



**MANUAL OF PROCEDURE ON
CONDUCTING EXAMINATIONS**

EASTERN UNIVERSITY, SRI LANKA

**Academic Affairs Department,
Eastern University, Sri Lanka.
Vantharumoolai, Chenkalady**

August 2022

MANUAL OF PROCEDURE ON CONDUCTING EXAMINATIONS AT EASTERN UNIVERSITY, SRI LANKA

Introduction

The need for a practical guide to regularise the procedures of examinations held in the university was noted by the academic community. Hence the Senate of the Eastern University, Sri Lanka decided to review and adapt the Manual of Procedure for Conduct of Examinations in Higher Education Institutions which is in use, published by the UGC in 1983.

The Senate of Eastern University, Sri Lanka at its 230th Meeting held on 20th January 2020, appointed a Sub-Committee of three members to examine and suggest amendments to the existing manual, in consultation with Director/SVIAS, Rector/Trincomalee Campus and Deans of Faculties and with reference of the by-laws of the Eastern University, Sri Lanka, and the University Calendar (EUSL). The members of the committee appointed in January 2020 were Dr. P. Sivaraja, Dean/Agriculture, (Chairman), Dr. Angela Arulpragasam, Dean/Health-care Sciences, (Member) and Mr. M. Ramanan, Head/ Computer Science/Applied Sciences, TC, (Member).

The Senate Sub-Committee, reviewed the existing manual of its format and contents, and prepared the first draft and submitted to the Senate on 14th June 2020 with the necessary modifications.

The draft was reviewed and revised at special meetings of the Senate held on 15th June 2022 and 23rd June 2022. The Senate at its 336th Meeting held on 19th July 2022 recommended and Council of the Eastern University at its 325th meeting held on 30th July 2022 approved the final version of the draft for adoption by the university, with effect from 1st August 2022.

Below is given the Manual of Procedure on Conducting Examinations which has been adopted by the Eastern University, Sri Lanka with effect from 1st August 2022.

30th July 2022

Contents	Page
Introduction.....	1
Chapter I.....	6
Duties of the Academic Affairs Department.....	6
1.1 Duties of the Deputy Registrar (DR)/ Senior Assistant Registrar (SAR).....	6
Chapter II.....	7
Calendar of Examination Dates and Time Tables.....	7
2.1. Calendar of Examination Dates.....	7
2.2 Examination Time Tables.....	7
Chapter III.....	8
Submission of Entry Form for Examinations.....	8
3.1. Submission of Exam Entry Form.....	8
3.2. Preparation of Schedules of Candidates.....	8
3.3 Distribution of Admission Cards.....	8
3.4 List of Candidates for each Course Exam paper/Unit Examination.....	9
Chapter IV:.....	10
Appointment of Examiners.....	10
4.1 Nomination of Examiners.....	10
4.2 Approval of Examiners by Faculty Board and Senate.....	10
4.3 Scrutiny of List of Examiners.....	10
4.4 Issue of Appointment Letters to Examiners.....	11
4.5 Appointment of Alternate Examiners.....	11
Chapter V:.....	12
Setting of Question Papers.....	12
5.1 Request for setting of Question Papers.....	12
5.2 Receipt of Question Papers from Examiners.....	12
Chapter VI.....	13
Moderation, Translation and Scrutiny of Question Papers.....	13
6.1 Moderation of Question Papers.....	13
6.2 Translation of Question Papers.....	13
6.3 Scrutiny of Question Papers.....	14
Chapter VII.....	15
Printing and Packeting of Question Papers.....	15
7.1 Procedure for Packeting Question Papers.....	15

7.2 Printing and Packeting Question papers	15
7.3 Responsibility for Supervision of Packeting Exam Papers	16
Chapter VIII.....	17
Maintenance of Confidentiality on Examination matters	17
8.1 Maintenance of Confidentiality	17
Chapter IX.....	19
Examination Hall Arrangements.....	19
9.1 Examination Halls/Centres	19
9.2 Examination Hall Arrangements.....	19
9.3 Checking of Exam Hall arrangements	19
9.4 Admission of candidates into Examination Hall/Centers.....	19
Chapter X	20
Guidelines for Supervision and Invigilation	20
10.1 General.....	20
10.2 Preparation of list of Supervision staff	20
10.3 Appointments of Supervisors, Invigilators and Hall Attendants.....	20
10.4 Examination Hall Staff	21
10.5 Duties of the Supervisor	21
10.6 Duties of Invigilator	29
10.7 Duties of Hall Attendants	30
10.8 Illness of candidate in Examination Hall	31
Chapter XI.....	32
Examination Rules and Regulations	32
11.1 Candidates attending the Examination.....	32
Chapter XII	37
Procedures to follow when a candidate is unable to attend an examination	37
12.1 Considering absence from an examination or a part as an attempt.....	37
12.1.1 Unexpected Illness.....	37
12.1.2 Death in immediate family and bereavement.....	37
12.1.3 Other reasons that may be considered valid by the Senate.....	38
Chapter XIII.....	39
Examination Offences and Punishments	39
13.1 Examination Offences and punishment	39
13.2 Procedure dealing with Examination Offences by Candidates.....	40
13.3 Procedure for reporting of Examination Offences and Punishment.....	40
13.4 Final Decision on Examination Offences	41
13.5 Appeal against punishments	41

Chapter XIV	43
Procedure Dealing with Examination Offences by those other than Candidates	43
14.1 Unauthorized communication to candidates or others	43
14.2 Unauthorized divulging of Exam Marks	43
14.3 Dishonest Marking	43
14.4 Dishonest Alteration of Marks	43
14.5 Dishonest disposal and disclosure of secret document	43
14.6 Theft or dishonest breaking of packet containing confidential document	44
14.7 Fraudulent Introduction of Answer Scripts	44
14.8 Dishonesty by commission or omission	44
14.9 Assistance or connivance	44
14.10 Procedure for disciplinary action	44
Chapter XV	45
Receiving and Distribution of Answer Script Packets	45
15.1 Receiving of Answer Scripts from the Examination Halls	45
15.2 Distribution of Answer Scripts to Examiners	45
15.3 Distribution for Panel Marking or Conference Marking	46
Chapter XVI	47
Marking of Answer Scripts	47
16.1 Marking Scheme	47
16.2 Marking of Answer Scripts	47
16.3 Return of Marks	48
16.4 Computation of Final Marks	48
16.5 Duties of Marking Examiners	49
Chapter XVII	50
Performance Criteria and Determination of Results	50
17.1 Recording of Final Marks	50
17.2 Board of Examiners	50
Chapter XVIII	52
Publication of Examination Results and Issue of Statements / Certificates.	52
18.1 Examination Results Sheet	52
18.2 Publication of Examination Results	52
18.3 Confirmation of Examination Results	52
18.4 Issue of Examination Results to the Candidates	53
Chapter XIX	55
Provision for Re-Scrutiny/ Verification of Examination Results	55
19.1 Request for re-scrutiny of Exam results	55
19.2 Results Verification Board	55

19.3 Special Results Board	56
Chapter XX.....	57
Payments for conduct of Examinations	57
20.1 Rates of Examination Payment.....	57
20.2 Examination Vouchers and Claims	57
Chapter XXI.....	58
Maintenance of Examination Records	58
21.1 Release of Examination Marks	58
21.2 Storing and Destroying of Answer Scripts.....	58
21.3 Mark Sheets and Mark Books	58
21.4 Question Papers storage	58
21.5 Confidential Room	58
21.6 Academic Record of Students	59
Interpretation of Designations /Terms used	60

Chapter I

Duties of the Academic Affairs Department

1.1 Duties of the Deputy Registrar (DR)/ Senior Assistant Registrar (SAR)

- | | | | |
|-------|---|---|--|
| 1.1.1 | The DR/SAR Academic Affairs shall under the general direction of the Vice Chancellor and the Registrar of the university shall be in charge for the conduct of all Examinations of the University | In charge of examinations | <i>VC,
Registrar</i> |
| 1.1.2 | The DR/SAR Academic Affairs shall be responsible for all arrangements in connection with the conduct of Examinations, in consultation with the respective Faculty, Campus or Institute | Arrangements to conduct exams | <i>DR/SAR
Academic
affairs</i> |
| 1.1.3 | On the directions of the Senate some or all of the responsibilities in conducting examinations could be devolved to the DR/SAR/AR of the respective Faculty | Devolution of exam duties to Faculty | <i>Senate</i> |
| 1.1.4 | On devolution of examination work, the responsible DR/ SAR/AR of the Faculty shall make the necessary arrangements to conduct exams at the Faculty level, under the guidance of the Dean of the faculty | Faculty level responsibility to conduct exams | <i>DR/SAR/
of
Faculty</i> |

Chapter II

Calendar of Examination Dates and Time Tables

2.1. Calendar of Examination Dates

- 2.1.1 In order to present the Calendar of Examination Dates of the ensuing academic semester, the draft calendar of dates shall be prepared by the DR/SAR/AR of the faculty and sent to the Heads of the Departments through the Dean of the Faculty for their observations, no later than two months prior to the last date of the preceding academic semester. Date of Preparation *DR/SAR/AR of Faculty*
- 2.1.2 Within two weeks of the preparation of the draft Calendar of Examination Dates, DR/SAR/AR of Faculty shall finalize the same in consultation with the Dean and shall obtain the approval of the Senate no later than one month prior to the last date of the preceding academic semester. Finalization of Examination Dates *DR/SAR/AR of Faculty*
- 2.1.3 If it becomes necessary to revise the date of an examination, such revision shall be made not later than eight weeks prior to the last date of the respective semester in which the examinations is to be held. Revision of Examination dates *Heads of Departments*
- 2.1.4 The examinations of any semester shall commence no later than two weeks after the closure of the academic activities of the respective semester. Date of commencement of Examinations. *DR/SAR/AR of Faculty. Heads of Department*

2.2 Examination Time Tables

- 2.2.1 The DR/SAR/AR of the faculty shall prepare the draft Examination Time-Table, in consultation with Head of Departments, taking into consideration any revision of dates made under 2.1.3, at least six weeks prior to the last date of the respective semester. Draft Examination Time-Table finalized. *DR/SAR/AR of Faculty*
- 2.2.2 The DR/SAR Academic Affairs shall finalize the time-tables, send copies to the Dean and Heads of Departments/Units, and display them on the notice boards of the faculty at least four weeks prior to the last date of the respective semester. Publication of Time – Tables *DR/SAR/AR of Faculty*

Chapter III

Submission of Entry Form for Examinations

3.1. Submission of Exam Entry Form

- 3.1.1 The DR/SAR/AR of the faculty shall call for entry applications for examinations from candidates no later than four weeks prior to the date of closure of the respective semester. Calling for Exam Entry Forms submission *DR/SAR/AR of Faculty*
- 3.1.2 Applications shall be made by the candidates on the prescribed Form. On receipt of these Exam Entry Forms, the applications shall be scrutinized carefully by the DR/SAR/AR of the faculty and all ineligible applications rejected. The candidates whose applications have been rejected should be duly informed by the DR/SAR/AR of the faculty at least one week prior date of closure of the semester. Scrutiny of Exam Entry Forms. Rejections must be informed to candidate by DR/SAR.

3.2. Preparation of Schedules of Candidates

- 3.2.1 DR/SAR/AR of the faculty shall prepare a Schedule of Candidates permitted to sit for the examination applied, at least one week prior to closure of the respective Semester Preparation of Schedule of Candidates for a Semester Examination. *DR/SAR/AR of Faculty*
- 3.2.2 The schedule prepared shall contain the following particulars: Contents of Schedule
- Title of the papers with the assigned code number that each candidate is offering
 - Number of attempts the candidate has already had
 - Eligibility for award of Class/ Honours
 - Other relevant information such as suspension from examinations or withholding of results.

3.3 Distribution of Admission Cards

- 3.3.1 DR/SAR/AR of the faculty shall issue the Admission Cards for the examination to all eligible candidates, drawing attention to examination rules, offences and punishments. no later than one week prior to the last date of the respective semester Issue of Admission Cards *DR/SAR/AR of Faculty*

- | | | |
|-------|---|--------------------------------|
| 3.3.2 | It is important that the Admission Cards should be checked with Schedule of Candidates by another officer since a mistake in the entry of the index number on the admission card will affect the results of the candidate. | Check Admission Cards |
| 3.3.3 | The admission card should contain the following information: <ul style="list-style-type: none"> a. Name of the candidate b. Index number assigned c. The titles of the papers/exam units with code numbers for which the student will be sitting | Contents of the Admission Card |

3.4 List of Candidates for each Course Exam paper/Unit Examination

- | | | | |
|-------|---|---|-----------------------------|
| 3.4.1 | DR/SAR/AR of the faculty shall prepare in triplicate, lists of Index Numbers of candidates sitting for each paper/unit separately. These lists will serve as the Examination Attendance lists. One copy shall be used 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 DR/SAR/AR and the second copy enclosed with the answer script packets. | Preparation of List of Candidates in triplicate | <i>DR/SAR/AR of Faculty</i> |
|-------|---|---|-----------------------------|

Chapter IV:

Appointment of Examiners

4.1 Nomination of Examiners

- 4.1.1 The Dean of the Faculty shall send the tentative dates of examinations of the ensuing academic semester, as in 2.1.1, and request the Heads of Departments to prepare the Examiners List in the prescribed form nominating First and Second Examiners for all exam course papers/units, at least one month prior to the commencement of the ensuing academic semester.
- Notification of dates of Examinations
Dean
- Request for List of Examiners
- 4.1.2 When a paper needs to be set by more than one examiner, or when the examination involves more than one examiner to conduct it, the Head of the Department shall name one person among the examiners as the Chief Examiner for that course paper/unit. The Chief Examiner shall be responsible for formulating the full paper form questions obtained from the other examiners.
- Naming a Chief Examiner
Heads

4.2 Approval of Examiners by Faculty Board and Senate

- 4.2.1 Recommendation the Faculty Board and approval of the Senate should be obtained for the List of Examiners for all examinations of an academic semester before the commencement of the respective semester
- Faculty and Senate Approval of List of Examiners
DR/SAR/AR of Faculty

4.3 Scrutiny of List of Examiners

- 4.3.1 It is the duty of the DR/SAR/AR of the faculty to scrutinize Examiners List to ascertain the following and rectify any deficiency
- Scrutiny of List of Examiners
DR/SAR/AR of Faculty
- a. Examiners for all papers/unit are nominated
- b. Addresses and Bank Account details are available
- Making special requirement available for student

- c. Special requirements such as graph papers, ledger paper, statistical tables, maps, drawing paper etc have been mentioned
- d. Ensure that the special material mentioned above are available at the time of examination

4.4 Issue of Appointment Letters to Examiners

- | | | | |
|-------|--|--|------------------|
| 4.4.1 | The Dean of the Faculty, shall within one week of obtaining Senate approval write to all examiners informing them of their appointment and the duties assigned to them. | Issuing appointment letters by Dean of Faculty | <i>Dean</i> |
| 4.4.2 | 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/she should state this clearly in the acknowledgement form. | Acceptance of appointment or decline as Examiner | <i>Examiners</i> |

4.5 Appointment of Alternate Examiners

- | | | | |
|-------|--|--|---------------------------------|
| 4.5.1 | Where a person has expressed his inability to serve as an examiner, the Dean shall arrange with the Head of Department concerned, an alternate examiner to be appointed with the concurrence of the Faculty Board and Senate | Appointment of alternate Examiners where Examiners already appointed are unavailable | <i>Dean</i>

<i>Heads</i> |
|-------|--|--|---------------------------------|

Chapter V:

Setting of Question Papers

5.1 Request for setting of Question Papers

- 5.1.1 Within one week of the receipt of the replies from the individuals nominated indicating their willingness to serve as examiners, the DR/SAR/AR of the faculty shall send the following items to the examiners thus appointed to set question papers –
- a. Blue print of the assessment
 - b. IQAC Report for the Moderation of Examination Paper
 - c. Intended Learning Outcomes of the module/course unit
 - d. A copy of the question paper of the previous examination, with special instructions if any,
 - e. Special requirements
 - f. Inner & outer envelopes to forward question paper
 - g. Payment/ Exam Claim Vouchers
- 5.1.2 The items mentioned in 5.1.1 where appropriate should be made available to the Examiners in the Electronic Format (soft copy)
- | | |
|--------------------------------|-----------------------------|
| Documents to Examiners | <i>DR/SAR/AR of Faculty</i> |
| Electronic Format/ soft copies | <i>DR/SAR/AR of Faculty</i> |

5.2 Receipt of Question Papers from Examiners

- 5.2.1 The Examiner shall send on or before the date specified for the return of the question paper; such question paper and answer key/marking scheme written/ typed together with the other documents sent under 5.1.1 above duly completed where necessary, and enclosed in the confidential envelope addressed to the Head of the relevant Department under his/her personal name.
- 5.2.2 It is mandatory that the **encrypted** soft copy of the paper be submitted
- | | |
|---|-------------------------|
| Submission of Question Papers set by Examiner | <i>Setting examiner</i> |
| Electronic version of question papers | <i>Setting examiner</i> |

Chapter VI

Moderation, Translation and Scrutiny of Question Papers

6.1 Moderation of Question Papers

- 6.1.1 Within one week of receipt of the question papers the Head of the Department, for all examinations other than those for which moderation is not required, send the question paper and answer key/marketing scheme if any, along with the soft copy under confidential cover to the Moderator requesting him/her to return them after moderation on or before the specified date, along with the following documents;
- Moderation of Question papers and Marking scheme *Head*
- Blue print of the assessment
 - Report for the Moderation of Examination Papers (IQAC)
 - Intended Learning Outcomes of the module/course unit
 - A copy of the question paper of the previous examination, with special instructions if any,
 - Special requirements
 - Inner & outer envelopes to forward question paper
 - Payment/ Exam Claim Vouchers
- 6.1.2 The Moderator shall send on or before the date specified for the return of the moderated question paper; such question paper and answer key written/ typed together with the other documents sent under 5.1.1 above duly completed where necessary, and enclosed in the confidential envelope addressed to the Head of the relevant Department under his/her personal name.
- Submission of Moderated Question Papers set by Moderator *Moderator*

6.2 Translation of Question Papers

- 6.2.1 It shall be the responsibility of the Examiner to submit the Translated Version of the question paper if and when required
- Translation of Question Paper if required *Examiner*
- 6.2.2 Where papers are set in both national languages, the papers should first be set in English and later translated.
- Paper set in English for translation *Examiner*

6.3 Scrutiny of Question Papers

- | | | | |
|-------|---|--|---|
| 6.3.1 | There shall be a Board of Scrutiny appointed by the Faculty Board every three years. The Dean of the faculty and a professor from each department of the faculty shall be the members. When there are no professors in the department, a senior academic shall be appointed. The quorum of the Scrutiny Board meeting shall be 50% of the membership. The Dean shall chair the scrutiny board meeting. When the Dean is unable to attend, he/she shall appoint a professor/senior lecturer as the chair on seniority basis, pro rota. | Formation of Board of Scrutiny and composition | <i>Faculty Board</i> |
| 6.3.2 | The Head of the department/ Chief Examiner shall submit the question papers within two weeks of receipt from the Setter & Moderator, for scrutiny by the Board of Scrutiny. | Scrutiny of Question Papers | <i>The Head of the department/ Chief Examiner</i> |
| 6.3.3 | The Board of Scrutiny shall have the power to examine all question papers, to modify any question in respect of language and the Blueprint 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. | Powers of Board Scrutiny | <i>Scrutiny Board</i> |
| 6.3.4 | When each paper has been certified by the Board of Scrutiny DR/SAR/AR of the faculty shall have the paper and the Storage Device containing the paper sealed and marked "Certified by Board of Scrutiny". | Certified by Board of Scrutiny. | <i>DR/SAR/AR of Faculty</i> |
| 6.3.5 | Wherever a dispute arises the printed version of the Scrutinized Question Paper shall precede | Printed version given precedence | |

Chapter VII

Printing and Packeting of Question Papers

7.1 Procedure for Packeting Question Papers

- 7.1.1 Head of the Department shall take necessary action for printing proof reading and packeting of question papers which have been certified by the Board of Scrutiny concerned. Procedure for Packeting Exam Papers *Head of the department*
- 7.1.2 For this purpose the DR/SAR/AR of the faculty shall maintain relevant records under guidance of the Dean *DR/SAR/AR of the faculty*

7.2 Printing and Packeting Question papers

- 7.2.1 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 of Question papers required *Head of the department*
- 7.2.2 DR/SAR/AR of the faculty shall assist the Head of the Department to ensure that each paper is multiplied and packaged and is ready, not later than two days before the scheduled date of that paper. Question papers packaged in time. *Head of the department,*
- 7.2.3 The printing and packeting of question papers shall be done under the immediate supervision of the DR/SAR/AR of the faculty. The Head of the Department/Examiner entrusted to multiply and packet Question Papers shall ensure the following; Question Papers packing procedure *DR/SAR/AR of the faculty*
- 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 *The Head of the Department*
 - 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 label or the printed envelop shall be used. In addition where necessary, morning/ afternoon labels may also be used.

- e that the original of the question paper, the electronic copy, 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 DR/SAR/AR of the faculty
- 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/shredded immediately after the packeting process is completed. Any electronic copies thereof should be deleted permanently

7.2.4 The relevant entries shall be made at the various stages of preparation of the question paper until packeting, on a register and kept at the Office of the Dean Record of various steps *DR/SAR/AR of the faculty*

7.3 Responsibility for Supervision of Packeting Exam Papers

- 7.3.1 DR/SAR/AR of the faculty shall be responsible in seeing that the question papers have been prepared and packaged under strict security. he/she shall not seal any packet unless he/she 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/ label of the packet. Correctness of title of paper and supervision of packeting papers *DR/SAR/AR of the faculty*
- 7.3.2 The DR/SAR/AR of the faculty shall check with the Daily Schedule of Examinations that the question papers and other relevant documents for each session are ready in time. Checking of Schedule of Examinations *DR/SAR/AR of the faculty*

Chapter VIII

Maintenance of Confidentiality on Examination matters

8.1 Maintenance of Confidentiality

8.1.1 No employee of the University engaged in any type of work connected with Examinations nor any other person whose services are utilized or anyone, shall impart any confidential information gained directly or indirectly in the performance of his duties to a candidate or any other person.

Exam matters to be kept confidential *All employees of EUSL*

8.1.2 For this purpose they shall take the following oath of secrecy before their respective Heads of Department at the commencement of each year.

Oath of Secrecy *Heads of Departments*

I being an employee of the University (Campus/Institute) 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.

8.1.3 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

Confidential document *All employees of EUSL*

time of commencement of the answering of such paper by candidates at that examination.

- 8.1.4 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 and withdraw from activities related to the examination concerned. 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.
- Notify VC of relationship of candidate and withdrawal from examination activities
- All employees of EUSL*

Chapter IX

Examination Hall Arrangements

9.1 Examination Halls/Centres

- 9.1.1 Each Examination Hall(s)/Centre shall be provided with adequate ventilation, lighting and security to conduct examinations. Rooms that cannot accommodate at least 30 candidates should be avoided, except where the number of candidates is below 30.
- Examination Halls /Centre facilities *Supervisor*

9.2 Examination Hall Arrangements

- 9.2.1 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. This arrangement shall be followed in small rooms as well.
- Arrangement of Desks and Chairs *Supervisor*
- 9.2.2 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.
- Numbering of Desks *Supervisor*

9.3 Checking of Exam Hall arrangements

- 9.3.1 Before admission of students for each paper, the supervisor 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.
- Checking arrangements *Supervisor*

9.4 Admission of candidates into Examination Hall/Centers

- 9.4.1 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 *Supervisor*

Chapter X

Guidelines for Supervision and Invigilation

10.1 General

- | | | | |
|--------|---|---|---------------------------------|
| 10.1.1 | Supervision and Invigilation are important functions in the proper and efficient conduct of examinations. It is the duty of all employees of the university to assist in the examination related work. | Importance of duties | <i>All employees of EUSL</i> |
| 10.1.2 | Services of the members of the permanent academic 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 and temporary staff | <i>Permanent academic staff</i> |

10.2 Preparation of list of Supervision staff

- | | | | |
|--------|---|--|---------------------------------|
| 10.2.1 | Two months prior to the last date of the respective Semester, the DR/SAR/AR of the faculty shall request all Heads of Departments/Units to indicate the names of the permanent academic staff whose services for any particular reason will not be available for this work. | Request for Supervision and Invigilation list | <i>DR/SAR/AR of the faculty</i> |
| 10.2.2 | Four weeks prior to the last day of the respective Semester, the DR/SAR/AR of the faculty shall prepare the list of supervisors and invigilators for the various examination centers. | Preparation of lists of supervision and invigilation | <i>DR/SAR/AR of the faculty</i> |

10.3 Appointments of Supervisors, Invigilators and Hall Attendants

- | | | | |
|--------|--|-------------------------------|---------------------------------|
| 10.3.1 | As far as possible, Supervisors shall be selected from among the senior academic staff. | Selection of Supervisors | |
| 10.3.2 | At least 2 weeks prior to the last day of respective Semester, the Supervisors/Invigilators/Hall Attendants 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 DR/SAR/AR of the faculty. The following should be enclosed with the appointment letter:

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 | Letters of Appointment issued | <i>DR/SAR/AR of the faculty</i> |

- d. Copy of the Instructions to supervisors/ Invigilators/ Hall Attendants
- e. Voucher
- f. Any other relevant documents.

10.4 Examination Hall Staff

- | | | | |
|--------|--|---|---------------------------------|
| 10.4.1 | 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 | <i>DR/SAR/AR of the faculty</i> |
| 10.4.2 | After the appointment of Examination Hall staff no alternative arrangement shall be made except in consultation with the DR/SAR/AR of the faculty. Where, however, after the commencement of the examination, a member of the hall staff finds that owing to unforeseen or unavoidable circumstances he/she has to be absent for a session or more, he/she shall immediately contact the DR/SAR Academic Affairs, who shall make alternative arrangements in consultation with the Dean | Alternate arrangements of staff for Exam Hall | <i>DR/SAR/AR of the faculty</i> |
| 10.4.3 | The Examination Hall staff shall be in attendance at the Hall at least 30 minutes before the examination is due to commence.
The supervisor shall be in charge of the centre. Invigilators and hall Attendants shall assist him/her and work under his/her direction | Arriving ahead of time | <i>All Exam Duty Staff</i> |

10.5 Duties of the Supervisor

- | | | | |
|--------|---|----------------|-------------------|
| 10.5.1 | 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 | <i>Supervisor</i> |
|--------|---|----------------|-------------------|

10.5.2	The Supervisor of each Hall/ Centre shall call over, at least half an hour before each session commences at the office of the DR/SAR/AR of the faculty 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	<i>Supervisor</i>
10.5.3	In case where the papers cannot be collected within half an hour due to the distance, the DR/SAR/AR of the faculty shall take steps to deliver the packets ahead of time at the Office of the Dean, in which case the supervisor shall collect them from the Office.	Making the paper packets available	<i>DR/SAR/AR of the faculty</i>
10.5.4	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	
10.5.5	The Supervisor shall be supplied with the following by the DR/SAR/AR of the faculty:-	Collection of other materials	<i>Supervisor, DR/SAR/AR of the faculty</i>
	<ul style="list-style-type: none"> a. Packet/ packets of question papers for the session/ day. b. Packet/ Packets of material such as maps electronic devices, tables etc. c. Attendance lists for each paper d. Examination time tables e. Invigilation time tables f. Printed envelops for answer papers g. Labels for answer packets h. Report form for Examination Offences i. Supervisor's Report j. Return/ Acknowledgement Form for Answer packets k. The seal for sealing of packets l. Date stamp for stamping answer books/ sheets m. Other written instructions where necessary 		
10.5.6	On arrival at the Examination Centre, the Supervisor shall	Duties on arrival at the Examination Centre	<i>Supervisor</i>
	<ul style="list-style-type: none"> a. Check whether the correct question papers and relevant documents for the particular session have been brought by him. 		

- b. Check that the Hall has been cleaned 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 the full assigned staff not being present he/she 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. Assign each invigilator with a certain number of candidates
- e. Draw the attention of the Invigilators and the Hall Attendants to the duties allocated to them.

10.5.7 The Supervisor shall ensure:-

- a. That candidates 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
- b. 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.
- c. That candidates shall not be admitted to the hall earlier than 10 minutes before the time of commencement of a paper.
- d. 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 DR/SAR/AR of the faculty

Admission of candidates *Supervisor, invigilator*

- e. That no candidate shall be admitted to an Examination Hall after the expiry of half an hour from the commencement of the examination.
- f. 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 DR/SAR/AR of the faculty
- 10.5.8 The Answer Books with the cover shall be issued initially and loose sheets (continuation sheets) subsequently by the Supervisor/Invigilator as follows,
- Distribution of Answer Books and additional sheets *Supervisor, invigilator*
- a. The Supervisor shall see that the Answer Books have been date stamped and signed by the Supervisor or Invigilator and set out on each desk at least 15 minutes before the commencement of the examination.
- b. Continuation sheets shall be issued by the Invigilators (and not by Attendants) and each sheet shall be date stamped and signed before being issued.
- 10.5.9 Announcements and distribution of question papers. *Supervisor*
- Announcements etc.
- a. Strict silence is to be observed by candidates till the end of the examination. Silence to be maintained
- 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. Removal of Answer Books/ Sheets
- c. No candidate shall have with him/her books, notes, packets or files or any stationery or material other than those issued to him/her and if any such material has been brought into the examination hall by any candidate he/she 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 Card etc. Possession of unauthorized materials

- 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. Leaving Exam Hall by candidates
- 10.5.10 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
- 10.5.11 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
- 10.5.12 The balance question papers shall remain in the supervisor's custody and he/she shall ensure that no question paper is allowed to be removed out of the hall before the expiry of the first half hour. Balance papers
- 10.5.13 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.
- 10.5.14 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 DR/SAR/AR of the faculty the Supervisor shall announce such correction/ modification as indicated by the DR/SAR/AR of the faculty No clarification of Question Paper
- 10.5.15 The Supervisor shall ensure that the Invigilators and Hall attendants are attending to the duties assigned to them. Supervision of Invigilators

- 10.5.16 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. Attendance lists shall be issued in duplicate. Marking of Attendance List, duplicates
- b. 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/she was offering that paper and if the supervisor is satisfied with the bona fides of the declaration, he/she may include the Index Number of the candidate concerned in the attendance list and allow him/her to sit the paper. Every such case shall be reported to the DR/SAR/AR of the faculty. Candidates whose index numbers have not appeared in the attendance sheet
- c. 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 DR/SAR/AR of the faculty. Candidates to place signature in the original attendance sheet
- d. 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 '√' 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 Marking the Duplicate Attendance sheet *Invigilator*

Attendance sheet shall be prepared and enclosed in each packet.

- | | | | |
|---------|--|------------------------------|--------------------------------|
| e. | In the performance of this exercise the supervisor/ invigilator shall satisfy himself to the identity of a candidate by reference to the Student Identity Cards issued by the University which contains the candidates photographs as well as their signatures | Identity of candidates | <i>Supervisor/ invigilator</i> |
| 10.5.17 | 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 | <i>Supervisor/ invigilator</i> |
| 10.5.18 | The Supervisor shall make the following announcements at the appropriate times | Announcements | <i>Supervisor</i> |
| 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 your 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”. | | |
| 10.5.19 | 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 | <i>Invigilator</i> |
| 5.18.1 | The supervisor shall check that each invigilator has arranged the scripts in order of index numbers. | | <i>Supervisor/ invigilator</i> |
| 10.5.20 | 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 | <i>invigilator</i> |

- 10.5.21 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.
- Number of scripts to be packed in an envelope
- Supervisor/ invigilator*
- 10.5.22 The Supervisor shall enclose in each packet the following,
- Packeting the scripts
- Supervisor*
- 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/she shall ensure that all details on the label have been duly filled.
- 10.5.23 In order to obviate the possibility of candidates bringing into the examination hall university answer books and continuation sheets on which answer may have been prepared previously and to prevent their misuse the following precautions shall be taken
- Safe keeping of answer books and continuation
- DR/SAR /AR of the faculty.*
- 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 DR/SAR/AR of the faculty.
- 10.5.24 The Supervisor shall hand over to the DR/SAR/AR of the faculty, at the end of each session/ day, and obtain acknowledgement for the following:
- Report for the session and handing over of answer packets
- Supervisor*
- a. The packets of answer scripts
 - b. Supervisor's report
 - c. A report on examination offences on Form
 - d. The original Attendance lists
 - e. Description of answer packets made

- f. In duplicate
- g. Balance question papers
- i. Balance stationery

10.6 Duties of Invigilator

- | | | | |
|--------|---|---------------------------------------|--------------------|
| 10.6.1 | The invigilator shall be responsible to the supervisor for the efficient discharge of the duties assigned to him/her. | Responsibility | <i>Invigilator</i> |
| 10.6.2 | The invigilator shall devote his whole attention to the continuous supervision of candidates. He/she shall, move among the candidates at intervals without disturbing them and if he/she notices a candidate having with him/her unauthorized documents/ materials he/she shall take possession of same and report the matter immediately to the supervisor. | Full attention on invigilation | |
| 10.6.3 | The Invigilator shall place on each desk the examination stationery before the commencement of the examination and he/she 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/she shall ensure that not 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.
The invigilator shall also be responsible for replacing faulty devises /replacing batteries for devices | Distribution of additional stationary | |
| 10.6.4 | The Invigilator shall distribute the question paper to the candidates assigned to him. He/she shall return the balance question papers, if any to the supervisor. | Distribution of question paper | |
| 10.6.5 | The Invigilator shall at the expiry of the first half hour, go round and get each candidate to sign the Attendance list. He/she shall also mark the attendance on the duplicate attendance list and certify both sheets in the space provided for. He/she shall return the original attendance list to the supervisor but retain with him/her the duplicate to check when collecting the answer scripts. | Mark attendance | |

- | | | |
|---------|--|--|
| 10.6.6 | No candidate shall be admitted to the Exam 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 to Exam Hall |
| 10.6.7 | The invigilator shall collect the scripts of every candidate who leaves before the last 15 minutes. | Collection of Answer Books/ Scripts |
| 10.6.8 | 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/she shall check that the script bears the correct index number. | |
| 10.6.9 | 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/she shall check the collected scripts with the duplicate attendance list and if any candidate has failed to hand over a script he/she shall bring this matter to the notice of the Supervisor. | Check with attendance |
| 10.6.10 | Written statements shall be obtained 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, a note that the candidate has refused to give a statement. | Obtaining statements |
| 10.6.11 | After the candidates leave the hall, the invigilator shall go round and inspect the section allotted to him/her to ensure that all answer scripts and other examination stationary have been collected. | Inspection of hall at end of examination |
| 10.6.12 | The invigilators shall assist the supervisor, in packeting sealing answer scripts. | Assistance in packeting |

10.7 Duties of Hall Attendants

- | | | | |
|--------|---|-------------------------------------|-----------------------|
| 10.7.1 | It shall be the duty of the hall attendants to carry out all instructions given to them by the Supervisor/ Invigilator. | Support the Supervisor, Invigilator | <i>Hall Attendant</i> |
|--------|---|-------------------------------------|-----------------------|

10.7.2	Hall Attendants shall call over at the examinations branch for each Exam session/ day at least 45 minutes before the commencement of the Exam and assist the Supervisor/ Invigilator in collecting stationery and other equipment necessary for the examination.	Attend 45 minutes ahead
10.7.3	They, shall assist in the arranging and numbering of exam desks.	Numbering desks
10.7.4	They shall clean the hall and arrange the furniture at least half an hour before the commencement of each session.	Cleaning the hall
10.7.5	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.	Distributing stationery, assistance in packeting, if requested
10.7.6	They shall, carry parcels of answer scripts, stationery and other equipment under the supervision of the Supervisor/ Invigilator.	Assist in mobilizing answer scripts, stationary when required
10.7.7	They shall not leave the hall except with the specific permission of the Supervisor.	Remain in the hall throughout
10.7.8	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.	Collecting & handing over keys

10.8 Illness of candidate in Examination Hall

10.8.1	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 suitable action to overcome the issue. If the candidate is unable to continue 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 <i>Supervisor</i>
10.8.2	In the case of differently abled students the supervisor shall ensure that the facilities allowed to such students are provided.	Differently abled <i>Supervisor</i>

Chapter XI

Examination Rules and Regulations

11.1 Candidates attending the Examination

- 11.1.1 Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the halls until they are requested to do so by the supervisor. Attendance
- 11.1.2 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
- 11.1.3 No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half an hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper. Admission to Exam hall
- 11.1.4 Candidates shall have their Student Record Book, Student Identity Card and Admission Card with them in the examination hall on every occasion they attend for a paper/ an exam. The candidature is liable to be cancelled if a student does not produce the Student Record Book. If a candidate fails to bring his/her record book on any occasion, he/she shall sign a declaration in respect of the paper for which he/she had not produced the record book in the form provided for it, and produce the record book on the next occasion when he/she appears for the examination. The presentation of the Record Book thus, should be documented on the declaration form. The declaration forms shall be checked by the DR/SAR/AR of the faculty before the release of results. Presenting Identification

If it is the last paper or the only paper he/she is sitting, they shall produce the record book to the DR/SAR/AR of the faculty on the following day, and get the documentation on the declaration form.

If a candidate loses his/her record book in the course of the examination, he/she may present his/her

Student Identity Card and shall obtain a duplicate record book from the DR/SAR/AR of the faculty, for producing at the examination hall.

- 11.1.5 No candidate shall have any notes, signs, formulae, mobile phones, smart watches, other communication devices or any other unauthorized documents on his person, in his clothes, on the admission card, time table or record book. Books, notes, parcels, hand bags, mobile phones, other information and communication devices etc. which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/ Invigilator. Documents etc. which candidates should not bring into the examination hall
- 11.1.6 A candidate may be required by the supervisor to declare any item in his possession or person. Declaration of articles in possession
- 11.1.7 No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him/her 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. Candidates prohibited from copying/talking/exchange of answer books, use of mobile phones etc., violating Exam Offenses.
- 11.1.8 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 or Plagiarism in submission of work
- 11.1.9 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 into Exam Halls
- 11.1.10 Examination stationery (i.e., writing paper, graph paper, drawing paper, ledger paper, précis paper etc.,) shall be supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn crumpled, folded or otherwise mutilated. No paper other than those supplied to him/her 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 Examination stationery university property

left behind on the desk and not removed from the examination halls by the candidate.

- 11.1.11 Every candidate shall enter his/her index number on the answer book and on every continuation paper. He/she 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
- 11.1.12 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 done on provided paper only and cancelled
- 11.1.13 Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed out. 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
- 11.1.14 Candidates are under the authority of the supervisor and shall assist him/her by carrying out his instructions and those of his invigilators, during the examination and immediately before and after it. Under supervisors authority
- 11.1.15 Every candidate shall conduct himself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his staff or to other candidates. In entering and leaving the hall, he/she shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct. Conduct
- 11.1.16 Candidates shall stop work promptly when ordered by the supervisor/ invigilator to do so. Stopping work
- 11.1.17 Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not Maintenance of silence

permitted for any reason whatsoever to communicate or to have any dealings with any person other than the supervisor/ invigilator.

- | | | |
|---------|---|-------------------------------------|
| 11.1.18 | During the course of answering a paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the supervisor/ invigilator shall grant him/her permission to do so but the candidate will be under his surveillance. | Leaving the Exam hall |
| 11.1.19 | No person shall impersonate a candidate at the examination, nor shall any candidate allow himself to be so impersonated by another person | Impersonation |
| 11.1.20 | Serious note will be taken of any dishonest assistance given to a candidate, by any person. | Dishonesty |
| 11.1.21 | If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of the examination necessary, he/she 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 |
| 11.1.22 | The supervisor/ invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it. | Making of statement |
| 11.1.23 | No candidate shall contact any person other than the Vice Chancellor, Dean, Head of the Department or the Registrar regarding any matter concerning the examination. | Who to contact in exam. Matters. |
| 11.1.24 | Every candidate shall hand over the answer script personally to the supervisor/ invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his answer script to the attendant, a minor employee or another candidate. | Handing over the answer script. |
| 11.1.25 | Every candidate who registers for an examination shall be deemed to have sat the examination unlesshe/she 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 | Withdrawal from Examination applied |

certificate should be obtained from a Government Medical Practitioner, and submitted to the university medical officer at the earliest possible time.

- 11.1.26 When a candidate is unable to present himself for any part/ section of an examination, he/she 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
- 11.1.27 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
- 11.1.28 No student shall sit an examination, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination, unlesshe/she has been granted special permission to do so by the Senate Eligibility to continue to sit an Exam, if number of attempts exhausted

Chapter XII

Procedures to follow when a candidate is unable to attend an examination

12.1 Considering absence from an examination or a part as an attempt

A candidate who has not appeared for an examination or part of it for which he/she is due to sit, should make an appeal if he/she wants to preserve the attempt for a future examination. This allowance shall not be considered unless the candidate makes an appeal. The reasons may be considered under one of the following:

- Unexpected illness
- Death in immediate family and bereavement
- Other reasons that may be considered valid by the Faculty Board and Senate

12.1.1 Unexpected Illness

- | | | |
|----------|--|--|
| 12.1.1.1 | In case a candidate is unable to attend an examination or part of it due to illness, he/she should submit an appeal letter accompanied by a Medical Certificate (MC) issued by the doctor who has treated him/her to the Dean of the faculty within two weeks of the examination. The Dean shall send the MC to the University Medical Officer for authentication. | Submission of Medical Certificate and deadline |
| 12.1.1.2 | Once the MC is authenticated the appeal shall be taken up at the Faculty Board and recommended to the senate through the DR/SAR/Academic Affairs, if found appropriate. | UMO approval of MC and Faculty Board recommendation |
| 12.1.1.3 | The senate shall then decide whether the appeal is acceptable and approve/deny the request. The decision shall be informed to the Faculty and the candidate by the Secretary of the Senate | Acceptance of Appeal by Senate and information to candidate. |

12.1.2 Death in immediate family and bereavement

- | | | |
|----------|--|---|
| 12.1.2.1 | In case a candidate is unable to attend an examination or part of it owing to bereavement due to a death in his/her immediate family he/she should submit an appeal letter accompanied by evidence of such death. Immediate family here indicates one's own parents, siblings, spouse or children. | Submission of Appeal accompanies by evidence of death, of immediate family member |
|----------|--|---|

- | | | |
|----------|--|--|
| 12.1.2.2 | The appeal shall be taken up at the Faculty Board and recommended to the senate through the DR/SAR/AR of the faculty, if found appropriate. | Faculty Board recommendation |
| 12.1.2.3 | The senate shall then decide whether the appeal is acceptable and approve/deny the request. The decision shall be informed to the Faculty and the candidate by the Secretary of the Senate | Acceptance of Appeal by Senate and information to candidate. |

12.1.3 Other reasons that may be considered valid by the Senate

- | | | |
|----------|--|--|
| 12.1.3.1 | In case a candidate is unable to attend an examination or part of it due to a reason which may be considered valid, the candidate shall submit an appeal letter accompanied by evidence of such.
Examples: representing the Faculty, University or Country in any event approved by the VC/Dean | Submission of Appeal accompanies by evidence |
| 12.1.3.2 | The appeal shall be taken up at the Faculty Board and recommended to the senate through the DR/SAR/AR of the faculty, if found appropriate. | Faculty Board recommendation |
| 12.1.3.3 | The senate shall then decide whether the appeal is acceptable and approve/deny the request. The decision shall be informed to the Faculty and the candidate by the Secretary of the Senate | Acceptance of Appeal by Senate and information to candidate. |

Chapter XIII

Examination Offences and Punishments

The Examination Rules mentioned below refer to **Examination Rules and Regulation Chapter XI** of this manual.

13.1 Examination Offences and punishment

- 13.1.1 Any candidate who violates **Examination Rule 5** shall be deemed guilty of the offence of possession of unauthorized documents 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.
- 13.1.2 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
- 13.1.3 Any candidate who violates **Examination Rule 8** shall be deemed guilty of the offence of having cheated at the examination and shall be liable to the cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a period of not less than three years and to any further punishment that the Senate may decide. Cheating or Plagiarism
- 13.1.4 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
- 13.1.5 Any candidate who violates any one or more of the **Examination rules 6, 14, 15, 16, 17 or 18** shall be deemed guilty of the offence of disorderly conduct 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
- 13.1.6 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 Impersonation

university for a period of not less than 5 years and to any further punishment that the Senate may decide. He/she may also be liable to any punishment under the penal code/ criminal law.

- 13.1.7 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
- 13.1.8 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

13.2 Procedure dealing with Examination Offences by Candidates

- 13.2.1 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. Members should be from different faculties, to ensure that at least two members are from another Faculty when an inquiry is under process. Examination Disciplinary Committee

13.3 Procedure for reporting of Examination Offences and Punishment

- 13.3.1 In all cases of violation of examination rules (Chapter XI) detected, the Supervisor shall take actions as outlined in this section and forward his report to the DR/SAR/AR of the faculty. The Supervisor's report should be countersigned by one of the invigilators. Procedure for punishment of offences detected by the supervisor.
- 13.3.2 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/her a letter with copies to the relevant Dean and DR/SAR Academic Affairs, cancelling his/her candidature from the examination. Cancellation of candidature for disorderly conduct

Where a candidate's offence is only disobedience the supervisor shall warn the candidate and forward a report to Dean and DR/SAR Academic Affairs.

- 13.3.3 In all other cases of examination offences detected, the Supervisor shall on the detection of the offence take possession of unauthorized documents if any and obtain a statement from the candidate and write his report on the matter to the Dean of the faculty. Action to be taken by Supervisor
Materials taken into custody shall be authenticated by placing the signature of the candidate and the Supervisor/invigilator and the date time and place of detection.
- 13.3.4 The Dean after a preliminary inquiry shall place all reports of examination offences submitted by the Supervisors to the Exam Disciplinary Committee for further action Refer to Exam Disciplinary Committee
- 13.3.5 Any examiner, Head of Department or any other official of the University who detects an examination offence, shall report the matter in writing to the Dean, who shall call for a preliminary inquiry and place the complaint to the Exam Disciplinary Committee for further action. Offences reported by others.

13.4 Final Decision on Examination Offences

- 13.6.1 The punishments recommended by the Examination Disciplinary Committee shall be submitted to the relevant Faculty Board for a decision and be referred to the Senate for ratification. Decided by the Faculty Board and ratified by the Senate

13.5 Appeal against punishments

- 13.5.1 There shall be an Appeals Board, consisting of three members, appointed by the Vice-Chancellor to consider the decisions made under Section 14.5. Appeals Board appointed by the Vice-chancellor

- 13.5.2 Any student wishing to appeal against the punishment imposed on them should write to the Vice-chancellor in this regard within two weeks from the date of communication to them. Appeal within two weeks to Vice-chancellor
- The vice-chancellor shall consider the appeal and may decide to refer to the Appeals Board.
- Appeals Board shall either affirm or review the imposed punishment and make recommendation to the Vice-Chancellor.

Chapter XIV

Procedure Dealing with Examination Offences by those other than Candidates

The following actions shall be deemed Examination offences.

14.1 Unauthorized communication to candidates or others

- a. Divulging to candidates or others the contents of a confidential document or part thereof shall be an offence. Divulging of confidential documents
- b. 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/she is authorized to deliver or transmit such document. Delivery/transmission of confidential documents to others

14.2 Unauthorized divulging of Exam Marks

- 14.2.1 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. Divulging of information of answer scripts/Mark sheets

14.3 Dishonest Marking

- 14.3.1 No unauthorized person shall mark an answer script.

14.4 Dishonest Alteration of Marks

- 14.4.1 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/she shall initial same. Alterations to be initialed by authorized person

14.5 Dishonest disposal and disclosure of secret document

- 14.5.1 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 who is entrusted with the duty of typing, stenciling, duplicating, printing, packeting, or marking by manual or mechanical means any secret document relating to any Dishonest disposal

examination, or by any person whose duty is to assist in the aforementioned duties.

14.6 Theft or dishonest breaking of packet containing confidential document

- 14.6.1 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. Theft or breaking of packets

14.7 Fraudulent Introduction of Answer Scripts

- 14.7.1 The introduction, insertion or exchange of another script in place of the script answered by the candidate. Fraudulent answer script insertion

14.8 Dishonesty by commission or omission

- 14.8.1 The commission or omission of any act relating to the conduct of an examination which is deemed by the Vice-chancellor to be of a fraudulent or dishonest nature. Acts deemed to be fraudulent

14.9 Assistance or connivance

- 14.9.1 The abetment, assistance or connivance with another person in the commission of one or more of the above offences. Abetment in offence

14.10 Procedure for disciplinary action

- 14.10.1 Disciplinary action shall be taken against those who are alleged to have committed one or more of the above listed offences as follows :-
- 14.10.1.1 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. Disciplinary action against University employees
- 14.10.1.2 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 XV

Receiving and Distribution of Answer Script Packets

15.1 Receiving of Answer Scripts from the Examination Halls

- 15.1.1 The DR/SAR/AR of the faculty shall make arrangements for an official to remain in the department 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. One copy of this form shall be handed over to Supervisor, the other copy to the Academic Affairs Department together with the packets of answer scripts.
- Acceptance of Answer Script packets *DR/SAR/AR of the faculty*
- 15.1.2 DR/SAR/AR of the faculty 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.
- Answer scripts received and dispatched to Examiners *DR/SAR/AR of the faculty*

15.2 Distribution of Answer Scripts to Examiners

- 15.2.1 The Head of the Department shall make arrangements with the DR/SAR/AR of the faculty to deliver the sealed packets to the Examiner concerned. Delivery of sealed packets outside the Faculty shall be made with the approval of the Dean of the Faculty.
- Delivery of Answer scripts to Examiners *Head of the Department, DR/SAR/AR of the faculty*
- 15.2.2 DR/SAR/AR of the faculty shall deliver to the Examiner together with the packets of answer scripts, the following:-
- Documents to be delivered along with the answer script packets *DR/SAR/AR of the faculty*
- Instructions for Marking
 - Detailed Mark Sheets
 - Summary Return Form
 - Voucher
 - Marking Scheme
 - Covering letter recording the number of scripts enclosed, the date by which the marks and the scripts should be returned and the acknowledgement form
- 15.2.4 DR/SAR/AR of the Faculty 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, DR/SAR/AR of the faculty shall report the matter to
- Reminder *DR/SAR/AR of the faculty*

the Dean of the faculty who shall direct the DR/SAR/AR of the faculty to take appropriate action.

- 15.2.5 Since every script should be marked independently by two examiners, the Head of the Department shall take action to send the scripts to the second examiner with assistance of the DR/SAR/AR of the faculty, following the above procedures.

*Head of the
Department,*

*DR/SAR/AR
of the
faculty*

15.3 Distribution for Panel Marking or Conference Marking

- 15.4.1 In case of Panel marking or conference marking, the Chief Examiner shall be responsible for accepting the Answer Script Packet

Panel
Marking

*Chief
examiner*

Chapter XVI

Marking of Answer Scripts

The following procedure is suggested to Examiners for adherence.

16.1 Marking Scheme

- | | | | |
|--------|---|--------------------------------|--------------------------------------|
| 16.1.1 | There shall be a marking scheme for each question paper prepared and moderated in terms of Chapter V. | Marking schemes | <i>Head of Department, Examiners</i> |
| 16.1.2 | The marking scheme shall be studied carefully by the marking examiners and the marks assigned for each question or part of a question accordingly. | | |
| 16.1.3 | 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. | | |
| 16.1.4 | 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/she decides that it is necessary to modify the marking scheme he/she 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 | |
| 16.1.5 | A copy of the finalized marking scheme shall be forwarded to all marking examiners | | |

16.2 Marking of Answer Scripts

- | | | | |
|--------|---|--|-------------------|
| 16.2.1 | 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. | <i>Examiner/s</i> |
| 16.2.2 | 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 | |

- 16.2.3 In case of Examinations where there is only one marking the examiner shall not leave marks on the border line
- 16.2.4 In case of Panel Marking or Conference Marking, the Head of the Department shall be responsible to organize the marking sessions with the concurrence of the Chief Examiner. Here the marks may be entered in the script itself. Panel Marking *Head of the Department*
- 16.2.5 The examiners shall finish marking a particular question in all the scripts before proceeding to another question. (i.e. mark question by question, not script by script) Order of marking *Examiner*
- 16.2.6 On the Detailed Mark Sheet 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. If a candidate has failed to answer a question, a dash (-) shall be entered in the relevant place. Entry of marks on detail mark sheet *Examiner*

16.3 Return of Marks

- 16.3.1 The question paper, the marking scheme the answer scripts the Detailed Mark Sheet and the Summary Form shall be handed over to the Head of the Department by the marking Examiner/ Chief Examiner. The Detailed Mark Sheet and Summary Form should be duly signed by the submitting Examiner. Return of Detailed Mark Sheet *Examiner/Chief Examiner*
- 16.3.2 Head of the Department shall satisfy himself/herself that the Detailed Mark Sheets are in order and thereafter send the scripts for second marking when indicated where same procedure, outlined in Chapter XV shall be followed. Forwarding of scripts for second marking *Head of the Department*
DR/SAR/AR of Faculty

16.4 Computation of Final Marks

- 16.4.1 When Detailed Mark Sheets are received from both examiners, the Head of the Department shall prepare the Final Mark Sheet according to the prescribed scheme /format of the paper/unit defined by the Faculty published in the Students Handbook. Final Marks Sheet preparation *Head of the Department*

- | | | | |
|--------|---|---------------------------|-------------------------------|
| 16.4.2 | As and when the Final Marks of a paper/ subject have been computed the Head of Department shall check the Final Marks Sheet and satisfy themselves 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 to the DR/SAR/AR of the Faculty. | Submission of Mark sheets | <i>Head of the Department</i> |
|--------|---|---------------------------|-------------------------------|

16.5 Duties of Marking Examiners

- | | | |
|--------|---|-----------------------------|
| 16.5.1 | If any person who has been appointed as a marking examiner is unable to function as such, he/she shall forthwith inform the Dean of the Faculty who shall make alternative arrangements in consultation with the Head of the Department concerned, and obtain the approval of the Senate. | Inability to mark |
| 16.5.2 | On receipt of the Answer Scripts, the Examiner shall check with the Attendance Sheets whether he/she has received the answer scripts of all those who had been present for the paper. If there are any discrepancies he/she shall notify same to the DR/SAR/AR of the Faculty or the Dean immediately. It is the responsibility of the Examiner to keep all answer scripts in safe custody. | Checking Scripts received |
| 16.5.3 | All scripts shall be marked personally by the Examiner who shall prepare the summary according to provisions of this Chapter. | Mark scripts personally |
| 16.5.4 | The Examiner shall as soon as he/she marks the scripts forward same together with the Detailed Mark Sheets under sealed cover to the Dean or the Head of the Department | Return of Marks and scripts |

Chapter XVII

Performance Criteria and Determination of Results.

17.1 Recording of Final Marks

- 17.1.1 On receipt of the Final Mark sheet DR/SAR/AR of the Faculty 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 *DR/SAR/AR of the Faculty*
- 17.1.2 DR/SAR/AR of the Faculty shall ensure that 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 of Mark Book

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

- 17.1.3 A Record of the steps relating to entry of Marks, preparation of Results sheets etc. shall be made on a register *DR/SAR/AR of the Faculty*
- 17.1.4 In order to have these exercises performed carefully and to avoid the possibilities of mistakes there shall be a minimal interval of one week interval between the receipt of the last set of marks and the date of the Board of Examiners. Interval between submitting marks and Board of Examiners
However, if the number of candidates is comparatively low, the Board can be convened earlier.

17.2 Board of Examiners

- 17.2.1 Once the Exam results are ready to be released, DR/SAR/AR of the Faculty shall arrange a Board of Examiners to finalize and release the results. The Board shall comprise all the examiners of the examination and senior lecturers and professors in the relevant Faculty. Composition of Board of Examiners

- 17.2.2 The Board of Examiners shall be chaired by the Vice-chancellor for the final awarding examination and by the Dean of the Faculty for all other examinations. Chair of the Board of Examiners
- 17.2.3 At the Meeting of the Board of Examiners, the Board shall determine the Results in accordance with the approved By-laws of the Study Programme. Performance criteria
- 17.2.4 All members present at the Board of Examiners shall place their signatures on the Mark Book after confirmation of results. Signing the Mark Book

Chapter XVIII

Publication of Examination Results and Issue of Statements / Certificates.

18.1 Examination Results Sheet

- 18.1.1 The result sheets shall also include the following *DR/SAR/AR of
the Faculty*
- a. The words “Eastern University of Sri Lanka” and the name of the Faculty.
 - b. The name of the Examination together with the year in respect of which the examination was held
 - c. Month and the year when the examination was held
 - d. That the results are provisional and are to be submitted to confirmation by the Senate
 - e. Signature of the officer chairing the respective Board of Examiners, i.e., the Vice-chancellor or the Dean

18.2 Publication of Examination Results

- 18.2.1 Depending on the nature and the size of the examination the DR/SAR/AR of the Faculty shall be given sufficient time to release the results after the determination of the results by the Board of Examiners. The period shall however not exceed 5 working days from the date of determination of results, except with the specific approval of the Vice-chancellor. *Publication
of Exam
Results DR/SAR/AR
of the
Faculty*

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.

- 18.2.2 Every stencils/ typed sheet prepared for the result shall be carefully checked and initialed by the DR/SAR/AR of the Faculty before submission to the Vice Chancellor/ Dean for signature.
- 18.2.3 All Examination results shall be displayed on the notice board with copies sent to the respective Deans and the head of Departments

18.3 Confirmation of Examination Results

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

18.4 Issue of Examination Results to the Candidates

Every candidate may be issued one or more of the following documents according to the stipulations given Issue of Results to candidate

- a. A statement of Completion of Degree
- b. Examination Certificate/ All In One Results Sheet
- c. Academic Transcript
- d. Degree Certificate

18.4.1.1 Statement of Completion of Degree

Within two weeks of release of provisional results

Every candidate shall be issued a Statement of Completion, duly signed by the DR/SAR/AR of the Faculty. These statements will be issued at the request of the candidate, within two weeks of the publication of results and will serve as temporary certificates. No fee shall be charged.

18.4.1.2 Examination Certificate/ All In One Results Sheet

After confirmation of results by Senate

This certificate shall be issued only after the confirmation of results by the Senate.

This certificate shall give details of all examinations offered by the candidate, from the first semester to the final, with grades and GPA obtained in each course/module/unit. It shall be signed by the DR/SAR/AR of the Faculty.

The candidates should request in writing for such certificate. The first such document shall be issued free of charge. Duplicates shall be issued after charging a stipulated fee.

18.4.1.3 Academic Transcript

An Academic Transcript shall contain detailed information of results such as marks, grades and GPA, obtained by a candidate on all courses/modules/subjects/unit papers, offered by him/her.

To be issued only to institutes

An Academic Transcript shall be sent from Eastern University, Sri Lanka to another Institution, on the request of a candidate.

The candidate shall make the application for the Academic Transcript on the prescribed form, making the due payment to the University

18.4.1.4 **Degree Certificate**

The Academic Affairs Division of the Eastern University Sri Lanka, shall send the necessary documents to all candidates who have successfully completed their Degree Programme/ Course of Study, to make application of the Degree, within two weeks of release of the awarding.

Every candidate who passes the Final Examination/ completes the Degree Programme/course of study 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 of the Degree that he/she had been admitted to.

Once receiving the supplications, the Academic Affairs Division, shall prepare the list of graduands who shall be awarded the Degree in the forthcoming General Convocation

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

Chapter XIX

Provision for Re-Scrutiny/ Verification of Examination Results (Based on the UGC Circular No.978/2012.)

19.1 Request for re-scrutiny of Exam results

- 19.1.1 DR/SAR/AR of the Faculty should notify the students of the relevant examination the period during which the requests for verification of results are entertained by displaying a notice in the Notice Board of the Dean's Office. Notify candidates
- 19.1.2 Any candidate who had written an examination paper and the results of the exam released, has the option to request for a re-scrutiny of the results obtained. Request for Re-Scrutiny of exam results
- 19.1.3 The candidate has to make a request for re-scrutiny of exam results using the Form, within two weeks from the date of release of the exam results, to the Dean of the Faculty, along with the Bank slip as evidence of payment of the prescribed fees. Applications to be made within two weeks

19.2 Results Verification Board

- 19.2.1 The Dean shall instruct the DR/SAR/AR of the Faculty to call for the Results Verification Board meeting for verification of mark & grade within 3 working days upon closure of the call for applications. Results Verification Board (RVB) *Dean*
- 19.2.2 The Results Verification Board shall consist of the following persons: 1. Dean of the Faculty (Chair) 2. Head of Departments 3. Chief Examiner (if applicable) 4. Examiners in-charge of each subject/paper Members of RVB
- 19.2.3 When the Head is a Chief Examiner / Examiner in charge of each examination / subject / unit paper, another member from the same Department can be called for the Results Verification Board,
- 19.2.4 The Head of the Department of the relevant course/subject shall present the individual marks/grades sheets for different components of the examination (i.e. written. oral. laboratory. continuous assessment, etc.) and the answer scripts for scrutiny of the Results Verification Board. *Head of the Department*

19.2.5 The Results Verification Board should proceed to check the accuracy of addition, computation and transcription of results (ACT verification). ACT verification only

If there is no change of grades, the Dean of the Faculty, through the DR/SAR/AR of the Faculty, should inform the candidate soon after the Results Verification Board meeting. Inform to applicant soon after the RVB, if no changes

If a change in grade/mark is noted, a Special Results Board should be convened.

19.3 Special Results Board

19.3.1 A Special Results Board should be held within five working days to endorse the revised results, if a revision of marks /grades is necessary and the decision of the Special Results Board shall be the final. Special Results Board to be held if revision of grades are noted *DR/SAR/AR of the Faculty*

19.3.2 DR/SAR/AR of the Faculty should maintain records of all verification applications and the outcome of all applications, and should submit a report to the Faculty Board after completion of the re-scrutiny process. Maintain record of re-scrutiny of Exam results.

Chapter XX

Payments for conduct of Examinations

20.1 Rates of Examination Payment

- 20.1.1 Rates of payment for the various services in connection with the conduct of examination shall be in accordance with the University Circulars Rates fixed by Ordinance

20.2 Examination Vouchers and Claims

- 20.2.1 Vouchers shall be carefully prepared and submitted duly certified by the officer certifying this expenditure. Claims *Head of the Department*
- 20.2.2 Each Examiner, Supervisor, Invigilator, Hall Attendant and other employees shall make a separate claim certified by the Supervisor.
- 20.2.3 All claims in connection with the examination shall be sent to the DR/SAR/AR of the Faculty, who shall maintain a record of such payments in the relevant register or registers. Maintain records of payment *DR/SAR/AR of the Faculty*

Chapter XXI

Maintenance of Examination Records

21.1 Release of Examination Marks

- 21.1.1 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 statistical analysis without revealing identity, within the University at the direction of the Dean.
 - b. for any other official purpose at the direction of the Vice Chancellor.

21.2 Storing and Destroying of Answer Scripts

- 21.2.1 All answer scripts shall be kept under safe custody for a period of five years 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. Answer Scripts storing and disposal
- The records of the answer scripts thus destroyed should be maintained *DR/SAR/AR of the Faculty*

21.3 Mark Sheets and Mark Books

- 21.3.1 All Mark Sheets shall be kept of record for a minimum period of five years and may be destroyed thereafter. Mark Sheets *DR/SAR /AR of the Faculty*
- 21.3.2 All Mark Books shall be kept under lock and key and be preserved for long term reference Mark Books

21.4 Question Papers storage

- 21.4.1 At least two (02) copies of every question paper shall be filed for record in the Faculty Exams Branch, in additions to copies kept in the Library. Storage of Question Papers *DR/SAR/AR of the Faculty*

21.5 Confidential Room

- 21.5.1 There shall be a Confidential Room where confidential work such as entry of marks, typing, duplicating and packeting of question papers, preparation of transcripts etc shall be done. Maintaining confidentiality of the Security for confidential work *DR/SAR/AR of the Faculty*

room shall the responsibility of the DR/SAR/AR of the Faculty.

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

Unauthorized persons are not allowed into this room.

Storage of confidential documents.

No entry to unauthorized persons.

21.6 Academic Record of Students

21.6.1 The Academic Record of every student shall be entered in a database. 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.

Student Academic Record maintained

Interpretation of Designations /Terms used

In Manual of Procedure on Conducting Examinations, Eastern University, Sri Lanka, unless the context otherwise requires, the following interpretations stand alone.

1	DR/SAR/AR of the Faculty	Any administrative official/s who is/are in charge of the conduct of Examinations.
2	Examiner	A person who is appointed to set or to moderate a question paper or to read and mark answer scripts or to conduct examination or practical work or field work and assign marks or who reads a Thesis, Essay, Project Report etc, or who conducts an Oral, Viva-voce or Clinical examination and assigns marks.
3	Supervisor	A person appointed to supervise a written, practical, oral or clinical examination.
4	Invigilator	A person who is appointed to invigilate at a written, practical, oral or clinical examination.
5	Board of Examiners	The Dean/Faculty, Heads of Depts., and all persons who are Examiners (Internal & External) for a particular examination for which the results are to be released by the Board.
6	Examination Offenses	Any exam offenses prescribed in the University Calendar or By-Law and those described in Chapters XI, XIII & XIV in this manual, which had been violated by candidates or any other persons involved in examination work.
7	Examination Disciplinary/Offenses Committee	A committee set up as per UGC Circular/s to examine Exam Offenses reported to the Registrar /DR/SAR by the Supervisor of an Examination and to recommend punishment as per By-Laws.
8	Results Verification Board	A committee set as per UGC Circular to re-scrutiny examination results on a request from a student.
9	Special Results Board	A Board constituted to release results of Exam/Papers that had been changed after re-scrutiny of the Paper.
10	University	The Eastern University, Sri Lanka
