

EXAMINATION PROCEDURE, OFFENCES AND  
PUNISHMENTS

2020

Wayamba University of Sri Lanka

## EXAMINATION PROCEDURE, OFFENCES AND PUNISHMENTS

Regulations made by the Senate of the Wayamba University of Sri Lanka under section 136 read with Sections 29,45 and 46 of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No.7 of 1985 .

### Regulations

These regulations may be cited as the Examination Procedure, Offences and Punishment Regulation No XX of 2020, effective from XX.XX.2020

## Part I

### EXAMINATION PROCEDURE

#### Applicability

The procedures defined herein are applicable to summative assessments that are conducted using any written question paper formats and are held on a defined time and venue in Wayamba University of Sri Lanka.

Examiners may selectively apply whole or part of the procedures defined herein for any formative assessments as deemed appropriate and practical.

#### Procedure

1.01	A candidate is expected to be outside the Examination Hall at least 15 minutes before the commencement of each paper, but shall not enter the Hall until he/she is requested to do so by the Supervisor.	Attendance
1.02	On admission to the hall a candidate shall occupy the seat allocated to him/her and shall not change it or move it except on the specific instructions of the Supervisor.	Seating
1.03	Candidate shall not be admitted to the Examination Hall after the expiry of 20 minutes from the commencement of the Examination in the case of one to three hours' duration. If an MCQ paper is included in the evaluation, candidates shall not be admitted after the expiry of 10 minutes of the commencement of the Examination. Candidate shall not be allowed to leave the hall until Supervisor announces to do so after the Examination is over and the papers are collected and counted. Any temporary leaving by a	Admission and Dismissal to/from Examination Hall

	<p>candidate for emergency shall be carried out according to No 1.19.</p> <p>Under exceptional circumstances, the Supervisor in consultation with the Vice Chancellor/ Registrar or Dean of the Faculty concerned may use his discretion in the enforcement of item No. 1.03.</p>	
1.04	<p>A candidate shall have his/her student record book/student identity card and the admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the student record book/student identity card and admission card when requested to do so.</p> <p>In case the candidate fails to produce Student Record Book/Student Identity Card, and Supervisor/any Invigilators is able to positively identify the candidate by name then the Supervisor shall allow the candidate sign the "Declaration on Failing to Produce Student Record Book/ Student Identity Card/ Admission Card form", in respect of the paper for which he/she had not produced the student record book/student identity card or admission card acknowledging that he/she has been permitted to sit the paper conditionally until the matter is resolved, and produce the student record book/student identity card and or admission card on the next occasion when he/she appears for the examination.</p> <p>If it is the last paper or the only paper he/she is sitting, he/ she shall produce the student record book/student identity card to the Registrar or the Faculty SAR/ AR within the next three working days.</p> <p>In case the candidate fails to produce student record book/student identity card, and Supervisor/any</p>	<p>Student Record Book/student identity card required</p> <p>When no identity presented and officials recognize candidate</p> <p>For the last paper incidents</p>

	<p>Invigilators is NOT able to positively identify the candidate by name then Supervisor shall take a clear recognizable photograph of the candidate using a mobile device and submit with a description it to the Faculty SAR/ AR along with the "Declaration on Failing to Produce Student Record Book/ Student Identity Card/ Admission Card form" for the purpose of verification of the candidate identity . If such declaration form submitted with a photograph is NOT cleared by submitting a positive identification by the candidate within the next five working days then the matter shall be escalated by the Faculty SAR/ AR to the Registrar to probe the potential examination fraud.</p> <p>If a candidate loses his/her student record book/student identity or admission card during the examination period, he/she shall obtain a duplicate of student record book/student identity /admission card as the case may be from the Registrar or the Faculty SAR/ AR for production at the Examination Hall.</p> <p>It is the responsibility of the candidate to maintain his/her appearance reasonably close for the officials to be able to make positive identification based on his/her student record book/student identity card. If the appearance has changed significantly candidates should request and obtain a student record book/student identity card in order to avoid difficulties in proving identity.</p>	<p>When no identity presented and officials <b>cannot</b> recognize candidate</p> <p>Lost identity cards</p> <p>Responsibility to maintain identifiable form of identity</p>
1.05	<p>A candidate shall not have any notes signs or formulae etc. on his/ her body or in his/her clothes or on the admission card, timetable, students record book/ student identity card. Any books, notes, parcels, handbags, hand phones and electronic devices etc. that are not permitted during the examination should be kept at a place identified by Supervisor/Invigilator. The University is not responsible for any loss of valuables during such</p>	<p>Items no allowed into the Examination Hall.</p>

	placement.	
1.06	A candidate may be requested by the Supervisor to declare any item in his/her possession or in person.	Declaration of articles in possession
1.07	<p>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. A candidate shall neither help another candidate nor obtain help from another candidate or any other person in an act of collusion. A candidate shall not conduct himself/herself so negligently that an opportunity is given to any other candidate to read or copy anything written by him/her or to watch any practical examination performed by him/her. No candidate shall use any other unfair means or obtain or render improper assistance at the examination.</p> <p>Any communication between or among candidates during examination shall be considered as an act of collusion and therefore candidates must refrain from responding to any verbal or nonverbal communication by another candidate during examination.</p>	Copying or Collusion
1.08	<p>If any candidate was found to have copied from another candidate by an examiner at the time of marking, he/she would be treated as having committed a punishable offence.</p> <p>Getting or attempting to access/ view question papers unlawfully is considered as a punishable offence and any individuals involved in breaching confidentiality of a question paper before conducting the intended examination shall be charged with offences. This includes getting knowledge by physical attendance or by any other way including getting access to databases electronically.</p>	Copying or cheating detected outside the time of examination
1.09	No candidate shall submit a practical book or field book or dissertation /thesis or project study or answer script that has been prepared wholly or partly by anyone other than the candidate himself/herself or that has been fraudulently prepared by violating the procedure of examinations. No candidate shall make any plagiarized submission seeking marks, grades, credit, recognition, or award. Further, no candidate shall commit any act that is	Cheating and Plagiarism

	identified as an act of plagiarism according to the <i>Procedures for Preventing Plagiarism</i> of WUSL.	
1.10	<p>A candidate shall bring his/her own pens, ink, mathematical instruments, calculators, erasers, pencils, or any other approved equipment or stationary which he/she has been instructed to bring. The use of a calculator (authorized types only) will be permitted only for papers that contain a rubric to that effect.</p> <p>No candidate shall attempt to borrow anything from another candidate including authorized equipment or stationary during examination. Any exception shall be made under the discretion of Supervisor considering a given situation.</p>	<p>Articles candidates may bring</p> <p>No borrowing of items</p>
1.11	Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied at the Examination Hall as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/Invigilator shall be used by candidates. All material supplied, whether used or unused, including rough work, shall not be removed from the Examination hall.	Examination Stationery University Property
1.12	<p>Every candidate shall enter his/her Index Number on each answer book and on every continuation paper. He/she shall also enter all necessary particulars as required. A candidate who inserts on script an Index Number other than his/ her own is liable to be considered as having attempted to cheat.</p> <p>A script that bears no Index Number or has an Index Number that cannot be identified is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer script.</p>	Index Number
1.13	All calculations and rough work shall be done only on paper supplied for the examination, and shall be cancelled/ crossed out and attached to the answer script. Such work should not be done on any other material. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the	Rough work to be cancelled

	intention of copying or cheating.	
1.14	Any answer or part of an answer that 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 evaluated/ graded shall be neatly crossed out.	Unwanted parts of answer to be crossed out
1.15	Candidates are under the authority of the Supervisor and shall assist him/her by carrying out his/ her instructions and those of the Invigilators during the examination and immediately before and after it.	Under Supervisor's Authority and Cooperation
1.16	Every candidate shall conduct himself/herself in the Examination Hall and its precincts as not to cause disturbance or inconveniences to the Supervisor or his staff or to other candidates. In entering and leaving the hall, he/ she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the Examination hall for disorderly conduct.	Conduct
1.17	Candidates shall stop answering and keep answer scripts ready to be collected promptly when ordered by the Supervisor/Invigilator to do so. No candidate shall continue writing answers after the <i>Announcement to Stop Answering</i> . Supervisor may cross out any answer parts deemed written outside the allocated time.	Completion of work
1.18	Absolute silence shall be maintained in the Examination Hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/ Invigilator. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated.	Maintenance of silence
1.19	During the course of answering no candidate shall be permitted to leave the Examination Hall temporarily. In case of an emergency, the Supervisor/ Invigilator may grant him/her permission to do so but the candidate shall be kept under his/her surveillance. During such time, the candidate must leave all articles (pens, papers, etc.) behind securely on the desk and must submit to any additional checkups required by Supervisor/ Invigilator before leaving	Leaving the Hall

	and after reentering.	
1.20	No person shall impersonate a candidate at the examination nor shall any candidate allow himself/herself to be impersonated by another person. In such case, both the impersonator and impersonated candidate could be charged with examination and other relevant offences.	Impersonation
1.21	Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence. In such case, both the candidate and assisting person will be charged with examination offences and any other relevant offences.	Unauthorized Assistance and collusion
1.22	If circumstances arise that 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
1.23	The Supervisor is empowered to obtain from any candidate 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. If such a candidate refuses to make such a statement or refuse to sign it, the Supervisor shall make his own statement and report the matter to the Vice Chancellor/ Registrar.	Making of Statements
1.24	No candidate shall contact any person other than the Vice Chancellor, Dean, and Head of the Department, the Registrar or the Faculty SAR/ AR regarding any matter concerning the examination.	Whom to contact in examination matters
1.25	Every candidate shall hand over the answer script personally to the Supervisor/ Invigilator, or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee or another candidate.	Handing over the answer script
1.26	Every candidate who registers for an examination shall be deemed to have sat the examination unless	Withdrawal

	<p>he/she withdraws from the examination before the commencement of the examination. In case of sickness he/she, should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination, a candidate shall inform of his/her inability to attend the examination to the Dean of the Faculty within a week after the commencement of the examination. The medical certificate shall conform to the Senate Regulations.</p> <p>Any candidate who falls sick after receiving a question paper at examination and hence fails to complete the examination properly shall forfeit the proper attempt for that particular paper and shall repeat the particular paper as a repeat attempt. (See Appendix 1)</p>	
1.27	<p>When a candidate is unable to present himself/herself for any part/section of an examination, he/she shall notify or cause to be notified this fact to the Faculty SAR/ AR immediately.</p> <p>This should be confirmed in writing with supporting documents by registered post within two weeks.</p>	Absence from Examinations
1.28	<p>A student who does not fulfill eligibility requirements for a particular course module according to the applicable rules of relevant degree programme shall not be eligible to sit for the particular examination paper. Such a student should earn eligibility and secure the candidacy for the examination as repeater.</p> <p>Any candidates who sit for an examination paper by unforeseen reasons and are later determined being ineligible by the time of the examination shall not receive the results and such results shall be canceled.</p>	Eligibility
1.29	<p>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, unless he/she has been granted special permission to do so by the Senate.</p>	Eligibility to continue to sit
1.30	The other matters and issues related to examinations	

	which do not cover by the by-laws shall be decided by the Senate.	
1.31	<p>Any CCTV or electronic evidence shall be used for detections and inquiries of examination offences by designated University authorities of examinations and inquiries.</p> <p>Supervisor (or Invigilators under the direction of Supervisor) shall collect CCTV or mobile photo or mobile video evidence of committing or committed examination offences without prior announcement. Upon Supervisor's determination of availability of credible photo or video evidence indicating examination offences, the following steps shall be completed under the direction of Supervisor immediately after the examination preferably at the examination hall itself.</p> <ol style="list-style-type: none"> <li>(i) Inform the candidate(s) incriminated by photo/ video evidence regarding the availability of such incriminating evidence and inform the candidate(s) to meet Supervisor immediately for further actions.</li> <li>(ii) Make duplicate(s) of evidence photo/ video files in order to protect against accidental deletion.</li> <li>(iii) Summon accused candidate(s) in front of the team comprising Supervisor, any Invigilator who has collected evidence, and one (additional) Invigilator or an official of similar capacity.</li> <li>(iv) Describe the nature and content of the incriminating evidence collected and show the evidence to the accused candidate(s) in front of individuals stated in (iii) above.</li> <li>(v) Fill the standard form reporting examination offences with a clear description of the incident and the details of the photo/video evidence along with the file name(s) and name of evidence collector(s).</li> <li>(vi) Submit the photo/video evidence to the Faculty SAR/ AR along with the Supervisor's Report without changing</li> </ol>	Use and Collection of CCTV or Mobile-Device Photo/ Video Evidence of Offence

	<p>original file names.</p> <p>(vii) Destroy all file copies of photo/ video evidence upon official submission to the Faculty SAR/ AR.</p>	
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APPENDIX I

ACCEPTANCE OF MEDICAL CERTIFICATES SUBMITTED BY STUDENTS FOR ABSENCE FROM COURSE WORK AND EXAMINATIONS

<p>1</p>	<p>Students are required to support the absence from Course Work or Examination due to illness by a valid Medical Certificate conforming to the format of a Medical Certificate issued by a Government Hospital. Such Medical Certificates should be obtained from one of the following persons:</p> <ul style="list-style-type: none"> <li>• University Medical Officer (UMO)</li> <li>• District Medical Officer</li> <li>• Consultant Specialist in the particular field</li> <li>• Head of a Government Base Hospital</li> <li>• Medical superintendent of a Provincial Ayurvedic Government Hospital</li> <li>• Heads of Government Medical Officer (Allopathic and Ayurvedic)</li> </ul> <p>Under exceptional circumstances Medical Certificates issued by Private Hospitals or registered private practitioners could be considered by the University Medical Officer and a Medical Board.</p>
<p>2</p>	<p>Any candidate who falls ill during sessions or examination time should contact the University Medical Officer at the University Health Center immediately. If a candidate falls sick at home or elsewhere during sessions or examination time he/ she or his/her guardian should inform the Faculty SAR/ AR followed by a letter addressed to the Dean indicating the nature of the illness and the name of the attending doctor etc. Within seven (7) days Medical Certificate supporting the illness of the candidate also should be sent to the Dean.</p> <p>Under exceptional circumstances if a student was not able to meet the deadline mentioned above, he/she could send his/her appeal to the Senate.</p>
<p>3</p>	<p>Any candidate who falls sick after receiving a question paper at examination and hence fails to complete the examination properly shall forfeit the proper attempt for that particular paper and shall repeat the particular paper as a repeat attempt. Policies of Faculties may dictate the requirement of partial or full re-attempt of the subject or subjects as decided by the relevant Faculty Board.</p>

## Part II

### EXAMINATION OFFENCES AND PUNISHMENTS

#### Applicability

Any offences committed in violation of procedures in Part I shall be dealt in accordance with the following criteria.

2.01	Any candidate who violates item 1.05 of Examination Procedure shall be deemed guilty of the offence of possession of unauthorized documents and his/her candidature for that examination shall be cancelled and he/she shall be prohibited from sitting any examination of this University for a period varying from 1 to 3 academic years.	Possession of unauthorized document
2.02	Any candidate who violates item 1.07 or 1.08 of Examination Procedure shall be deemed guilty of the offence of copying and therefore his/her candidature shall be cancelled from that examination and he/she shall be prohibited from sitting any examination of this University for a period from 2 to 3 academic years.	Copying and Collusion
2.03	Any candidate who violates item 1.09 of Examination Procedure shall be deemed guilty of the offence of having cheated at the examination and his/her candidature for that examination shall be cancelled and to be prohibited from sitting any examination of this University for a period varying from 2 to 3 academic years	Cheating
2.04	Any candidate who is detected removing examination stationery and other material provided for the examination (item 1.11) shall be deemed guilty of an examination offence and his/her candidature for that examination shall be cancelled and he/ she shall be liable to be prohibited from sitting any examination of this University for a period up to two academic years.	Removal of Stationery
2.05	Any candidate who violates anyone or more of the item in 1.06, 1.15, 1.16, 1.17, 1.18 and 1.19 shall be deemed guilty of the offences of disorderly conduct	Disorderly conduct

	and his/her candidature shall be cancelled from that examination and he/she shall be prohibited from sitting any examination of this University for a period up to two academic years.	
2.06	Any candidate who violates item 1.20 shall be guilty of the offence of impersonation and his/her candidature for that examination shall be cancelled and he/she shall be prohibited from sitting any examination of this University. Impersonator/s may also be liable to any punishment under the Penal Code/ Criminal Law. In the event the impersonator is found to be a graduate of this University, his/her degree shall be withdrawn.	Impersonation
2.07	Any candidate who violates item 1.21 shall be guilty of an examination offence and his/ her candidature for that examination shall be cancelled and he/she shall be prohibited from sitting any examination of this University for a period of 1 to 3 academic years.	Unauthorized Assistance
2.08	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 punished in respect of the offence in accordance, with the provisions of the relevant section.	Aiding and Abetting
2.09	Any other offence which is not covered in the above section alleged to have been committed by a candidate and reported to the relevant authority by a Supervisor or Examiner shall be inquired into and final decision will be taken by the Senate.	Offences Not Covered herein
2.10	Students found guilty of offences will not be eligible for classes and Medals/ Awards and upon completion of course he/she will conferred the degree absentia without calling for convocation.	Ineligibility for classes, medals, and convocation
2.11	The period of prohibition from sitting any examination of the Wayamba University of Sri Lanka will be effective from the semester which immediately follows the semester at which the particular examination offence has been committed. The particular examination that the candidate had been found committing examination offences shall be reattempted as a repeat attempt after the period of prohibition.	Effective period of punishments
2.12	Any candidate who had previously been found guilty	Committing offences

	by Senate for committing examination offence/ offences in a prior instance is again found guilty for the second time by Senate shall be expelled from the University by canceling the studentship.	for the second time
2.13	In addition to above stipulated punishments, one or more punishments can be imposed on a guilty candidate by the Senate considering the gravity of presented offence.	Special provisions of punishments for grave offences.

## Part III

### Provision for Re-scrutinization of Marks and Grades of Undergraduates

The following guidelines are only applicable to summative assessment of any written question paper format held on a defined time and venue in Wayamba University of Sri Lanka.

#### 3.1 Policy Guidelines

3.1.1	All marks and grades obtained by a student at any examination (i.e. in-course assessment, assignment, semester examination, Final examination, etc.) must be free of any errors of addition, computation and transcription.
3.1.2	Provisions shall be made for undergraduate students to submit request for verification of their examination marks and grades, if they wish to do so, particularly for the end-semester examinations and final Examination.
3.1.3	However, the examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the pre-determined criteria and/or model answer expected shall not be undermined and hence the verification process will be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for remarking of scripts.
3.1.4	The provision for requesting re-scrutinization of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination. As the cost of re-scrutinization process must be borne by the student, a non-refundable fee, calculated on the basis of actual cost of re-scrutiny process shall be levied on the student.
3.1.5.	The Dean of the Faculty in consultation with the Chief examiner of the examination shall convene Results Verification Board, constituted as prescribed by these by-laws and verification of results must be conducted in accordance with the guidelines prescribed herein.
3.1.6	If the marks and grades are not changed, the candidate shall be notified by the Dean through SAR / AR of the Faculty after the meeting of the Results Verification Board. However, if the marks and grades are changed, the outcome of the verification shall be notified to the candidate (s) only after the ratification of results by the Special Result Board of the Faculty in the case of end-semester examination. Whereas

	in the case of Final Examination, amended results should only be released after obtaining the approval of the Senate and Council of the University.
3.1.7	The results issued to the students (s) following the re-scrutiny of marks and grades shall be the final and no more requests shall be entertained thereafter.

### 3.2 Procedures

3.2.1	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 Deans' Office.
3.2.2	A payment of Rs. 500/= (subject to revision) per course / subject of an end-semester examination shall be charged for verification of the marks and grades and the issue of application forms (Annexure 1) must be done only upon submission of receipt for the prescribed payment.
3.2.3	The Dean shall convene the Results Verification Board meeting for verification of marks/grade within 3 working days upon closure of the applications.
3.2.4	The Results Verification Board shall consist of the following persons: 1. Dean of the faculty (convener) 2. Head of Department(s) 3. Chief Examiner (if applicable) 4. Examiners in-charge of each subject / paper  When the Head is a Chief Examiner / Examiner in charge of each examination / subject / paper, another member from the same Department can be called for the Results Verification Board.
3.2.5	The Head of Department in-charge of the relevant course(s) / subject(s) shall present the individual marks / grades sheets for different components of the examination(s) (i.e. written, oral, laboratory, continues assessment, etc.) and the answer scripts for scrutiny of the Results Verification Board.
3.2.6	The Results Verification Board should proceed to check the accuracy of addition, computation and transcription of results (ACT Verification).
3.2.7	If the number of applications received is too large the Dean of the Faculty in consultation with the Chief Examiner can appoint relevant Sub-Committees for verification of marks and grades. In such instances verified results should be tabled at the Results Verification Board for ratification.

3.2.8	If there is no change of grades, the Dean of the Faculty through the SAR / AR of the Faculty should inform the candidate (s) soon after the Results Verification Board meeting.
3.2.9	A Special Results Board should be held within five working days to ratify the results if a revision of marks / grades is necessary and the decision of the Special Results Board shall be the final.
3.2.10	If the marks and grades are changed, in the case of end-semester examination the outcome of the verification shall be notified to the candidate(s) following the ratification of amended results by the Special Result Board of the Faculty whereas in the case of final examination, amended results ratified by the Special Results Board further be approved by the Senate and Council of the University before it is released to the candidate(s).
3.2.11	SAR / AR of the Faculty should maintain a record of all verification applications and the outcome of all applications and should submit a report to the Faculty Board after completion of re-scrutiny process.