs correctly.				
	Time allocated for each question/parts and total paper are acceptable.				
	Arrangement of question parts within a question is correct and logical.				
	Arrangement of questions within the paper is correct and logical.				
	No repetition of questions.				
	Cover page provides all required information.				
	Numbering of questions/parts, pages, font and spacing are correct.				
	Equations, figures, tables etc are correct, clear and appropriately placed and mentioned.				
	Language used is simple and correct, easily understood.				
C	Model answer and marking scheme				
	Answers are correct, clear and rational.				
	Time given to answer each question/section is adequate				
	Space given for answers matches with the expected answer and time and, the marks allocated.				

General comment on question paper and marking scheme		
Moderator's Name		
Moderator's Signature		Date:

Ex 12

Confidential Inner Envelope to Forward Question Paper

Envelop size: A4 size (210 × 297 millimeters or 8.27 × 11.69 inches)

University of Ruhuna

To

Confidential

……
……
……

From:

……
……
……
……

Confidential Outer Envelope to Forward Question Paper **Ex 13**

Envelop size: A4 size (210 × 297 millimeters or 8.27 × 11.69 inches)

University of Ruhuna

Confidential

Date of scrutiny:

N.B.
This envelop should be properly sealed and enclosed in another envelop Ex 13 before dispatch to the Registrar / this envelop should not be used for any other purpose

Name of Examination:

Name of the Module:

Module Code:

The following documents are enclosed in the envelop

1. Question papers
2. Outline maps
3. Marking scheme

*Please delete whichever is inapplicable

University of Ruhuna

Daily List of Examinations

Examination:

Date	Module Code No	Title of Paper	Medium & No. of Papers Prepared	No. of Packets	No. of Centers

Confidential

University of Ruhuna

Printed Label for Paper Packet

This is to certify that this packet of question papers was opened at .....a.m./p.m on …… 20 …….. at the Examination Centre and in the presence of the candidates.

This packet is to be opened only by the person officially entrusted with the conduct of the Examination, in the presence of the Candidates.

Signature of Supervisor

Number of papers enclosed in the packet:

EXAMINATION:

PAPER:

Signature of Invigilator

DATE:

Signature of a Student

TIME:

Name of the Student

CENTRE:

Index No:

Signature

This paper needs special requirements / do not need special requirements

University of Ruhuna

Record of Steps
(to be completed by the Registrar in Charge of Examination)

Preparation of Examination Paper

1. Examination:
2. Title and Code No of paper:
3. Chief Examiner :
4. Moderator:
5. Translator :
6. Receipt of paper (a) From:
   (b) Date:
   Name:
   Signature:

9. Copying/ printing and packeting

   Printer Operator:
   Clerk:

   Others present:
   Date:

   No of copies prepared:

   No of packets prepared:

10. Separate packet for purpose of Record prepared by
11. Spoilt papers and used carbons: Destroyed/ separately packetted

Name Signature of the Registrar Date

University of Ruhuna

Letter of Appointment as Supervisor/ Invigilator

.....

.....

.....

Dear Sir/Madam,

Examination:

This is to inform that you have been appointed as Supervisor/Invigilator of the following Examination subject/s.

You are requested to supervise/invigilate following examination/s.

Date of Examination	Module Name & Code

You are requested to send following part of the letter to the SAR/ AR of the Faculty on / or before to inform the acceptance or Non acceptance of this appointment.

Date:

Deputy Registrar/Senior Asst. Registrar/Asst.Registrar Faculty of

Deputy Registrar/Senior Asst. Registrar/Asst.
Registrar Faculty of

.....

I hereby inform you the acceptance/non acceptance of setting the examination paper of ..... for the Examination of .....

Name Signature of the Examiner Date

University of Ruhuna

Voucher No:

Payment Voucher for Examination Services

Financial Year: Cheque No:

Programme: Object code: Date :

Project: Object title: Vote ledger follow:

Fees Ledger follow:

Name of Examiner:

UPF no:

Designation:

Department / Unit:

Payment for Supervision/Invigilation/Hall Attendant/Lab Attendant

(i) Examination:

(ii) Examination center/ Hall:

(iii) Duty for exam :

Date	Duration for Service				Amont Rs. Cts.		Supervisor Signature
	Morning		After noon				
	From	To	From	To			
Total Amount for Letters			Total Amount for Numerical				

Above entries are correct and the Rates are according to regulations.

Payment Certified

Subject Clerk

Approvals, payee, topic of expenditure, Service Registrar/ Senior Asst.
Registrar supplies in proper accuracy and approved.

I certify from personal knowledge & from details given in this voucher and relevant files, that the above services were duly authorized, and performed and that the above payment is in accordance with the regulations fair and reasonable.

Bursar/Ssenior Asst. Bursar
Date:

In settlement of above account, a sum of rupees received this of 20

Stamp

Signature Receiver

University of Ruhuna

Paying Voucher

(for setting/moderating question papers and marking/assessing scripts/practical/clinical/oral)

Financial Year: Cheque No:

Programme: Object Code: Date:

Project: Object Title:

Vote ledger Follow

Fees Ledger Follow

Examination:

Subject:

Name of Examiner: UPF No:

Address:

Title of Paper Fee for setting/	Fee for Marking & Translating of paper				Fee for Assessing Scripts			Total Practical/Clinical/Oral				
	Duration of Paper	Number of paper	Amount Rs.	Cts.	Number of Scripts	Rs.	Cts.	Number of candidates	Amount\ Rs.	Cts.	Rs.	Cts.
Postage etc.												
											Total	

Above entries are correct and the rates are according to regulations

Subject Clerk

Payment Certified by

Checked by :

Date :

Payment Approver by

Recommended for payment

Signature of Head of the

Department Date:

Registrar/ Dean/Bursar/ Snr. Asst. Bursar

I certify from personal knowledge & from details given in this voucher and relevant files, that the above services were duly authorized and performed and that the above payment is in accordance with the regulations fair and reasonable.

Bursar/ Senior Asst.
Bursar
Date:

Received this nd of 20. ……..In settlement of above account, a sum of rupees

Signature Stamp Receive

Confidential **EX 19 (i)**

University of Ruhuna

Answer Book
Not to be taken out of the Examination Hall

Index Number (very clearly):

Name of the Examination (as given in the question paper):

Title and Number of the Paper:

Part (if relevant):

Directions to Candidates

1. Candidates must fill in the information required above before commencing the examination.
2. Use both sides of the answer sheets. Candidates may use pages of this book for rough working. However, such working must be clearly marked cancelled. When the book is over, answers could be written on additional sheets.
3. The number of the question should be written on the left margin in each page.
4. Additional answer sheets used, graph papers and outline maps,etc. must be attached in sequence to the back of the book and number the pages.
5. This book belongs to the University of Ruhuna. In no reason must this book be removed from examination hall by a candidate.
6. Candidates must comply with the Examination Regulations, rules and other instructions of the University.
7. This book should be handed over personally to the invigilator By the candidate when s/ he completes answering. It should not be left behind on the desk.

Question No in the order answered	Examiners use only		
	1	2	3

EX 19 (ii)

Page Number:

University of Ruhuna

Index Number:

No. of the Question

Not to be taken out of the Examination Hall

Page Number:

Write on both sides

–

EX 20

University of Ruhuna

Label for the Answer Script Packet

Examination: Centre:

Title of the paper:

Medium:

No. of Scripts Enclosed:

From Index No: To Index No:

(Inclusive)

No. of Candidates according to Attendance Sheets:

Index No of Absentees		

Date: Name: Signature of the Supervisor:

Envelop for the Answer Scrip Packet (Envelope Size 15” x 10”)

CONFIDENTIAL

University of Ruhuna

Answer Scripts

Name of the Examiner:

Paper: Medium:

Center:

Address:

Date:

This packet is to be opened only by the Examiner entrusted to Mark Answers Scripts.

Number of Scripts Enclosed in Packet.

From Index No : to:

Examination:

EX 22 (i)

University of Ruhuna

Reporting Form for Examination Offences

Name of Candidate:	Index No:
Examination:	
Title of paper:	Date :
Offence Committed: (Detail Report overleaf)	
Time detected:	
Signature of Invigilator/Supervisor	

Name of Candidate: Mr. / Mrs. / Miss .....

It has been brought to my notice/ by the Invigilator that

.....

.....

.....

.....

.....

Candidate's explanation is given in the cage below.

Date

Name Signature of Supervisor

Explanation of Candidate

Date Signature of Candidate

Observations of the Supervisor

Date Name

Signature of Supervisor

EX 22 (ii)

University of Ruhuna

Detailed Report of Examination Offences

Unauthorized documents: Describe the documents and where they were found. Name the documents serially.	
Coping: Describe from what document coping was done.	
Describe in detail the disorderly conduct	
Impersonation: Describe who impersonated whom	
Other offences: (Description)	
Special Observations:	
Names, Signatures and Date: Invigilator/s Supervisor Date:	

EX 23

University of Ruhuna



Supervisor's Report on Examination

Name of Examination:

Name of the Course Unit/Module:
Module No:

Date: Time of Commencement:

Time of Ending:

01.	The Answer Scripts have been arranged in the serial order of the Index Number.	Yes/ No
02.	Index Nos. of absentees have been marked in the Attendance Sheet.	Yes/ No
03.	Total number present.	
04.	The answer scripts have been counted and tally with the number present for the Examination. If not, Indicate the reason.	Yes/ No
05.	Index numbers have been indicated on all answer scripts by candidates. If not, Indicate the Index Numbers of the candidates who haven't numbered their scripts.	Yes/ No

06.	The student/s who has/have this Index No/Nos has/ have not produced their Record Book/ Identity Card. They have been requested to provide them at the next session.	Yes/ No
07.	The student/s who has/have this Index No/Nos. has/have not produced their Admission Card. Their signatures have been obtained on the Declaration. (Declaration attached)	Yes/ No

08.	Report on : a). Examination Hall opened on time	Yes/ No
	b). Examination Hall has been swept and cleaned	Yes/ No
	c). Desks are numbered according to the attendance list	Yes/ No
	d). Answer books and Exam material are available	Yes/ No
	e). No of Invigilators, Hall Attendants	Adequate/Not adequate
	f). Name of Invigilators, Hall Attendants who are absent	
	g). Name of Invigilators, Hall Attendants arrived late	
09.	Observations with regard to the Printing/ Duplicating of question papers or any other defect regarding question papers	
10.	Any drawback in the arrangements for the Examination	
11.	Candidate/s who has/have detected committing Examination Offences	
12.	Unauthorized documents found with candidate/s are sealed and submitted in a separate cover	Yes/ No/Not Applicable
13.	Report on the offence and the statement of the candidate/s is/are enclosed	Yes/ No/Not Applicable
14.	Whether any candidate fell ill during the session. How much additional time was given?	
15.	Any other observations	

Name and Signature of the Supervisor

EX 24

Induplicate

University of Ruhuna

Receiving of Answer Scripts
(Return/Acknowledgment Form for Answer Script Packets)

Examination:

Date	Time	Title of Paper	Module No.	No. of Scripts	Centre	Name & Signature of Supervisor	Received by Registrar Name and Signature

Absentee Form

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

Candidate's Index No.:

.....

No script for this Candidate is included due to following reason.

Absent

Though present did not submit an answer script.

☐

☐

Date : Signature of Supervisor
Centre :

NB: Mark whatever is applicable

.....

Confidential **EX 26**

University of Ruhuna

Declaration by Candidates Failing to Produce Record Books at Examinations

I, ...being a candidate for the examination bearing Index, no …….. do here by declare that have failed to produce the Record Book/Student ID Card/Admission Card at the Examination Hall and that I am permitted to sit the Answer paper under the condition that a decision will be made by the University on my producing the Record Book/Student ID Card/Admission Card, 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 her matter.

Date: Signature of Candidate

Counter Signed: Supervisor

This candidate produced the Record Book/Student ID Card/Admission Card today and I am satisfied of the identity of this her candidate for the above paper.

Date: Signature of Supervisor

If the Supervisor suspects impersonation, a separate report giving his reasons for same should be submitted.

Confidential **EX 27**

University of Ruhuna

Submission of Medical Certificates for the Examination

1. Full Name (Mr./Miss):
2. Students Reg. No:
3. Examination:
4. Year: Semester:
5. Contact Number:
6. Have you submitted a medical certificate for an examination before: Yes / No
7. If yes, please specify:
8. Details of Course Unit/Module covered by the Medical Certificate

Name of Course Unit/Module	Course Unit/Module Code	Date and time of the Examination

9. Details of the Medical Certificate.

Medical Certificate No	Period of covered	Code of Course Units covered	Date and place of the Medical certificate issued

I Certify above information is correct any other information.

Signature of student:..... Date:

NB: This form should accompany a duly signed medical certificate within 07 days of commencing your leave.

Important

Criteria of the submission of the Medical Certificate by candidate who failed to attend in any Examination for medical reasons:

01. Failing to attend the Examination for Medical Reasons

Please follow the instructions given below if any candidate is unable to attend the examination on medical reason.

1.1 The Medical Certificate submitted by the candidate should be issued by the Medical Officer of the University, Medical Officer of a Government Hospital or by a Consultant

1.2 The Medical Certificate submitted by the candidate should be on a standard format of a Government Medical Certificate with the official stamp of the Medical Officer

1.3 Any Medical Certificate issued is valid only for 14 days and if further time is needed an additional Medical Certificate should be obtained separately.

1.4 If any candidate is unable to attend an examination that should be informed to the Dean or Registrar of the Faculty by telegram.

1.5 The relevant Medical Certificate should be sent to the Registrar of the Faculty without delay.

02. Approval of Medical Certificates

Please follow the below instruction for approving a Medical Certificate

2.1 Medical Certificates submitted by candidates will be sent to the Medical Officer of the University for observations and will be submitted to the next immediate Faculty Board meeting for approval.

2.2 If the Medical Officer is requested to obtain observations from the Medical Board, such Medical Certificate shall be forwarded to the to the Medical Board with the permission of the Faculty Board.

2.3 The decisions taken on Medical Certificate should be informed to the candidate and copies of those shall be sent to the Student Affairs Branch and the Personal file of the candidate.

University of Ruhuna

Oath of Affirmation Secrecy

I ……. being an employee of the University of Ruhuna do hereby solemnly, sincerely and truly declare and affirm as follows:

(a) I shall at all times conduct myself and do everything in my power in the performance of my duties connected with the conduct of examinations such as preparation of question papers/ setting, moderation and translation, typing, stenciling, duplicating and packeting, supervising and invigilation, marking of answer scripts, entry and maintenance of marks, release of results and any other related or ancillary process or activity whatsoever connected thereto so that the utmost secrecy shall be maintained in such matters.

(b) I shall not directly or indirectly procure or attempt to procure any information of a confidential nature relating to examinations from any person whomsoever or disclose to any other person whomsoever any information of a confidential nature that I may receive or become aware of in the course of my duties connected with the examinations of the University except as may be necessary for the due performance of my duties.

Date: Signature of Employee

Counter signed by

Head of the Department/ Registrar

Confidential

University of Ruhuna

Detailed Mark Sheet

Name of Examination:

Name of the Module:

Module Code:

Note:

1. If marks are entered with ink, alterations, if any, should be initialled.
2. Marks for each paper/component should be entered on separate mark sheets.
3. The marks per paper should then be transferred to the mark return sheet.

Index No.	Attendance	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	TOTAL	
														Mark	%

Date: Name of Supervisor: Name of Making Examiner:

Confidential

EX 30

University of Ruhuna

Marks Return Sheet

Faculty	
Examination	
Course Unit/Module code	
Name of the Course Unit/Module	

No	Index No	End semester examinations						Continuous Evaluation	Other assessments	Final marks*	SGPA/Grade	Remarks
		Assessment component			Assessment component							
		First markin	Second Markin	Final mark	First markin	Second Markin	Final marks					

*relevant equation/s.

	Name	Signature	Date
Chief Examiner			
Second Examiner			
Controlling Chief			

Ex 31

To be filled in duplicate

University of Ruhuna
Handing Over of Marked Answer Scripts Parcel

Department :

2. Examination:

3. Name of the Module and Code:

4. Name of the Examiner:

Handed over the sealed and labeled Answer Script parcel and Marking Scheme to the Registrar.

…… ……
Signature of the Examiner Date

Received the sealed and labeled, marked Answer Script parcel and Marking Scheme from the Examiner.

……..…… ……
Signature of the Registrar Date

Confidential **Ex 32**

University of Ruhuna

Submission of Results

1. Department:
2. Examination:
3. Name of the Module and Code:
4. Name of the Examiner:

Handed over the marks sheets to the Registrar.

…… ……

Signature of the Examiner Date

Received the mark sheets from the Examiner.

…… ……

Signature of the Registrar Date

University of Ruhuna

Record of Entry of Marks and Issue of Statement of Results

		Initial of Registrar
Schedule of Entries	Prepared by	
	Checked by	
Mark Book	Prepared by	
	Checked by	
Entry of Marks	Prepared by (1) (2)	
	Checked by (1) (2)	
	Re-checked by A/R	
Results determined by	A/R According to	
	Alterations made by Board of Examiners ……..Minimum Marks added for the Examination as a whole and distributed to one or more papers. Maximum Mark added for a Class. ny other special consideration	
Statement of Results	Prepared by	
	Checked by	
Results Sheet	Prepared by	
	Checked by	

Confidential **EX 34**

University of Ruhuna

Application for Obtaining a Temporary Result Sheet/ Academic Transcript

Amount Paid: Rs.....

Date of payment:.....

Receipt No: .....

Money Order No: .....

1. Full Name of the Applicant in Sinhala/ Tamil:
2. Full Name of the Applicant in English:
3. Registration No:
4. National Identity Card No:
5. Address for sending the certificate:

.....

.....

.....

(Applicable, postage for registered post should be paid together with fees for certificate / certificates)

6. Contact No: Home: Mobile:
7. Type of certificate requested:
8. Details of the examinations:

Semester Examination	Year	Examination No.
i.		
ii.		
iii.		
iv.		
v.		
vi.		
vii.		
viii.		
ix.		
x.		

I do hereby declare that the details stated above are accurate to the best of my knowledge.

Date:.....

Signature of the Applicant:.....

Fees applicable and relevant conditions for obtaining certificates

Amount to be paid for the certificates

a) Certificate of completion of all requirements for the award of the degree Rs.50.00

b) Certificate with subject names and grades Rs.100.00
(This certificate is issued only for those who have successfully completed the degree and no dues.)

c) Certificate indicating pending final examination results. Rs.50.00
(This certificate will be issued only for those who have passed the examination conducted for the degree except final degree examination.)

d) Certificate for Proficiency in English (All registered English examination.) Rs.100.00
(This certificate will be issued for those who have passed Level I, II & III.)

e) Certificate for Proficiency in English (completion of Level I and Level II.) Rs.100.00
(This certificate is issued only for those who have successfully complete the final degree examination.)

f) Academic Transcript: Rs.250.00
(Confidential Academic Transcript is issued only to an institution recognized locally or internationally. The applicant must mention the reason for the request and address of the institution that the certificate to be sent. Further, he/she must pay the postage when submitting the application.)

g) Post Graduate Degree - Academic Transcript

(Local) Rs.200.00

(International) Rs.500.00

Degree certificate Rs.300.00

h) For attestation of a copy of a Certificate. : Rs.50.00

Condition

1. Any certificate will only be sent to given address by registered post only if the applicable postage for registration is paid along with the fee for the certificates when submitting the application.

2. The receipt of total payment issued by the Shroff, University of Ruhuna should be attached to the application before handing over.

3. Applicants, who send the application by post should send a money order or original receipt paid to the University of Ruhuna account of People's Bank for relevant fees addresses to Registrar, University of Ruhuna, Wellamadama, Matara together with the application under the registered cover.

4. Duly completed application should be sent to the Deputy Registrar, University of Ruhuna, Wellamadama, Matara (If the certificate to be issued by the Examination Branch) or Senior Assistant Registrar / Assistant Registrar of the relevant Faculty.

5. Please note that the certificates are issued only after minimum period of at least four weeks upon the receipt of the applications and availabilities of approved results at the Examination Branch. However, it could be varied depending on the number of certificates to be issued.

University of Ruhuna

Application Form for Verification of Examination Grades / Marks

Faculty of .....

1. Details of the Candidate

Name of the Candidate:				
Registration No.:			Index No.: (only if different with Reg. No.)	
Name of the Examination:				
Year		Semester		

2. Modules to be Verified

Course Unit/Module/Subject Name		Course Unit/Module No.		Grade Received	

Receipt number of verification fees payment (Rs.500/= per Course Unit): ..... Total amount paid (fully refunded if the grades are changed): Rs. .... (The original receipt should be attached)

Date: Signature of the Candidate:

Only for Office Use

Results after Verification

Name of the Module/Subject	Module/Subject Code	Before Verification		After Verification		Status (Changed /Not Changed)
		Mark	Grade	Mark	Grade	

Date of Verification:

Name and signature of verification Board Members:

Name	Designation	Signature

Appendix I - Specimen Heading of Question Paper

University of Ruhuna

Faculty of……..

Bachelor of Science (General) Degree Level I Semester II Examination (June/July 2017) Academic Year 2017/2018

CHE 1111 - Aquatic Chemistry

Rubric
The Question Paper contains 08 questions.
Answer any 05 questions selecting at least two questions from each part.
Illustrate your answers with clear diagrams wherever possible.
The answers to each part should be answered in separate Books and handed in separately.

Duration: - Three hours