

EXAMINATION PROCEDURE

01. Candidates are required to be at the examination hall at least fifteen minutes before the commencement of each examination, but shall not enter the hall until they are requested to do so by the Supervisor.
02. A candidate shall occupy the seat allotted to him/her in the examination hall and shall not change it except on the specific instructions of the Supervisor.
03. A candidate is required to identify himself in the Examination Hall by producing his Admission Card and University Identity Card.

A Registered Student of the UWU shall have his Identity Card and the Admission Card with him in the examination hall on every occasion he/she presents himself/herself for an examination. His/her candidature is liable to be cancelled if he/she does not produce the University Identity Card, when requested to do so. If he/she fails to bring his/her University Identity Card on any occasion, he/she shall sign a declaration in respect of the examination for which he had not produced the University Identity Card in the form provided for it and produce the Identity Card to the Registrar/Supervisor on the following day.

If a candidate loses his/her Identity Card in the course of the examination he/she shall obtain a duplicate Identity Card from the Registrar, to produce at the examination hall.

04. A candidate may be required by the Supervisor to declare any item in his possession or person. Should the Supervisor so require, every candidate is bound to declare every thing he has in his possession. Any violation of these requirements will be interpreted as an attempt at copying and dishonest practice.
05. No Candidate shall be admitted to the Examination Hall for any reason whatsoever after the lapse of half-an-hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half-an-hour has lapsed from the commencement of the examination or during the last half-an-hour of the paper.
06. A student with valid registration for the course for which the examination is conducted and who does not possess an Identity Card may sit such an examination "under protest" at his/her own risk but at the discretion of the Supervisor.
07. Communication equipments are strictly prohibited in the Examination Hall. Your mobile phones have to be switched off before enter in to the Examination Hall.
08. No candidate shall have on his/her person or in his clothes, or on the Admission Card, Time Table, or any other object/document that he/she is permitted to bring into the examination hall, any notes, signs formula or any other unauthorized material. Books, notes, parcels hand bags, hand phones, envelopes etc. which a candidate has brought with him/her should be kept in a place indicated by the Supervisor/Invigilator.
09. Every candidate shall sign the attendance sheet provided by the University in the presence of the Supervisor/Invigilator on each occasion when he/she sits an examination.
10. Every candidate shall enter his/her index number at the appropriate place on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated on the cover of the answer book. A candidate who marks on his/her script an Index Number other than his/her own shall be considered as having attempted to impersonate.
11. Candidates are under the authority of the Supervisor and shall assist him/her by carrying out his/her instructions and those of his/her 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/her 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 at the discretion of the Supervisor for disorderly conduct.
13. Absolute silence shall be maintained in the examination hall and its precincts by all candidates. 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, while seated at his/her desk.
14. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on admission cards, time table, question papers or on any other paper. Log tables or any other material supplied shall be used with care and left behind on the desk. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall. Any candidate who disregards these instructions shall be considered as having written notes or outlines or answers with the intention of copying. 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 has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.
15. 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 any person other than the Supervisor/Invigilator.
16. A candidate who has handed over his/her answer script shall under no circumstances be entitled to call it back.

Examination Offences and Punishments

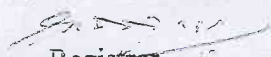
Any candidate who commits the following offences are liable to be imposed with severe punishments, therefore they are advised to refrain from committing such offences.

17. A candidate shall not,
 - i. Have any unauthorized documents/equipment on his person or in his possession.
 - ii. Copy or attempt to copy from any unauthorized material defined in section 08 above.
 - iii. Copy or attempt to copy from another candidate.
 - iv. Obtain help from another person.
 - v. Render any assistance to another candidate.
 - vi. Conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to observe any practical examination performed by him/her.
 - vii. Submit an answer script which has been done wholly or partly by anyone other than the candidate himself/herself.
 - viii. Impersonate a candidate at the examination or allow himself/herself to be so impersonated by another person.

Any candidate who violates any of the above requirements or conditions shall have committed an examination offence.

Recommended Penalties

- i. Cancellation of the results of the Whole or Part of the Examination and
- ii. Suspension from the academic and other activities based on the recommendation by the Disciplinary Committee


Registrar

Ijva Wellasa University of Sri Lanka