



# **UNIVERSITY OF COLOMBO**

## **EXAMINATION MANUAL**

**Recommended by the 454th meeting of the Senate held on 30/09/2020**

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# **Manual of Procedure for Examinations**

## **University of Colombo**

### **1. Background**

This document is prepared with the objective of documenting a set of standard operating procedures and guidelines for conduct of examinations for all Faculties, Campuses, Schools and Institutes of the University of Colombo. The material in this manual will complement existing university documents on this subject, such as the University Act No: 16 of 1978, Degree Programme By-Laws, examination guidelines of individual Faculties etc.

At the University of Colombo, the Examination Branch, under AR/SAR /DR of Examinations generally coordinates the functions pertaining to the conduct of examinations. However, examinations may be conducted independently in Faculties/Schools/Campuses/Institutes through their own Examination division/unit. In addition, Faculties/Departments may conduct certain formative examinations independently.

This manual includes Examination Offences and Punishments (Annexure I) and Examination offences conducted by any person other than candidates (Annexure II) as well in order to ensure proper conduct of examinations at the University of Colombo more effective.

### **2. Methods of Examinations<sup>1</sup>**

Several types of assessment methods are used in both formative and summative assessment at the University of Colombo. These types of assessments include but not limited to:

1. Written examinations: MCQs, structured essay and essay type
2. Clinical examinations: long and short cases
3. Viva voce examinations
4. Practical/laboratory examinations
5. Objective Structured Clinical Examinations (OSCE)
6. Research Projects, reports and dissertations
7. Field projects and reports
8. Community and family attachments, projects and reports
9. Internship/industrial projects and reports/Elective projects and reports
10. Presentations

These types of assessments might be conducted in person/face-to-face or through online mode.

### **3. Legal basis**

The legal basis for the conduct of examinations and award of degrees of the University of Colombo originates from the Universities Act No.16 of 1978 and its amendments. Each Faculty<sup>2</sup> should conduct its respective degree programmes in keeping with relevant UGC guidelines and By-Laws and Regulations of the Faculty, which are approved by the Senate and the Council of the University of Colombo. These By-Laws and Regulations may be changed from time to time but will need approval from the university authorities. The curricula, the examinations and marks apportioning, the pass-fail criteria, criteria for award of classes,

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<sup>1</sup> Examination and assessments are used interchangeably in this manual.

<sup>2</sup> Although Faculty is used it covers Campus, Schools and Institutes throughout this manual.



medals and prizes etc. must be approved by the Senate. The Faculty must keep records of these documents.

#### **4. Academic matters**

Each Faculty should be responsible for the conduct of all the examinations pertaining to each course unit/subject offered by respective departments. The curriculum, syllabi and mode/modes of assessment should be approved by the Curriculum Development and Evaluation Committee of the Faculty, the Faculty Board and Senate of the University of Colombo. Students should be informed about the curriculum, syllabi and methods of assessment in advance, using suitable means such as the Faculty handbook, the Learning Management System (LMS), Student Information System (SIS), Faculty/department websites, notice boards, guide books, handouts or any other means of communication. Any changes to examination procedures should also be intimated giving adequate notice to students. The Faculty and department must keep records of these documents and notices.

#### **5. Administration**

The Dean of the Faculty/Director of Institute/School/Rector of Campus and the Deputy Registrar (DR) or the Senior Assistant Registrar (SAR) of the Examinations Branch, as the case maybe, take overall responsibility for the conduct of examinations. In each Faculty/Department there will be an Examination Coordinator to coordinate these examinations.

#### **6. Security**

##### **6.1 Confidentiality**

Examinations are sensitive matters and they must be carefully planned and conducted as high security operations according to accepted procedures of the university, in order to maintain the trust and confidence of students and the public. Therefore, every possible measure must be taken to ensure that the examinations are conducted in a fair and transparent manner. It is only through strictly following procedure, proper record keeping, attention to detail and eternal vigilance that examinations can be conducted satisfactorily over long periods.

##### **6.2 Use of computers**

The use of computers has had a mixed effect on the conduct of examinations. On the one hand, the use of computers, the preparation of MCQ papers with large number of questions, computation of marks etc., has made possible the conduct of summative assessments for a large number of students. On the other hand, the security and confidentiality could be compromised. Hence, it is very important that sufficient checks and balances are in place to prevent lapses in security, where confidential examination related work is done using computers.

##### **6.3. Maintenance of secrecy**

No employee of the university engaged in any type of work connected with examinations nor any other person whose services are utilized for examinations shall divulge to anyone any confidential information gained directly or indirectly in the performance of his/her duties.

Every question paper set for any examination of the university, from the time the paper is set until the lapse of half an hour (30 minutes) from the time of commencement of answering of such paper by candidates at the examination, or any other document declared as secret, shall be deemed to be a secret document.

Every employee of the university engaged in any type of work connected with examinations, shall bring to the notice of the Dean/SAR of the relevant Faculty if any close relative of him/her



is sitting for the examination. For this purpose, the words "employee" of the university shall include any person engaged in work connected with examinations.

## **7. Appointment of Examiners**

The examiners must be selected from the members of the academic staff of the Faculty, and visiting/extended lecturers and other qualified persons who are involved in teaching the course.

The Heads of Departments or Chairpersons of Module/Stream should forward a list of first and second examiners, moderators/scrutiny experts and translators to the Dean<sup>3</sup>. The names of the examiners and moderators should be approved by the Faculty Board and the Senate before the conduct of the examination.

Any teachers with known conflicts of interest should not be nominated as examiners. Teachers who have conflicts of interest should declare them and decline to be examiners. If there is doubt the issue should be discussed with the Head of Department and the Dean, before nominations are made. Sometimes a conflict of interest may not have been there when the examiner initially undertook to do examination related work, but may develop subsequently. In such instances the examiner should bring this to the attention of the relevant authorities as early as possible and seek guidance.

If for some unforeseen reason an examiner cannot perform the duties undertaken, this must be informed immediately to the Head of Department and an alternate examiner should be appointed, or the work be redistributed amongst the existing examiners. If any new/change of examiners are nominated, their names must be submitted to the Faculty Board.

The names of examiners are considered as confidential information.

## **8. Preparation of written examination papers**

Preparation of examination papers should be done maintaining the highest level of secrecy and confidentiality, as detailed under Section 6.

Each Faculty needs to follow their guidelines with regard to preparation of examination (including moderation translation and scrutiny).

If the responsibility of printing of examination papers are with the Examination Branch (in College House), the setter/coordinator/convenor of each subject/module/course unit is also responsible for typing the final version of the examination paper, including translations, if any. The Head of the Department or Examination Coordinators/examiners should hand over the final version to the DR or SAR/Examinations under confidential cover for printing and packing, no later than 5 working days before the scheduled date of the paper. The paper should be submitted with the template given in Annexure III - Handing over the Examination Papers for Printing.

If the responsibility lies with the Faculty, then the respective Faculty's guidelines should be followed (see Annexure IV for suggested areas for Faculty guideline).

## **9. Calendar of dates, examination and examination duty time tables**

### **9.1 Calendar of dates/Academic calendar**

The Calendar of dates is an important document of each Faculty/campus/school/institute which outlines the dates of start and finish of academic terms, examinations etc.

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<sup>3</sup> Dean shall denote Rector of Campus, Director of Institutes and School and Dean of a Faculty



Senate approval for the Calendar should be obtained well in advance. If it becomes necessary to revise the Calendar, such revision shall be made early and Senate approval sought.

The Calendar of dates must be circulated amongst the academic staff and displayed in the student notice boards. In addition, it should be circulated among relevant branches of the administration such as welfare.

### **9.2 Examination time tables**

The Faculty/examination division/unit shall prepare the draft Examination Time Tables, in consultation with the respective Heads of Departments taking into consideration any revision of Calendar of dates that had been made. The students may also be consulted. The draft exam time table should be circulated among academic staff and displayed on student notice boards well in advance before the commencement of the examination period.

Faculties for which the Examination Branch is responsible in conducting the examination, the DR/SAR/AR of the Faculty must send copies of the finalized timetable to DR/SAR/AR of Examinations. All Faculties should distribute the timetables to the relevant academic staff and display on the notice boards one month before the commencement of the exams.

### **9.3 Examination Hall Staff**

The staff on duty at each examination hall/center, shall consist of at least a Supervisor, an Invigilator and a Hall Attendant. Each Faculty shall decide the ratio of student per invigilator/supervisor/hall attendant based on their student numbers and the type of examination. When there is more than one examination paper in one examination hall, the number of Invigilators shall be decided separately for those papers. However, this general pattern may be varied depending on the number of candidates, papers, accommodation and other exceptional circumstances.

### **9.4 Supervision, Invigilation and Hall Attendants duty time tables**

Supervision and invigilation form a very important function in the proper and efficient conduct of examinations. It is the duty of academics and academic support staff. If any other Faculty employee of the University to assist in this work, prior permission from the Senate should be obtained.

Services of the members of the permanent staff shall be utilized for invigilation duties. Where permanent staff is not adequate, the services of temporary staff may be obtained.

As soon as the examination time tables are finalized, the Faculty shall draw up the time table for examination duty and allocate halls, supervisors, invigilators, hall attendants for the examinations.

The Faculty shall send copies of the time table for Examination Duty on Supervision, Invigilation and Hall Attendants preferably two weeks before the commencement of examination, to the DR/SAR /AR Examinations, respective supervisors, invigilators, hall attendants and to the Heads of Departments, Chairpersons of Streams etc.

## **10. Registration of candidates for examinations and preparation of the attendance sheet**

### **10.1 Registration of candidates for examinations**

The Faculty in consultation with the DR/SAR/AR Examinations will publish a notice for candidates to register for examinations preferably 04 weeks before the first day of examination. This notice will indicate a date of closure of applications. The students are informed to apply through the SIS/LMS, where applicable or manually.

After the closing date the applications shall be scrutinized. Any applications from ineligible candidates will be rejected.

### **10.2 Preparation of the attendance sheet**



The Attendance sheet for each examination paper shall be generated in triplicate, by the DR/SAR/AR Examinations prior to the examination.

The Attendance Sheet shall contain the index numbers of the registered candidates, the date and time of the examination, the title and course code of the paper and the examination hall. Two copies of the Attendance sheet for each subject/course unit must be given with the packet of question papers for the relevant subject. One copy of the Attendance Sheet shall be used to obtain the signature of each candidate sitting the examination and the candidates present and absent shall be marked with a tick (✓) and "absent" respectively on the second copy by the Supervisor. Both copies must be checked carefully to ensure that the present and absent candidates are correctly denoted on the sheets by the supervisor of the examination and the signatures of the supervisor/s and invigilators must be placed on each page of the two Attendance sheets. At the end of the examination, the first copy with signatures of the candidates shall be returned under separate cover, to the DR/SAR/AR Examinations, while the second copy must be enclosed in the packet of answer scripts of each subject/course unit. Other copy of the Attendance sheet shall be sent earlier to the Faculty office to make the hall arrangements.

Extra question papers, original question papers and leftover stationery shall be returned to the DR/SAR/AR Examinations at the end of the day's exams. A report on an examination offence if any, along with the relevant material should be handed over to the DR/SAR/AR after the examination, confidentially in a sealed envelope.

### **10.3 Admission cards**

The DR/SAR/AR Examinations shall, not later than 01 week before the first date of examination, issue the Admission Cards to all candidates.

It is important that the Admission Cards should be checked with the Registration Sheet and the Attendance Sheet by another officer since a mistake in the entry of the index number on the Admission Card will affect the results of the candidate.

If a student comes to the examination hall without the admission card (not eligible, not collected, misplaced etc.), the incident/relevant forms have to be filled, signed and allow the student to sit for the paper. However, after the examination the eligibility of the student needs to be verified and necessary action needs to be taken. The Decision on the non-issuance of the results of ineligible students shall be made by the Faculty Board.

## **11. Examination hall arrangements**

### **11.1 Examination halls**

Every Faculty should have suitable examination halls that can accommodate their students. When such a dedicated examination hall is not available, alternate halls should be identified and reserved in advance. Due consideration should be given to ventilation, lighting, noise level and security when identifying halls to conduct examinations. Special attention should be given to accessibility to the exam hall and other special requirements of the candidates with special needs/students with disabilities. It is recommended that the Faculties have suitable infrastructure facilities such as public address system in the large halls so that the announcements are heard clearly by all the candidates.

### **11.2 Arrangement of desks**

The desks and chairs shall be arranged in rows and columns. It is recommended that at least 2 ½ feet 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/her. It is also recommended that the



distance between two columns of desks shall be at least 4 feet. Desks shall be numbered column wise with index numbers of the candidates in the order shown in the attendance list. The index numbers shall be written clearly in chalk on each desk or written distinctly on a label and pasted on the desk.

Before admission of students for each paper, the supervisor shall inspect the hall and be satisfied that the hall has been swept and the desks are arranged and numbered correctly.

**Potential supervisors and invigilators are advised to peruse the Guidelines for examination supervision and invigilation (see respective Faculty guidelines).**

## **12. Conduct of the examination**

Each Faculty should follow their own guidelines with regard to the conduct of examinations. Approval for such guidelines should be obtained from the respective Faculty Board and Senate. The guidelines should cover special accommodations allowed for students with disabilities, including students with temporary disabilities that are to be provided for examinations.

## **13. Illness of candidate inside the examination hall**

In the event of a candidate falling ill during the examination, the supervisor, where possible, shall seek the assistance of the University Medical Officer (UMO). However, if the UMO is not available, the Supervisor may take whatever action he/she deems necessary to help the candidate. If the candidate is compelled to/wishes to discontinue answering the paper, the supervisor shall collect the answer script, mark the time at which it was collected and submit a report to DR/SAR/AR Examinations.

If the candidate is able to resume the examination after a period of time, the supervisor in consultation with the Dean of the Faculty may grant the candidate additional time to answer the paper. The supervisor should submit a report on every such case.

## **14. Distribution of packets of answer scripts to examiners**

The DR/SAR/AR Examinations shall make suitable arrangements, depending on the faculty/entity, to deliver the packets of answer scripts to the Dean/Heads of Departments/examiners or to collect them at the Examination Branch by the examiners without delay. It is the responsibility of the examiners in Faculties with their own examination units, to collect the relevant packets of answer scripts.

## **15. Marking/evaluation of answer scripts**

Each Faculty should follow their own guidelines with regard to marking/evaluation of answer scripts.

## **16. Release of results**

### **16.1 Pre-results Board Meeting**

It is advisable to have a pre-results board meeting in department or Faculty level before finalizing the results. It is recommended Faculties release provisional results at this stage. Thereafter, a student may request for re-scrutiny with regard to the result of a course/module (refer UGC Circular 978).

### **16.2 Results Board Meeting**

Faculties should endeavour to handover the marks to the Examination Branch by the set deadline. Upon receiving the marks from Departments, the Examination Branch shall process



the results and arrange the Results Board meeting. The Dean, Head of Departments, coordinators, examiners, DR/SAR/AR Examination shall attend the Results Board meeting to finalize the results. DR/SAR/AR Examinations shall release results of examinations.

### **16.3 Changes to results after official results are released**

If marks have to be changed after results are officially released, the relevant Coordinator/Examiner shall request the change by submitting relevant form (see Annexure III) with justification through the Head of Department/Dean of the Faculty to the Vice Chancellor. These requests shall be placed before the Examination Committee for its recommendation. Only once all approvals are obtained changes can be made to the released results.

### **17. Payments for the conduct of examinations**

The payments for examination work are done according to the relevant UGC Circulars.

### **18. Keeping old answer scripts**

The departments shall keep the answer scripts of the past 10 years.

### **19. Method of disposing of old answer scripts**

The departments shall dispose of old answer scripts by way of shredding under the supervision of the Head of Department.

### **20. Duties of SAR/DR/AR Examinations**

1. DR/SAR/AR Examinations shall under the general directions of the Vice Chancellor and Registrar be in charge of the conduct of all examinations
2. Receives the Academic calendars and Examination timetables from the Faculties well in advance to make necessary arrangements.
3. He/she receives the list of Examiners from the Faculty after approval of the Faculty Board, in time.
4. He/she calls applications from students for the Examinations in time
5. He/she shall prepare and issue Admission Cards for eligible candidates.
6. Receives all question papers in time (5 working days prior to the Examination date) and they are kept in safe custody.
7. Make all arrangements to have the stationery and other requirements ready in time for issue to the examination halls.
8. Print required number of copies of the question papers, seal and keep in safe custody.
9. Prepare the attendance sheets for each question paper.
10. Issue the question paper packets to the examination supervisors on the day of examination or the day before/agreed date in the event of a non-working day.
11. Make arrangements for receiving of the answer scripts from Supervisors and for the distribution of the same to the Heads of Departments.
12. Enters marks received from the Examiners and processing of results (if applicable).
13. Once Faculties upload and confirm the marks to the SIS/LMS, hold Results Board meetings and release results and pass lists should be forwarded to respective Dean of the Faculty. Obtain approval of the Senate for pass lists.
14. Issues academic transcripts and Degree certificates to the successful candidates. In addition, degree verification.
15. Presenting the list of candidates for Awards, medals and prizes to the Senate.

16. Convenes the Examination Committee meeting to take decisions on Examination matters including Examination offences.

17. Convene Open Awards Selection Committee.

DR/SAR/AR Examinations shall maintain the following:

- i. Mark books and mark sheets
- ii. Statistics relating to examinations
- iii. Past question papers
- iv. Other relevant documents



## Annexure I

### Examination Offences and Punishments

All the examination offences are reported to the Examination Committee. The Committee should investigate and make recommendations including punishments. The decision of the Examination committee is forwarded to the Senate and any appeal against the decision of the Senate shall be made to the Examination Committee which shall then be considered by the Examination Committee and a recommendation, if any, made.

Examination offences may be classified as follows:

	Offence	Punishments
<b>Examination Offences Inside the Exam Hall</b>		
<b>1.</b>	<b>Possession of unauthorized notes/formulas/documents /equipment<sup>4</sup></b>	
	<b>1.1.</b> Notes/formulas written on University material (Admission card /University Answer sheets etc.) [Answer books/ sheets, Admission Cards, Graph papers, Statistical Papers, Maps and any document provided by the University are considered as University Materials.]	Minimum of cancellation of the results of that particular paper and a maximum of the cancellation of the results of the semester/year end/stream examination, in which the offence occurred.
	<b>1.2.</b> Notes/ formulas written on a non-university Material including paper, pencil case, calculator, clothes, own body etc.	
	<b>1.3.</b> Possession of electronic equipment such as mobile phones, tablets, note-books, data processing wrist-watches, etc.	
<b>2.</b>	<b>Copy or attempt to copy</b>	
	<b>2.1</b> Copy or attempt to copy from the script of another candidate.	Results of the paper of that semester/year-end /stream examination, which the offence occurred, will be cancelled.
	<b>2.2</b> Facilitating or providing opportunity to others in the hall to copy by keeping his/her answer scripts or any other document in such a way that the other candidate/s can see or by word of mouth or by signs and gestures.	
<b>3.</b>	Removing examination stationery or any other material provided for the examination out of the examination hall	Written warning by Vice Chancellor for the 1 <sup>st</sup> instance. Cancellation of the results of the exam paper for repetition of the offence.
<b>4.</b>	Writing name on the answer script	Written warning by the Dean of the Faculty and cancellation of results of the paper on repetition for the following years.
<b>5.</b>	<b>Disorderly Conduct</b>	

<sup>4</sup> Where a student has been in possession of unauthorized material at an examination hall, he/she shall be presumed to have made use of such material until him/her proves the contrary.

	5.1 Not carrying out the instructions of Supervisor/Invigilators (disorderly conduct) during the examination and immediately before and after it inside the exam hall.	Cancellation of the results of the paper or to expel the student from the Hall once he/she refuses to abide by the instructions given by the Supervisor in consultation with the Dean of the Faculty.
	5.2 Disturbing supervisor or his/her staff, or to other candidates in the examination hall or its precincts.	
6.	<b>Impersonation</b>	
	6.1 Impersonating any candidate in the examination hall or attempt to do so before the commencement of the examination	Expel the impersonator from the Examination Hall and cancellation of the impersonator's (if impersonator is also a student of the university) entire year examinations in which the offence occurred and debar the impersonator from sitting any university examination in next three subsequent academic years. If the impersonator is an outsider, the matter requires inquiry and informing appropriate authorities.
	6.2 Allowing himself / herself to be impersonated by another person	Cancellation of the candidate's entire year's examinations in which the offence occurred and debar from sitting any university examination in next three subsequent academic years.
<b>Examination Offences Outside the Exam Hall</b>		
7.	Obtain or attempt to obtain prior knowledge of Examination papers / questions	
	7.1 Obtain or attempt to obtain prior knowledge of Examination papers/questions	Cancel the results of the entire semester/year/ stream examination and to be reported for disciplinary action.
	7.2 Aiding and abetting to the above by another candidate	
8.	<b>Plagiarism<sup>5</sup> (Submitting assignments/term papers /project reports/Extended Essays /Dissertation /Thesis which has been done wholly or partly by anyone other than the candidate and quoting someone else's work without giving proper citation)</b>	
	8.1 Assignments/term papers/project Reports (considered as an assessment component of the subject/course unit)	Assign zero marks and written warning by the Dean of the Faculty.
	8.2 Extended Essays/ Dissertation (considered as a subject/course unit)	Cancellation of the results of the extended essays/dissertation and consider it as an exhausted attempt.
	8.3 Thesis/Dissertation/Research paper (partial requirement of Postgraduate Degree)	Cancellation of the results of the thesis/dissertation/research paper and suspension from the University for such period as the Senate decides on the recommendation of the Examination Committee.
	8.4 Thesis /Dissertation (Full requirement of the Postgraduate Degree)	Cancellation of his/her candidature and debarment for future registration for any postgraduate programme in the University.

<sup>5</sup> Plagiarism is defined as plagiarism above the accepted the cut-off/threshold level



	<b>8.5</b> Aiding and abetting any of the above examination offence shall be deemed to have committed that offence.	If aiding and abetting is done by another candidate of the University, the same punishment as the person committing the offence is applicable.
<b>9.</b>	<b>Forging signature of any official of the University or Outsiders related to the Examination process and alteration of official documents</b>	
	<b>9.1</b> In dissertation/thesis - by undergraduates	Cancellation of result of the dissertation/thesis and consider it as an exhausted attempt.
	<b>9.2</b> In other examination or official documents (such as transcript, testamur) - by undergraduates	Appropriate punishment recommended by the Examination Committee and decided by the Senate.
	<b>9.3</b> In any document (including dissertation/thesis, transcripts, testamur) - by Postgraduate students	Cancellation of candidature in the programme.

Notes: Those who are punished for Examinations offence will not be eligible for a Class or a Merit/Distinction pass. They are not eligible for any awards, prizes or scholarships, which are awarded for academic excellence.

## **Annexure II**

### **Examination offences conducted by any person other than candidates<sup>6</sup>**

It is not only examination candidates who can commit examination offences, offences can also be committed by university employees who are involved in examinations in diverse ways.

The following actions shall be deemed as offenses:

#### **1. Dishonest delivery or communication**

Delivery by any person, fraudulently or dishonestly, a secret document of part thereof, or communication relating to the contents of a secret document or part thereof, to any other person who is not a person to whom she/he is authorized to deliver such document or to communicate such information.

Fraudulent or dishonest delivery or transmission of any answer scripts, mark sheet, mark book or other document relating to an examination to any person who is not a person to whom she/he is authorized to deliver or transmit such document.

#### **2. Divulging of Marks**

Divulging by any examiner or any other person entrusted with filling up of mark sheets, Mark Books etc. of any information relating to the answer scripts or mark sheets, or mark book to any other person who is not a person to whom he is authorized to divulge such information.

#### **3. Dishonest Marking**

The marking of an answer script fraudulently or dishonestly.

#### **4. Dishonest Alteration**

The marking of any erasures, interpolations or any other alterations in any mark book, mark sheet or answer scripts fraudulently or dishonestly.

#### **5. Dishonest Assistance**

Fraudulent or dishonest assistance directly or indirectly to any candidate to answer a question papers at the examination, by a Supervisor, Invigilator, Hall Attendant or other employees attached to an Examination Hall.

Fraudulent or dishonest erasures, interpolations or any other alterations in any answer script by Supervisor, Invigilator or other employee of the Examination Hall.

#### **6. Dishonest disposal and disclosure of secret document**

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, duplicating printing packeting/packing or making by manual or mechanical means any secret document relating to any examination, or by any person whose duty is to assist in the aforementioned duties.

#### **7. Theft or dishonest breaking of receptacle containing secret documents etc.**

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<sup>6</sup> This is adopted from the Faculty of Medicine Examination Procedure document



Fraudulently or dishonestly breaking open or destroying of any sealed packet, are or other receptacle containing any secret documents relating to the examination or taking out any such document or part thereof.

**8. Fraudulent Introduction of Answer scripts**

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

**9. Dishonesty by Commission or Omission**

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

**10. Assistance or Connivance**

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

**Procedure for disciplinary action**

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

In the case of the University employee action shall be taken in terms of the Disciplinary procedure of the University, including action by the police where necessary.

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

**Annexure III**  
**Handing over the Examination Papers for Printing**

University of Colombo  
Faculty of .....

Year/Semester .....

Course Code .....

Course Name .....

Number of Version .....

Ready to print      Yes/ No

Name of the Setter ..... Signature .....  
Tel. No. ....

Name of the Moderator ..... Signature .....  
Tel. No. ....

(Name of the moderator is sufficient if it is difficult to obtain his/her signature)

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**Stationary required for the Examination**

Answer Books                      Graph papers

Continuation sheets              Statistical Tables

Calculators allowed              Maps SL  
   Maps World

MCQ answer sheets

Rough sheets

Any other requirements ,if any .....  
.....

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Date of Examination .....  
Date of submission to Examinations Branch .....  
This paper has been moderated  
Signature of the Head of the Department .....

Date .....



## Annexure IV

### Faculty Examination Manual

Faculties need to have their guidelines on the examination procedure covering the topics (whatever is applicable) as follows:

1. Examinations in the XXX programme
  - 1.1. Introduction
  - 1.2. Method of Examination
  - 1.3. Legal basis
  - 1.4. Academic Matter
  - 1.5. Administration
  - 1.6. Faculty organization for Examinations
  - 1.7. Security
  - 1.8. Maintenance of secrecy
2. Calendar of dates, examination and examination duty time tables
  - 2.1. Calendar of dates/Academic calendar
  - 2.2. Examination time tables
  - 2.3. Examination duty time tables
3. Registration of candidates for examinations and preparation on the Attendance sheets
  - 3.1. Registration of candidates for examinations
  - 3.2. Preparation of the attendance sheet
  - 3.3. Admission cards
4. Examination hall arrangements
  - 4.1. Examination halls
  - 4.2. Arrangement of desks
5. Identifying and appointing examiners
  - 5.1. Identifying examiners
  - 5.2. Nomination of examiners
  - 5.3. Board of Examiners
6. Planning the examination
7. Scrutiny of question papers
  - 7.1. The scrutiny expert/moderator and the Board Scrutiny
  - 7.2. The appointment
  - 7.3. Who can attend the meeting of Board of Scrutiny?
8. Preparation of the final question papers
  - 8.1. Headings of the question papers
  - 8.2. Proof reading and preparation of the final question papers
9. Duplication, stapling and packing of question papers and MCQ answer scripts
  - 9.1. Duplicating
  - 9.2. Stapling
  - 9.3. Packing (Packeting)
  - 9.4. Packing MCQ answer scripts
10. Supervision and Invigilation
  - 10.1. Preparation of a time table of supervision and invigilation staff and hall attendants
  - 10.2. Appointment of supervisors and invigilators
  - 10.3. Examination hall staff
  - 10.4. Duties of the supervisor

- 10.5. Duties of the invigilators
- 10.6. Examination offences
- 10.7. Duties of hall attendants
- 10.8. Illness of candidate in the examination hall
- 11. Examination procedure (at the examination hall)
- 12. Receiving and distribution of packets of answer scripts
  - 12.1. Receiving of packets of answer scripts from the examination halls
  - 12.2. Distribution of packets of answer scripts to the examiners
- 13. Responsibilities of examiners
  - 13.1. Disclosure
  - 13.2. Confidentiality
- 14. Duties of examiners
  - 14.1. Marking of essay questions
  - 14.2. Marking of MCQs
  - 14.3. Examination candidates and awarding marks in examinations
  - 14.4. Examination candidates and awarding marks in *viva voce* examinations
  - 14.5. Marking of practical examination
  - 14.6. Marking of community and family attachments, research projects and reports
- 15. Processing of marks
  - 15.1. Preliminaries
  - 15.2. Initial processing
- 16. Post-examination issues
- 17. Examination offence and punishments
- 18. Examination offences committed by those other than candidates
- 19. Issue of results to individual candidates
- 20. Payment for services in connection with examinations
- 21. Maintenance of record
  - 21.1. Confidential room
  - 21.2. Marking and related documents
  - 21.3. Academic record of students
  - 21.4. Question papers and answer scripts
- 22. Duties of the DR/ SAR/AR Examination
- 23. Interpretations



**Annexure V**

**REQUEST FOR CHANGING THE ORIGINAL MARKS SUBMITTED TO THE  
EXAMINATION BRANCH**

Faculty:

Department:

Name of the Examiner proposing changes:

Designation of the Examiner

Code no. & Title of the paper/Course Unit/Subject:

Index No of the Candidate	Marks given originally			
	Assignment	Mid-semester	Final Exam	Total
Proposed changes				
Justification/reason for change				
Observation of the 2nd Examiner (If any)				
Recommendation of the Head of the Department/Unit				
Recommendation of the Dean of the Faculty				
Approval of the Vice-Chancellor				

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