

Manual of Procedures for Conducting Examinations



Centre for Quality Assurance
University of Ruhuna



**Manual of Procedures for Conducting Examinations
University of Ruhuna
Second Revision**

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

The Internal Quality Assurance Unit of the University of Ruhuna adopted the Manual in 2018.

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Introduction

Based on the Manual published by the University Grants Commission, the “Manual of Procedures for Conducting Examinations, University of Ruhuna” was introduced by the Internal Quality Assurance Unit in 2018. The adaptation of the Manual under different undergraduate examination settings indicated the need of further refinements and revisions for the effective implementation of the procedures. Furthermore, use of ICT in many assessment procedures and the on-line assessment strategies also required revision for the examination procedures. Accordingly, the Centre for 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. The first section of the Manual describes the examination procedures. The second section is dedicated to outline the rules, regulations and examination offenses. Duties and responsibilities of all people involve in the examination process are given in the Section 3. Relevant supplementary documents are given at the end of the manual as annexure. The procedures described in this manual accommodated the use of Learning Management System/Management Information System and the other means of improving the efficiency of the assessment process. Considering the specific nature of the examinations, the procedures of conducting clinical examinations at the Faculty of Medicine and the Faculty of Allied Health Sciences are described in separate chapters.

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. Nilanthi Devika and Mr. Pawara Weerasinghe and the staff of the Centre for Quality Assurance is also highly appreciated.

Prof NSBM Atapattu
Director
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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	Any administrative official who has been authorized by the Registrar to conduct examinations or any specific duty related to examinations.
Senate	The academic authority of the University.
Semester	Either of the two periods into which a year is divided by the University / Faculty.
Supervisor	An academic or extended staff member appointed by the Faculty Board 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 (HoD) 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 HoD	An academic staff member who is at the category of Senior Lecturer II or above. 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 activity is done by setter/s of the question paper
Moderation	The process of scrutiny of examination papers to ensures that questions/question papers are upto the standards and error-free.
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

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SECTION 1: PROCEDURES

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 a part of awarding the degree. Conduct of in-course assessments (continuous or formative) shall be in par with the principles outlined in this manual and shall be the responsibility of the course coordinators, under the guidance of respective Controlling Chiefs. *Scope of the manual*
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. *Publicize 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. Duties and responsibilities of the Registrar are given under 3 of this Manual. *Coordination*
- 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. Duties and responsibilities of the Controlling Chief are given under 3 of this Manual. *Controlling Chief of examination*
- 1.2.4 University of Ruhuna accepts online assessments when and where most appropriate. Faculties shall formulate relevant procedures and guidelines for the conduct of on-line assessments in-line with Universityof 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. *Online assessments*

1.3 Appointment of Course Unit/Module Coordinators

- 1.3.1 At the beginning of each Semester, for each course Unit/Module asenior academic who is an expert on that particular subject shall be appointed as the Course Coordinator. S/He shall be the Chief Examiner of that particular Course Unit/Module. *Course Coordinators*
- 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.

- 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.
- 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.
- 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.

Dealing with conflicts of interests

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.
- 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.

Draft time tables

Publication of final 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.
- 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.

Hall staff time table

Distribution of Hall staff time tables

2. Entries for Examinations and Preparation of Schedules of Candidates

2.1 Application for Examinations

- 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. *Calling for 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. *Informing ineligible candidates*

2.2 Schedules of 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. *List of eligible candidates*
- 2.2.1.1 The schedule shall contain following particulars;
- The title and the code of the papers
 - The number of attempts the candidate has already made. *Examination schedule*
 - Any other relevant information such as suspension from examinations and withholding of results.

2.3 Admission Cards

- 2.3.1 The Registrar shall issue Admission Cards (Ex-03) to all eligible candidates not later than one week before the examination. *Issue of Admission Cards*
- 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

- 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. *Attendance List*

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 appointed for each course unit been /module of the examination *Scrutiny List of Of Examiners*
 - b. check whether all the necessary information of the Examiners have been given.
- 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 send appointment letters (Ex-06). along with the list of Duties and Responsibilities to all Examiners. 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. *Principles*

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

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

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. *Request to set Questions*

- 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).

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 instances. *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

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. *Procedure*

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

5.2 Typing of Question Paper

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. *Type setting of question papers*

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

5.3.1 The Chief Examiner is responsible for proof reading and the setting of an error-free question paper. *Reading of proof*

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 ensure the following *packeting procedure*

- a. The full material has been reproduced in each sheet or paper and whether 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, the sheets have been stapled together in the correct order.

- d. 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. *Printing extra papers*
 - e. 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**
- 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. *Dealing with Unforeseen situations*
- 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.

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 hall staff*
- 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 copy of the Invigilation Time Table.
 A copy of the Examination Time Table
 A copy of the Examination Rules
 Copy of the Instructions to Supervisors / Invigilators / Hall Attendants Voucher (Ex 18)
 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 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. *Number of examination hall staff*
- 7.4.2 After the appointment of examination hall staff, no alternative arrangement shall be made except in consultation with the Registrar. However, if the Supervisor observes any absence of hall assigned-staff, s/he shall immediately contact the Registrar and requests 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*
- 7.4.4. The minimum number of invigilators per exam hall shall be two and out of that one should be female. *Number of invigilators*
- 7.5 **Duties of the Supervisors**
- 7.5.1 A detailed description about the Duties and responsibilities of Supervisors is given under Section 3 of this Manual. *Responsibility*
- 7.5.2 Supervisors shall be present, at least half an hour before each *Collection of*

- examination commences, at the office of the Registrar and collect *question papers*
question papers and other materials for his / her Hall/ Centre for each
examination as the case may be.
- 7.5.3 Supervisor shall check the question paper packets with the Time Table in *checking*
order to make sure that the correct question paper packets have been *correctness*
received and that the packets are properly sealed
- 7.5.4 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 envelopes 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.
- 7.5.5 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.
- 7.5.6 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

- 7.5.7 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. *Distribution of answer books*
- 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 invigilator and be issued by an Invigilators (and not by Attendants).
- 7.5.8 The candidates are authorized to bring Student Record Book, Student Identity Card and admission card. Candidates are allowed to bring a transparent drinking water bottle and medications that are regularly taken. *Items that allowed*
- 7.5.9 The Supervisor shall open the question paper packet/s in the presence of an Invigilator and a student. Immediately upon the opening, *Opening of question paper packet*
- 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.
- 7.5.10 The Supervisor shall hand over the required number of question papers to each Invigilator for distribution among the candidates allocated to them, together with special requirements, if any, mentioned under 7.6.4 above *Distribution of question papers*
- 7.5.11 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 ensure that no notes, equations, figures, values or anything that could be considered an illegal is written on anybody surface/part of your body"
- c. "Please check whether you have received the correct question paper".
- d. "The question paper contains pages and ...questions. Please check whether you have received the full question paper"
- e. "You are advised to read the instructions given in the question paper before answering the questions"
- f. "No candidate shall remove any answer book, continuation sheet, any other stationery or other material issued to him/her from the examination hall".
- g. "Strict silence is to be observed by candidates till the end of the Examination".
- h. "Without the proper approval, no candidate shall be permitted to leave the examination hall during stipulated period, after starting the examination".

7.5.12 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 / *No clarification of question paper*

detected, the Supervisor shall announce such correction / modification as indicated in the original script.

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

7.5.14 Supervisor shall ensure that the Invigilators and hall attendants are attending to the duties assigned to them.

Supervision of invigilators

7.5.15 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

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

signing admission card

- 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 bona fida 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).

- 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).

Verification of identity

- 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.

Failure to produce identity card

- 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.

- 7.5.16 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*
- 7.5.17 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.
"Check the number of each answered question is written on the front cover/front page of the answer book".
 - c. 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."
 - d. At the end of the paper - "Stop work and remain in your seats until your answer papers are collected."
 - e. 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".
- 7.5.18 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*
- 7.5.19 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*
- 7.5.20 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.
- 7.5.21 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.
- 7.5.22 The Supervisor shall handover to the Registrar at the end of each examination and obtain acknowledgement for the examination following: *Report for the and handing over of Answer packets*
- 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

7.6 Invigilation

- a. The Invigilator shall be responsible to the Supervisor for the efficient discharge of the duties assigned to him / her. *Responsibility*
A detailed description on the duties and responsibilities of invigilators are given under Section 3 of this Manual.
- b. Any suspicious possession, movements or possible act that may interpret as examination offence or disturbance for the orderly conduct of examination shall be reported immediately to the Supervisor.
- c. 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.
- d. 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.
- e. Written statements shall be obtained on Form Ex 22, from candidates detected committing examination offences

7.7 Duties of Hall Attendants

- a. Hall attendants shall be present at the Registrar's office or the examination hall 30 minutes prior to the examination.
A detailed description on the duties and responsibilities of hall attendance are given under Section 3 of this Manual

7.8 Illness of a Candidate in the Examination Hall

- 7.8.1 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*
- 7.8.2 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*

8. Receiving and Distribution of Answer Scripts

- 8.1 Receiving of Answer Scripts from the examination Centers**
- 8.1.1 The Supervisor shall hand over 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. *Registrar receives Answer scripts*
- 8.1.2 The Registrar shall check whether all packets of answer scripts of the examination have been received.
- 8.2 Distribution of Answer Scripts to Examiners**
- 8.2.1 The Registrar shall make arrangements for the delivery of packets to Chief Examiner within two working days after the examination. *From Registrar to Chief Examiner*
- 8.2.2 The Registrar shall deliver the following items to the Chief Examiner together with the packets of Answer scripts:
- Marks return form (Ex-30)
 - Letter containing the number of scripts, the date by which the marks and the scripts should be returned and the acknowledgement
- 8.2.3 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*
- 8.2.4 Delivery by post is allowed only for Visiting Lecturers and academic staff who are on study leave. This shall be dispatched only to the address provided by the Visiting Lecturer or the academic staff on leave. *Other modes of delivery of answer scripts*
- 8.2.5 If any special requirement arises, suitable alternative arrangements for the delivery of answer script packets can be made only with the approval of the Dean of the Faculty.
- 8.2.6 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*
- If there are more than one first examiners involved in the assessment, the chief examiner, with the consent of the Controlling Chief shall arrange the transfer of answer scripts among the examiners.
- The Controlling Chief shall make records about those transactions.
- 8.2.7 When first marking is completed, the Chief Examiner shall hand over the followings *Handing over to Second Examiner*
- Answer script packets
 - Mark sheet/s (Ex 29)
 - Instructions for Marking
 - 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.
- 8.2.8 When first marking is completed, transfer of answer scripts to the second examiner may also be done through the registrar. *Transfer through registrar*
- 8.2.9 In such case, 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.

- 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.

- 8.2.10 The Second Marker shall return the answer script packet and the completed mark sheet (EX-29) in a sealed envelope to the Chief Examiner (jn the case of 8.2.7) or to the Registrar (in the case of 8.2.8). *From second marker to Chief Examiner*
- 8.2.11 Upon receipt of the Second Examiners marks, Chief Examiner shall complete the final mark sheet (Marks Return Form: Ex-30), considering marks of 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). *Final mark sheets from Chief Examiner to Registrar*
- a). Final mark return sheet (EX 30)
 - b). All relevant mark sheets
 - c). Marking schemes
 - d). Sealed answer script packets
 - e) Any other relevant items.
- The final mark sheet shall be signed by the Chief Examiner, and be recommended by the Controlling Chief.
- 8.2.12 Sending reminders *Sending reminders*
- 8.2.13 The Registrar shall send a reminder to the Chief Examiner not later than two weeks before the due date of marks submission. The Chief Examiner shall report any possible delays to the relevant Controlling Chief, who shall take appropriate action and report to the Dean of the Faculty.

9. Marking of Answer Scripts

9.1 Marking Scheme

- 9.1.1 There shall be a prototype answer and marking scheme for each question paper. *Marking scheme*
- 9.1.2 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).
- 9.1.3 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.
- 9.1.4 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*
- 9.1.5 A copy of the finalized marking scheme shall be forwarded to all marking examiners.

9.2 Marking

- 9.2.1 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*
- 9.2.2 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*
- 9.2.3 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*

9.3 Computation of Final Marks

- 9.3.1 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*
- 9.3.2 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*
- 9.3.3 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 of the *Third examiner*

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.

9.3.4 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*

9.3.5 Any standardization procedures applied during the processing of marks shall be done in consultation with the Controlling Chief.

9.3.6 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.
- d. A description about the assessment components and the calculation procedures used.

9.3.7 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*

9.4 Duties of Marking Examiners

9.4.1 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*

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

9.4.3 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*

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

9.4.5 The Examiner shall, as soon as s/he marks the scripts forward the same together with the Mark Sheets under sealed cover, to the Chief Examiner (in case of 8.2.4) or to the Registrar and receive acknowledgement (Ex 32). *Return of marks*

9.5 Dealing with unforeseen situation

9.5.1. If any misconduct, negligence or error such as loss of answer scrip/s is detected, examiners shall report such cases immediately to the Controlling Chief. Where Controlling Chief is the Chief examiner, he/she shall report the matter immediately to the Dean. *Reporting unforeseen situations*
Dean, in consultation with relevant Chief examiners shall report the matter immediately to the Vice-Chancellor.

10. Second marking

10.1

- 10.1.1 Assessment of students' work by two (or more) independent markers is important as a means of safeguarding or controlling individual bias. Therefore, all summative assessment components in the examination shall undergo second marking. This may be applicable to main examinations, end semester examination, module examinations, year-end examinations, clinical examinations etc. *Rationale and applicability*
- 10.1.2 Course coordinator shall ensure that feedback on in course assessments, preferably along with marking scheme/model answer/answer key are given to students at least one week before the end of the teaching schedule of the Semester. If a student is not happy with the grading, he/she has received for an in course assessment or finds an inaccuracy, he/she shall make a re- evaluation request to the relevant Controlling Chief (19.1.2), within five working days from the release of in course assessment grading. *In course assessments*
The Controlling Chief shall arrange re-evaluation and inform the outcome of the re-evaluation to the student within five working days from the request.
- 10.1.3 Types of second marking acceptable at the University of Ruhuna include: *Types of second marking*
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. *Dealing with differences*
- 10.1.4 Marking with MCQ scanner *MCQ*
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.

11. Performance Criteria and Determination of Results

11.1 Marks

- 11.1.1 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*
- 11.1.2 The Controlling Chief must have ensured that valid continuous evaluation marks from previous attempts have been entered to the final marks sheet (Ex- 30).
- 11.1.3 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*
- 11.1.4 A record of the steps relating to entry of marks, preparation of results sheets etc. shall be made on Ex-33. *Recording*
- 11.1.5 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*

12. Publication of Results and Issuance of Certificates

12.1 Results Sheets

- 12.1.1 Results sheets are to be in the standard format approved by the Faculty Board and the Senate. *Format of the result sheets*
- 12.1.2 The result sheets shall include the following:
- The name of the examination together with the year in respect of which the examination was held.
 - The month and the year when the examination was held
 - That the results are provisional and are subject to confirmation by the Senate.
 - Name of course Unit/Module
 - Signatures of the Registrar, Dean and Vice Chancellor

12.2 Publication of Sheets

- 12.2.1 Steps shall be taken to release results of an examination within three months after the last date of the examination. *Date of release of results*
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 initiated by the Registrar and the respective Dean.
- 12.2.2 Before the display of results, approval for the results sheets shall be taken from the Vice Chancellor. *Publication of results*
- 12.2.3 All examination results shall be displayed on the notice boards / MIS with copies send to the respective Deans.
- 12.2.4 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*

12.3 Confirmation of Results

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

12.4 Issue of Results

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

- Temporary Examination Certificate
- Academic Transcripts with Grades
- 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.

12.5 Temporary Examination Certificate

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. *Issuance of temporary certificates*

12.6 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. *Issuance of Academic Transcripts*

12.7 Degree Certificate

Every candidate who completes the degree programme shall be awarded *Degree*

the degree certificate at the Convocation. The format of the degree certificate shall be determined by the University Senate. *Certificate*

12.8 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.

13. Students with Special Needs

13.1

- | | | |
|--------|--|--------------------------------|
| 13.1.1 | One week before the commencement of the semester, registrar shall inform students to request any special needs/arrangements required for the assessments. Such requests should be supported with evidence/proofs. | <i>Identification of needs</i> |
| 13.1.2 | The registrar, in consultation with the Dean, shall make arrange to get those requests for special needs/arrangements reviewed and recommended by relevant committees such as faculty by-law committee and academic committee, within two weeks from the commencement of the semester, | <i>Recommendation</i> |
| 13.1.3 | Upon the approval of the Faculty Board, the registrar shall inform such needs to relevant Controlling Chief and the Course/Module Coordinators. | <i>Approval</i> |
| 13.1.4 | Course/Module Coordinator in consultation with the Controlling Chief shall contact relevant parties including University Special Needs Center and Medical Officer and, make necessary arrangements for the assessment/s. | <i>Making arrangements</i> |
| 13.1.5 | University of Ruhuna follows the UGC Guidelines and Ruhuna University Policy on Differently-able Students, for the provision of special arrangements for assessment of students with special needs. | |

14. Verification of Results

- 14.1 Application for Addition, Computation and Transcription (ACT) Verification**
- 14.1.1 All marks and grades obtained by a student at an examination shall be free of errors of addition, computation and transcription (ACT). *ACT verification*
- 14.1.2 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*
- 14.1.3 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*
- 14.1.4 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*
- 14.1.5 A fee calculated on the basis of cost of re-scrutiny process shall be levied on the student. *Fee for verification*
- 14.2 Verification Procedure**
- 14.2.1 Procedures described below shall be followed in the verification of results.
- 14.2.2 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*
- 14.2.3 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.
- 14.2.4 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 the closure of the application. *Calling verification board*
- 14.3 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)
- 14.3.1 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.
- 14.3.2 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*

14.4 Release of Verification Results

- 14.4.1 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*
- 14.4.2 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*
- 14.4.3 If the marks and grades are changed, the registrar shall submit the amended-results/results-sheets along with a report/s to a Special Results Board for its ratification. The students could be informed the ratified results within the next three working days following the special results board subject to the approval of the Senate. The Registrar shall submit the rectified results, along with the report for the approval of the Senate.
- 14.4.4 Considering the causes for changes of results reported in the Registrar's report, the Senate may recommend appropriate actions to ovoid such situations. Where deemed necessary the Senate may report the case/s to the Council.
- 14.5** 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.
- 14.6** Members of the Results Verification Board shall be remunerated as per the rates decided by the UGC for re-scrutinization of papers.

15. Deviations of the Faculty of Medicine

- 15.1 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
- 15.2 Appointment of Module coordinators** *Please refer to 1.3*
- 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 come under respective Head of the Department.
- 15.3 Moderation** *Please refer to the Section Chapter 4.*
- 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.
- 15.3.1 **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
- Correction of grammatical mistakes, spellings and simplify language.
 - Correction of questions to remove problem with ambiguity, structure of the question or language flow.
 - Detection of other technical/educational errors and corrections.
- 15.3.2 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.
- 15.3.3 For the final year examination, common MCQ paper shall be prepared and scrutinized by a panel appointed according to the UGC guidelines.
- 15.4 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.
- 15.5 Marking** *please refer Chapter 10*
- 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.

16. Conduct of Clinical Examinations, Faculty of Medicine

16.1 Appointment of Examiners

- 16.1.1 Nomination of clinical examiners for the Final MBBS examination
- 16.1.1.1 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. *Nomination of clinical examiners*
- 16.1.1.2 No person shall be appointed as an examiner after two years of retirement from active service.
- 16.1.1.3 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.
- 16.1.1.4 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.
- 16.1.2 Appointment of alternate examiners.
- 16.1.2.1 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.

16.2 Setting of questions

- 16.2.1 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.
- Essay type questions
 - Structured essay type questions
 - Short essay type questions
 - Multiple choice (Multiple True/False type, Single best response type, Extended matching type, etc.)
- 16.2.2 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.

16.3 Moderation, translation and scrutiny of question papers.

16.3.1 Essay type questions

16.3.1.1 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

16.3.1.2 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.

16.3.1.3 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.

16.3.1.4 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.

16.3.2 Common MCQ paper

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

16.3.3 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.

16.3.4 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.

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

- 16.4.1 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.
- 16.4.2 Common MCQ paper
Common MCQ paper shall be prepared according to the guidelines given by the UGC.
- 16.4.3 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.
- 16.4.4 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.
- 16.4.5 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.
- 16.5 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.
- 16.5.1 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.
- 16.5.2 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.
- 16.5.3 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.

- 16.5.4 Selection of patients for examination
- 16.5.4.1 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*
- 16.5.4.2 Selection could be made from a pool of patients previously identified or from currently available hospitalized patients.
- 16.5.4.3 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.
- 16.5.4.4 During the meeting of internal examiners, the chief examiner shall appoint internal examiners to select patients for clinical examination for each day.
- 16.5.4.5 Selection of patients should be carried out by the chief examiner or the internal examiner of the relevant department appointed for the given day.
- 16.5.4.6 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.
- 16.5.4.7 Assistance of Senior Registrars/Registrars/Senior House officers in the hospital could be obtained for selecting patients.
- 16.5.4.8 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.
- 16.5.4.9 The list shall be longer than the actually required number of patients for the examination.
- 16.5.4.10 The patients shall be from areas in the core curriculum of the discipline.
- 16.5.4.11 The list should be finally reviewed on the day of the examination by the chief examiner or the internal examiner identified for this purpose.
- 16.5.4.12 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.
- 16.5.4.13 Two examiners in each respective panel should evaluate the patients allocated to them independently to set standards.
- 16.5.4.14 Senior Registrar/Registrar/Senior House Officer involved in the case selection must prepare the case summaries and notes for the information of examiners.
- 16.5.4.15 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.
- 16.5.5 Assistants
- 16.5.5.1 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. *Assistants*

- 16.5.5.2 The names of these staff members shall be submitted to the Registrar for payment and legal purposes.
- 16.5.5.3 All staff members nominated by chief examiner / Head shall fill the confidential form in advance and submit to the Registrar.
- 16.5.6 Candidates
- 16.5.6.1 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 devices (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.)
- 16.5.6.2 Attendance of the candidates shall be marked by the chief examiner at the arrival time stipulated in the time table.
- 16.5.6.3 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.
- 16.5.6.4 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.
- 16.5.6.5 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.)
- 16.5.6.6 Candidates are not allowed to return to the confidential room for any reason until the examination session is completed.
- 16.5.6.7 Candidates must bring all equipment necessary for the examination. e.g. Stethoscope, knee hammer, torch, tape etc.
- 16.5.6.8 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.)

- 16.5.7 Dress code
All candidates shall wear an overcoat for the clinical components of examination. *Dress code*
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
- 16.6 Examination rules for examiners**
- 16.6.1 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.
- 16.6.2 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).
- 16.6.3 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.

16.6.4 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.

16.6.5 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

16.6.6 The Head of the Department / chief examiner is required to;

Duties of the

- 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.

Head of the department

16.7 Marking the answer scripts

- 16.7.1 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.
- 16.7.2 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.
- 16.7.3 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

Marking the answer scripts

marks or very high marks shall be handed over to the Head of the department.

- 16.7.4 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%).

16.8 Examination offences and punishments

- 16.8.1 A detailed description about Examination Offences and Punishments is given under the Section 2 of this Manual. *Examination offences*
- List of offences in relation to the clinical component of the examination
- 16.8.1.1 Violation of out of bounds period
- 16.8.1.2 possession of a mobile phone or any other communication equipment
- 16.8.1.3 Speaking to other candidates during the examination
- 16.8.1.4 Obtaining of information regarding patients before the examination, violating the rules of examination
- 16.8.1.5 Attempts to obtain undue help/assistance during the examination.
- 16.8.1.6 Attempts to communicate with other candidates or attempts to provide unlawful help to other candidates
- 16.8.2 Procedure to follow in possible examination offences
- 16.8.2.1 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.
- 16.8.2.2 The Chief Examiner shall report the incidence to the Dean along with the relevant documents as early as possible.
- 16.8.2.3 The Dean shall report the incidence to the Vice Chancellor who shall initiate an inquiry.
- 16.8.3 Punishments
- 16.8.3.1 Detailed description related to Examination Offences and Punishments are given under Section 2 of this Manual
- 16.8.4 Procedure to follow for late arrival at the examination hall after the stipulated time. *Late arrival*
- 16.8.4.1 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 bonafides of the candidate, he / she shall be allowed to sit for the clinical examination
- 16.8.4.2 This decision shall be reported to the Registrar and the Dean of the faculty.
- 16.8.4.3 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.
- 16.8.4.4 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.

16.8.4.5 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.

16.8.4.6 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.

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

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

When to conduct clinical examinations

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.

Pre requisites

17.1 Appointment of examiners

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

17.2 Nomination of Clinical examiners

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

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

Examiner nomination

17.2.3 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 17.2.1.

17.3 Appointment of Alternate Examiners

17.3.1 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

17.4 Questions

Please refer Chapter 4 of this Manual.

17.4.1 Types of Questions

17.4.1.1 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

17.4.1.2 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.

17.4.1.3 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.
- 17.4.2 Setting the questions
- 17.4.2.1 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*
- 17.4.2.2 *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.
- 17.5 Moderation, Scrutiny, Typing, Proof reading, Printing and Packeting of Question Papers**
Please refer Chapter 4 and 5 of this Manual.
- 17.5.1 Only the short cases (not every time), OSPE and OSCE questions are subjected to the moderation and scrutiny.
- 17.5.2 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*
- 17.5.3 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*
- 17.5.4 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*
- 17.5.5 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*
- 17.6 Supervision and invigilation of Clinical Examination**
Please refer Chapter 7 of this Manual
- 17.6.1 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.
- 17.6.2 An invigilator shall be appointed for short cases, OSPEs, OSCEs and viva-voce examinations.
- 17.7 Time Tables and Time Allocation for Clinical Examinations**
- 17.7.1 Time Tables
- 17.7.1.1 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*
- 17.7.1.2 In case special time arrangement, the specific time that the candidate shall arrive in the examination hall/ward should be notified

- beforehand.
- 17.7.2 Time Allocation for Clinical Examinations
- 17.7.2.1 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*
- 17.7.2.2 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.
- 17.8 Selection of patients for examination**
- 17.8.1 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.
- 17.8.2 It is the responsibility of the chief examiner to give the list of procedures to be evaluated in order to select a patient.
- 17.8.3 For long cases, a patient should be selected from the currently available hospitalized patients in given ward setting. *Selection of patients*
- 17.8.4 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.
- 17.8.5 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.)
- 17.8.6 The long case should be conducted at the bedside of the selected patient without disturbing any routine medical or nursing care for the patients.
- 17.8.7 For short cases, a patient should be selected from the given ward setting/clinics or a mock patient will be given.
- 17.9 Instructions for Candidates**
- 17.9.1 General Instructions
- 17.9.1.1 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*). *Instructions for candidates*
- 17.9.1.2 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.
- 17.9.1.3 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.
- 17.9.1.4 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.)
- 17.9.1.5 Attendance of the candidates shall be marked by the supervisor at the arrival time stipulated in the time table.
- 17.9.1.6 Candidates must bring all equipment necessary for the examination (eg - pens, wristwatches, etc)
- 17.9.1.7 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.
- 17.9.1.8 Candidates should be presented at the ward during the whole period of examination until the last student finishes the examination.
- 17.9.2 Dress Code for Candidates
- 17.9.2.1 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. *Dress code*
- 17.9.2.2 All candidates shall wear the tag with the registration number.
- 17.10 Examination Rules**
- 17.10.1 General Rules for the Examiners
- 17.10.1.1 Treat all candidates with dignity and respect. *General rules for examiner*
- 17.10.1.2 Ensure that each candidate is treated equitably and fairly.
- 17.10.1.3 Judge each candidate based on the performance of the examination without being influenced by any extraneous factors.
- 17.10.1.4 Assess each candidate following prevailing regulation and accepted guidelines and conventions.
- 17.10.1.5 Shall be present through the entire duration of the time of the examination.
- 17.10.1.6 Be devoid of conflicts of interest and adhere to examination rules and principles of natural justice.
- 17.10.2 Specific Rules for Examiners
- 17.10.2.1 Disclose any possible conflicts of interests (e.g. immediate family, relation and other) at the time of being appointed as an examiner at The *Specific rules for examiner*

- latest to the Registrar/HoD/Chief Examiner. The Registrar/HoD/Chief Examiner shall make suitable arrangements to appoint another examiner in such an event.
- 17.10.2.2 Familiarize themselves with the format, scheme of marking scoring system, and pass-fail criteria of the examination.
- 17.10.2.3 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.
- 17.10.2.4 Remain in the examination premises throughout the examination where the examiner's services are needed.
- 17.10.2.5 Examiners shall pay undivided attention to the candidate throughout the examination and shall avoid all distractions (e.g. - using mobile phones, conversations, etc.).
- 17.10.3 Instructions to the examiners during the session with the Candidate
- 17.10.3.1 Introduce themselves and co-examiner/s to the candidate before commencement (in case of *viva-voce*). *Instruction for examiners*
- 17.10.3.2 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
- 17.10.3.3 Give clear instructions on the examination component, time allocation and what the candidate required to do.
- 17.10.3.4 Allow candidate for clarification whenever required and requested.
- 17.10.3.5 Allow the candidate to respond to the questions without unnecessary interruption.
- 17.10.3.6 Marks should be given according to the set check lists.
- 17.10.3.7 Ensure that grades or marks awarded are compatible with the candidate's academic performance and it is not influenced by non-academic factors.
- 17.10.3.8 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).
- 17.10.3.9 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.
- 17.10.3.10 Report any incident of examination misconduct to the Supervisor.
- 17.10.3.11 Ensure that suitable provisions are made for differently-abled candidates and appropriate translations are given where necessary
- 17.10.3.12 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.
- 17.10.4 Conduct of examiners to avoid the harassment of candidates
Examiners shall not
- 17.10.4.1 Make any remarks of a racial, religious, or sensitive nature or personal remarks that may impact the performance of the candidate. *Not to do by examiners*
- 17.10.4.2 Belittle or ridicule a candidate or act in any way as to endure embarrassment.
- 17.10.4.3 Impose his/her values and personal opinions and beliefs on the candidate.
- 17.10.4.4 Educate the candidate during the examination.
- 17.10.4.5 Make unnecessary interruptions to the presentation/ discussion made by the candidate.
- 17.10.4.6 Discriminate, pre-judge and compare unfairly between candidates.
- 17.10.4.7 Allow conflicts of interest to interfere with a fair assessment.
- 17.10.4.8 Discuss questions or care of the patients with candidates before releasing the results.
- 17.10.4.9 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).
- 17.10.4.10 Associate or socialize with candidates in any way immediately before, during, or immediately after the examination.
- 17.10.5 Concerning confidentiality, the examiners shall not
- 17.10.5.1 disclose a candidate's performance to a third party or to the candidate. *Confidentiality*
- 17.10.5.2 disclose confidential information about any individual candidate to prejudice another examiner's independent assessment of a candidate's performance.
- 17.10.6 The chief examiner of Clinical Examination is required to
- 17.10.6.1 have a preliminary meeting with all examiners before the examination, and go through guidelines, format and the evaluation criteria with them. *Duties of chief examiner*
- 17.10.6.2 be available during all components of the examination.
- 17.10.6.3 explain the examination procedure and relevant guidelines and regulations to the candidates before each component of the examination
- 17.10.6.4 ensure that the mark sheets filled by the

- examiners are collected at the end of each session.
- 17.10.6.5 ensure that computer entries and printouts of marks are cross-checked against the original mark sheets.
- 17.10.6.6 be responsible for the overall smooth conduct of the clinical examination.
- 17.10.7 General rules for Clinical Examination supervisor
- 17.10.7.1 Must supervise the entire examination process.
- 17.10.7.2 Involve with the decision making at critical situations and examination offences.
- 17.10.7.3 Obtain the final marks from the examiners
- 17.10.7.4 Hand over the marks and necessary documents to the Registrar for the particular examination component.
- 17.10.8 General rules for Clinical Examination invigilators
- 17.10.8.1 Must coordinate the examination process
- 17.10.8.2 Ensure the availability of necessary materials in coordination with chief examiner.
- 17.10.8.3 Monitor the examination offences and report to supervisor.
- 17.10.8.4 Check the students dress code and readiness for the examination (name tag, experience record book, admission etc.)
- 17.11 Marking the answer scripts and evaluation forms**
Please refer Chapter 9 and 10 of this Manual
- 17.11.1 Long case, short case, OSCE and *viva-voce*
- 17.11.1.1 The two examiners shall examine the candidate's performance and both examiners shall participate in the assessment staying in the same place but independently. *Marking*
- 17.11.1.2 Marks shall be awarded by the examiner according to the marking scheme/checklist prepared.
- 17.11.1.3 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.
- 17.11.1.4 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.
- 17.11.2 OSPE examination at the department
- 17.11.2.1 A separate sheet with the date stamped and signed by the chief examiner shall be provided to write the answers.
- 17.11.2.2 Each question (OSPE) shall be marked by the examiner who prepared the question.
- 17.12 Examination offenses and punishments**
Please refer Section 2 of this Manual
- 17.12.1 List of offenses concerning the clinical component of *Offences*

- the examination are
- 17.12.1.1 Possession of a mobile phone, tab, smart watch or any other communication equipment.
 - 17.12.1.2 Speaking to other candidates during the examination.
 - 17.12.1.3 Wrongfully obtaining information regarding Patients
 - 17.12.1.4 Attempts to obtain undue help/assistance during the examination.
 - 17.12.1.5 Attempts to communicate with other candidates or attempts to provide unlawful help to other candidates.
- 17.12.2 Procedure to follow in possible examination offences is given under the Section 2 of this Manual.
- 17.12.2.1 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. *Dealing with offenses*
 - 17.12.2.2 The Chief Examiner shall report the incident to the Registrar and Dean along with the relevant documents as early as possible.
 - 17.12.2.3 The Dean shall report the incident to the Vice-Chancellor who shall initiate an inquiry.
- 17.12.3 Punishments *Punishments*
- 17.12.3.1 After the inquiry, the Senate shall decide on the punishment.
A detailed description is given under Section 2 of this Manual.
 - 17.12.3.2 The minimum punishment recommended for any of the above offenses as stated in section 2 of 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.
- 17.12.4 Procedure to follow when a candidate arrives to the examination hall after the stipulated time
- 17.12.4a Late arrival of a candidate less than 30 minutes from the stipulated time due to an unavoidable reason:
- 17.12.4a.1 If the supervisor is satisfied *Late arrival*
 - (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.

- 17.12.4a.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.
- 17.12.4a.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.
- 17.12.4b Late arrival of a candidate 30 minutes or more after the stipulated time
 - 17.12.4b.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.
 - 17.12.4b.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.

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

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

When to conduct pre requisites

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.

18.1 Appointment of Examiners

Please refer Chapter 3 of this Manual.

18.2 Nomination of Examiners

18.2.1 Examiners should be specialists in the relevant course unit.

Nomination of examiners

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

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

18.2.4 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.

18.2.5 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.

18.2.6 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 who do not fulfill the criterion stipulated in 1.3.1.

18.2.7 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.

18.2.8 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.

18.3 Appointment of Alternate Examiners

18.3.1 Every Examiner who has been appointed including External Examiners, is expected to attend the Examinations unless

Appointment of alternative

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.

examiners

18.4 Setting the Questions

Please refer Chapter 4 of this Manual

18.4.1 Types of Questions

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

Types of questions

18.4.2 Setting the Questions

18.4.2.1 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

18.4.2.2 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.

18.4.2.3 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.

18.4.2.4 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.

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

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

Please refer Chapter 4 and 5 of this Manual.

18.5.1 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.

Moderation translation and scrutiny

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

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

Handing over paper to Registrar

18.5.4 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.

18.5.5 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.	
18.5.6	Questions for viva-voce 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.	<i>Structured Viva</i>
18.5.7	Questions for the continuous assessments (mid-semester/class tests) 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.	<i>Continuous assessment questions</i>
18.3.6	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.	
18.7	Out of bound period	
18.7.1	Out of bounds period for all students of laboratory premises/the department shall be decided by the HoD as agreed by the chief examiners.	<i>Out of bound</i>
18.7.2	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.	
18.8	Time tables and Time allocations	
18.8.1	Time Tables	
18.8.1.1	Time tables shall be issued to each candidate for the practical examination with admission.	<i>Time tables</i>
18.8.1.2	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.	
18.8.1.3	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.	
18.8.1.4	All candidates should be directed to report to the restricted room 20 minutes before the examination.	
18.8.2	Time allocation for practical examinations It depends on the course unit and is mentioned in the exam time.	<i>Time for practical</i>
18.8.3	Time allocation for <i>viva-voce</i> examinations Time allocation for viva examination is done as mentioned in the curriculum.	<i>Time for viva</i>
18.9	Instructions for Candidates	
18.9.1	General Instructions	
18.9.1.1	All candidates must arrive at the restricted room 20 minutes before the scheduled time for the OSPE/practical examination	<i>Instruction for candidates</i>
18.9.1.2	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.).
- 18.9.1.3 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.
- 18.9.1.4 Candidates must be clearly instructed not to communicate or not attempt to communicate with any other individuals during the examination.
- 18.9.1.5 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.
- 18.9.1.6 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.
- 18.9.1.7 Attendance of the candidates shall be marked by one of the invigilators/examiners after all candidates are entered into the restricted room.
- 18.9.1.8 Candidates shall be called to the laboratory according to the student registration number.
- 18.9.1.9 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.
- 18.9.1.10 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.
- 18.9.1.11 As soon as the candidates complete the examination, they should leave the laboratory/department premises.
- 18.9.2 Dress Code for Candidates
- 18.9.2.1 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.

- 18.9.2.2 All candidates shall wear the tag with the registration number.
- 18.9.2.3 For the practical and viva-voce examinations, the candidate shall wear the dress code as recommended by the relevant department.

18.10 Examination Rules

Please refer Section 2 of this Manual

- 18.10.1 General rules for the examiners,
Please refer 17.10.1
- 18.10.2 Specific rules for examiners *Rules for examiners, supervisors and invigilators*
Please refer 17.10.2
Apart from these, the specific rules for examiners of laboratory examinations include following.
 - 18.10.2.1 Arrive at the examination room/laboratory before the commencement of the examination allowing sufficient time to organize the laboratory.
 - 18.10.2.2 All practical aspects should be well addressed while organizing the laboratory for the examination.
 - 18.10.2.3 All necessary equipment, chemicals, samples, procedures, standard curves, request forms, graph papers etc. should be adequately provided at the laboratory/examination stations.
 - 18.10.2.4 Common station/s can be prepared with reagents, instruments, consumables etc. to be shared.
 - 18.10.2.5 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.
 - 18.10.2.6 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.
 - 18.10.2.7 Familiarize themselves with the format, scheme of marking scoring system, and the eligibility criteria for passing the examination.
 - 18.10.2.8 All stations should be numbered properly and furnished with the question paper, authorized answer sheets, graph papers, calculators etc.
 - 18.10.2.9 All examiners should write down the instructions to be given to the students and handover to the chief examiner/supervisor to be announced.
 - 18.10.2.10 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.
 - 18.10.2.11 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.
- 18.10.2.12 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.
- 18.10.2.13 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.
- 18.10.3 Instructions to the examiners during the session with the candidate
Please refer 17.10.3
- 18.10.4 Conduct of examiners to avoid the harassment of candidates
Please refer 17.10.4
- 18.10.5 Concerning confidentiality, the examiners shall not
Please refer 17.10.5
- 18.10.6 The Chief examiner is required to,
Please refer 17.10.6
- 18.10.7 General rules for supervisor
Please refer 17.10.7
- 18.10.8 General rules for invigilator
Please refer 17.10.8
- 23.11 Marking the answer scripts**
Please refer Chapter 9 of this Manual
- 18.11.7.1 Marks will be awarded by the examiner according to the model answers/markingscheme/checklist prepared. *Marking OSPE/practical*
- 18.11.7.2 Examiners should give marks by assessing the performance of the candidates according to the check list.
- 18.11.7.3 A separate sheet with the date stamped and signed by the invigilator shall provide to write the answers.
- 18.11.7.4 Each question (OSPE) shall be marked by the examiner who prepared the question.
- 18.12 Examination offenses and punishments**
Please refer Section 20 of this Manual
- 18.12.1 List of offenses concerning the clinical component of the examination are *Offences and punishments*
Please refer 17.12.1
- 18.12.2 Procedure to follow in possible examination offences
Please refer 17.12.2
- 18.12.3 Punishments
Please refer 17.12.3
- 18.12.4 Procedure to follow when a candidate arrives to the examination hall after the stipulated time
Please refer 17.12.4
- 18.12.4a Late arrival of a candidate less than 30 minutes from the

stipulated time due to an unavoidable reason

Please refer 17.12.4a

18.12.4b

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

Please refer 17.12.4b

19. Maintenance of Records

- 19.1** 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.
- 19.1.1 Chief Examiner shall release the grades of in-course assessment components such as continuous assessment tests and mid-term tests as feedback for students. *Release of marks*
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.
- 19.1.2 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*
- 19.2 Storing of Answer Scripts**
- 19.2.1 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*
- 19.3 Mark Sheets and Mark Books**
- 19.3.1 All mark sheets shall be kept for a minimum period of ten years and there after destroyed. *Mark sheets*
- 19.3.2 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*
- 19.4 Question Papers**
- 19.4.1 At least two copies of every question paper shall be filed in the respective Departments.
- 19.5 Stationary and Other Materials for Examinations**
- 19.5.1 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*
- 16.6 Confidential Room**
- 16.6.1 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*
- 19.6.2 All confidential documents in connection with examinations such as mark sheets, mark books shall also be kept in this room.
- 19.7 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*

SECTION 2: Rules, Offenses and Punishments

20. Examination Rules

20.1 Attendance

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

Candidates' presence

20.2 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

20.3 Admission to Hall

20.3.1 No candidate shall be admitted to the examination hall for whatever reason after the expiry of half-an-hour from the commencement of the examination. However, the Supervisor of the relevant examination hall has discretion power after due consideration of the facts of the situation to determine whether to admit or not.

Entering and leaving examination hall

20.3.2 No candidate shall be allowed to leave the hall during first half an hour from the commencement of the examination or during the last half an hour of the examination.

20.4 Identity verification

20.4.1 Candidate shall have student Identity Card (ID Card)/ Record Book and the admission card on every occasion/she/she presents for an examination.

Identity of the candidate

20.4.2 The candidature is liable to be cancelled if a candidate does not produce the admission card and the student ID Card/ Record Book.

If a candidate fails to produce the student ID Card/ Record Book/Admission Card on any occasion, he/she shall, sign a declaration in respect of the paper for which he/she had not produced the student ID Card/ Record Book/Admission Card in the form Ex 26, and shall produce the student ID Card/ Record Book on the next occasion when he/she 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 ID Card/Record Book within three working days, the Supervisor/Invigilator shall handover the non-certified form to the Registrar for necessary actions.

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

20.5 Documents and items not allowed

20.5.1 No candidate shall possess

- i. Unauthorized documents including any notes, signs, formulas.
- ii. Unauthorized materials including books, pictures photographs, blank papers, parcels, handbags, caps, mobile phones, any other communication and electronic devices that are capable of accessing internet, email or storing and retrieving data etc.
- iii. Authorized materials including admission cards, timetable, body, cloths, permitted materials and documents which written notes, formulas, signs etc..
- iv. Examination stationeries that were not provided during the particular session of the examination.

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

Materials not allowed

(Refer section 8.10 for permitted items)

20.6 Declaration of Articles in Possession

A candidate may be informed by the Supervisor to declare any item in his/her possession or person.

Declaration of articles

20.7 Copying

20.7.1 No candidate shall copy or attempt to copy as mentioned from any book, paper, note, mobile phone, electronic device, similar material or from a script of another candidate. Candidate shall neither help another candidate nor obtain any undue assistance from another candidate or any other person in terms of verbal, written or by gesture.

Copying or allow to copying

20.7.2 Candidate neither shall conduct himself/herself so negligently that an opportunity is given to other candidates to obtain access to anything written by him/her or any practical examination conducted by him/her.

20.7.3 Candidate neither shall use any other unfair/unauthorized means nor seek/ obtain / render undue assistance at the examination.

20.8 Cheating

No candidate shall,

- i. use another candidate's index number or attempt to do so.
- ii. either seek or obtain help from Supervisor, Invigilator(s), or any other person without permission.
- iii. either lend or borrow any material from another candidate without permission.
- iv. either submit forge documents for examination/assignment or attempt to forge documents relevant to examination/assignment.
- v. submit an assignment of continuous evaluation, course work, field book, dissertation, report or other assignment, which has been done wholly or partly by anyone other than the candidate (except where the examiner given prior permission for joint or collaborative work to be submitted).
- vi. submit a reproduction of someone else's work including material and ideas as his/her own

Cheating

20.9 Plagiarism

No candidate shall submit,

- i. assignments / reports/ continuous assessments which are considered as an assessment component of the subject/course/an independent study / essays / dissertation/ thesis/ when exceed the threshold level stipulated by the University (consider as a subject/ course unit)
- ii. an answer script, which has been prepared completely or partially by anyone other than the candidate.
- iii. Thesis / dissertation /research paper (partial requirement of a Degree) when exceed the threshold level stipulated by the University
- iv. Thesis / dissertation/ research paper (Partial requirement of Postgraduate Degree) when exceed the threshold level stipulated by the University

Plagiarism

20.10 Articles Candidate may Bring

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

Materials and instruments allowed

20.11 Use of Examination Stationary

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

Use of examination materials

20.11.2	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.	
20.12	Index Number	
20.12.1	Every candidate shall enter his/her Index Number on the answer book / script and on every continuation paper. He/she shall also enter all necessary particulars as indicated in the cover of the answer book/ script. A candidate who inserts an Index Number other than his/her own, on the answer book/ script is liable to be considered as having attempted to cheat.	<i>Index Number</i>
20.12.2	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.	
20.13	Rough Works to be Cancelled	
20.13.1	All calculations and rough works shall be done only on papers supplied for the purpose of the examination, and shall be cancelled and attached to the answer script.	<i>Rough Work on papers</i>
20.13.2	Rough works must not be done on admission cards, timetables, record book. Any candidate who disregards this instruction will be considered as having written notes or outline of answer with the intention of copying.	
20.14	Unwanted Parts of Answers to Crossed Out	
	Any answer or part of an answer which is not to be considered for the purpose of assessment/evaluation shall be neatly crossed off.	<i>Unwanted parts of answers</i>
	If the same question has been attempted in more than one place of the answer script, the answer/s that is/are not supposed to be counted shall be neatly crossed off.	
20.15	Under Supervisor's Authority	
	Candidates are under the authority of the Supervisor. They shall assist him/her by following the instructions given by the Supervisor and/ or Invigilators, during the examination and immediately before and after it.	<i>Authority of The supervisor</i>
20.16	Disorderly Conduct	
	<ul style="list-style-type: none"> i. Shall follow the instructions given by the Supervisor /invigilators during the examination and immediately before or after the examination. ii. Shall not disturb supervisor or his/her staff or to other candidates in the examination hall or its premises iii. Shall not enter examination hall without permission. iv. Shall not leave the examination hall without permission or attempt to do so v. Shall not behave disturbing the examination activities. vi. Shall not write name on the answer script 	<i>Disorderly conduct</i>
	If the disorderly conduct of any candidate disturbs the examination activities, supervisor, invigilators, or other candidates the supervisor shall take actions for remove the candidate from the examination hall or from the examination and report.	
20.17	Stopping Work	
	Candidates shall stop work promptly when ordered by the Supervisor/Invigilator to do so.	
20.18	Maintenance of Silence	
20.18.1	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.	<i>Maintenance of Silence</i>
20.18.2	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/she is seated.	

20.19	Leaving the Hall	During the course of answering a paper, no candidate shall be permitted to leave the examination hall temporarily. In case of emergency, permission will be granted but the candidate will be under surveillance of the Supervisor or Invigilator.	<i>Leave the examination hall temporarily</i>
20.20	Impersonation	No person shall impersonate a candidate whether in the examination hall or before or after the Examination, nor shall any candidate allow himself/herself to be impersonated by another person.	<i>Impersonation</i>
20.21	Dishonesty	Serious notice will be taken of any dishonest assistance given to a candidate, by any person.	<i>Dishonesty</i>
20.22	Cancellation or Postponement	If a circumstance arises, which in the opinion of the Supervisor, (in consultation with the Controlling Chief), requires the cancellation or postponement of the examination, she/he shall stop the examination, collect the scripts already written and then report the matter in writing to the Dean of the Faculty.	<i>Cancellation or Postponement</i>
20.23	Making of 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.	<i>Making Statements</i>
20.24	Whom to Contact in Examination Matters	No candidate shall contact any person other than the Dean, Head of the Department, the Registrar or the Supervisor of the relevant examination regarding any matter concerning the examination.	
8.25	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.	<i>Handing over of answer script</i>
20.26	Absence from Examination	When a candidate is unable to present for any part/section of an examination, she/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.	<i>Absence from Examination</i>
20.27	Eligibility to Continue to Sit	No student shall sit for an examination, if she/he has exhausted the number of attempts that is allowed to sit that particular examination, unless special permission has been granted by the Senate to do so.	<i>Eligibility to continue to sit</i>

21. Examination Offences, Punishments and Procedures

21.1 Offences

21.1.1 A candidate who violates any of the rules, regulations, requirements, or conditions stipulated in the Examination manual shall be considered as having committed an examination offence.

Examination offences

Examination offences are classified as follows:

Classification of offences

- i. Possession
- ii. Removal of examination material or keeping them
- iii. Copping or attempt to copy
- iv. Plagiarism
- v. Cheating
- vi. Disorderly conduct
- vii. Impersonation
- viii. Any other examination irregularity determined by the senate
- ix. Irregularities reported by the marking examiners and approved by the Senate
- x. Forge signature of any official of the university or outsiders related to the examination process and alteration of official documents.

21.1.2 In all cases of commission of examination offences detected by an invigilator, the Supervisor/Examiner shall obtain a statement from the candidate (Ex-22) and write his report on Ex- 22 and forward his/her report to the Registrar for further actions.

21.1.3 Any Examiner, Head of Department, Dean of Faculty or any other official of the University who detects an examination offence (even detected while marking of answer scripts), shall immediately report the matter in writing to the Registrar.

Reporting examination offences

21.1.4 Within a week of the receipt, the Registrar shall place all reports of examination offences submitted by the Supervisors/examiners, through Dean, for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further actions.

21.2 The Examination Disciplinary Committee

There shall be an Examination Disciplinary Committee, comprising not less than five members, appointed by the Senate to investigate into and make recommendations (including punishments) regarding examination offences referred to it. The recommendations of the Examination Disciplinary Committee shall be submitted to the Senate for the final decision. Recommendations related to any offense reported to the committee shall be sent to the vice chancellor within four weeks of time

Examination Disciplinary Committee

21.3 Punishments

21.3.1 A candidate who is found guilty of an examination offence is liable to one or more of the following punishments depending on the gravity of the offence, how strong the evidence and possible impact to the examination.

- i. Issuing a warning letter
- ii. Cancellation of results or removal of his/her name from the results sheet
- iii. Consider as a repeater.
- iv. Cancellation of his/her candidature from whole or part of the examination.
(Examination means relevant modular/ semester/ annual examination only)
- v. Suspension from University examinations indefinitely or for a period of one to four years as the Senate may decide.
- vi. Nullification of the Honorary pass at the overall examination
- vii. Ban participation in the Convocation.
- viii. Suspension from the University indefinitely or for a period as the Senate may decide.

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

21.3.2 Examination offences and punishments are broadly classified as follows and:
Punishments would be dependent on the gravity of the offence, how strong the evidence and possible impact to the examination.

Offence		Punishment	
		Minimum	Maximum
1	Possession of		
	1.1 Unauthorized documents including any notes, signs, formula	<ul style="list-style-type: none"> • Issuing a warning letter to the candidate with a copy to his/her parents or guardian. 	<ul style="list-style-type: none"> • Cancellation of the all results or part of the results of the examination of the candidate where the offence incurred. • Consider as a repeater for sitting the examination that offence occurred. • Prohibition from sitting examination(s) held in the university for a period of one year (next consecutive two semesters) • Nullification of the Honorary pass at the overall examination • Ban participation in the convocation
	1.2 Unauthorized materials including books, Pictures photographs, blank papers, parcels, handbags, caps, mobile phones, any other communication and electronic devices that are capable of accessing internet, email or storing and retrieving data etc.		

	1.3 Authorized materials including admission cards, time table, body, cloths, permitted materials and documents which contain written notes, formulars, signs etc.		
	1.4 Examination stationaries that were not provided in the relevant session of the examination.		
2.	Removal of examination material or keeping them		
	2.1 Removing examination stationary or any other marital provided for the examination out of the examination hall and/or keeping them in his/her possession	<ul style="list-style-type: none"> • Issuing a warning letter 	<ul style="list-style-type: none"> • Cancellation of the examination result(s) of the relevant candidate where the offence incurred. • Consider as a repeater for sitting the examination that offence occurred. • Ban participation in the convocation
3.	Copy or attempt to copying		
	3.1 Attempt to copying	<ul style="list-style-type: none"> • Issuing a warning letter 	<ul style="list-style-type: none"> • Cancellation of all the results of the examination where the offence incurred. • Prohibition from sitting examination(s) held in the university for a period of one year (next consecutive two semesters) • Consider as a repeater for sitting the examination that offence occurred. • Ban participation in the convocation

	<p>3.2 Copy from the script of another candidate</p>	<ul style="list-style-type: none"> • Cancellation of the result(s) of the paper(s) of candidate where the offence incurred. • Consider as a repeater for sitting the relevant paper(s) that offence incurred. • Ban participation in the convocation. 	<ul style="list-style-type: none"> • Cancellation of the all results of the examination of candidate where the offence incurred. • Prohibition from sitting examination(s) held in the University for a period of one to two years (next consecutive two to four semesters) • Consider as a repeater for sitting the examination that offence incurred. • Nullification of the Honorary pass at the overall examination • Ban participation in the convocation.
	<p>3.3 Copying form unauthorized (refer 1.1 for unauthorized items and authorized (refer 3.4 or authorized items) documents or materials</p>	<ul style="list-style-type: none"> • Cancellation of the result(s) of the paper(s) of candidate where the offence incurred. • Consider as a repeater for sitting the examination that offence occurred. • Nullification of the Honorary pass at the overall examination • Ban participation in the convocation 	<ul style="list-style-type: none"> • Cancellation of the all results of the examination of candidate where the offence incurred. • Prohibition from sitting examination(s) held in the university for a period of one to two years (next consecutive two to four semesters) • Consider as a repeater for sitting the examination that offence occurred. • Nullification of the Honorary pass at the overall examination • Ban participation in the convocation.

	<p>3.5 Facilitating or providing opportunity to other candidate/s in the hall to copy by keeping his/her answer scripts or any other documents in such a way that other candidate/s can see or by word of mouth or by signs and gestures or facilitating in any means to secure undue advantage.</p>	<ul style="list-style-type: none"> • Cancellation of the result(s) of the paper(s) of candidate where the offence incurred. • Consider as a repeater for sitting the examination that offence incurred. • Nullification of the Honorary pass at the overall examination. • Ban participation in the convocation 	<ul style="list-style-type: none"> • Cancellation of the all results of the examination of the candidate where the offence incurred. • Prohibition from sitting examination(s) held in the university for a period of one to two years (next consecutive two to four semesters) • Consider as a repeater for sitting the examination that offence occurred • Nullification of the Honorary pass at the overall examination • Ban participation in the convocation
4	Plagiarism		
	<p>4.1 In assignment / reports/continuous assessments (considered as an assessment component of the subject/course unit)</p>	<ul style="list-style-type: none"> • Rejection and issuing a warning letter 	<ul style="list-style-type: none"> • Assign zero mark and consider as a repeater

	<p>4.2 Independent study / essays / dissertation/ thesis/ when exceed the threshold level stipulated by the University (consider as a subject/course unit)</p>	<ul style="list-style-type: none"> • Assign zero mark • Consider as a repeater for the relevant subject /course unit that offence occurred 	<ul style="list-style-type: none"> • Cancellation of all the results of the examination of the candidate where the offence incurred. • Prohibition from sitting the examination(s) held in the university for a period of two years (next consecutive four semesters) • Consider as a repeater for sitting the examination that offence occurred. • Nullification of the Honorary pass at the overall examination • Ban participation in the convocation.
	<p>4.3 Submit an answer script, which has been prepared completely or partially by anyone other than the candidate</p>	<ul style="list-style-type: none"> • Cancellation of the result(s) of the paper(s) of candidate where the offence incurred. • Consider as a repeater for sitting the examination that offence occurred. • Nullification of the Honorary pass at the overall examination • Ban participation in the convocation. 	<ul style="list-style-type: none"> • Cancellation of all the results of the examination of candidate where the offence incurred. • Prohibition from sitting examination(s) held in the university for period of two years (next consecutive four semesters) • Consider as a repeater for sitting the examination that offence occurred. • Nullification of the Honorary pass at the overall examination • Ban participation in the convocation.
	<p>4.4 Thesis / Dissertation /research paper (Partial Requirement of Postgraduate Degree) when exceed the threshold level stipulated by the</p>	<ul style="list-style-type: none"> • Rejection and issuing a warning letter • Asking to resubmit within a given timeframe 	<ul style="list-style-type: none"> • Rejection • Cancellation of his/her candidature and deferment for future registration for any postgraduate program in the university.

	University		
5	Cheating		
	<p>5.1 Using another candidate's index number or attempt to do so.</p> <p>5.2 either seek or obtain help from supervisor, invigilator(s), or any other person without any permission.</p> <p>5.3 either lend or borrow any material from another candidate.</p> <p>5.4 either submit forge documents for examination/assignment or attempt to forge documents relevant to examination/assignment.</p> <p>5.5 submit a continuous assignment, course work, field book, dissertation, report or other assignment, which has been done wholly or partly by anyone other than the candidate (except where the examiner given prior permission for joint or collaborative work to be submitted.</p> <p>5.6 submit as</p>	<ul style="list-style-type: none"> • Cancellation of the results of the Subject in which the offence occurred • Consider as a repeater. • Ban participation in the convocation. 	<ul style="list-style-type: none"> • Cancellation of the results of the candidate where the offence incurred • Prohibition from sitting examination(s) held in the university for a period of one year (next consecutive two semesters) • Consider as a repeater for sitting the examination that offence occurred. • Nullification of the Honorary pass at the overall examination • Ban participation in the convocation

	his/her own the reproduction of someone else work including material and ideas		
6.	Disorderly conduct		
	6.1 Not following the instructions given by the Supervisor /invigilators during the examination and immediately before or after the examination.	<ul style="list-style-type: none"> • Issuing a warning letter 	<ul style="list-style-type: none"> • Cancellation of all the results of the candidate where the offence incurred • Consider as a repeater for sitting the examination that offence occurred. • Nullification of the Honorary pass at the overall examination • Ban participation in the convocation
	6.2 Disturbing supervisor or his/her staff or to other candidate in the examination hall or its premises		
	6.3 Entering examination hall without permission		
	6.4 Leaving examination hall without permission or attempt to do		
	6.5 Improper behavior of disturbing the examination activities		
	6.6 Writing name on the answer script		
7	Impersonation		
	7.1 Impersonating any candidate in the examination hall or attempt to do so before the	<ul style="list-style-type: none"> • Cancellation of the studentship • Declare that the candidate is not eligible to recruit to the staff of the University (either academic or non academic) as temporary or permanent 	

	commencement of the examination	
	7.2 Allowing himself/herself to be impersonate by another person	
9	Any other examination irregularity determined by the Senate	Appropriate punishment recommended by the committee and approved by the Senate depending on the irregularity.
10	Irregularities reported by the marking examiners and approved by the Senate	Appropriate punishment recommended by the committee and approved by the Senate depending on the irregularity.
11	Forged signature of any official of the university or outsiders related to the examination process and alteration of official documents.	
	11.1 In dissertation /thesis by undergraduate	Cancellation of the results of the dissertation and thesis and consider as a repeater.
	11.2 In other examination documents (such as transcript/testamur) by undergraduate	Appropriate punishment recommended by the committee and approved by the Senate and the Council
	11.3 In any documents (including dissertation/ thesis/ transcript / testamur) by postgraduate student	Cancellation of the candidature in the postgraduate degree

21.4 Procedure

- 21.4.1 In all cases of violation of examination rules detected by the Supervisor, he/she shall take action as outlined in this section and forward his/her report to the Registrar.
- 21.4.2 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 creates a disturbance in the conduct of the examination, he/she shall exclude the candidate from the examination hall and issue

Procedure of punishments of offences detected by the Supervisor

Cancellation of candidature for disorderly conduct

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 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.

21.4.3 In all other cases of examination offences detected by the Supervisor she/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*

21.4.5 The Registrar shall submit all reports of examination offences 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*

21.4.6 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.

21.5 Final Decision

21.5.1 The punishments recommendations of the Examination Examination Disciplinary Committee decision shall be submitted to the University Senate and the Council and the decision of the Senate and the Council shall be the final. Any appeal against the decision shall be made to the Vice Chancellor within one month (30 days) of the receipt of the notification. *Senate and Council – Final Authority*

21.6 Appeals Committee

There shall be an Examination Appeal Committee, comprising not less than **three senior academic members**, appointed by the Senate to investigate into and make recommendations regarding appeals against the decision relevant to the examination offences.

A candidate found guilty of an offence may make an appeal in writing to the Vice Chancellor through Head of the Department and the Dean of the Faculty within 30 days of the receipt of the letter and the candidate has no right to appeal after 30 days of receiving the letter.

After receiving the Appeal, the Vice Chancellor may forward to the Appeal Committee to reconsider the recommendations made by the examination disciplinary committee.

The Appeal Board convener should be the Registrar.

The recommendations of the Appeal Board shall be submitted to the approval of the Senate and the Council.

21.7 Prevention of Examination offences

All staff including supervisors, invigilators, examiners and the supporting staff who involve in examinations shall act to prevent possible examination offences. All staff shall be vigilant on the suspicious documents, suspicious movement and inappropriate positioning of candidates that may help them to get an undue assistance. *Suspicious items and activities*

Staff shall keep their attention on the examination and refrain from using mobile phones, computers, electronic devices, or making answer sheets, reading books or literature as well as communicating each other matters not related to the examination

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

- 22.1 Dishonest Delivery or Communication**
- 22.1.1 Delivery by any person, fraudulently or dishonestly, 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. *Dishonest conduct*
- 22.1.2 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.
- 22.2 Divulging Marks**
- 22.2.1 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.
- 22.3 Dishonest Marking**
- 22.3.1 The marking of an answer scripts fraudulently or dishonestly.
- 22.4 Dishonest Alteration**
- 22.4.1 The marking of any erasures, interpolations or any other alternations in a mark book, mark sheet or answer script, fraudulently or dishonestly.
- 22.5 Dishonest Assistance**
- 22.5.1 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.
- 22.5.2 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.
- 22.6 Dishonest Secreting and Disclosure of Secret Document**
- 22.6.1 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.
- 22.7 Theft or Dishonest Breaking or Receptacle Containing Secret Document etc.**
- 22.7.1 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.
- 22.8 Fraudulent Introduction of Answer Scripts**
- 22.8.1 The introduction, insertion or exchange to another script in place of the script answered by a candidate
- 22.9 Dishonesty by Commission or Omission**
- 22.9.1 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.
- 22.10 Assistance or Connivance**
- 22.10.1 The abetment, assistance or connivance with another person in the commission of one or more of the above offences.
- 22.11. Maintenance of Secrecy**

22.11.1	No employee of the University involved with examinations or engaged in any type of work connected with examinations or any person/s whose service/s is/are utilized for examinations, shall divulge to anyone, any confidential information gained directly or indirectly in the performance of his/her duties.	<i>Secrecy</i>
22.11.2	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).	<i>Oath</i>
22.11.3	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.	<i>Secret document</i>
22.11.4	Every employee of the University engaged in any type of work connected with examinations, shall bring to the notice of the Vice Chancellor 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 with examinations. A close relation includes a child, spouse, sibling or descendent.	<i>Close relative</i>
22.12	Procedure for Disciplinary Action	
	Disciplinary action shall be taken against those who are alleged to have committed one or more of the above listed offences as follows:	<i>Disciplinary actions</i>
	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.	

SECTION 3: Duties and Responsibilities

Registrar In-charge of Examinations

- 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.
- 2 The Registrar, shall be responsible for all arrangements in connection with the conduct of examinations.
- 3 The Registrar, shall 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.
 - a. s/he receives the list of Examiners from the HoDs in time.
 - b. appointment letters and requests for setting question papers are sent by the due dates.
 - c. the examination time tables and Invigilation time table are prepared in time.
 - d. s/he receives all question papers to be printed/copied in time and they are kept in safe custody.
 - e. 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.
 - f. all arrangements are made to have the stationery and other requirements ready in time for issue to the halls.
 - g. the seating arrangements of desks etc. in the examination halls are satisfactory.
 - h. 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.
 - i. s/he receives final mark sheets.
 - j. s/he sends a set of question papers to the Librarian for the reference
 - k. 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).
 - l. 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.
 - m. payments related to the examinations are made promptly.
 - n. Prepare and submit summary reports on students performance to the results board.
- 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.
- 5 After having a Results Board, the Registrar shall publish the results with the approval of the Vice Chancellor .

Controlling-Chief

Controlling Chief shall be responsible for;

- 1 Nominating question paper setter, moderators and marking examiners.
- 2 Ensuring the marking of the examinations are done by the approved examiners and completed within stipulated time.
- 3 Maintaining appropriate records related to in-course assessments, if there are no course coordinators.
- 4 Ensuring that the chief examiners maintain records on the transfer of answer script packets and mark sheets among examiners, where applicable.
- 5 Guiding the chief examiners/course unit/module coordinators for the orderly conduct of in-course assessments and timely delivering of feedback to students.
- 6 Ensuring that assessment components and weightages given to different components are correct.
- 7 Checking the distribution of the performance of students in each examination.
- 8 Reporting any misconduct, error or negligence that interfere with legitimate and orderly conduct of examinations immediately to the Dean of the Faculty.

Course/Module Coordinator

Course/Module Coordinator is responsible for

- 1 Reporting the nature and the time of in course assessments to the students at the beginning of the academic semester.
- 2 Orderly conduct of in course assessments by relevant teachers.
- 3 Ensuring feedbacks of all in course assessments are provided to students at least one week before the end of the academic programme of the semester.
- 4 Maintaining in course assessment marks and hand them over to the Chief Examiner.
- 6 Ensuring student feedback about the course are collected and used for the continuous improvements

Chief Examiner

Chief Examiner is responsible for

- 1 Collecting questions, model answers with marking schemes from relevant examiners and setting the question paper for moderation.
- 2 Get the question paper moderated by the moderators/s
- 3 Incorporating moderator comments and preparing the final paper for printing.
- 4 Proof reading and ensuring the error-free paper.
- 5 Making necessary arrangements for the assessments of differently-able students, if there are such students.
- 6 Getting the required number of papers are printed, packeted and stored confidentially under the custody of the Registrar.
- 7 Requesting all necessary stationary (appropriate size answer books, separate pages and special needs.
- 8 Collecting the answer script packets from the registrar.
- 9 Ensuring first marking is done following the model answers and marking schemes.
- 10 .Preparation of final mark sheets considering all assessment components, giving appropriate weightages for different components and marks of first and second markers.
- 11 In consultation with the Controlling Chief, making arrangements for third marking, where necessary.
- 12 Applying appropriate standardization procedures, in consultation with the Controlling Chief.
- 13 Ensuring that final marks are submitted to the Registrar before the deadline, through the Controlling Chief.
- 14 Handing over appropriately sealed answer script packets to the Registrar.
- 15 Reporting any misconduct, error or negligence that may interfere with legitimate and orderly conduct of examinations immediately to the Controlling Chief. .

Moderator

The Moderator of an Examination Paper is responsible for

- 1 Proving feedback to ensure the examination paper is up to the standards and error-free.
- 2 Reviewing the question paper along with the model/prototype answer and the marking scheme and give his or her feedback on the items listed in the Moderator Report (Ex 11).
- 3 Adhering to the deadlines
- 4 Handing over of duly signed Moderator Report (Ex 11) to the Chief Examiner while keeping a copy of it.
- 5 Assisting the Chief examiner or Controlling Chief, while addressing the moderator's comments, if needed.

Supervisor

Examination Hall Supervisor is responsible for

- 1 Taking all steps, before, during and after the examination to ensure legitimate and efficient conduct of the Examination.
- 2 To 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.
- 3 Checking 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.
- 4 Assigning different groups of candidates to invigilators.
- 5 Making relevant announcements before, during and after the end of the examination.
- 6 Ensuring orderly entry and exit of candidates to and from the examination hall.
- 7 Guiding invigilators and hall attendants for orderly conduct of the examination.
- 8 Making suitable arrangements for the assessments of differently able students, if there are.
- 9 Taking appropriate action to avoid examination offenses and to report such situations.
- 10 Ensuring that all documentations such as attendance list, labels, supervisor's report are prepared accurately.
- 11 Handing over the duly sealed answer script packets and all other relevant items to the Registrar, at the end of the examination.
- 12 Taking appropriate actions, under unforeseen situations such as illness of a candidate, in consultation with relevant authorities

Invigilators

An Invigilator

- 1 Shall be responsible to the Supervisor for the efficient discharge of the duties assigned to him / her.
- 2 Shall be present in the examination hall, at least 30 minutes before the commencement of the examination.
- 3 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.
- 4 Shall place the examination stationery on each desk before the commencement of the examination. This duty should be personally attended by the Invigilator and should not be entrusted to the Hall Attendant.
- 5 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.
- 6 Shall distribute the question paper to the candidates assigned to him / her. He shall return the balance question papers, if any, to the supervisor.
- 7 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.
- 8 Shall ensure that answer scripts of every candidate are collected before candidates leave the examination hall.
- 9 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.
- 10 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.
- 11 Shall be obtain the written statements on Form Ex 22, from candidates who was detected to commit 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.
- 12 Shall keep surveillance on candidates who need to use the washroom/toilet while the examination is in progress.
- 13 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.
- 14 Shall, assist the Supervisor, in packeting and sealing Answer Scripts.

Hall Staff

Other hall staff

- 1 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.
- 2 Shall not leave the examination hall without prior permission of the Supervisor.
- 3 Shall collect the keys of the examination hall from the Registrar before the Examination commences under the instruction by the Supervisor.
- 4 Shall return keys of the examination hall to the Registrar after completing the examination.

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

- Fees / Charges may be changed



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



University of Ruhuna

Application Form for the Examination

Please submit separate applications for each Examination	
Index No.	

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 :.....

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
Faculty of

Registrar

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 :.....



University of Ruhuna

Ex 05

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 t. o inform the Acceptance or Non Acceptance of this appointment.

Please report if you have any conflict of interest related to your involvement in this examination.

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

I assure that to the best of my knowledge, I do not have any conflict of interest in relation to my involvement in this examination.

.....
Name

.....
Date:

.....
Signature of the Examiner



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 i n 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.

	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



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:



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 assess 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:

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:
.....	
.....	
.....	
.....	

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. Marcking scheme

*Please delete whichever is inapplicable

Confidential



University of Ruhuna

Printed Label for Paper Packet

This is to certify that this packet of question papers was opened ata.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:

PAPER:..... EXAMINATION:.....

.....
Signature of Invigilator

Signature of a Student

DATE :.....

Name of the Student.....

TIME :.....

CENTRE:.....

.....
Signature

Index No :.....

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 :.....

- Examination :.....
- Title and Code No of paper :.....
- Chief Examiner :.....
- Moderator :.....
- Translator :.....
- Receipt of paper
 - (a)From :.....
 - (b)Date :.....
 - Name :.....
 - Signature :.....

9. Copying/ printing and packeting :.....

10.

Printer Operator :.....

Clerk :.....

Others present :.....

Date :.....

No of copies prepared :.....

No of packets prepared :.....

11. Separate packet for purpose of Record prepared by

12. 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
 Payment Voucher for Examination Services

Financial Year :..... Cheque No:.....

Programme:..... Object code:..... Date :.....

Project:..... Vote ledger follow:.....

Object title :..... Fees Ledger follow:.....

Name of Examiner:

UPF no :

Designation :

Department / Unit:

Payment for Supervision/Invigilation/Hall Attendant/Lab Attendant

- (i) Examination :.....
- (ii) Examination: enter/ Hall :.....
- (iii) Duty for exam :.....

Date	Duration for Service				Am ont Rs. Cts.	Supervi sor Signat ure
	Mor ning		Af ter N oo n			
	From	To	Fro m	To		
Total Amou ntfor Letters			Total Amount for Numerical			

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

Payment Certified

.....

Subject Clerk

Registrar/ Senior Asst.

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

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.....And of20

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

Above entries are correct and the rates are according to regulations

Subject Clerk

Checked by :

Payment Certified by

Date :

Recommended for payment
Signature of Head of the

Department Date :

Payment Approver by

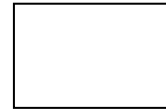
Register/Dean
/Bursar Snr.Ass.
Bursar

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

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



CONFIDENTIAL

University of Ruhuna

Answer Scripts

Name of the Examiner:

.....
.....

Aper :..... Medium :.....

enter:

Address:

.....
.....
.....
.....

Date :.....

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

.....

Examination :

Number of Scripts Enclosed in Packet

.....

From Index No :.....

To :

Candidate's explanation is given in the cage below.

Date

Name

Signature of Supervisor

University of Ruhuna



Detailed Report of Examination Offences

<p>Unauthorized documents:</p> <p>Describe the documents and where they were found. Name the documents serially.</p>	
<p>Coping:</p> <p>Describe from what document coping was done.</p>	
<p>Describe in detail the disorderly conduct</p>	
<p>Impersonation:</p> <p>Describe who impersonated whom</p>	
<p>Other offences: (Description)</p>	
<p>Special Observations:</p>	
<p>Names, Signatures and Date:</p> <p>Invigilator/s</p> <p>Date:</p> <p style="text-align: right;">Supervisor</p>	

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.	<p>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.</p>	<p>Yes/ No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
07.	<p>The student/s who has/have this Index No/Nos. has/have not produced their Admission Card. signatures have been obtained on the Declaration. (Declaration attached)</p>	<p>Yes/No</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

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



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



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 IDC ard/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.



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 maybe 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 :

.....

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.

Module Code :.....

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:



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 1			Assessment component 2							
		First marking	Second Marking	Final marks	First marking	Second Marking	Final marks					

*relevant equation/s .

	Name	Signature	Date
Chief Examiner			
Second Examiner			
Controlling Chief			

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



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 ExaminersMinimum Marks added for the Examination as a whole and distributed to one or more papers. Maximum Mark added for a Class. by special consideration	
Statement of Results	Prepared by	
	Checked by	
Results Sheet	Prepared by	
	Checked by	



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 N
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 (This certificate is issued only for those who have successfully completed the degree and no dues.)	Rs.100.00
c)	Certificate indicating pending final examination results. (This certificate will be issued only for those who have passed the examination conducted for the degree except final degree examination.)	Rs.50.00
d)	Certificate for Proficiency in English (All registered English examination.) (This certificate will be issued for those who have passed Level I, II & III.)	Rs.100.00
e)	Certificate for Proficiency in English (completion of Level I and Level II.) (This certificate is issued only for those who have successfully complete the final degree examination.)	Rs.100.00
f)	Academic Transcript: (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.)	Rs.250.00
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

Online Assessment Policy
University of Ruhuna



Online Assessment Policy

University of Ruhuna

The policy document was approved at the 433rd Council meeting held on 16th of March 2023 with the recommendation of the 376th Senate meeting held on 25th of January 2023 and the 01/2023 meeting of the Senate Standing Committee on Quality Assurance held on 03rd of January 2023.

Policy Name: Policy on Online Assessment, University of Ruhuna

Effective date:

Responsible Party: Centre for Quality Assurance, University of Ruhuna

1. Introduction

Online teaching and assessment have gained renewed interest during last two years due to the Covid-19 pandemic. Compared to online teaching, online assessment is much more challenging. Both conventional examinations and online assessments have their own advantages and disadvantages to teachers, students, and administrators. Online formative assessments are considered effective in identifying weak students and preventing them from failing at summative assessments. Use of online assessments for summative assessments is also becoming popular with the introduction of remote proctoring tools. Online assessments can make distance and continuing education more flexible and accessible.

University of Ruhuna (UoR) accepts online assessments and is committed to provide institutional support through policy initiatives, provision of resources, staff trainings, and promoting staff to incorporate them when and where appropriate.

This document presents the UoR Policy on Online Assessment.

Principles

In this policy document, the term “online assessment” is used to identify the use of internet and intranet in assessment activities such as design and delivery of assessments, recording responses, marking, reporting, and storing data. Online assessments conducted by UoR should be accurate, confidential, fair, reliable, and secure. They should also be in line with the University regulations, accepted good practices, and quality standards.

Applicability and Scope

This policy document is applicable to all “online assessments”, either formative or summative. Students may take such assessments from within or outside the University, using either students’ digital devices or those owned by the University. “Online assessments” can be synchronous or asynchronous in nature. On the recommendations of the Chief Examiner and the Advisory Committee on Online Assessments (ACOA), the Faculty Board shall approve the details of the assessments including the place of sitting and devices to be used.

2. Responsibilities and Procedures for Implementation

3.1. Responsibility

In compliance with the principles and policies outlined in this document, all staff involved in “online assessments” of UoRis expected to use them after a careful analysis on its appropriateness for the purpose and conform to basic requirements such as validity, reliability, repeatability, etc. The policy document recommends regular training on online assessments and updating for all staff and students involved in online assessments.

The candidates are expected to behave with integrity and to be fair to themselves as well as to their colleagues when taking “online assessments” by keeping to the specific standards.

3.2 Procedural considerations

3.2.1. Considerations on deciding online assessments

3.2.1.1. Examiners shall refer the relevant Course Unit/Module Information Sheet and clearly identify which ILOs could be assessed and, to which level and each of such ILOs could be assessed using online assessment tools/strategies available.

3.2.1.2. In each Faculty, there shall be a Faculty Board-appointed committee to adapt, advise, regulate and oversee the orderly conduct of online assessments within the principles outlined in this policy document. The committee shall be named as the “Advisory Committee on Online Assessments (ACOA)” and shall include following members of the faculty. The Faculty Board shall appoint a suitable Chairperson from among the members of the Committee for a period of three years.

- a. One senior academic staff member from each Department.
- b. Deputy Registrar/Senior Assistant Registrar/Assistant Registrar (shall be the convener of meetings)
- c. Chairperson and the Secretary of the Academic Committee or equivalent body
- d. Deputy senior student counsellor
- e. Two academic or academic support staff members with expertise in IT (proctoring equipment and software/internet/networking/LMS, etc.).
- f. Any other member/s as decided by the Faculty Board.

3.2.1.3. Remote proctoring and software usage shall not be compulsory for all “online assessments”, in particular, for formative assessments.

Remote proctoring and software shall be authorized by the Faculty Board and shall be approved by the Senate. The ACOA shall recommend it to the Faculty Board.

3.2.1.4. UoR promotes the use of approved remote proctoring done by human and/or software. The proctoring mechanism shall include following features.

- Each candidate or a group of candidates shall be monitored/recorded using screen recording.
- Examiner(s) should be able to detect any suspicious behaviours that candidates engage in during the examination.
- Unless permitted (during open book examination, for example), candidates shall be prohibited to search online and/or contact any third party.
- The examiner(s) should authenticate and confirm the identity of the candidate and, prevent frauds and malpractices in examinations.
- Data shall be stored on LMS or on any other secure computer(s), to which only chief-examiner and/or other assigned examiners shall have access to.

3.2.1.5. Online formative assessments are encouraged to supplement the efforts of faculties in identifying weak students.

3.2.1.6. The faculty must address any technical difficulties that candidates may face while engaging in “online assessments” and take appropriate measures promptly to overcome them, as much as possible.

3.2.1.7. An online assessment session, of which a candidate writes answers accessing LMS or any such online tools, shall not last more than 90 minutes at a stretch. There shall be at least a 15 minute break between two online assessment sessions. The candidate must submit the work done before the break. A candidate shall not engage in online assessment activities for more than 180 minutes (excluding breaks) within a day.

3.2.1.8. Without compromising the academic standards, appropriate adjustments shall be arranged for differently abled-students, to provide such students with an equitable opportunity to demonstrate their knowledge and competency.

3.2.1.9. Guidelines stated in the Examination Manual and recommended best practices in conducting examinations must be followed in online assessments, as appropriate.

3.2.1.10. The chief-examiner of the online assessment shall make and familiarize with all necessary arrangements, at least 5 working days prior to the scheduled date of online

assessments. The Faculty ACOA shall be consulted by the chief-examiner for clarification on any unresolved matter(s) regarding assessment procedures.

3.2.1.11. University policies on plagiarism and copy right are applicable to online assessments. Any approved faculty level rules and regulations specific to “online assessment” procedures shall be used for secure handling of examinations.

3.2.1.12. Mock examinations prior to real online assessments and addressing feedback from all parties concerned are recommended.

3.2.2. Conduct of examination

3.2.3.1. General guidelines given for supervisors, invigilators, and hall staff at conventional examinations must be followed, as applicable to online assessments.

3.2.3.2. There shall be a mechanism to address urgent queries by candidates during the examination.

3.2.3.3. At the end of the assessment, the examiner shall confirm the submissions received and address any discrepancies immediately.

3.2.3.4. All digital records and/or paper-based answer scripts of “online assessments” shall be saved securely following the Examination Manual.

4. Examination offenses

4.1. Any irregularities, frauds, malpractices, or offenses committed by any party involved in “online assessments” shall be dealt with as for conventional examinations.

5. Grievance mechanism

5.1. Grievances/complaints with regard to “online assessments” shall be addressed through the approved mechanisms and procedures of the university.

6. Focal points for amendments

Suggestions for the amendments to this policy document shall be submitted to the Centre for Quality Assurance through Internal Quality Assurance Unit.

Revised on March 2022

Policy on Students with Par-ability
University of Ruhuna



Policy on Students with Par-ability

University of Ruhuna

The policy document was approved at the 424th meeting of the Council held on 09th June 2022 with the recommendation of the Senate at its 367th meeting held on 30th March 2022

Policy name: Policy on students with para-ability, University of Ruhuna

Effective date:

Responsible party: Center for Quality Assurance, University of Ruhuna

1.Introduction

It is an internationally and nationally accepted fact that differently-abled/para-abled students have to be provided with special facilities in order to help them pursue their education on equal terms with persons without disabilities. They should be given the opportunity to live a life of 'full inclusion' in order to make them feel equal with the latter category. It is an accepted fact that they too should have the right to live a 'life of satisfaction' as enjoyed by persons without disabilities.

According to the National Action Plan on Disability (NAPD) approved by Cabinet in 2014, full participation of such students in higher education shall be ensured with reasonable accommodation when necessary, through training of teachers, accessible teaching methodologies, alternative learning strategies, learning materials, assistive devices and technologies, accessible physical environment, accessible extra-curricular activities and accessible sports.

National Universities in Sri Lanka admit a limited number of students with disabilities, among those who satisfy the minimum requirements for university admission under the category of 'special intake' in addition to the students with disabilities who satisfy normal admission criteria to enter the university. Every year, a small segment of students with disabilities are enrolled in the University of Ruhuna too complying with above rules.

The University is committed to maintain a learning environment that is conducive for their learning without any discrimination, providing opportunities and facilities required by those students. Protecting their rights and ensuring reasonable adjustments to whatever they utilize, providing access and participation to all activities, have access and providing learning and support required for those students are of equal importance in the creation of such an environment.

In this context, it is recognized that the University of Ruhuna should have a policy on para-abled students. This paper sets out the framework for the policy on para-abled students.

2.Definition

Person with disability means (but not limited to):

- total or partial loss of the person's bodily or mental functions
- total or partial loss of a part of the body
- the presence in the body of organisms causing disease or illness

- the presence in the body of organisms capable of causing disease or illness
- the malfunction, malformation or disfigurement of a part of the person's body
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction
- a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgments or that results in disturbed behavior
- specific learning disability

Reasonable Adjustments means that a person with a disability requires certain reasonable adjustments in what he or she consumes or uses in order to fully and equally participate in any work or studies that one undertakes. The aim of reasonable adjustments is to provide negotiated measures to ensure that students with disabilities have equality of access to education. Such adjustments are not aimed at compromising academic standards or providing an undue advantage to students with a disability. A student must be able to fulfill the necessary requirements to undertake a course of study, unless their inability can be overcome by making a reasonable adjustment. In practice, the principle of reasonable adjustment allows that whenever it is possible, necessary or reasonable to do so, the usual policy or practice will be adjusted to meet the needs of a person with a disability. Examples of reasonable adjustments include variations to examinations and assessments, provision of adaptive as well as assistive equipment and modifying course delivery methods and introducing alternative methods.

3.Objectives

The objective of this policy document is to offer para-abled students relevant and timely advice, guidance and medical, psychosocial and academic support as necessary to enable equal and equitable access to university education as their peers without disabilities, promoting individual growth and independence and to support them to achieve the standards without compromising their required level of training.

4.Scope and applicability

This policy affirms the university's commitment to providing an environment for para-abled students are valued, supported and encouraged as far as practicably possible, to participate fully in the life of the university. The scope of this policy covers the following areas.

1. Identifying para-abled students and their requirements.
2. Handling the requests of para-abled students.

3. Provision of an accessible, safe and inclusive learning environment for students with disabilities ensuring that they are appropriately supported and encouraged and are free from discrimination or harassment.
4. Enabling the university to comply with the Protection of the Rights of Persons with Disabilities Act No. 28 of 1996 and the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) signed by the Government of Sri Lanka on 30th March 2007 and ratified on 08th February 2016.
5. Fostering an environment which encourages positive, informed and unprejudiced attitudes towards people with disabilities.
6. Implementation of procedures for any reasonable adjustments for para-abled students.
7. Ensuring that the needs of people with disabilities are met in relation to the physical environment including infrastructure.

5. Disclosure of disability

- An individual with a disability who does not require any adjustments is not obliged to disclose their disability at any time.
- An individual with a disability who requires an adjustment is encouraged to disclose their need for the adjustment to the university, with appropriate documentation, at their earliest.
- Information regarding the disability, and any adjustments needed, may only be disclosed to the staff on a 'need-to-know' basis. This may include disclosure to the Assistant Registrar, relevant mentor/s, student counsellors, teaching staff, supervisors and other staff who may be required to implement the required adjustments. Subject to the above, university staff must treat that as confidential and private.
- Evidence of a disability may be required for appropriate adjustments to be made. Those particulars have to be provided to the university in such instances in a responsible manner with the recommendation of a responsible authority.
- The staff will respect students' rights to confidentiality by all means assuring their mental well-being.

6. Procedure

The University will ensure that in all policies, procedures, regulations, functions and activities, including strategic planning and resource allocation, special attention is paid to reasonable means of enabling full participation of para-abled students in all aspects of the academic and social life of the institution. This intends to ensure equality and equity towards para-abled students.

- It is mandatory to screen the medical certificates of all new entrants by the University Medical Officer prior to the enrollment to identify the students with major disabilities.
- Each faculty shall have a committee comprised of Dean/representative of the Dean, Assistant Registrar, Deputy Senior Student Counsellor, University Medical Officer/designated and one academic staff member from each department/level of study should function as a committee to address issues related to differently able students. The Dean of the Faculty is entrusted to activate the policy on para-abled students as per the directions of the faculty committee, Faculty Board, Senate and the University Council by acquiring the required resources.
- Students, upon the registration at the faculty should be encouraged to declare their disabilities and apply for special considerations. The information should be collected within four weeks of enrolment. The faculty should develop a process to collect information and maintain a confidential database of such students.
- Differently able students should inform in writing to the Senior Assistant Registrar beforehand when they need special assistance for the exams. Eligibility for granting special assistance will include;
 - a. Permanent physical conditions that will require special assistance (e.g., impairment of vision/ hearing, anatomical deformities)
 - b. Temporary physical conditions that will require special assistance (e.g., injuries/fractures)
- The applications will be evaluated by the committee. The decision of the committee will be conveyed to the dean, who will make final recommendations on granting privileges/reasonable adjustments appropriate for the situation.

Adjustments are made on a case-by-case basis, and may include:

- Alternative exam arrangements
- Assistance from an academic support worker
- Assistive technology
- Accessible formatting of course reading materials
- Extensions to assignments
- Flexibility in attendance requirements
- Accessible teaching spaces and specially designed furniture

The special assistance granted will be decided within the purview of Examination By- Laws of the Faculty. These are intended for facilitating the requirements of a student to minimize the obstacles in achieving his/her fullest potential.

Further, the committee should follow up each such student and refer the individual for further assistance to relevant places/individuals if and when required.

- Faculty within its limitations shall make the best effort to provide physical and psychological support for the para-abled students and will ensure equal and equitable participation of all students with disabilities in all aspects of university life by decreasing barriers and promoting inclusion.

This can be achieved by;

- Improving the infrastructure of the existing buildings to provide disability access, making accessible sanitary amenities and washrooms and appropriate hostel facilities
- Planning new infrastructure according to current legislature
- Training academic staff in accessible teaching methodologies, alternative learning strategies, learning materials
- Introducing assistive devices and technologies, accessible extra-curricular activities and accessible sports
- Creating awareness on and implementing measures to minimize societal and attitudinal barriers deterring students with disabilities from full and equal participation in University life

It is recommended that once approved, the policy on para-abled students, Center for Quality Assurance, University of Ruhuna, should be reviewed and revised periodically.

7.Action plan for para-abled students

In conjunction with this policy, each faculty shall introduce an action plan for para-abled students which set out the approach to meeting its obligations and responsibilities towards students with disabilities. This action plan is proposed to be incorporated into the faculty and university action plans. Further, individual faculty shall have the authority to decide the measures they would implement depending on the requirement, facilities, capacity etc.

5. Related Acts, Rules and Regulations, and Key Circulars

1. United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).
2. Protection of the Rights of Persons with Disabilities Act No 28 of 1996, Sri Lanka. Accessible at http://socialemwelfare.gov.lk/web/images/content_image/pdf/legislation/act1996.pdf
3. Disabled Persons (Accessibility) Regulations, No. 1 of 2006 promulgated under Article 23 (2) of Act No 28 of 1996. (Accessible at http://socialemwelfare.gov.lk/web/images/content_image/pdf/legislation/act1996.pdf).