



# **Examination Rules, Offences and Punishments**

**Faculty of Allied Health Sciences  
University of Ruhuna**

# **These examination rules, offences and punishments are extracted from the “Manual of procedures for conduct of examinations” of University of Ruhuna; Chapter 8 and 9**

## ***Examination Rules***

### **8.1. Attendance**

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

Presence of candidates

### **8.2. Seating**

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

### **8.3 Admission to Hall**

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

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

### **8.4 Identity verification**

8.4.1 Candidate shall have his student ID Card/ Record Book and the admission card with him on every occasion he presents himself for an examination.

8.4.2 His candidature is liable to be cancelled if he does not produce the student ID Card/ Record Book. If he fails to bring the student ID Card/ Record Book on any occasion, he shall, sign a declaration in respect of the paper for which he had not produced the student ID Card/ Record Book in the form Ex 26, and produce the student ID Card/ Record Book on the next occasion when he appears for the examination. If it is the last paper or the only paper he is sitting, he shall produce the student ID Card/ Record Book to the Registrar within one working day.

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

## 8.5 Documents etc. which Candidates should not Bring

8.5.1 No candidate shall have in his possession, (e.g. in his clothes, on the admission card, Time Tables, Record Book or any other object he is permitted to bring into the examination hall), any Materials not allowed notes, signs and formula or any other unauthorized material. Books, notes, parcels, handbags, mobile phones etc. which a candidate has brought with him should be kept at a place indicated by the Supervisor/Invigilator.

## 8.6 Declaration of Articles in Possession

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

## 8.7 Copying

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

8.7.2 Candidate neither shall conduct himself so negligently that an opportunity is given to other candidates to read anything written by him nor to watch any practical examination conducted by him.

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

## 8.8 Cheating

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

## 8.9 Articles Candidate may Bring

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

## 8.10 Use of Examination Stationary

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

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

## 8.11 Index Number

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

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

## 8.12 Rough Work to be Cancelled

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

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

## 8.13 Unwanted Parts of Answers to Crossed Out

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

Unwanted parts of answers

## 8.14 Under Supervisor's Authority

Candidates are under the authority of the Supervisor and shall assist him by carrying out his instructions and those of his Invigilators, during the examination and immediately before and after it.

## 8.15 Conduct

Every candidate shall conduct himself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his staff or to other candidates. In entering and leaving the hall, he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.

## 8.16 Stopping Work

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

## 8.17 Maintenance of Silence

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

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

#### 8.18 Leaving the Hall

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

#### 8.19 Impersonation

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

#### 8.20 Dishonesty

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

#### 8.22 Cancellation or Postponement

If circumstances arise which in the opinion of the Supervisor in consultation of the Controller Chief, render the cancellation or postponement of the examination necessary, he shall stop the Examination, collect the scripts already written and then report the matter in writing to the Dean of the Faculty.

#### 8.23 Making of Statements

The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or sign it.

#### 8.24 Whom to Contact in Examination Matters

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

#### 8.25 Handing Over of Answer Scripts

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

### 8.26 Absence from Examination

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

### 8.27 Eligibility to Continue to Sit

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

### ***Examination Offences and Punishments***

9.1.1. A candidate who violates any of the requirements or conditions stipulated in Examination Rules shall be considered as having committed an examination offence. Examination offense Examination offences are classified as follows: Classification of offences

- (a) Possession of unauthorized documents or removal of examination stationery
- (b) Possession of telecommunication or transmitting devises
- (c) Plagiarism from internet or any other sources
- (d) Disorderly conduct
- (e) Copying (even detected while marking the answer scripts)
- (f) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat
- (g) Impersonation
- (h) Aiding and abetting the commission of any of these offences
- (i) Violation of any of the requirements or conditions stipulated from 8.6 -8.10.

9.1.2 There shall be an Examination Disciplinary Committee appointed by the Senate to investigate into and make recommendations (including punishments) regarding examination offences referred to it. The recommendations of the Examination Disciplinary Committee shall be submitted to the Senate for the final decision.

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

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

- 9.1.5 Any examiner, Head of Department, Dean of Faculty or any other official of the University who detects an examination offence, shall report the matter in writing to the Registrar, who shall submit the same to the Vice-Chancellor for necessary action.
- 9.1.6 A candidate who is found guilty of an examination offence is liable to one or more of the following punishments.
- (a) Removal of his/her name from the pass list
  - (b) Cancellation of his/her candidature from whole or part of the examination,
  - (c) Suspension from University examinations indefinitely or for a period as the Senate may decides
  - (d) Ban participation in the Convocation
  - (e) Suspension from the University indefinitely or for a period as the Senate may decide.
- 9.1.7 Any candidate found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.
- 9.1.8 Any appeal against the decision of the Senate shall be made to the Council within one month of the receipt of the notification