

Manual of Procedure for conduct of University Examinations

University Grants Commission
No.20, Ward Place
Colombo – 07

01.09.1983

University of Sri Lanka

Manual of Procedure for conduct or Examinations

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Chapter I

1. Calendar of Dates

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| 1.1 | The draft calendar of dates for examinations, for the ensuring academic year shall be prepared by the Registrar and sent to the Deans of the various Faculties for their observations, at least two months prior to the last date of the 3 rd term of an academic year. | Date of Preparation |
| 1.2 | Within 2 weeks of the preparation of the draft calendar of dates, the Registrar shall finalize same in consultation with the Deans. He shall obtain the approval of the Senate for the calendar not later than one month prior to the last date of the 3 rd Term of the current Academic year. | Finalization |
| 1.3 | If it becomes necessary to revise the dates of examinations, such revision shall be made not later than two months prior to the last date of the 3 rd Term of the Academic year in respect of which the examinations are to be held. | Revision of dates |
| 1.4 | The Examinations in any academic year shall commence not later than two weeks after the closure of the 3 rd Term. | Date of commencement of Examinations. |

2. Examination Time – Tables.

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| 2.1 | At least six weeks prior to the last date of 3 rd term of the academic year in which examinations are being hold, the Registrar shall prepare the draft time-table for the examinations, in consultation with the respective Deans and Heads of Departments taking into consideration any revision of dates made under 1.3. | Drafting of time – tables. |
| 2.2 | The Registrar shall finalize the time-tables and Them on the Notice Boards and also send copies to the respective Deans and Heads of Departments, at least one month prior to the last date of the 3 rd Term. | Publication of Time – Tables |

3. Invigilation Time Tables

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| 3.1 | Within a week of the time tables being finalized, the Registrar shall draw up the invigilation time tables and allocate centres/ halls for the examinations. | Drawing up of invigilation time-tables |
| 3.2 | The Registrar shall send copies of the invigilation time tables (together with a copy of chapters on supervision, Examination Rules, Examination Offences Form Ex./) not later than one week prior to the last date of the 3 rd Term. | Distribution of Invigilation time – tables |

Chapter II

Entries for Examinations and Preparation of Schedules of Candidates

1. Entries for Examinations

- 1.1 The Registrar shall call for entries for examinations from candidates at least one week prior to the last date of the 2nd term and close the two weeks after the commencement of the 3rd term. Calling for entries
- 1.2 The applications shall be made on prescribed form. On receipt of these forms the applications shall be scrutinized carefully and all ineligible applications rejected and the candidates informed accordingly. Scrutiny

2. Schedules of Candidates

- 2.1 The Registrar shall not later than one month prior to the last date of the 3rd term prepare a schedule of candidates for each examination and allocate to them their Index Number. Preparation of Schedules.
- 2.1.1 The schedule shall also contain the following particulars :-
- the title of the papers that each candidate is offering;
 - the number of attempts the candidate has already had;
 - eligibility for honours;
 - any other relevant information such as suspension for examinations and withholding of results.

3. Admission Cards

- 3.1 The Registrar shall not later than two weeks of the last date of the 3rd term have admission cards for the examination issued to all candidates, drawing attention to examination rules, offences and punishments. Issue of Admission Cards
- 3.2 It is important that the admission cards should be checked with schedule by another officer since a mistake in the

entry of the index number on the admission card will affect the results of the candidate.

4. Lists of Candidates for each paper

- 4.1 The Registrar shall prepare in triplicate, lists of Index Numbers of candidates sitting for each paper separately. These lists will beattendance lists. One copy shall be use to get the signature of the candidates, the second copy shall be used to mark the attendance of candidates, and the third copy to mark the desks. The first copy will be returned to the Registrar and the second copy enclosed with the answer scripts. Preparation in triplicate

Chapter III

Appointment of Examiners

1. Nomination of Examiners

At least two months prior to the last date of the 2nd term, the Registrar shall send a list of the schedule dates of examinations and request the Heads of Departments to perfect and return within six weeks, Form Ex..... 'List of Examiners'. Notification of dates of Examinations Request for List of Examiners.

2. Approval of Examiners by Faculty and Senate

At least one month prior to the last date of the 2nd term, the Heads of Departments shall obtain the approval of the Faculty and Senate for the appointment of examiners. Faculty and Senate approval

3. Security of List of Examiners

- 3.1 Within one week of receipt of Form Ex/2 from the Head of Departments, the Registrar shall, Scrutiny of List of Examiners
- 3.1.1 Scrutinise and ascertain whether each Head of Department has recommended examiners for all papers that his department is concerned with.
- 3.1.2 Check whether the addresses of the examiners have been given and if not obtain same.
- 3.1.3 Check whether the lists of special requirements such as graph paper ledger papers, maps, statistical – tables, drawing paper etc. have been enclosed.
- 3.1.4 Check whether the special materials requested

under 3.1.3 are available, and if not make immediate arrangements to obtain same in time for the examinations.

4. Issue of Appointment Letters to Examiner

- 4.1 The Registrar, shall within one week of receipt of Form EX/2 write to all examiners informing them of their appointment and the duties assigned to them. The examiner shall, within one week acknowledge the receipt of the appointment letter.

It is extremely important that if an examiner is unable to accept the appointment, he should state this clearly in the acknowledgement form.

5. Appointment of Alternate Examiners.

- 5.1 Where a person has expressed his inability to serve as an examiner, the Registrar shall arrange with the Head of Department concerned, an alternate examiner to be appointed.
- Appointment of alternate Examiners where Examiners already appointed are unavailable

Chapter IV

Setting of Questions

1. Request for setting of Question Papers

- 1.1 Within one week of the receipt of the replies from the Examiners indicating their willingness to serve as Examiners, the Registrar shall send to the Examiners, appointed to set question papers the following -

A copy of the Question paper of the previous examination, special instructions if any,

Note on setting Question Papers (Form Ex/3)

Question paper forms to set the paper (Ex/4 and Ex/5)

Form for Marking Scheme and Work solutions (Ex/6)

Special requirements (Form Ex/7)

Inner and outer envelopes to forward question paper (Ex/18)

Voucher

2. Receipts of Question papers from Examiners

The Examiner shall send on or before the date specified for the return of the question paper such question paper written/ typed on the Forms Ex/4 and Ex/5 together with the other documents sent under 1.1 above duly completed where necessary, and enclosed in the confidential envelope Ex/8 and Ex/9 addressed to the Registrar under his personal name.

Chapter V

Moderation, Translation and Scrutiny of Question Papers.

1. Moderation

1.1 Within one week of receipt of the question papers the Registrar shall, for all examinations other than those for which moderation is not required, send the question paper and marking scheme if any under confidential cover to the moderator requesting him to return them after moderation or not before the specified date. Moderation of Question papers and Marking scheme

2. Translation

2.1 On receipt of the question paper from the moderator or from the setter as the case may be, the Registrar shall have the paper translated into the required media, using Form Ex/2 and Ex/5. Translation

2.2 Where papers are set in both national language the papers should first be set in English.

3. Scrutiny

3.1 There shall be a Board of Scrutiny for each subject paper. The composition of the Board of scrutiny shall be determined by the Senate, at the time the Examiners are appointed. Board

3.2 The Registrar shall submit the question papers within two weeks of receipt from the setter/ moderator, for scrutiny by the Board.

3.3 The Board of Scrutiny shall have the power to examine all question papers, to modify any question in respect of Power of Board

language and to refer back where necessary to the Examiner/ Examiners with their suggestions, any – papers containing questions which appear to them to be unsuitable or unsatisfactory. The modified question paper shall also be submitted again to the Board of Scrutiny.

- 3.4 When each paper has been certified by the Board of Scrutiny the Registrar shall have the paper sealed and marked “Passed by the Board of Scrutiny”.

Chapter VI

Typing, Proof reading, Cyclostyling/ Printing and packeting of Question papers.

1. Procedure

- 1.1 The Registrar shall take necessary action for typing proof reading, cyclostyling/ printing and packeting of question papers which have been passed by the Board of Scrutiny concerned. Procedure
- 1.2 For this purpose the Registrar shall maintain two schedules on Forms Ex/10 and Ex/11.

2. Typing of Stencils

- 2.1 The question papers shall be typed on the stencil by the confidential typist/ clerk/ stenographer under the immediate supervision of the Examiner/ Registrar in a confidential room provided for the purpose. Typing of Stencils

Where, however, the examiner himself types the questions for scanning or cyclostyling, he may hand over the question paper to the Registrar personally or send it to him under confidential cover.

- 2.2 The following particulars shall be inserted, on the top of the stencil in the following order; Heading
- a. Name of University/ University College
 - b. Name of the Campus, if any
 - c. Name and year of the examination and the month in which the examination is held
 - d. The code number and title of the paper
 - e. Duration of the paper
 - f. The rubric which shall contain, the following as

appropriate :-

- i. The total number of questions
- ii. The number of questions to be answered
- iii. Compulsory questions, if any
- iv. Selection from different part, 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.

A specimen of heading of a question paper is given appendix II. (Page No.....)

3. Proof Reading

- 3.1 The Registrar shall make arrangements to have the proofs read. Reading of Proof

4. Cyclostyling and Packeting

- 4.1 A list of the number of candidates sitting for the various papers at the different examination centres shall be prepared and made available in the confidential room, where the duplication of papers is done. Number of copies required
- 4.2 The Registrar shall ensure that each paper is cyclostyled and packeted and is ready not later than two days before the scheduled date of that paper. Packeted in time.
- 4.3 The cyclostyling and packeting of question papers shall be done under the immediate supervision of the Registrar. The employees detailed to cyclostyle and packet shall ensure the following; Packeting procedure
- a. that the full material has been reproduced on each sheet of paper and where both sides are used on both sides of the paper
 - b. that no sheet which is illegible or smudge has been included.

- c. that where there are more than one sheet for a question paper the sheets have been stapled together in the correct order;
- d. that the name of the examination, code number and the title of the paper, number of question papers enclosed, the medium, the centre, the date and time of the paper are given on the packet.
For this purpose, the printed lable (Form Ex/12) or the printed envelop (Form Ex/13) shall be used. In addition where necessary, morning/ afternoon lables may also be used.
- e. that the original of the question paper, the used stencils and a sufficient number of papers for documentation have been sealed in a separate packet to be kept in the custody of the Registrar
- f. that the packets have been prepared according to the different centres, and that adequate number of question paper (i.e. one for each candidate plus an additional 5 or minimum of 10 extra papers) have been included in each packet.
- g. that all used carbon papers, spoilt stencils, spoilt question papers and other relevant confidential documents used for preparation of the question paper are burnt immediately after the packeting process is completed.

- 4.4 The relevant entries in Form Ex/14 shall be made at the various stages of preparation of the question paper until packeting. Record of various steps

5. Responsibility for Scrutiny and Correction of Paper

- 5.1 The Registrar shall be responsible in seeing that the question papers have been prepared and packeted under strict security. He shall not seal any packet unless he is satisfied that the required number of question papers had been enclosed in the packets, and that the correct title, name of examination, date, time medium and centre have been entered on the envelope/ lable of the packet. Correctness of preparation and packeting of paper
- 5.2 The Registrar shall check with the Daily Schedule of Examinations (Form Ex/15) that the question papers and other relevant documents for each session are ready in time. Checking

Chapter VII

Examination Hall Arrangements

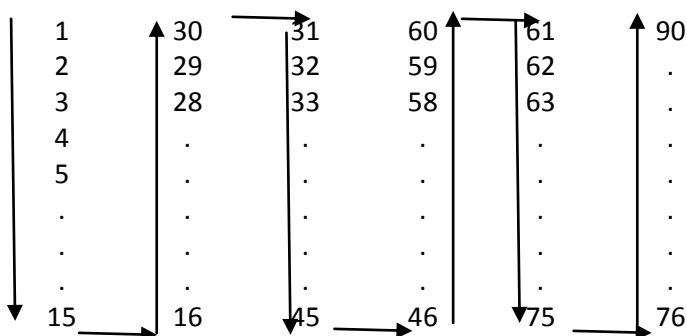
1. Examination Halls

- 1.1 Every Higher Educational Institution shall have a suitable Examination Halls until such time as Examination Halls are provided, due consideration shall be given to the availability of ventilation, lighting and security in selecting Rooms to conduct examinations. Rooms that cannot accommodate at least 30 candidates should be avoided, except where the number of candidates is below 30.

2. Arrangement of Desks

- 2.1 The desks and chairs shall be arranged in row of columns. At least 2 ½ ft. shall be left between the back of one candidate's chair and the front edge of the desk of the candidate seated immediately behind him. The distance between two columns of desks shall be at least 4 ft. desks shall be numbered in column with index numbers of the candidates in the order shown in the attendance list.

The allocation of Index Numbers on desks shall be as in the following example.



This arrangement shall be followed in small rooms as well.

- 2.2 The index number shall be chalked clearly on each desk or written distinctly on a label and pasted on the Desk. It may preferable, to use permanent discs or cardboard for writing the index numbers. Where a number is indistinct the Invigilator shall re-write it.

3. Checking of arrangements

- 3.1 Before admission of students for each paper, the supervisor shall check the arrangements.

shall inspect the hall and be satisfied that the rooms are clean, desks have been arranged and numbered correctly and the examination stationary placed on the desks.

4. Admission of candidates

- 4.1 Preferably there shall be one door for admission and one for exit. However, depending on the nature of the hall, the number of candidates and the number of papers more entrances and exits may be used at the discretion of the supervisor. Admission of candidates

Chapter VIII

Supervision and Invigilation

1. General

- 1.1 Supervision and invigilation form a very important function in the proper and efficient conduct of examinations. It is the duty of all employees of the university to assist in this work. Importance
- 1.2 Services of the members of the permanent staff shall be utilized for supervision and invigilation duties where, however, permanent staff is not adequate the services of temporary staff may be engaged. Services of permanent staff

2. Preparation of list of supervision staff

- 2.1 Two months prior to the last date of the 3rd term, the Registrar shall request all Heads of Departments to indicate the names of the permanent academic staff whose services for any particular reason will not be available for this work.
- 2.2 Four weeks prior to the last day of the 3rd term, the Registrar shall prepare the list of supervisors and invigilators for the various examination canterers. Preparation of lists of supervision and invigilation

3. Appointments of supervisors and invigilators

- 3.1 As far as possible, supervisors shall be selected from among the senior staff. Supervisors
- 3.2 At least 2 weeks prior to the last day of 3rd term, the Supervisors/Invigilators shall be sent letters of Appointment with provision for acknowledgement. If no

acknowledgement is received within a week, other arrangements shall be made by the Registrar. The Registrar, shall enclose with the appointment letter, the following:

- a. A copy of the invigilation time table.
- b. A copy of the examination time table for the centre
- c. A copy of the examination rules
- d. Copy of the Instructions to supervisors/ Invigilators/ Hall Attendants (Form Ex/1)
- e. Voucher
- f. Any other relevant documents.

4. Examination Hall Staff

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| 4.1 | The staff on duty at each examination hall/ centre, shall consist of at least a supervisor, an invigilator and hall attendant. If the number of candidates at a centre 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 at a centre 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 at a centre, there shall be an additional supervisor for every additional 180 candidates or part thereof, exceeding 60, and shall form a separate unit with separate invigilators and hall attendants. However, this general pattern may be varied depending on the number of candidates, papers, accommodation and other exceptional circumstances. | Strength of examination hall staff |
| 4.2 | After the appointment of Examination Hall staff no alternative arrangement shall be made except in consultation with the Registrar. Where, however, after the commencement of the examination, a member of the hall staff finds that owing to unforeseen or unavoidable circumstances he has to be absent for a session or more he shall immediately contact the Registrar, who shall make alternative arrangements in consultation with the Vice Chancellor/ Director/ Rector. | Alternate arrangements |
| 4.3 | The supervisor shall be in charge of the centre. Invigilators and hall Attendants shall assist him and work under his direction. The Examination Hall staff shall be in attendance at the centre atleast 30 minutes before the examination is due to commence. | Supervisor in-charge |

5. Duties of the Supervisor

- 5.1 The Supervisor shall be responsible for taking all steps, before during and after the examination to ensure both the smooth and efficient conduct of the examination. Responsibility
- 5.2 The Supervisor of each Hall/ Centre shall call over, at least half an hour before each session commences at the office of the Registrar and collect the question papers and other material for his Hall/ Centre for each session or each day as the case may be. Collection of question papers
- 5.3 The Supervisor shall check the question paper packets with the time table in order to make sure that the correct question paper packet have been handed over, that no question paper for the session/ day is missing and that the packets are properly sealed. Checking correctness
- 5.4 The Supervisor shall be supplied with the following by the Registrar :- Collection of other materials
- a. Packet/ packets of question papers for the session/ day.
 - b. Packet/ Packets of material such as maps etc.
 - c. Attendance lists for each paper (EX/15)
 - d. Examination time tables
 - e. Invigilation time tables
 - f. Printed envelops for answer papers (Ex/16)
 - g. Labels for answer packets (EX/17)
 - h. Report form for Examination Offences (EX/18)
 - i. Supervisor's Report (Ex/19)
 - j. Return/ Acknowledgement Form for Answer packets (EX/20)
 - k. The seal for sealing of packets
 - l. Date stamp for stamping answer books/ sheets
 - m. Other written instructions where necessary
- 5.5 On arrival at the Examination Centre, the Supervisor shall Duties on arrival at the Examination Centre
- 5.5.1 Check whether the correct question papers and relevant documents for the particular session have been brought by him.
 - 5.5.2 Check that the Hall has been cleaned and the desks have been properly arranged and numbered according to the attendance list provided.
 - 5.5.3 Ascertain that the Invigilators and hall attendants are present and shall assign their duties (Vide 6.1). In the event of the full assigned staff not being present 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..

5.5.4 Assign each invigilator with a certain number of candidates

5.5.5 Draw the attention of the Invigilators and the Hall Attendants to the duties allocated to them.

5.6 The Supervisor shall ensure:-

5.6.1 That candidates 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 occupied by a candidate

Admission of candidates

5.6.2 That an 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.

5.6.3 That candidates shall not be admitted to the hall earlier than 10 minutes before the time of commencement of a paper.

5.6.4 That if a candidate presents himself at a centre not allotted to him, and if there is sufficient time, the candidate shall be directed to the correct centre. If there is not sufficient time, the candidate shall be allowed to sit the examination for that session only at that centre. The answer script of such a candidate shall be packeted separately and the matter brought to the notice of the Registrar.

5.6.5 That no candidate shall be admitted to an Examination Hall after the expiry of half an hour from the commencement of the examination.

5.6.6 That 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 brought to the notice of the Registrar.

5.7 The answer books with the cover shall be issued initially and books without covers or loose sheets (continuation sheets) subsequently.

Distribution of Answer books

- 5.7.1 The Supervisor shall see that the date stamped answer books have been set out on each desk at least 15 minutes before the commencement of the examination.
- 5.7.2 Continuation sheets shall be issued preferably by the Invigilators (and not by Attendants) and each sheet shall be date stamped before being issued.
- 5.8 The Supervisor shall make the following announcements before the commencement of the examination :-
- Announcements and distribution of question papers.
- (a) Strict silence is to be observed by candidates till the end of the examination.
- (b) No candidate shall remove from the examination hall, any answer books or continuation sheets or any other stationery or other material issued to him.
- (c) No candidate shall have with him books, notes, packets or files or any stationery or material other than those issued to him and if any such material has been brought into the examination hall by any candidate he shall hand them over to the Invigilator immediately. This includes any notes etc. Written on authorized material to be brought in such as Record Book, Time table, Admission Cart etc.
- (d) No candidate is permitted to leave the examination hall during the first half an hour of the paper or during the last 15 minutes.
- 5.9 The Supervisor shall open the question paper packet/ packets one by one in the presence of an invigilator and check whether the question papers are the correct papers for the session and that the special requirements if any, required according to the rubric are available.
- Opening of packets of question papers
- 5.10 The Supervisor shall hand over the required number of question papers to each invigilator for distribution to the candidates allocated to each of them together with any special requirements mentioned at 5.9 above.
- Distribution of Question papers
- 5.11 The balance question papers shall remain in the supervisor's custody and he shall ensure that no question paper is allowed to be removed out of the hall before the expiry of the first half hour.

- 5.12 The supervisor shall make the following announcements after the distribution of the question paper :- Announcements
- i. Please check whether you have received the correct question paper.
 - ii. The question paper in contains pages and Questions. Please check whether you have got the full question paper.
 - iii. You are advised to read the instructions given in the question paper before answering the paper.
- 5.13 The Supervisor/ Invigilator shall not under any circumstances, give any clarification/ explanation with regard to the questions to any candidates. However, if any error or defect in a question paper has been notified by the Registrar the Supervisor shall announce such correction/ modification as indicated by the Registrar. No clarification of Question Paper
- 5.14 The Supervisor shall ensure that the Invigilators and Hall attendants are attending to the duties assigned to them. Supervision of Invigilators
- 5.15 (a) At the expiry of the first half hour after the commencement of the paper, the supervisor shall direct each Invigilator to get the original of the Attendance Lists signed by the candidates, to mark the attendance in the duplicate list and to check the identity of the candidates. Marking of Attendance List
- 5.15.1 Attendance lists (Form Ex/15) shall be issued in duplicate. No candidate shall be permitted to appear for a paper if his Index Number has not been included in the attendance list for that paper. However, if a candidate makes a declaration that he was offering that paper and if the supervisor is satisfied with the bona fides of the declaration, he may include the Index Number of the candidate concerned in the attendance list and allow him to sit the paper. Every such case shall be reported to the Registrar.
- 5.15.2 Original:
Every candidate present for the examination shall be required to place his signature against the relevant Index Number. Candidates who are absent shall be so marked by the Invigilator concerned. This copy shall be sent by the Supervisor under separate cover to the Registrar.
- 5.15.3 Duplicate
The Invigilator concerned shall specify in the

duplicate against each Index Number whether the candidate to whom it refers was present or absent for the examination. The candidates shall not be asked to sign this copy. To ensure that the signature is not placed on the duplicate, a rubber stamp or similar device may be used indicating that the signature is not placed in the space provided for it. This copy shall be enclosed by the supervisor in the packet of answer scripts. Where present the mark 'v' shall be inserted and where the candidate is absent 'ab' shall be inserted. Where parts or sections of answer scripts have to be packeted separately, a separate duplicate Attendance sheet shall be prepared and enclosed in each packet.

5.15.4 In the performance of this exercise the supervisor/ invigilator shall satisfy himself of the identity of a candidate by reference to the record books issued by the University which contains the candidates photographs as well as their signatures. Identity of candidates

5.15.5 If a candidate fails to produce his record Book at any paper for purposes of identification, he shall be requested to produce the Record Book on the next occasion he presents himself for the examination. Failure to produce Record Book

Meanwhile he shall be required to sign a declaration (Form Ex/26) that he has been provisionally allowed to sit the paper, under the condition that he shall establish his identity by producing the Record Book at the next session at which he sits for a paper.

The Supervisor shall on production of the Record Book at the next session certify on the declaration that he is satisfied with the identity of the candidate for that paper.

5.16 As soon as the Attendance lists are marked, the supervisor shall collect the originals from the invigilators and proceed to prepare the relevant envelopes and labels for the packeting of scripts. Preparation for packeting

5.17 The Supervisor shall make the following announcements at the appropriate times Announcements

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 medium. Tie up you papers together. You may continue to write after doing so. No candidate shall leave the hall till the end of the paper”.

- c) At the end of the paper – “stop work and remain in your seats until your answer papers are collected”.
- d) After the invigilators have collected the scripts – “the candidates may leave the hall”.

5.18 At the expiry of the session, the invigilators shall collect the scripts of the candidates assigned to each of them and hand them over to the supervisor who shall check against the duplicate attendance sheets. Collection of answer scripts

5.18.1 The supervisor shall check that each invigilator has arranged the scripts in order of index numbers.

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 candidate

5.20 The supervisor will then arrange the scripts to be packeted. Each medium shall be packeted separately. The answer scripts shall be packeted in bundles of sixty, unless otherwise instructed. Where however, the number is over sixty, but less than 120, the main packet shall contain 60 and the other packet the balance. Where, however, the balance is less than 15 they shall be packeted together with the main packet, if it can be done so conveniently. Where it is required to packet the scripts of each part/ section separately, they shall be packeted separately in the same manner.

The Supervisor shall enclose in each packet

- a. a copy of the attendance list
- b. two copies of the question paper and
- c. adequate detail mark sheets

Each packet shall be tied securely, labeled and sealed. Before, pasting the labels he shall ensure that all details on the label have been duly filled.

5.21 In order to obviate the possibility of candidates bringing into the examination hall university answer books and Safe keeping of answer books and continuation

continuation sheets on which answer may have been prepared previously and to prevent their misuse the following precautions shall be taken

- 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.

5.22 The Supervisor shall hand over to the Registrar at the end of each session/ day, and obtain acknowledgement for the following: Report for the session and handing over of answer packets

- a. The packets of answer scripts
- b. Supervisor's report (Form Ex/19)
- c. A report on examination offences on Form (Ex/18)
- d. The original Attendance lists
- e. Description of answer packets made (Ex/20)
- f. In duplicate
- g. Balance question papers
- i. Balance stationery

6.1 Duties of Invigilator

- a. The invigilator shall be responsible to the supervisor for the efficient discharge of the duties assigned to him. Responsibility
- b. The invigilator shall devote his whole attention to the continuous supervision of candidates. He shall, move among the candidates at intervals without disturbing them and if he notices a candidate having with him unauthorized documents/ materials he shall take possession of same and report the matter immediately to the supervisor. Full attention on invigilation
- c. The invigilator shall place on each desk the examination stationery before the commencement of the examination and he shall also distribute the date stamped continuation sheets to the candidates, when called for. In date stamping the continuation sheets, to avoid wastage of stationery, he shall ensure that not Distribution of additional stationary

more than the required number for the session are date stamped. This duty should be attended to personally by the Invigilator and should not be entrusted to the hall attendant.

- d. The invigilator shall distribute the question paper to the candidates assigned to him. He shall return the balance question papers, if any to the supervisor. Distribution of question paper

- e. The invigilator shall at the expiry of the first half hour, go round and get each candidate to sign the Attendance list. He shall also mark the attendance on the duplicate attendance list and certify both sheets in the space provided for. He shall return the original attendance list to the supervisor but retain with him the duplicate to check when collecting the answer scripts. (Please see 5.18) Mark attendance

- f. No candidate shall be admitted to the hall after the expiry of half an hour from the commencement of the paper nor shall any candidate be permitted to leave during the first half hour, or during the last 15 minutes of the paper. Admission of candidates

- g. The invigilator shall collect the scripts of every candidate who leaves before the last 15 minutes. Collection of scripts

- h. As soon as the time allotted for the examination is over, the invigilator shall collect from every candidate his scripts whether answered or no. In doing so he shall check that the script bears the correct index number.

- i. The invigilator shall check that the answer scripts have the index numbers of the candidates and the title and the medium of the paper and thereafter hand over the scripts to the supervisor. He shall check the collected scripts with the duplicate attendance list and if any candidate has failed to hand over a script he shall bring this matter to the notice of the supervisor. Check with attendance

- j. Written statements shall be obtained on Form Ex/18, from candidates detected committing examination offences. If any candidate refuses to give a statement, the invigilator shall not enter into argument with the candidate but shall make in his detail report on Form Ex/18, a note that the Obtaining statements

candidate has refused to give a statement.

- k. After the candidates leave the hall, the invigilator shall go round and inspect the section allotted to him to ensure that all answer scripts and other examination stationary have been collected. Inspection of hall at end of examination
- l. The invigilators shall assist the supervisor, in packeting sealing answer scripts Assistance in packeting

7.1 Duties of Hall Attendants

- a. It shall be the duty of the hall attendants to carry out all instructions given to them by the supervisor/ invigilator.
- b. Hall attendants shall call over at the examinations branch each session / day atleast 45 minutes before the commencement of the session and assist the Registrar/ Supervisor/ Invigilator in collecting stationery and other equipment necessary for the examination.
- c. They, shall assist in the arranging and numbering of desks.
- d. They shall clean the hall and arrange the furniture at least half an hour before the commencement of each session.
- e. They shall, assist the supervisor/ Invigilator in distributing the stationery and in the parceling and sealing of answer scripts when they are called upon to do so. They shall not distribute continuation sheets.
- f. They shall, carry parcels of answer scripts, stationery and other equipment under the supervision of the supervisor/ invigilator.
- g. They shall not leave the hall except with the specific permission of the supervisor.
- h. Hall attendants shall return to the examinations branch keys of the examination hall after each session/ day and collect same from the examinations branch before the next session.

8. Illness of candidate in examination hall

- 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 he deem to overcome. If the candidate is compelled to discontinue answering the paper, the supervisor shall collect the answer script mark the time at which it was collected and make his report on the matter. Illness of candidate while answering a paper
9. In the case of handicapped students the supervisor shall ensure that the facilities allowed to such students are provided. Handicapped students

Chapter IX

Examination Rules

1. Candidates shall be in attendance outside the examination hall atleast 15 minutes before the commencement of each paper but shall not enter the halls until they are requested to do so by the supervisor. Attendance
2. On admission to the hall a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the supervisor. Seating
3. No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half an hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper. Admission to hall
4. A candidate shall have his student record book and the admission card with him in the examination hall on every occasion he presents himself for a paper. His candidature is liable to be cancelled if he does not produce the Record Book. If he fails to bring his record book on any occasion, he shall sign a declaration in respect of the paper for which he had not produced the record book in the form provided for it, and produce the record book on the next occasion when he appears for the examination. If it is the last paper or the only paper he is sitting, he shall produce the record book to the registrar on the following day. If a candidate loses his record book in the course of the examination, he shall obtain a duplicate record book/ identity card from the registrar, for production at the examination hall. Record Book as identity
5. No candidate shall have on his person or in his clothes, or on the admission card, time table or record book any notes signs or formulate etc. Books, notes, parcels, hand bags etc. which a Documents etc. which candidates should not bring

- candidate has brought with him should be kept at a place indicated by the Supervisor/ Invigilator.
6. A candidate may be required by the supervisor to declare any item in his possession or person. Declaration of articles in possession
 7. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him or to watch any practical examination performed by him. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.
 8. No candidate shall submit a practical or field book or dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself. Cheating
 9. Candidate shall bring their own pens, ink, mathematical instruments, erasers, pencils, or any other approved equipment or stationary which they have been instructed to bring. Articles candidates may bring
 10. Examination stationery (ie. Writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn crumpled, folded or otherwise mutilated. No paper other than supplied to him by the supervisor/ invigilator shall be used by candidates. Log tables or any other material provided shall be used with care and left behind on the desk. All the material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination halls. Examination stationary university property
 11. Every candidate shall enter his index number on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his script and index number other than his own is liable to be considered as having attempted to cheat. A script that bears no index number or an index number which cannot be identified, is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer script. Index Number
 12. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on admission cards, time tables, question papers record books or on any other paper. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying. Rough work to be cancelled

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| 13. | Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not to be counted shall be neatly crossed out. | Unwanted parts of answers to be crossed out |
| 14. | Candidates are under the authority of the supervisor and shall assist him by carrying out his instructions and those of his invigilators, during the examination and immediately before and after it. | Under supervisors authority |
| 15. | Every candidate shall conduct himself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his staff or to other candidates. In entering and leaving the hall, he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct. | Conduct |
| 16. | Candidates shall stop work promptly when ordered by the supervisor/ invigilator to do so. | Stopping work |
| 17. | Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the supervisor/ invigilator. | Maintenance of silence |
| 18. | During the course of answering a paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the supervisor/ invigilator shall grant him permission to do so but the candidate will be under his surveillance. | Leaving the hall |
| 19. | No person shall impersonate a candidate at the examination, nor shall any candidate allow himself to be so impersonated by another person | Impersonation |
| 20. | Serious note will be taken of any dishonest assistance given to a candidate, by any person. | Dishonesty |
| 21. | If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of the examination necessary, he shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice chancellor/ Registrar. | Cancellation/postponement |
| 22. | The supervisor/ invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it. | Making of statement |
| 23. | No candidate shall contact any person other than the Vice Chancellor, Dean, Head of the Department or the Registrar regarding any matter concerning the examination. | Who to contact in exam. Matters. |

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|-----|---|---------------------------------|
| 24. | Every candidate shall hand over the answer script personally to the supervisor/ invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his answer script to the attendant, a minor employee or another candidate. | Handing over the answer script. |
| 25. | Every candidate who registers for an examination shall be deemed to have sat the examination unless he withdraws from the examination within the specified period or submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the university medical officer. If this is not possible the medical certificate should be obtained from a <u>Government</u> Medical Practitioner, and submitted to the university medical officer at the earliest possible time. | Withdrawal |
| 26. | When a candidate is unable to present himself for any part/ section of an examination, he shall notify or cause to be notified this fact to the Registrar immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post. | Absence from exams |
| 27. | A student who withdraws or absents himself from the examination shall not be eligible for classes at the next examination unless the senate decides otherwise. | Eligibility for classes |
| 28. | No student shall sit an examination, if he has exhausted the number of attempts that he is allowed to sit that particular examination, unless he has been granted special permission to do so by the Senate | Eligibility to continue to sit. |

Chapter X

Examination Offences and Punishments

1. Offences

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| 1.1 | Any candidate who violates Examination Rule 5 shall be deemed guilty of the offence of possession of <u>unauthorized documents</u> and shall be liable to cancellation of his candidature from the examination and to any further punishment that the Senate may decide upon. | Possession of unauthorized documents. |
| 1.2 | Any candidate who violates Examination Rule 7 shall be deemed guilty of the offence of copying and shall therefore be liable to cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a period of time and to any other punishment that the Senate may decide. | Copying |
| 1.3 | Any candidate who violates Examination rule 8 shall be deemed guilty of the offence of having cheated at the | Cheating |

examination and shall be liable to the cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a period of not less than three years and to any further punishment that the Senate may decide.

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| 1.4 | Any candidate who is detected removing examination stationary and other material provided for the examination (Rule 10) shall be deemed guilty of an examination offence and shall be liable for punishment including cancellation and/ or prohibition from sitting any examination of the university for such period as may be specified by the Senate. | Removal of stationary |
| 1.5 | Any candidate who violates any one or more of the rules in 6, 14, 15, 16, 17 or 18 shall be deemed <u>guilty of the offence of disorderly conduct</u> and shall be liable to punishment including cancellation/ or prohibition from any examination of the university for such period as may be specified by the Senate. | Disorderly conduct |
| 1.6 | Any candidate who violates Examination rule 19 shall be guilty of the offence of impersonation and shall be liable to cancellation of candidature from the examination and to be prohibited from sitting any examination of the university for a period of not less than 5 years and to any further punishment that the Senate may decide. He may also be liable to any punishment under the panel code/ criminal law. | Impersonation |
| 1.7 | Any candidate who violates Examination Rule 20 shall be guilty of an examination offence and shall be liable to cancellation of candidature from the examination and to any further punishment that the Senate may decide upon. | Improper knowledge |
| 1.8 | Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be liable to the same punishments. | Aiding and Abetting |

Chapter XI

1. Maintenance of Secrecy

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| 1.1 | No employee of the University engaged in any type of work connected with Examinations nor any other person whose services are utilized person anyone, any confidential information gained directly or indirectly in the performance of his duties. | Secrecy |
|-----|--|---------|

- 1.2 For this purpose they shall take the following oath of secrecy before their respective Heads of Department at the commencement of each year (Fork Ex/26) Oath
- I being an employee of the University (State Campus) do hereby solemnly, sincerely and truly declare and affirm as follow;
- (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 confidential nature relating to examinations from any person whomsoever or disclose to any other person whomsoever any information of a confidential nature that I may receive or become aware of in the course of my duties connected with the examinations of the University except as may be necessary for the due performance of my duties.
- 1.3 Every question paper set at an examination of the University, or any other document declared as secret, shall be deemed to be a secret document from the time the paper is set until the lapse of half an hour from the time of commencement of the answering of such paper by candidates at that examination. Secret document
- 1.4 Every employee of the University engaged in any type of work connected with examinations, shall bring to the notice of the vice Chancellor if any close relative of his, 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 or brother or sister.

Chapter XII

Procedure regarding examination offences committed by candidates for consideration by the Senate

1. It is suggested that there shall be an Examination Disciplinary Committee of not less than 3 members appointed annually, at the beginning of each academic year, by the Senate to enquire into and make recommendations (including punishments) into examination offences referred to it. Examination Disciplinary Committee

2. Classification of Offences

- 2.1 Examination offences may be broadly classified as follows; Examination offences
- (a) Possession of unauthorized documents and removal of examination stationary.
 - (b) Disorderly conduct of a grave nature
 - (c) Copying
 - (d) Attempting to obtain/ obtaining improper assistance or cheating
 - (e) Impersonation
 - (f) Aiding and abetting in the commission of these offences.

3. Punishments

- 3.1 The minimum punishments for the examination offences shall be as follows:- Maximum Punishments
- (a) Possession of unauthorized documents or removal of examination stationary cancellation of candidature from the examination/ in which the offence was committed.
 - (b) Disorderly conduct of a grave nature, copying, cheating, attempting to obtain or obtaining improper assistance cancellation of candidature for 3 years including the one in which the offence was committed.
 - (c) Impersonation – cancellation of candidature for 5 years including the one in which the offence was committed.
- 3.2 Punishments for aiding and abetting in the commission of one or more of the examination offences, shall be the same as the punishments for the offence. Punishments for aiding & abetting

- 3.3 The punishments mentioned in Section 3 are the minimum, but may be enhanced depending on the gravity of each case. Enhanced Punishments

4. Procedure

- 4.1 In all cases of violation of examination rules (chapter IX) detected, the Supervisor shall take actions as outlined in this section and forward his report to the Registrar. Procedure punishments of offences detected by the supervisor.
- 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 the supervisor may exclude the candidate from the examination hall and issue him a letter cancelling his candidature from the examination. Where a candidate's offence is only disobedience the supervisor shall warn the candidate and forward a report to the Registrar. Cancellation of candidature for disorderly conduct
- 4.3 In all other cases of examination offences detected, the supervisor shall on the detection of the offence take possession of unauthorized documents if any obtain a statement from the candidate (on Form Ex/18) and write his report on the matter. (on form Ex/18). Action by supervisor
- 4.4 The Registrar shall place all reports of examination offences submitted by supervisors for the consideration of the Vice Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action. Further action
- 4.5 Any examiner, Head of Department, Dean of a Faculty or any 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 Vice Chancellor for necessary action. Offences reported by others.
- 4.6 Any allegations regarding the commission of examination offences from whomsoever received shall be submitted by the Registrar to the President, who shall decide whether these shall be referred to the Examination Disciplinary committee for necessary action. Allegations

5. Final Decision

- 5.1 The punishments recommended by the Examination Disciplinary Committee shall be submitted to the Senate for decision. Campus Senate Final Authority

Chapter XIII

Examination Offences by those other than candidates

The following actions shall be deemed offences

Offences

1. Unauthorized communication

- 1.1 Divulging the contents of a secret document or part thereof shall be an offence.
- 1.2 Delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any unauthorized person who is not a person to whom he is authorized to deliver or transmit such document.

2. Unauthorized divulging of Marks

- 2.1 No examiner or person entrusted with filling up of mark sheets, mark books etc., shall divulge any information relating to the answer scripts or mark sheets or mark book to any unauthorized person.

3. Dishonest Marking

- 3.1 No unauthorized person shall make an answer script.

4. Dishonest Alteration

- 4.1 Every erasure interpolation or any other alteration in any mark book, mark sheet or answer scripts, shall be done by a person authorized to do and he shall initial same.

5. Dishonest disposal and disclosure of secret document

- 5.1 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. No person entrusted with the duty of typing, stenciling duplicating, printing, packeting, or making by manual or mechanical means any secret document relating to any examination, or by any person whose duty is to assist in the aforementioned duties.

6. Theft or dishonest breaking of receptacle containing secret document etc.

- 6.1 Fraudulently or dishonestly breaking open 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.

7. Fraudulent Introduction of Answer Scripts

7.1 The introduction, insertion or exchange of another script in place of the script answered by the candidate.

8. Dishonesty by commission or omission

8.1 The commission or omission of any act relating to the conduct of an examination which is deemed by the president to be of a fraudulent or dishonest nature.

9. Assistance or connivance

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

10. Procedure for disciplinary action

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

10.1.1 In case of the University employees action shall be taken in terms of the disciplinary procedure of the university, including action by the Police where necessary.

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

Chapter XIV

1. Receiving of Answer Scripts from the examination centres

1.1 The Registrar shall make arrangements for an official to remain in the Examinations Branch to receive the sealed packets of answer scripts handed over by the Supervisor. The receipt of the answer packets shall be acknowledged in duplicate on Form Ex/19. One copy of this form shall be handed over to supervisor, the other copy to the Registrar together with the packets of answer scripts.

Acceptance of Answer packets

- 1.2 The Registrar shall check whether all answer scripts of the session/ day have been received and make arrangements with examiners for the collection of the packets at the earliest opportunity.

2. Distribution of Answer Scripts to Examiners

- 2.1 The Examiner shall make arrangements with the Registrar to take delivery of much packets at the Examination Branch or for sealed packets to be delivered to him at the Department of study of the Examiner concerned.
- 2.2 Any other arrangement for the delivery of packets of answer scripts may be made only with the approval of the Vice Chancellor.
- 2.3 The Registrar shall deliver to the Examiner together with the packets or answer scripts, the following:-
- (a) Instructions for Marking (Form Ex/22 – Chapter XIV)
 - (b) Detailed Mark Sheets (Ex/25)
 - (c) Summary Return Form
 - (d) Voucher
 - (e) Marking Scheme
 - (f) Covering letter recording the number of scripts enclosed, the date by which the marks and the scripts should be returned and the acknowledgement form.
- 2.4 The Registrar shall send a reminder to the Examiners not later than one week before the due date if the marks have not already been received. If the marks are not received on the due date, the Registrar shall report the matter to the Vice Chancellor who shall direct the Registrar to take appropriate action.

Chapter XV

Suggested procedure for Marking of Answer scripts

1. Making Scheme

- 1.1 There shall be where appropriate a marking schemes for each question paper prepared and moderated in terms of chapter V. Marking scheme

- 1.2 The marking scheme shall be studied carefully by the marking examiners and the marks assigned for each question or part of a question accordingly.
- 1.3 The marking scheme shall give the important points that should be included in the expected answer, how each point is 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) or according to the several elements of the answer should be indicated.
- 1.4 Since there may be various reasons why the answers of the candidates do not measure up to the marking scheme a modification of the marking scheme may become necessary. The first marking examiner shall therefore mark a few pilot scripts selected at random to consider whether the marking scheme requires modification, if he decides that it is necessary to modify the marking scheme he shall bring the matter to the notice of the Chief Examiner who shall take necessary action in the matter in consultation with other Examiners. Modification of Marking Scheme
- 1.5 A copy of the finalized marking scheme shall be forwarded to all marking examiners

2. Marking

- 2.1 Marks shall not be entered on the Answer Scripts, except in instances where the examiner is specifically instructed to do so. Marks not to be entered on answer scripts.
- 2.2 In the case of Examinations where there are two markings of scripts, each marking shall be independent and the marks of one examiner shall not be made available to the other examiner. Independent markings
- 2.3 On the Detailed Mark Sheet (Form 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, question by question. Entry of marks on detail mark sheet

3. Return of Marks

- 3.1 The question paper, the marking scheme the answer scripts the Detailed Mark Sheet and the Summary Form shall be handed over to the Registrar by the marking examiner/ coordinator.
- 3.2 The Registrar shall satisfy himself that the Detailed Mark Sheets are in order and thereafter send the scripts for Forwarding of scripts to second examiner

correction to the second examiner who shall also follow the procedure, outlined in this chapter.

4. Computation of Final Marks

- 4.1 Individual Senates to decide on rules for determination of final marks.
- 4.2 As and when the Final Marks of a paper/ subject have been computed the Head of Department shall check the Final Marks Sheet (Ex/24) and satisfy himself that the entries have been correctly made, and send the Final Marks Sheet together with the detailed mark sheets duly signed by the Examiners and the Final Statistical summary

5. Duties of Marking Examiners

- 5.1 If any person who has been appointed a marking examiner is unable to function as such he shall forthwith inform the Registrar who shall make alternative arrangements in consultation with the Head of the Department concerned. Inability to mark
- 5.2 On receipt of the Answer Scripts from the Registrar the Examiner shall check with the Attendance Sheets whether he has received the answer scripts of all those who had been present for the paper. If there are any discrepancies he shall notify same to the Registrar immediately. It is the responsibility of the Marking, Examiner to keep all answer scripts in safe custody. Checking Scripts received
- 5.3 All scripts shall be marked personally by the Examiner who shall prepare the summary according to provisions of this chapter. Mark scripts personally
- 5.4 The Examiner shall as soon as he marks the scripts forward same together with the Mark Sheets under sealed cover to the Registrar Return of Marks

Chapter XVI

1. Marks

- 1.1 On receipt of the Final Mark sheet the Registrar shall enter or cause the Marks to be entered in the Mark Book or in the original of the schedule of candidates where it is used as the Mark Book. No entry shall be erased. Any error made shall be clearly crossed out and the correct mark written neatly. Entry of Marks

- 1.2 The Registrar shall ensure the Marks are correctly entered, totaled, averaged, checked and re-checked under his supervision. At the end of the entries in the Mark Book for the particular examination the staff engaged in this work shall certify to the accuracy of the entries as follows. Responsibility

	Name	Signature
Entered by (1)		
Checked by (1)		

- 1.3 A Record of the steps relating to entry of Marks, preparation of Results sheets etc. shall be made on Ex./25.

2. Determination of Results

- 2.1 At the Meeting of the Board of Examiners the Board shall determine the Results in accordance with the performance criteria, paying special attention to borderlines cases.

Chapter XVII

Publication of results and Issue of results

1. Results sheet

- 1.1 The result sheets shall also include the following
- (a) The words “university of Sri Lanka” and of the campus.
 - (b) The name of the Examination together with the year in respect of which the examination was held
 - (c) Time month and the year when the examination was held
 - (d) That the results are provisional and are submit to confirmation by the Senate
 - (e) Signature of the Vice Chancellor and the Registrar

2. Publication of Results

- 2.1 Depending on the nature and the size of the examination the Registrar shall be give n sufficient time to release the Publication of Results

results after the determination of the results by the Board of Examiners. The period shall however not exceed is working days from the date of determination of results except with the specific approval of the Presidents. Dates of publication of results shall be notified as soon as the dates for the Meeting of the Board for determination of Results are fixed.

- 2.2 Every stencils/ typed sheet prepared for the result shall be carefully checked and initialed by the Registrar before submission to the Vice Chancellor for signature.
- 2.3 All Examination results shall be displayed on the notice board with copies sent to the respective Deans and the head of Departments

3. Confirmation of Results

- 3.1 All provisional Results shall be submitted to the Senate for approval Approval by the Senate

4. Issue of Results

- 4.1 Every candidate may be issued one or more of the following documents:- Issue of Results to candidate

- (a) A statement of results of examination
- (b) Final Examination Certificate
- (c) Degree Certificate

according to the stipulations given

4.1.1 Statement of Results

Every candidate shall be issued a Statement of Results on a printed or a stenciled Form duly signed by the Registrar. These statements will be issued with two weeks of the publication of results and will serve as temporary certificates. No fee shall be charged.

The candidates shall collect these statements personally Statements not collect before a prescribed date shall be posted under Registered cover to the candidate.

4.1.2 Examination Certificates

This certificate shall be issued only after the

confirmation of the results by the Senate. Candidates shall apply for such a certificate and the Certificate duly signed by the duplicate 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. The fee for the Duplicate Certificate shall be double the prescribed fee. The Statement of Results shall be issued to candidates to make applications for the certificate.

4.1.3 Transcripts

Transcripts shall contain information as to the subjects/ papers offered, and the grades obtained by the candidate. These shall be issued on a request and the payment of the prescribed fee. To be issued only to institutes

4.1.4 Degree Certificate

Every candidate who passed the Final Examination of course of studies shall within two weeks of publication of the results make an application together with a remittance for the prescribed fee, for supplication of the degree. Every candidate who supplicates shall be issued with a certificate that he had been admitted to the Degree.

The format of the degree certificate shall be determined by the University Senate.

Chapter XVIII

Duties of the Registrar

1. The Registrar shall under the general direction of the Vice Chancellor/ Director/ Rector be in charge of the conduct of all examinations. In charge of examinations
2. The Registrar shall be responsible for all arrangements in connection with the conduct of examinations.

Chapter XIX

1. Rates of Payment

Rates of payment for the various services in connection with the conduct of examinations shall be laid down by by-law. Rates fixed by Ordinance

2. Voucher and Claims

- 2.1 Voucher shall be carefully prepared and submitted duly certified by the officer certifying this expenditure. Claims
- 2.2 Each Examiner, Supervisor, Invigilator, Hall Attendant and other employees shall make a separate claim certified by the Head of the Department, Supervisor or the Registrar as the case may be.
- 2.3 All claims in connection with the examination shall be sent to the Registrar, who shall maintain a record of such payments in the relevant register or registers. Registrar to maintain records

Chapter XX

Maintenance of Records

1. Release of Marks

- 1.1 The marks scored by candidates shall be treated as strictly confidential and shall not be released except as provided for below: Release of Marks
- (a) for official purpose within the campuses or Institutes at the direction of the Vice Chancellor.
- (b) for any other official purpose at the direction of the Vice Chancellor

2. Storing of Answer Scripts

All answer scripts shall be kept under safe custody for a period of one year from the date of release of results and thereafter destroyed or disposed of in such a manner so that their contents may not be revealed. (Eg. To the paper coporation for recycling or by special arrangements to manufactures of crackers etc.) Answer Scripts storing and disposal

3. Mark Sheets and Mark Books

- 3.1 All Mark Sheets shall be kept of record for a minimum period of five years and thereafter destroyed. Mark Sheets
- 3.2 All Mark Books shall be kept under lock and key and be preserved. Mark Books

4. Question Papers

- 4.1 Atleast 2 copies of every question paper shall be filed of record in additions to copies kept in the library.

5. Confidential Room

Each University shall have a confidential room attached to the examinations branch where confidential work such as entry of marks, typing, stenciling, duplicating and packeting of question papers, preparation of transcripts etc shall be done. Security for confidential work

All confidential documents in connection with examinations such as Mark Sheets, Mark Books shall also be kept of record in this room. Storage of confidential documents

6. Academic Record of Students

The Academic Record of every students shall be entered in Index Card (Ex/26) and preserved in a filing cabinet. They shall be arranged according to the course followed and the date of graduation. All entries in the Index Card shall be authenticated by the Registrar. Academic Record

Interpretations

In the Manual for Conduct of University Examinations, unless the context otherwise require.

- (1) "Registrar" means any academic or administrative official/s who are in charge of the conduct of examinations.
- (2) "Examiner" means a person who is appointed to set a question paper or to moderate a question paper or a person who is appointed to read answer scripts and assign marks or a person appointed to conduct examination or practical work or field work or teaching practice and assign marks or a person who reads a Thesis, Essay, Project Report etc, and assigns marks, or a person who conducts an oral or viva voce examination and assigns marks or a person who is assigned similar work.
- (3) "Supervisor" means a person appointed to supervise a written practical or oral examination.
- (4) "Invigilator" means a person who is appointed to invigilate at a written oral or practical examination.
- (5) "University" shall deem to include any College, Campus, Institute set up under the Universities Act of No. 16 of 1978, or any act amending same.

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Handbook on Supervision and Invigilation

(Chapters VIII to XIII of the Manual on the Conduct of Examinations (Pages to) to be reproduced as Handbook to Supervisors)

University of Sri Lanka

Examination Arrangements

To:..... Department :..... Faculty/ Institute:.....
 Examination :.....

Dear Sir,

Please be good enough to complete this schedule and return it to me personally or under confidential cover not later than

- Note: (1) The numbers and title of papers should conform with the wording as those given in the syllabus.
 (2) The number of scripts to be sent to each Examiner should be indicated.

Yours faithfully,

Registrar

Date:.....

1	2	3	4	5	6	7	8	9
Title No.	Title	Medium	Paper setting examiner with address & Tele. No. where available	Moderator with address & Tele.No. where available	Translator with address & Tele.No. where available	No. of scripts to each examiner	First Marking examiner with address & Tele.No. where available	Second examiner with address & Tele.No. where available

Date :.....

Signature of Head of Department

Notes of Setting Questions

Chapter IV of the Manual on the conduct of University Examinations to be reproduced.

CONFIDENTIAL

To be filled in by the Examiner setting questions

University of
Question Paper

Name of Examination :
Faculty :

Subject :
Title of Paper :
Code No. of Paper :
Time allowed :

Instructions regarding choice of questions and :
No. of questions to be answered, and whether
any section/ part of the question paper should
be answered in separate answer books, and
other special instructions, if any

Question
No.

(Please Write Legibly and on one side only)

University of

Continuations Sheet

Question Paper

Name of Examination :

Title of Paper :

Question No.	(Please write legibly and on one side of the paper)
	<p>Date :</p> <p style="text-align: right;">Signature/s of Examiner/s</p>
	<p style="text-align: center;"><u>For use of Moderator</u></p> <p>Date :</p> <p style="text-align: right;">Signature of Moderator</p>
	<p style="text-align: center;"><u>For use of Board of Scrutiny</u></p> <p>.....</p> <p>Initials of Members of the Board.</p> <p>Date :</p> <p style="text-align: right;">..... Chairman</p>

EX/6.

Name of Examination :

Title of Question Paper :

Duration of Paper Hours. No. of Questions to be answered:.....

Medium :

Marking Scheme/ Work Solution

Question Number	Number of Marks Allotted	Outline of Answer expected/ Salient Points/ Work Solution/ Other instructions

Special Requirements for the Paper

- 1. Examination :.....
- Title and Code :.....
- Number of Paper :.....
- Name of Setting Examiner :.....

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

	<u>Number of Copies</u>
(a)
(b)
(c)
(d)
(e)
(f)
(g)

Indicate the number of copies to be provided in each instance.

- 3. Indicate which of the special material mentioned above are being enclosed, and which should be furnished by the Registrar.
- 4. Indicate whether answers to any part/ section of the paper are to be answered and/ or packeted separately.

.....
Date

.....
Signature of Examiner

* These include graph paper, logarithms, ledger paper, drawing paper, journal entry forms, diagrams, maps, special tables, statistical tables etc.

EX/8.

Envelope Size 9 ½" x 4 ½"

UNIVERSITY OF SRI LANKA	
<u>CONFIDENTIAL</u>	
	Name :
	Address :
From :.....	
.....	
.....	

EX/9.

Envelope Size 9 " x 4"

<u>CONFIDENTIAL</u>	
	Name of Exam :.....
	Title of Paper :
Date of Scrutiny :.....	The following documents are enclosed in this envelope *
	(1) Question Paper in (English medium) (Sinhalese medium) (Tamil medium)
	(2) Outline maps
	(3) Marking Scheme

List of question paper

Title of Examination

Code No.	Title of paper	Date of Receipt of Question Paper	Date Received from the Moderation	Date of Translation	Date passed by Board of Scrutiny	Date Stenciled	Date Packeted	Date of Examination

Daily List of Papers

Date	Code No	Title of Paper	Examination	Medium & No. of Papers Prepared			No. of Packets	No. of Centres
				Sinhala	Tamil	English		

Label

CONFIDENTIAL

UNIVERSITY OF SRI LANKA

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

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

.....
Signature of Supervisor

.....
Signature of Invigilator

NUMBER OF PAPERS ENCLOSED

IN PACKET :.....

EXAMINATION :.....

PAPER :.....

CENTRE :.....

DATE :.....

TIME :.....

(Envelope Size 15" x 10")

CONFIDENTIAL

UNIVERSITY OF SRI LANKA

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

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

.....
Signature of Supervisor

.....
Signature of Invigilator

.....
Signature of Invigilator

NUMBER OF PAPERS ENCLOSED

IN PACKET :.....

EXAMINATION :.....

PAPER :.....

CENTRE :.....

DATE :.....

TIME :.....

Preparation of Question Paper

1.	Examination	:	
2.	Title and Code Number of Paper	:	
3.	Receipt of paper	(a) From	:
		(b) Date	:
4.	Sent to Moderator	(a) Name	:
		(b) Date	:
5.	Received from Moderator	(a) Name	:
		(b) Date	:
6.	Translated by	(a) Name	:
		(b) Date	:
7.	Stencil typed by	(a) Name	:
		(b) Signature	:
		(c) Date	:
		(d) No. of Stencils	:
8.	Proof Reading Stencil	(a) Name	:
		(b) Signature	:
		(c) Date	:
9.	Roneoing and packeting			
		Roneo Operator	:
		Clerk	:
		Others present	:
		Date	:
		No. of copies prepared	:
		No. of packets prepared	:
10.	Separate packet for purpose of Record prepared by	:	
11.	Spoilt papers and used carbons	:	Destroyed/ Separately packetted	
			
			Signature of Registrar	

Date :.....

University of

- 1. Examination :
- 2. Subject : Paper :
- 3. Centre :

Date :..... Time :

ATTENDANCE LIST

Important : Invigilators are requested to read the notes overleaf.

Index No.	Signature	Index No.	Signature
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Centre :- Name and Signature of :.....

Chief Invigilator :.....

Date :-..... Signature of :.....

Asst. Invigilator :.....

(Envelope Size 15" x 10")

CONFIDENTIAL

ANSWER SCRIPTS

UNIVERSITY OF SRI LANKA

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

Name of Examiner :.....

NUMBER OF SCRIPTS ENCLOSED (.....)

Address :.....

IN PACKET :.....

EXAMINATION :.....

.....

PAPER :.....

.....

CENTRE :.....

.....

DATE :.....

TIME :.....

University of Sri Lanka

Examination :

Centre :

Title of the Paper :

No. of Scripts enclosed :

From Index No. :..... To Index No. :.....
(Inclusive)

No. of Candidates according to Attendance Sheets :

Index Number of absentees :

.....

.....

.....

.....

.....

.....
Signature of Supervisor

Date :.....

Examination Offences

Name of Candidate: Index No :

Title of Paper: Date :

Offence Committed :

Time Detected :
Signature of Invigilator

(Detail Report overleaf)

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

It has been brought to my notice by the Invigilator
.....
.....
.....

Date :
Signature of Supervisor

Explanation of Candidate

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

Date :
Signature of Candidate

Observation of the Supervisor

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

Date :
Signature of Supervisor

Detail Report of Examination Offences

Unauthorized documents Describe the documents and where they were found. Name the documents serially	
Copying: Describe from what document copying was done	
Describe in detail the disorderly conduct	
Impersonation Describe who impersonated whom	
Other Offences (Description)	
<p align="center">Special Observations</p>	<p align="center">Special Observations</p>
<p align="center">..... Invigilator</p>	<p align="center">..... Supervisor</p>

Supervisor's Report
(In respect of each paper)

No: of Paper Date:

Title :

Time of Commencement : Time of ending

1. The Answer Scripts have been arranged in the serial order of the Index Number	Yes/ No						
2. Index Nos. of absentees have been marked in the Attendance Sheet	Yes/ No						
3. Total Number Present	<table border="0"> <tr> <td align="center">Sinhala Medium</td> <td align="center">Tamil Medium</td> <td align="center">English Medium</td> </tr> <tr> <td align="center">.....</td> <td align="center">.....</td> <td align="center">.....</td> </tr> </table>	Sinhala Medium	Tamil Medium	English Medium
Sinhala Medium	Tamil Medium	English Medium					
.....					
4. The number of answer scripts have been counted. The tally with the number present for the Examination.	Yes/ No						
5. Index No./ Nos. who were present have not submitted their answer scripts/ or have not submitted their answer scripts for Part which was collected and packeted separately.	Please fill the Blanks in Cage 5.						
6. scripts were found unnumbered. The probable Index Numbers of the candidates who have not numbered their scripts have been indicated.	Yes/ No						
7. Index No./ Nos. has/ have not produced their Record Book/ Identity card. They have been requested to provide them at the next session.	Yes/ No						
8. Index No. / Nos. has/ have not produced their admission card. Their signatures have been obtained on the Declaration.	Declaration attached						
9. Report on: (a) Opened on time (b) Swept and properly cleaned (c) Desk numbered (d) Answer books and Exam material available (e) Inadequacy of Invigilators, Hall Attendants	<table border="0"> <tr> <td>Yes/ No</td> </tr> <tr> <td>Yes/ No</td> </tr> <tr> <td>Yes/ No</td> </tr> <tr> <td>Yes/ No</td> </tr> <tr> <td>Adequate/ Not adequate</td> </tr> </table>	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Adequate/ Not adequate	
Yes/ No							
Yes/ No							
Yes/ No							
Yes/ No							
Adequate/ Not adequate							

(f) Names of Invigilators, Hall Attendants	1. 2. 3.
(g) Names of Invigilators, Hall Attendants arrived late	1. 2. 3.
10. Observations with regard to the Printing/ Duplicating of question papers or any other defect regarding question papers	Report annexed
11. Observations regarding Rubric or instructions to candidates	
12. Any drawback in the arrangements for the Examination	
13. Index nos. of candidates detected committing Examination offences	
14. Unauthorized documents found with candidate/s are sealed and submitted in a separate cover	Yes/ No
15. Report on the offence and the statement of the candidates are enclosed	Yes/ No
16. Whether any candidate fell ill during the session. How much additional time was given ?	
17. Any other observations	

Notes of Marking Answer Scripts

(Chapter XIV of the Manual of Procedure for conduct of University Examinations to be reproduced)

University of Sri Lanka

Detailed Mark Sheet

Name of Examination :

Title of Question Papers :

NOTE :

- (1) Please enter the Marks clearly in ink. Alterations, if any, should be initialed.
- (2) After Q , put down the number of question.
- (3) Marks for each paper should be entered on separate mark sheets.
- (4) The Marks per paper should then be transferred to the Mark return sheet.
- (5) Modification to the marks awarded by Internal examiners should be initialed in red ink by External Examiners.

Index No.	Q	Q	Q	Q	Q	Q	Q	Q	Q	Total Max. %	Grading

Date :

.....
Signature of Examiners

Confidential

University of Sri Lanka

Final Examination in : 20.....

Mark Return Sheet

Subject :

Candidates	1 st Marking	2 nd Marking	Final	Candidates No.	1 st Marking	2 nd Marking	Final

Initials of Examiners :

.....

Head of Department

Date :

**Record of Entry of Marks and
Issue of Statement of Results**

		Initial of AR
Schedule of Entries	Prepared by	
	Checked by	
Mark Book	Prepared by	
	Checked by	
Entry of Marks	Prepared by (1) (2)	
	Checked by (1) (2)	
	Re-checked by A/R	
Results determined by	A/R According to	
	Alterations made by Board of Examiners minimum Marks added for the Exam. as whole and distributed to one or more papers.	
 Maximum Mark added for a class.	
	Any other special consideration	
Statement of Results	Prepared by	
	Checked by	
Results Sheets	Prepared by	
	Checked by	

Academic Records

Name (with initials) :

Faculty:.....				Course:.....			
Admission :..... Academic Reg. No:.....				Completion of course Academic year Date of Graduation :.....			
	First Examination						
	1 st attempt		2 nd attempt		3 rd attempt		
Subject / Papers	Marks	Grade	Marks	Grade	Marks	Grade	
							Passed 1 st Exam:..... Date of Results :.....
Initials of Asst. Registrar							

Final Examination

Subjects/ Papers	Part I		Part II		Part III	
	Marks	Grade	Marks	Grade	Marks	Grade
Total						
Date of passing						
Initials of AR						

Ordinary Pass
2 nd Class Lower
2 nd Class Upper
1 st Class

Date of award of Degree :

Date of validity of Certificate:

Date of issue of degree Certificate:

Declaration by Candidates failing to produce Record Books at Examinations

I, being a candidate for the examination bearing Index No: do hereby declare that I have failed to produce the Record Book 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, 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 matter.

Date:
Signature of Candidate

Counter signed

.....
Supervisor/ Invigilator

This candidate produced the Record Book today and I am satisfied of the identity of this candidate for the above paper.

Date:
Signature of Supervisor

If the Supervisor suspects impersonation, he shall make a separate report giving his reasons for same.

Specimen of Reading for a Question Paper

University of

General Degree Examination in Sciences 1975 (held in February 1976)

Title : PG 4 - Physics - Duration - Three Hours

Rubric : The question paper contains 8 questions.
Answer any 5 questions selecting atleast 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.

Conduct of Examination

Target Dates

Terms :

- 1.
- 2.
- 3.

Preparation of Calendar of dates including exams dates for the ensuing year.	Two months before last date of 3 rd term of the previous year.
Draft approved by Faculty & Senate	One month before last date of 3 rd terms of the previous year
Revision of examination dates and preparation of Exam. Time – tables	6 weeks prior to last date of 3 rd term
Time – Tables up on Notice Boards.	1 month before last date of 3 rd term.
List of those not available for Invigilation.	2 months prior to last date of 3 rd term.
Invigilator Time – table prepared	3 week last date of 3 rd term
Distribution of Invigilation – Time table	One week before last date of 3 rd term.

Period of Examination

Calling for examination entries.	1 week before end of 2 nd term
Closure of entries	2 week after commencement of 3 rd term
Schedule of Candidates (Preparation)	1 month prior to last date of 3 rd term
Admission Card	2 weeks prior to last date of 3 rd term.
Departmental Committee (Nomination of Examiners)	6 weeks prior to last date of 2 nd term
Faculty & Senate approval for examiners	1 month prior to last date of 2 nd term
Call for list of examiners	2 months prior to last date of 2 nd term
List of Examiners finalized	6 weeks of call
Send letter of appointment	1 week of Receipt of list
Obtain confirmation	1 week of letter of appointment
Send question paper forms for setting	1 week of confirmation
Receive question papers	1 month of request to set
Send for Moderation	1 week of receipt of paper
Return from Moderation	10 days for moderation
Board of Scrutiny	2 weeks afterwards

Determination of Results

Final	Within 2 months
First	Within 1 month

Typed by : Dhilrukshi/ RUSL