

**EXTERNAL DEGREES CENTRE (EDC) OF
UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING (UCSC)
SRI LANKA
EXAMINATION PROCEDURE - PART I**

1. Candidates are required to be at the Examination Hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until they are requested to do so by the Supervisor.
2. 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. Whether a candidate will be allowed to leave the Examination Hall before the conclusion of an examination paper is to be decided by the Supervisor. However no candidate will be allowed to leave the Examination Hall until half-an-hour has elapsed from the commencement of the examination.
3. On admission to the hall a candidate shall occupy the seat allocated to him/her and shall not change it except on the specific instructions of the Supervisor. The candidates are advised to check the Index number pasted on the desk with the Index number appearing in his/her admission card.
4. A candidate shall have his/her BIT ID card and the admission card (Page 1 & 2) duly signed and attested 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 BIT ID card, when requested to do so. If a candidate failed to bring his/her BIT ID card on any occasion, he/she shall sign a declaration in respect of the paper for which he/she had not produced the BIT ID card in the form provided for it and produce the BIT ID card to the BIT authorities at the earliest available opportunity.
5. Admission (page 3) signed in the presence of the Supervisor/Invigilator shall be handed over to the Supervisor/Invigilator on each occasion when a candidate sits a paper.
6. Candidates shall bring their own pens, ink, pencils or any other equipment or stationery, which they have been instructed to bring.
7. Examination stationery will be provided as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. A candidate shall use no papers other than those supplied to him/her by the Supervisor/Invigilator. All materials supplied whether used or unused, shall be left behind on the desk and not removed from the examination halls.
8. No candidate shall have on his/her person or in his/her clothes or on the Admission, Timetable, BIT ID card or any other object he/she is permitted to bring into the Examination hall, any notes, signs, and formulae or any other unauthorized material. Books, notes, parcels, handbags etc. that a candidate has brought with him should be kept at a place indicated by the Supervisor/Invigilator. The envelope in which the admission has been posted to the candidate should not be brought into the examination hall.
9. A candidate may be required to by the Supervisor to declare any item in his/her possession.

10. Every candidate shall enter his/her Index Number at the appropriate place on the answer sheet/book. He/ She shall also enter all necessary particulars as indicated in the instructions. A candidate who inserts on his/her answer sheet/book an Index Number other than his/her own is liable to be considered as having attempted to cheat. The Supervisor/Invigilator has the authority to check the answer sheet/book of the candidate. An answer sheet/book that bears no Index Number or an Index Number, which cannot be identified, is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer sheet/book.
11. 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.
12. Every candidate shall conduct himself/herself 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/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
13. 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 candidate shall draw the attention of the Supervisor/Invigilator by raising his/her hand from where he/she is seated.
14. After the examination has commenced no candidate shall be permitted to leave the Examination hall even temporarily. In case of an emergency, the Supervisor/Invigilator shall grant him/her permission to do so but the candidate will be under his/her constant surveillance.
15. Candidate shall stop work promptly when ordered by the Supervisor/Invigilator to do so. If this instruction is not followed the Supervisor/Invigilator has the authority to make an endorsement to this effect on the answer sheet/book.
16. All calculations and rough work shall be done only on paper supplied for the examination, and shall be cancelled and returned to the Supervisor/Invigilator. Such work should not be done on admission cards, timetables, question papers, BIT ID cards or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answer with the intention of copying.
17. Any answer or part of the 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 considered shall be neatly crossed out.
18. Every candidate shall hand over the answer sheet/book 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 sheet/book to an attendant, a minor employee or another candidate.
19. A candidate who has handed over his/her answer sheet/book shall under no circumstances be entitled to call it back.

20. No candidate shall remove his/her or any other candidate's answer sheet/book from the Examination hall.
21. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the answer sheet/book of any other 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. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.
22. No candidate shall submit a practical or field book or dissertation or project study or answer sheet/book, which has been done wholly or partly by anyone other than the candidate himself/herself.
23. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
24. 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 answer sheets/books already written and then report the matter as soon as possible to the Director/UCSC.
25. The Supervisor/Invigilator is empowered to request any candidate to make a statement in writing on any matter, which may have arisen during the course of the examination, and the candidate shall sign such statement. No candidate shall refuse to make such a statement or to sign it.
26. Every candidate who registers for an examination shall be deemed to have sat the examination only, if he/she presents himself/herself at the examination.

PART II
EXAMINATION OFFENCES AND PUNISHMENTS

27. Any candidate who violates any of the requirements or conditions stipulated in part I shall have committed an examination offence.
28. Examination offences maybe classified as follows:
 - (a) Possession of unauthorized or removal of examination stationery.
 - (b) Disorderly conduct.
 - (c) Copying.
 - (d) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
 - (e) Impersonation.
 - (f) Aiding and abetting the commission of any of these offences.
 - (g) Violation of any of the requirements or conditions stipulated in part I.
29. There shall be an Examination disciplinary committee to inquire into and make recommendations (including punishments) regarding examination offences referred to it. The punishments recommended by the Examinations disciplinary committee shall be submitted to the Senate for decision.

30. In all cases of commission of examination offences detected, the Supervisor shall take action as outlined below and forward his report to the Director/UCSC.
31. Prior knowledge of a question paper, or part thereof, shall constitute an examination offence.
32. Where a student has been in possession of unauthorized material at an examination hall, he shall be presumed to have made use of such material until the contrary is proved by him.
33. In cases of disorderly conduct the Supervisor shall in the first instance warn the candidate to be of good behavior, 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 canceling his/her candidature from the examination. Where a candidate's offence is only disobedience the Supervisor shall warn the candidate and forward a report to the Director/UCSC.
34. In all other cases of examination offences detected, the Supervisor shall on the detection of the offence take possession of unauthorized documents if any, obtain a statement from the candidate and write his report on the matter on the form provided for this purpose.
35. The Director/UCSC shall place all reports of examination offences submitted by Supervisors for the consideration of the Board of Management of UCSC who shall decide whether they shall be referred to the Examination disciplinary committee for further action.
36. Any allegations regarding the commission of examination offences from whomsoever received shall be submitted by the Director/UCSC to the Board of Management of UCSC, who shall decide whether these shall be referred to the Examination disciplinary committee for necessary action.
37. A candidate who is found guilty of an examination offence is liable to any 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, or
 - (c) Suspension from any University examination for such period as the Senate may decide or indefinitely, or
 - (d) Suspension from the University for such period as the Senate may decide or indefinitely.
38. 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.
39. Any appeal against the decision of the Senate shall be made to the Council.

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