



POSTGRADUATE INSTITUTE OF SCIENCE UNIVERSITY OF PERADENIYA



Manual of Procedures for Conducting Postgraduate Examinations



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Manual of Procedures for Conducting Postgraduate Examinations

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Chapter 01

Calendar of Dates and Examination Timetable

1.1 Calendar of Dates

- 1.1.1** The draft academic calendar inclusive of the dates of examination shall be prepared by the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar with the concurrence of the respective Chairperson of the Boards of Study and Coordinators of the Postgraduate Degree Programmes. The Approval of the Board of Management and the Senate shall be obtained.
- 1.1.2** Approval of the academic Calendar must be secured no later than one month prior to the commencement of the academic year.
- 1.1.3** If it becomes necessary to revise the dates of examination, such revision shall be made not later than one month prior to the initial scheduled dates of such examination.

1.2 Examination Timetable

- 1.2.1** At least six weeks prior to the last date of the academic semester, the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall prepare the draft timetable for the examinations, in consultation with the respective Chairperson of the Boards of Study and Coordinators of the Postgraduate Degree Programmes taking into consideration any revision of dates made under 1.1.3.
- 1.2.2** The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall finalize the timetables and post them on the Notice Boards and send copies to the respective Chairperson of the Boards of Study and Coordinators of Postgraduate Degree Programmes, at least one month prior to the last date of the semester.

1.3 Invigilation Timetable

- 1.3.1.** Within a week of the timetables being finalized, the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall draw up the invigilation timetables and allocate centers/halls for the examinations.
- 1.3.2.** The Registrar shall send copies of the invigilation timetables together with a copy of supervision guidelines, Examination Rules, Chapters on Examination Offences to the respective Supervisors and Invigilators not later than one week prior to the date of commencement of the examination.

Chapter 02

Entries for Examination and Preparation of Schedules of Candidates

2.1 Entries for Examinations

- 2.1.1** The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall call for entries for examinations from candidates at least two months prior to the last date of academic semester and close the application after three weeks. Applications shall be available online or hard copies shall be made available at the institute.
- 2.1.2** The applications shall be made on prescribed form (***PGIS/Ex/Form 01***). On receipt of these applications, they shall be scrutinized carefully and all ineligible applications rejected, and the candidates informed accordingly.

2.2 Schedule of Candidates

- 2.2.1** The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall not later than one week prior to the last date of the academic semester prepare a schedule of candidates for each examination and allocate to them their Index Numbers.
- 2.2.2** The schedule shall also contain the following particulars
- a. The title of the papers that each candidate is offering.
 - b. The number of attempts the candidate has already had.
 - c. Any other relevant information such as suspension for examinations.

2.3 Admission Card

- 2.3.1** The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall not later than two weeks prior to the commencement of the examination have admission cards for the examination issued to all candidates, drawing attention to examination rules, offences and punishments.
- 2.3.2** It is important that the admission cards should be checked with schedule by another responsible officer at the examination branch.

2.4 List of Candidates for Each Paper

The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall prepare in triplicate, lists of Index Numbers of candidates sitting for each paper separately. These lists will be the attendance lists. One copy shall be used to get the signature of the candidates, the second copy shall be used to mark the attendance of candidates, and the third copy to mark the desks. The first copy will be returned to the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar and the second copy enclosed with the answer scripts.

Chapter 03

Appointment of Examiners

3.1 Nomination of Examiners

- 3.1.1** At least two months prior to the last date of the academic semester, the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall send a list of the schedule dates of examinations and request the coordinator/(s) to perfect and return List of Examiners (*PGIS/Ex/Form 02*) within three weeks.

3.2 Approval of Examiners by the BOM and the Senate

- 3.2.1** At least one month prior to the commencement of the examination, the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall obtain the approval of the BOM and Senate for the appointment of examiners.

3.3 Scrutiny of List of Examiners

- 3.3.1** Within one week of receipt of List of Examiners from the Coordinators, the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall,
- a. Scrutinize and ascertain whether each Coordinator has recommended examiners for all papers that his/her Board of Study is concerned with.
 - b. Check whether the addresses of the examiners have been given and if not obtain the same.

3.4 Issue of Letters of Appointment to Examiners

- 3.4.1** The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall within one week of receipt of List of Examination write to all examiners informing them of their appointment with a duplicate and the duties assigned to them. The examiner shall, within one week acknowledge the acceptance of the appointment by returning the duplicate.
- 3.4.2** It is extremely important that if an examiner is unable to accept the appointment, he/she should state this clearly in the acknowledgement form.

3.5 Appointment of Alternate Examiners

- 3.5.1** Where a person has expressed his inability to serve as an examiner, the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall arrange an alternate examiner with concurrence of respective Chairperson of the Boards of Study and Coordinators of the Postgraduate Degree Programmes.

Chapter 04

Setting and Moderating of Question Papers

4.1 Request for Setting of Question Papers

4.1.1 Within one week of the receipt of the acknowledgement form from the Examiners indicating their willingness to serve as Examiners, the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall send the followings to the appointed Examiners, and request to set question papers: –

- a. The Question paper template (*PGIS/Ex/Form 03*) and (*PGIS/Ex/Form 04*)
- b. Special requirements (*PGIS/Ex/Form 05*)
- c. Inner and outer envelopes to forward question paper (*PGIS/Ex/Form 06 and PGIS/Ex/Form 07*)
- d. Conflicts of Interest form (*PGIS/Ex/Form 08*)
- e. Voucher (*PGIS/Ex/Form 09*)

4.2 Submission of Question Papers

The Examiner shall send the prepared examination paper and the marking scheme two weeks prior to the date of the relevant examination. The examiner shall enclose the examination paper in sealed envelopes (*PGIS/Ex/Form 06 and PGIS/Ex/Form 07*) and send/handover to Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.

4.3 Moderation

- 4.3.1** Within one week of receipt of the question papers the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall, for all examinations other than those for which moderation is not required, send the question paper and marking scheme under confidential cover to the moderator requesting him/her to return them after moderation one week prior to the date of relevant examination.
- 4.3.2** The Moderator shall have the power to examine all questions of the paper and to modify any question with concurrence of the relevant examiner(s).

Chapter 05

Proof Reading, Printing and Packeting of Question Papers

5.1 Procedure

- 5.1.1 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall take necessary action for printing and packeting of finalized question papers.
- 5.1.2 For this purpose the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall maintain two schedules on Forms (***PGIS/Ex/Form 10 and PGIS/Ex/Form 11***).

5.2 Proof Reading

- 5.2.1 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall make arrangements to have the proofs read.

5.3 Printing and Packeting

- 5.3.1 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall duplicate finalized examination papers by considering the number of eligible candidates for relevant examination.
- 5.3.2 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall ensure that each paper is packeted and is ready not later than two days before the scheduled date of that paper.
- 5.3.2 The printing and packeting of question papers may be carried out together with the relevant examiner(s).
- 5.3.3 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall ensure the following:
 - a. The full material has been reproduced on each sheet of paper and where both sides are used on both sides of the paper.
 - b. No sheet which is illegible, or smudge has been included.
 - c. Where there are more than one sheet for a question paper the sheets have been stapled together in the correct order.
 - d. The name of the examination, code number and the title of the paper, number of question papers enclosed, the medium, the centre, the date and time of the paper are given on the packet.
 - e. For this purpose, the printed label (***PGIS/Ex/Form 12***) or the printed envelop (***PGIS/Ex/Form 13***) shall be used. In addition, where necessary, morning/afternoon labels may also be used.
 - f. The original of the question paper, the used stencils and a sufficient number of papers for documentation have been sealed in a separate packet to be kept in the custody of the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.
 - g. The packets have been prepared according to the different centers, and that adequate number of question paper (i.e. one for each candidate plus an additional 5 or 10 extra papers) have been included in each packet.

- h.** Details of the examination, code and the title of the examination, date, venue, and the number of papers enclosed, reference number of the paper packet should be printed on the envelope.
 - i.** All used carbon papers, spoilt question papers and other relevant confidential documents used for printing of the question paper are incinerated immediately after the packeting process is completed.
- 5.3.4 The relevant entries in form **(PGIS/Ex/Form 14)** shall be made at the various stages of preparation of the question paper until packeting.

Chapter 06

Procedure for Maintaining Confidentiality

6.1 Maintenance of the Confidentiality

- 6.1.1** The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall be responsible in seeing that the question papers have been prepared and packeted under strict security. He/She shall not seal any packet unless he/she is satisfied that the required number of question papers had been enclosed in the packets, and that the correct title, name of examination, date, time, medium and centre have been entered on the envelope/ label of the packet.
- 6.1.2** The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall check with the daily schedule of examinations (***PGIS/Ex/Form 15***) that the question papers and other relevant documents for each session are ready in time.

Chapter 07

Examination Hall Arrangements

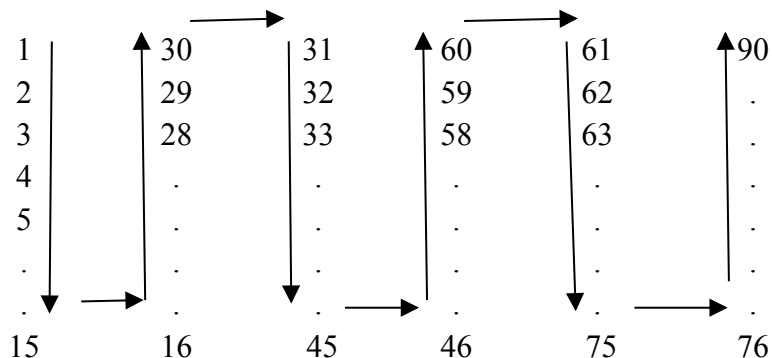
7.1 Examination Halls

- 7.1.1** The Institute shall have a suitable examination Hall/Halls. Pending the provision of designated Examination Halls, careful consideration shall be given to ventilation, lighting, and security when selecting alternative rooms for conducting examinations. Rooms that cannot accommodate at least 30 candidates should be avoided, except where the number of candidates is below 30.

7.2 Arrangements of Desks

- 7.2.1** The desks and chairs shall be arranged in row of columns. At least 2 ½ ft. 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. The distance between two columns of desks shall be at least 4 ft. Desks shall be numbered in column with index numbers of the candidates in the order shown in the attendance list.

- 7.2.2** The allocation of Index Numbers on desks shall be as in the following example.



This arrangement shall be followed in small rooms as well.

- 7.2.3** The index number shall be chalked clearly on each desk or written distinctly on a label and pasted on the desk. It may preferable to use permanent discs or cardboard for writing the index numbers. When a number is indistinct the Invigilator shall re-write it.

7.3 Checking of Arrangements

- 7.3.1** Before admission of students for each paper, the supervisor shall inspect the hall and be satisfied that the rooms are clean, desks have been arranged and numbered correctly and the examination stationery placed on the desks.

7.4 Admission of Candidates

- 7.4.1** Preferably there shall be one door for admission and one for exit. However, depending on the nature of the hall, the number of candidates and the number of papers more entrances and exits may be used at the discretion of the supervisor.

Chapter 08

Supervision and Invigilation

8.1 General

- 8.1.1. Supervision and invigilation form a very important function in the proper and efficient conduct of examinations. It is the duty of all employees of the institute to assist in this work.
- 8.1.2. Services of the members of the permanent staff shall be utilized for supervision and invigilation duties where, however, permanent staff is not adequate the services of temporary staff may be engaged.

8.2 Preparation of List of Supervision Staff

- 8.2.1 Two months prior to the last date of the semester; the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall request all Coordinators to indicate the names of the permanent academic staff for examination duties.
- 8.2.2 Four weeks prior to the last day of the semester, the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall prepare the list of supervisors and invigilators for the various examination centers.

8.3 Appointments of Supervisors and Invigilators

- 8.3.1 As far as possible, supervisors shall be selected from among the senior staff.
- 8.3.2 Letters of appointment shall be issued to Supervisors and Invigilators at least two weeks prior to the final day of the semester, with an acknowledgement provision included. If no acknowledgement is received within one week, the Deputy Registrar, Senior Assistant Registrar, or Assistant Registrar shall make alternative arrangements.
- 8.3.3 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall enclose with the appointment letter, the following:
 - a. A copy of the invigilation time table.
 - b. A copy of the examination time table for the centre.
 - c. A copy of the examination rules.
 - d. Copy of the Instructions to supervisors/ Invigilators/ Hall Attendants (*PGIS/Ex/Form 16*)
 - e. Voucher
 - f. Any other relevant documents.

8.4 Examination Hall Staff

- 8.4.1 The staff on duty at each examination hall/centre shall consist of at least a supervisor, an invigilator and hall attendant. If the number of candidates at a centre is more than 30, there shall be an additional invigilator for every additional number of 30 or part thereof, exceeding 15. If the number of candidates at a centre is more than 75, there shall be an additional hall attendant for every additional 75 candidates or part thereof, exceeding 25. If the number of candidates exceed 180 at a centre, there shall be an additional supervisor for every additional 180 candidates or part thereof, exceeding 60, and shall form a separate unit with separate invigilators and hall attendants. However, this general pattern

may be varied depending on the number of candidates, papers, accommodation and other exceptional circumstances.

- 8.4.2** If, after the commencement of examinations, a member of the hall staff must be absent due to unforeseen or unavoidable circumstances, they shall immediately notify the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar. Appropriate alternative arrangements shall then be made in consultation with the Director.
- 8.4.3** The supervisor shall be in charge of the centre. Invigilators and hall Attendants shall assist him/her and work under his/her direction. The Examination Hall staff shall be in attendance at the centre at least 30 minutes before the examination is due to commence.

8.5 Duties of Supervisor

- 8.5.1** The Supervisor shall be responsible for taking all steps, before during and after the examination to ensure both the smooth and efficient conduct of the examination.
- 8.5.2** The Supervisor of each Hall/ Centre shall call over, at least half an hour before each session commences at the office of the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar and collect the question papers and other material for his Hall/ Centre for each session or each day as the case may be.
- 8.5.3** The Supervisor shall check the question paper packets with the time table in order to make sure that the correct question paper packet have been handed over, that no question paper for the session/ day is missing and that the packets are properly sealed.
- 8.5.4** The Supervisor shall be supplied with the following by the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar:
- a. Packet/packets of question papers for the relevant session/day.
 - b. Packet/Packets of material such as maps etc.
 - c. Attendance lists for each paper (*PGIS/Ex/Form 17*).
 - d. Examination timetables.
 - e. Invigilation timetables
 - f. Printed envelopes for answer papers (*PGIS/Ex/Form 18*)
 - g. Labels for answer packets (*PGIS/Ex/Form 19*)
 - h. Report form for Examination Offences (*PGIS/Ex/Form 20*)
 - i. Supervisor's Report (*PGIS/Ex/Form 21*)
 - j. Return/Acknowledgement Form for Answer packets (*PGIS/Ex/Form 22*)
 - k. The seal for sealing of packets
 - l. Date stamp for stamping answer books/sheets
 - m. Other written instructions where necessary
- 8.5.5** On arrival at the Examination Centre, the Supervisor shall
- 8.5.5.1** Check whether the correct question papers and relevant documents for the session have been brought by him/her.
- 8.5.5.2** Check that the Hall has been cleaned and the desks have been properly arranged and numbered according to the attendance list provided.
- 8.5.5.3** Ascertain that the Invigilators and hall attendants are present and shall assign their duties. In the event of the full assigned staff not being present he/she shall make the best possible arrangements with the available staff and

contact the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar as early as possible if additional staff is considered necessary.

8.5.5.4 Assign each invigilator with a certain number of candidates.

8.5.5.5 Draw the attention of the Invigilators and the Hall Attendants to the duties allocated to them.

8

8.5.5

8.5.6 The Supervisor shall ensure:

8.5.6.1 That candidates shall be allowed to enter the examination hall only through the authorized entrance/entrances, and directed to take their seats according to the Index Number marked on the desk. A supervisor, however, may at any time during the examination and without giving any reason, change the place occupied by a candidate.

8.5.6.2 That an Invigilator shall be posted at each entrance to ensure that entry is orderly and candidates do not bring any unauthorized material to the examination Hall.

8.5.6.3 That candidates shall not be admitted to the hall earlier than 10 minutes before the time of commencement of a paper.

8.5.6.4 That if a candidate presents himself at a centre not allotted to him, and if there is sufficient time, the candidate shall be directed to the correct centre. If there is not sufficient time, the candidate shall be allowed to sit the examination for that session only at that centre. The answer script of such a candidate shall be packeted separately and the matter brought to the notice of the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.

8.5.6.5 That no candidate shall be admitted to an Examination Hall after the expiry of half an hour from the commencement of the examination.

8.5.6.6 That if for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the paper and the fact brought to the notice of the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.

8.5.7 The answer books with the cover shall be issued initially and books without covers or loose sheets (continuation sheets) subsequently.

8.5.7.1 The Supervisor shall see that the date stamped answer books have been set out on each desk at least 15 minutes before the commencement of the examination.

8.5.7.2 Continuation sheets shall be issued preferably by the Invigilators (and not by Attendants) and each sheet shall be date stamped before being issued.

8.5.8 The Supervisor shall make the following announcements before the commencement of the examination :

- a. Strict silence is to be observed by candidates till the end of the examination.
- b. No candidate shall remove from the examination hall, any answer books or continuation sheets or any other stationery or other material issued to him.
- c. No candidate shall have with him books, notes, packets or files or any stationery or material other than those issued to him and if any such material has been brought into the examination hall by any candidate he shall hand them over to

the Invigilator immediately. This includes any notes etc. written on authorized material to be brought in such as Record Book, Timetable, Admission Card etc.

- d. No candidate is permitted to leave the examination hall during the first half an hour of the paper or during the last 15 minutes.

- 8.5.9** The Supervisor shall open the question paper packet/ packets one by one in the presence of an invigilator and check whether the question papers are the correct papers for the session and that the special requirements if any, required according to the rubric are available.
- 8.5.10** The Supervisor shall hand over the required number of question papers to each invigilator for distribution to the candidates allocated to each of them together with any special requirements mentioned at 8.5.9 above.
- 8.5.11** The balance question papers shall remain in the supervisor's custody and he shall ensure that no question paper is allowed to be removed out of the hall before the expiry of the first half hour.
- 8.5.12** The supervisor shall make the following announcements after the distribution of the question paper :
- I.** Please check whether you have received the correct question paper.
 - II.** The question paper contains x number of pages and y number of Questions. Please check whether you have got the full question paper.
 - III.** You are advised to read the instructions given in the question paper before answering the paper.
- 8.5.13** The Supervisor/ Invigilator shall not under any circumstances, give any clarification/ explanation regarding the questions to any candidates. However, if any error or defect in a question paper has been notified by the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar the Supervisor shall announce such correction/ modification as indicated by the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.
- 8.5.14** The Supervisor shall ensure that the Invigilators and Hall attendants are attending to the duties assigned to them.
- 8.5.15** At the expiry of the first half hour after the commencement of the paper, the supervisor shall direct each Invigilator to get the original of the Attendance Lists signed by the candidates, to mark the attendance in the duplicate list and to check the identity of the candidates.
- 8.5.16** Attendance lists (*PGIS/Ex/Form 17*) shall be issued in duplicate. No candidate shall be permitted to appear for a paper if his Index Number has not been included in the attendance list for that paper. However, if a candidate makes a declaration that he was offering that paper and if the supervisor is satisfied with the bona fides of the declaration, he may include the Index Number of the candidate concerned in the attendance list and allow him to sit the paper. Every such case shall be reported to the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.
- 8.5.17** Original: Every candidate present for the examination shall be required to place his signature against the relevant Index Number. Candidates who are absent shall be so marked by the Invigilator concerned. This copy shall be sent by the Supervisor under separate cover to the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.

- 8.5.18** Duplicate: The Invigilator concerned shall specify in the duplicate against each Index Number whether the candidate to whom it refers was present or absent for the examination. The candidates shall not be asked to sign this copy. To ensure that the signature is not placed on the duplicate, a rubber stamp or similar device may be used indicating that the signature is not placed in the space provided for it. This copy shall be enclosed by the supervisor in the packet of answer scripts. Where present the mark ‘√’ shall be inserted and where the candidate is absent ‘abs’ shall be inserted. Where parts or sections of answer scripts have to be packeted separately, a separate duplicate Attendance Sheet shall be prepared and enclosed in each packet.
- 8.5.19** In the performance of this exercise the supervisor/ invigilator shall satisfy himself the identity of a candidate by reference to the student identity card issued by the Institute which contains the candidate’s photographs as well as their signatures.
- 8.5.20** If a candidate fails to produce his student identity card at any paper for purposes of identification, he shall be requested to produce the record book on the next occasion he presents himself for the examination.
- 8.5.21** Meanwhile he/she shall be required to sign a declaration (***PGIS/Ex/Form 23***) that he/she has been provisionally allowed to sit the paper, under the condition that he/she shall establish his/her identity by producing the record book at the next session at which he/she sits for a paper. The Supervisor shall on production of the record book at the next session certify on the declaration that he/she is satisfied with the identity of the candidate for that paper.
- 8.5.22** As soon as the attendance lists are marked, the supervisor shall collect the originals from the invigilators and proceed to prepare the relevant envelopes and labels for the packeting of scripts.
- 8.5.23** The Supervisor shall make the following announcements at the appropriate times
- a. Half an hour before the end of the paper, the supervisor shall announce – “Half an hour more”
 - b. Fifteen minutes before the end of the paper the supervisor shall announce – “15 minutes more”. Please check whether you have entered the Index Number, correct title of the paper and the medium. Tie up your papers together. You may continue to write after doing so. No candidate shall leave the hall till the end of the paper”.
 - c. At the end of the paper – “stop work and remain in your seats until your answer papers are collected”.
 - d. After the invigilators have collected all the scripts – “the candidates may leave the hall”.
- 8.5.24** At the expiry of the session, the invigilators shall collect the scripts of the candidates assigned to each of them and hand them over to the supervisor who shall check against the duplicate attendance sheets.
- 8.5.24.1 The supervisor shall check that each invigilator has arranged the scripts in order of index numbers.
 - 8.5.24.2 At the end of the examination an invigilator shall be placed at the exit to check that examination materials are not being taken out of the hall by the candidates.

8.5.25 The supervisor will then arrange the scripts to be packeted. Each medium shall be packeted separately. The answer scripts shall be packeted in bundles of sixty, unless otherwise instructed. Where however, the number is over sixty, but less than 120, the main packet shall contain 60 and the other packet the balance. Where, however, the balance is less than 15 they shall be packeted together with the main packet, if it can be done so conveniently. Where it is required to packet the scripts of each part/ section separately, they shall be packeted separately in the same manner. The Supervisor shall enclose in each packet;

- a. a copy of the attendance list
- b. two copies of the question paper and
- c. adequate detail mark sheets

Each packet shall be tied securely, labeled and sealed. Before, pasting the labels he shall ensure that all details on the label have been duly filled.

8.5.26 To obviate the possibility of candidates bringing into the examination hall institute answer books and continuation sheets on which answer may have been prepared *previously* and to prevent their misuse the following precautions shall be taken

- a. No examination stationery shall be permitted to be removed by candidates or examination hall staff.
- b. All unused examination answer books and continuation sheets shall be returned to the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar by the Supervisor.
- c. All examination answer books and examination stationery shall be kept under lock and key by the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.

8.5.27 The Supervisor shall hand over to the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar at the end of each session/day, and obtain acknowledgement for the following:

- a. The packets of answer scripts
- b. Supervisor's report (*PGIS/Ex/Form 21*)
- c. A report on examination offences on Form (*PGIS/Ex/Form 20*)
- d. The original Attendance lists
- e. Description of answer packets made (*PGIS/Ex/Form 22*)
- f. Balance question papers
- g. Balance stationery

8.6 Duties of Invigilator

8.6.1 The invigilator shall be responsible to the supervisor for the efficient discharge of the duties assigned to him/her.

8.6.2 The invigilator shall devote his/her whole attention to the continuous supervision of candidates. He/She shall, move among the candidates at intervals without disturbing them and if he notices a candidate having with him unauthorized documents/ materials he/she shall take possession of same and report the matter immediately to the supervisor.

- 8.6.3** The invigilator shall place on each desk the examination stationery before the commencement of the examination and he shall also distribute the date stamped continuation sheets to the candidates, when called for. In date stamping the continuation sheets, to avoid wastage of stationery, he/she shall ensure that no more than the required number for the session are date stamped. This duty should be attended to personally by the Invigilator and should not be entrusted to the hall attendant.
- 8.6.4** The invigilator shall distribute the question paper to the candidates assigned to him/her. He/She shall return the balance question papers, if any to the supervisor.
- 8.6.5** The invigilator shall at the expiry of the first half hour, go round and get each candidate to sign the Attendance list. He/She shall also mark the attendance on the duplicate attendance list and certify both sheets in the space provided for. He/She shall return the original attendance list to the supervisor but retain with him/her the duplicate to check when collecting the answer scripts.
- 8.6.6** No candidate shall be admitted to the hall after the expiry of half an hour from the commencement of the paper nor shall any candidate be permitted to leave during the first half hour, or during the last 15 minutes of the paper.
- 8.6.7** The invigilator shall collect the scripts of every candidate who leaves before the last 15 minutes.
- 8.6.8** As soon as the time allotted for the examination is over, the invigilator shall collect from every candidate his/her scripts whether answered or no. In doing so he shall check that the script bears the correct index number.
- 8.6.9** The invigilator shall check that the answer scripts have the index numbers of the candidates and the title and the medium of the paper and thereafter hand over the scripts to the supervisor. He/She shall check the collected scripts with the duplicate attendance list and if any candidate has failed to hand over a script he/her shall bring this matter to the notice of the supervisor.
- 8.6.10** Written statements shall be obtained on (PGIS/Ex/Form 24), from candidates detected committing examination offences. If any candidate refuses to give a statement, the invigilator shall not enter into argument with the candidate but shall make in his/her detail report on (*PGIS/Ex/Form 24*), a note that the candidate has refused to give a statement.
- 8.6.11** After the candidates leave the hall, the invigilator shall go round and inspect the section allotted to him/her to ensure that all answer scripts and other examination stationary have been collected.
- 8.6.12** The invigilators shall assist the supervisor, in packeting sealing answer scripts.

8.7 Duties of Hall Attendants

- 8.7.1** It shall be the duty of the hall attendants to carry out all instructions given to them by the supervisor/ invigilator.
- 8.7.2** Hall attendants shall call over at the examinations branch each session / day at least 45 minutes before the commencement of the session and assist the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar / Supervisor/ Invigilator in collecting stationery and other equipment necessary for the examination.
- 8.7.3** They shall assist in the arranging and numbering of desks.

- 8.7.4 They shall clean the hall and arrange the furniture at least half an hour before the commencement of each session.
- 8.7.5 They shall, assist the supervisor/ Invigilator in distributing the stationery and in the parceling and sealing of answer scripts when they are called upon to do so. They shall not distribute continuation sheets.
- 8.7.6 They shall, carry parcels of answer scripts, stationery and other equipment under the supervision of the supervisor/ invigilator.
- 8.7.7 They shall not leave the hall except with the specific permission of the supervisor.
- 8.7.8 Hall attendants shall return to the examinations branch keys of the examination hall after each session/ day and collect same from the examinations branch before the next session.

8.8 Illness of Candidate in Examination Hall

- 8.8.1 In the event of a candidate falling ill while answering a paper, the supervisor, where possible shall seek the assistance of the Medical Officer. However, if a Medical Officer is not available the supervisor may take whatever action he deems to overcome. If the candidate is compelled to discontinue answering the paper, the supervisor shall collect the answer script mark the time at which it was collected and make his report on the matter.
- 8.8.2 In the case of students with disabilities the supervisor shall ensure that the facilities allowed to such students are provided.

Chapter 09

Examination Rules

9.1 General Examination Rules

- 9.1.1** Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of each paper but shall not enter the halls until they are requested to do so by the supervisor.
- 9.1.2** On admission to the hall a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instructions of the supervisor.
- 9.1.3** 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. 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 15 minutes of the paper.
- 9.1.4** A candidate shall have his/her 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 does not produce the student identity card. If he/she fails to bring his/her student identity card on any occasion, he/she shall sign a declaration in respect of the paper for which he/she had not produced the student identity card in the form provided for it, and produce the student identity card on the next occasion when he/she appears for the examination. If it is the last paper or the only paper he/she is sitting, he/she shall produce the student identity card to the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar on the following day. If a candidate loses his/her student identity card in the course of the examination, he/she shall obtain a duplicate student identity card from the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar, for production at the examination hall.
- 9.1.5** No candidate shall have on his/her person or in his/her clothes, or on the admission card, time table or record book any notes signs or formulate etc. Books, notes, parcels, hand bags etc. which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/ Invigilator.
- 9.1.6** A candidate may be required by the supervisor to declare any item in his/her possession or person.
- 9.1.7** 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. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.
- 9.1.8** No candidate shall submit a practical or field book or dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself/herself.

- 9.1.9** Candidate shall bring their own pens, ink, mathematical instruments, erasers, pencils, or any other approved equipment or stationary which they have been instructed to bring. Examination stationery (ie. Writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn crumpled, folded or otherwise mutilated. No paper other than supplied to him/her by the supervisor/invigilator shall be used by candidates. Log tables or any other material provided shall be used with care and left behind on the desk. All the material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination halls.
- 9.1.10** Every candidate shall enter his/her index number on the answer book and on every continuation paper. He/she shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his/her script and index number other than his/her own is liable to be considered as having attempted to cheat. A script 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 script.
- 9.1.11** 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, timetables, and question papers record books or on any other paper. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying.
- 9.1.12** Any answer or part of an 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 counted shall be neatly crossed out.
- 9.1.13** 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.
- 9.1.14** 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 for disorderly conduct.
- 9.1.15** Candidates shall stop work promptly when ordered by the supervisor/ invigilator to do so.
- 9.1.16** 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.
- 9.1.17** During answering a paper no candidate shall be permitted to leave the examination hall 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 surveillance.
- 9.1.18** No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be so impersonated by another person.
- 9.1.19** Serious note will be taken of any dishonest assistance given to a candidate, by any person.

- 9.1.20** 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 scripts already written and then report the matter as soon as possible to the Director/ Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.
- 9.1.21** 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 to sign it.
- 9.1.22** No candidate shall contact any person other than the Director the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar regarding any matter concerning the examination.
- 9.1.23** 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 the attendant, a minor employee or another candidate.
- 9.1.24** Every candidate who registers for an examination shall be deemed to have sat the examination unless he/she withdraws from the examination within the specified period or submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the university Medical Officer. If this is not possible the medical certificate should be obtained from a Government Medical Practitioner, and submitted to the university Medical Officer at the earliest possible time.
- 9.1.25** 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 Deputy Registrar/Senior Assistant Registrar/Assistant Registrar immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.
- 9.1.26** A student who withdraws or absents himself/herself from the examination shall not be eligible for classes at the next examination unless the Board of Management decides otherwise.
- 9.1.27** 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 Board of Management.
- 9.1.28 Withdrawal from Examinations**
- 9.1.28.1** A student who registered for an examination and wishes to withdraw from it after the receipt of the Examination Admission Card shall make a request for the withdrawal by a letter sent through registered post or faxed to the Registrar of the institute at least 24 hours before the commencement of the examination. The student is required to provide a reason/s and documentary evidence of such reasons for the withdrawal from the examination.
- 9.1.28.2** The Institute may allow a student to withdraw from examinations due to medical reasons or death of a close family member such as spouse/child/parent. A student may also be eligible to withdraw from an examination due to another examination or selection test conducted by a public or private institution for job recruitment or confirmation/ promotion of the job held on the same day.
- 9.1.28.3** In such cases of withdrawal from examinations, it shall be the responsibility of the student to return the admission card for the examination confidentially to the Registrar

of the Institute immediately.

9.1.29 Absence from Examinations

9.1.29.1 Absence from an examination without a proper request for withdrawal made to the Registrar of the Institute as stated in Section 17.3 of these Bylaws shall be considered as an examination attempt.

9.1.29.2 However, absence from an examination due to a sudden illness/ disability or death of a close family member as stated in Section 17.3.2 may be considered as withdrawal from the examination if the student informs the same to the Registrar of the Institute within seven (07) days from the date of examination with medical reports and/or evidence.

Chapter 10

Make-up Examinations

10.1 Make up Examinations

- 10.1.1** A student who fails to sit for the end-semester examination due to medical reasons or death of a close relative or another examination / selection test conducted by a public or private institution for his/her job recruitment or confirmation or promotion of the job held on the same day may request for a make-up examination within fourteen (14) days from the date of the examination. The relevant Board of Study shall have the discretion to accept or reject a request for a make-up examination.
- 10.1.2** The Institute shall conduct a make-up examination only during the examination period of the immediate next semester. After the approval of the Board of Study for a make-up examination, the student is required to register for the said examination by paying fees if relevant as instructed by the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar of the Institute.

Chapter 11

The University SOP on Dealing with Examination Offences Conducted by Candidates (Effective Date: 29th October 2023)

11.1 Inquiring Examination Offences Committed by Candidates

11.1.1 Purpose:

To describe the procedure to be followed in handling examination offences committed by candidates and conducting inquiries.

11.1.2 Scope:

This SOP outlines the procedure to be followed in handling examination offences committed by candidates and conducting inquiries by the University. This SOP is under regulations made by the Senate and approved by the Council of the University of Peradeniya and 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.

11.1.2.1 Examination of a course/study programme may consist of several assessment components as continuous and end-course assessments. The assessment may use diverse assessment tasks based on Intended Learning Outcomes (ILOs) such as assignments; quizzes; practical/clinical examinations; assessments in work-based or industry place assignments etc.. The above regulations and this SOP shall be used in the event of a student committing an examination offence in any assessment component that has a summative value and is counted for the grade of the given course.

11.1.2.2 For classification and nature of offences and required punishment based on the nature of the offence, the Examination Disciplinary Committee shall refer to Part 3 of this Manual (the Manual of Examination Procedures, University of Peradeniya).

- a. This SOP shall be valid for all postgraduate examinations until the Senate develops and approves separate procedures for postgraduate examinations.
- b. Supervisors, Examiners, Heads of Department or any other official of the University should immediately report any detected/suspected examination offences by students to the relevant Dean/Director.

11.1.3 The Procedure:

11.1.3.1 Prerequisites:

A panel of trained members be appointed by the Vice-Chancellor covering all faculties among

experienced academics to be picked by the Deans/Directors as the external member of the Examination Disciplinary Committee (EDC) for a term of three years.

Part 1: Examination offences conducted during the examination (for examination offences detected during marking, go to Part 2)

Step	Time	Responsibility
1. Any behaviour of a candidate falling with the following shall be considered an offence a. Possession of unauthorized documents/items b. Copying c. Cheating d. Removal of stationery e. Impersonation f. Unauthorized assistance g. Aiding and abetting in the commission of above offences h. Disorderly conduct i. Any other examination offence (based on the judgement of the supervisor/ invigilator)	<i>At the incident</i>	<i>The supervisor and the Invigilator</i>
2. The Supervisor obtains a statement from the candidate and takes the suspicious material into the custody * Use Annexure 8.13 given in this Manual * If the candidate declines to sign a statement, the Supervisor shall make his statement	<i>At the incident</i>	<i>The supervisor and the Invigilator</i>
3. The supervisor shall authenticate any materials taken into custody (including the recorded statement) by placing the signature of the candidate, and the Supervisor and include the date, time and place of detection/incident.	<i>At the incident</i>	<i>The Supervisor</i>
4. A supervisor should give particulars of any incriminating material he/she cannot take possession of in the same form (Annexure 8.13).	<i>do</i>	<i>The Supervisor</i>
5. The Supervisor's report should be countersigned by one of the Invigilators.	<i>do</i>	<i>The Supervisor and Invigilator/s</i>
6. The supervisor shall send a report that includes the statement to the relevant Dean/Director along with any material taken into custody under a sealed cover .	<i>Immediately after the incident</i>	<i>The Supervisor</i>
7. Go to part 3		

Part 2: Examination offences detected during marking/evaluation

Step	Time	Responsibility
8. The examiner shall detect the following examination offences committed by a candidate when examining the answer script a. Copying b. Cheating c. Impersonation d. Unauthorized assistance e. Any other examination offence (based on the judgement of the Examiner)	<i>At the marking</i>	<i>The Examiner</i>
9. The examiner shall send a report to the relevant Dean/Director along with details of the material and the examination offence detected under a sealed cover. *, <i>The Examiner shall not discuss anything with the candidate nor investigate the incident/details personally</i>	<i>Immediately after the detection</i>	<i>The Examiner</i>
10. Go to part 3		

Part 3: The Inquiry

Step	Time	Responsibility
11. The Dean/Director or a 3-member committee appointed by the Dean/Director shall conduct a preliminary inquiry. Notes: * <i>A decision of the Faculty Board/Board of Management is not required to appoint a Preliminary Inquiry Committee.</i> * <i>The DR/SAR/AR shall provide administrative support for the preliminary inquiry to be completed within the stipulated time.</i> * <i>The work of the Committee shall involve interrogating the candidate alleged to commit the offence and any witnesses and inspection of materials.</i> * <i>The preliminary inquiry report shall reveal</i>	<i>Within two weeks of the incident</i>	<i>The Dean/Director</i> <i>The DR/SAR/AR</i>

<p>(i) <i>whether there is a prima facie case warranting further action by an EDC, and</i></p> <p>(ii) <i>the category of the offence as per Step 1 or Step 8 of this SOP</i></p>		
<p>12. Based on the preliminary report,</p> <p>A. If the category of the offence is identified to fall within <u>1-g to 1-i</u> or <u>8-e</u>, the preliminary report shall be tabled at the next available Faculty Board / Board of Management and move to Step 13 (Part 3A of the SOP)</p> <p>B. If the category of the offence falls within <u>1-a to 1-f</u> or <u>8-a to 8-d</u>, the Dean/Director shall immediately appoint the EDC and move to Step 18 (Part 3B of the SOP)</p>	<p><i>Immediately after receiving the preliminary report</i></p>	<p><i>Dean</i></p>

Part 3 A: Offences that can be Dealt at the Faculty Board/Board of Management

<p>13. After 12 A, The Faculty Board/Board of Management determines whether the gravity of the offence is serious enough compared with <u>1-a to 1-f</u> or <u>8-a to 8-d</u>, and warrant the appointment of EDC.</p> <p>A. If YES, the Faculty Board/ Board of Management recommends the Dean/Director appointing an EDC and moves to Step 18.</p> <p>B. If NO, the Faculty Board/ Board of Management decide on the punishment.</p>	<p><i>Within two meetings of the Faculty Board or the Board of Management</i></p>	<p><i>Faculty Board or the Board of Management</i></p>
<p>14. Faculty Board or the Board of Management decides on the punishment /action.</p> <p>Note: <i>The maximum punishment imposed by the Faculty Board or Board of Management shall be one or many among</i> <ul style="list-style-type: none"> <i>a. suspension of the student from the academic programme for up to 2 weeks,</i> <i>b. issuing a strong warning letter,</i> <i>c. keeping the student/s under supervision/probation for an extended period (minimum two years), where subsequent misconduct by the same student/s would be considered a serious offence. In such a situation EDC appointed for subsequent offences by the same student may consider reaching the higher</i> </p>	<p><i>Within two meetings</i></p>	<p><i>Faculty Board/Board of Management</i></p>

<i>ends of the punishments recommended for those offences and/or</i>		
<i>d. if the offence is in a Continuous Assessment, reducing the marks (from 20%-100%) earned for that component of the assessment so that the deduction will reduce the final mark earned for that course.</i>		
15. The decision of the Faculty Board/Board of Management shall be communicated to the student immediately after confirmation and implemented	<i>Within two weeks</i>	<i>Dean/Director Academic Coordinator SR/SAR/AR</i>
16. The decision of the Faculty Board or the Board of Management shall be tabled at the Senate for its concurrence	<i>At the next meeting available</i>	<i>AR/SAR/DR</i>
17. If the Student appeals against the decision of the Faculty Board/Board of Management with a letter signed by him/her to the Dean, the Dean shall appoint an EDC and proceed to Step 18.	<i>Immediately</i>	<i>Dean/Director</i>

Part 3 B: Proceedings of the Examination Disciplinary Committee (EDC)

18. Appointment of the EDC * <i>The committee of not less than three members, of whom at least one member is from outside the faculty (from the pool/panel of members appointed by the Vice-Chancellor), appointed for each case.</i>	<i>Immediately after the Steps 12-B, 13-A or 17.</i>	<i>Dean/Director</i>
19. The Dean/Director shall submit the findings of the Preliminary investigation (after the Step 12- B)/decision of the Faculty Board (after Step 13-A)/ students appeal (after the Step 16) to the EDC	<i>Immediately after appointment</i>	<i>Dean</i>
20. The EDC conducts the inquiry and makes its recommendations * <i>This involves recording statements and perusing documents</i> * <i>DR/SAR/AR of the faculty shall facilitate conducting the inquiry and convene all meetings and individuals</i> * <i>DR/SAR/AR of the faculty shall ensure all communications/summons reach the relevant individuals promptly</i> * <i>EDC shall submit a report together with the findings and recommendations</i>	<i>Within one months of the appointment of the EDC</i>	<i>EDC DR/SAR/AR</i>
21. Placing the decision of the EDC at the Faculty Board/ Board of Management for its decision	<i>At the next available meeting</i>	<i>DR/SAR/AR</i>

22. Faculty Board/BoM decision on the recommendations of the EDC	<i>Within three meetings</i>	<i>Dean/Director Faculty Board/Board of Management</i>
23. Reporting the decision of the Faculty Board/BoM with the report of the EDC to the Senate	<i>Next available Senate from</i>	<i>DR/SAR/AR</i>
	<i>the Faculty Board decision</i>	
24. The decision of the Faculty Board shall be tabled at the next available meeting of the Senate	<i>Next available meeting</i>	<i>DR/SAR of C&AD</i>
25. The decision of the Senate The decision of the Senate shall be based on Sections 3.2 and 3.3 of this Manual and recommendations of the EDC.	<i>Within three meetings</i>	<i>The Senate</i>
26. Impose punishments in writing based on the decision of the Senate	<i>Immediately after confirmation</i>	<i>DR/SAR of C&AD The Vice-Chancellor</i>
27. The student, on whom a punishment has been imposed, within a period of two weeks from the date of communication to him/her of such punishment, may appeal against such punishment with a letter signed by him/her addressed to the Vice-Chancellor.	<i>Within two weeks from the decision communicated to the candidate</i>	<i>The candidate</i>
28. If no such appeal submitted within two weeks with a letter signed by the student, table the decision at the Council for its ratification	<i>At the next available meeting</i>	<i>DR/SAR of C&AD</i>

Part 4: The Appeals Board

Step	Time	Responsibility
29. Following the Step 25, the Vice-Chancellor submits the appeal to the Council requesting to appoint an Appeals Board	<i>At the next available meeting</i>	<i>The Vice-Chancellor, DR/SAR of C&AD</i>
30. A three-member Appeals Board form among the members of the Academic staff (only one member from the concerned faculty/related faculty [for PGIs]) is appointed	<i>Within a week of the appeal</i>	<i>The Council</i>

31. The Appeals Board reviews the decision. * <i>The Appeals Board shall be convened by the Legal and Documentation Division</i> * <i>The Appeals Board may look for new evidence if deemed necessary</i>	<i>Within four weeks from the appointment, with communication of information</i>	<i>Appeals Board DR/SAR of the LDD</i>
32. The Appeals Board submit the recommendations to the Senate. The Appeals Board may * <i>affirm</i> * <i>vary as deemed necessary</i> * <i>set aside the decision regarding the punishment with adequate justifications.</i>	<i>do</i>	<i>Appeals Board</i>
33. The decision of the Appeals Board tabled at the Senate	<i>At the next available meeting</i>	<i>DR/SAR of C&AD</i>
34. The Senate approves the recommendations of the Appeals Board	<i>Within two Senate meetings</i>	<i>The Senate</i>
35. The Vice-Chancellor Communicate the decision of the Appeals Boards to * <i>The student</i> * <i>Table the decision at the Council for its ratification</i>	<i>Within a week</i> <i>At the next available meeting of the Council</i>	<i>DR/SAR/AR of LDD</i> <i>DR/SAR/AR of LDD</i> <i>DR/SAR of C&AD</i>
36. Until the inquiry process is over, the accused student may continue the academic programme under the condition that the results of any examination taken by the student during the period are withheld until the inquiry is over. After the inquiry, whether to release the results or not shall be determined based on the decision of the Senate on the report of the EDC.	<i>During the inquiry period</i>	<i>Dean DR/SAR/AR</i>
37. Archiving the decision and the relevant document	<i>For 12 years</i>	<i>DR/SAR/AR C&AD</i>

Abbreviations: SOP, Standard Operating Procedures; CDCE, Centre for Distance and Continuing Education; PGI, Postgraduate Institute; BoS, Board of Study; AR, Assistant Registrar, SAR, Senior Assistant Registrar; DR, Deputy Registrar; EDC, Examination Disciplinary Committee; C&AD, The Council and Academic Division; LD, Legal and Documentation Division

12 A note on Special Circumstances *(to be noted by the officer responsible for implementing the SOP for future reference and development of the SOP):*

Name of the SOP:

.....
.....
.....

Notes for further enhancing the efficiency (by the officer responsible):

Any additional template/SOPs to be developed under/in relation to this for further enhancing the efficiency:

.....
.....
.....

Difficulties experienced and suggested solutions:

.....
.....
.....

Declaration by the Monitoring Responsibility

This SOP was reviewed on.....and observed to be adequate and acceptable/ or following revisions are suggested

12.1
12.2
12.3

Date:..... **Signature:**

Designation:

****, The SOP shall be reviewed using the information on this page every two-years, and for that, this page shall be returned to CMD, UoP***

Chapter 12

Examination Offences by those other than Candidates

12.1 Unauthorized Communication

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12.1

12.1.1 Divulging the contents of a secret document or part thereof shall be an offence.

12.1.2 Delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any unauthorized person who is not a person to whom he is authorized to deliver or transmit such document.

12.2 Unauthorized divulging of Marks

12.2.1 No examiner or person entrusted with filling up of mark sheets, mark books etc., shall divulge any information relating to the answer scripts or mark sheets or mark book to any unauthorized person.

12.3 Dishonest Marking

12.3.1 No unauthorized person shall make an answer script.

12.4 Dishonest Alteration

12.4.1 Every erasure interpolation or any other alteration in any mark book, mark sheet or answer scripts, shall be done by a person authorized to do and he shall initial same.

12.5 Dishonest Disposal and Disclosure of Secret Documents

12.5.1 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. No person entrusted with the duty of typing, stenciling duplicating, printing, packeting, 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.

12.6 Theft or Dishonest breaking of Receptacle Containing Secret Document

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

12.7 Fraudulent Introduction of Answer Scripts

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

12.8 Dishonesty by Commission or Omission

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

12.9 Assistance or Connivance

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

12.10 Procedure for Disciplinary Action

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

12.10.1.1 In case of the University employees action shall be taken in terms of the disciplinary procedure of the university, including action by the Police where necessary.

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

Chapter 13

Maintenance of Secrecy

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13.1 Secrecy

13.1.1 No employee of the University engaged in examination-related duties, nor any other individual whose services are utilized for such purposes, shall disclose any confidential information obtained directly or indirectly while performing their responsibilities.

13.2 Oath

13.2.1 For this purpose they shall take the following oath of secrecy before the Director at the commencement of each year.

I being an employee of the University (State Campus) do hereby solemnly, sincerely and truly declare and affirm as follow:

- a. I shall at all times conduct myself and do everything in my power in the performance of my duties connected with the conduct of examinations such as preparation of question papers/ setting, moderation and translation, typing, stenciling, duplicating and packeting, supervising and invigilation, marking of answer scripts, entry and maintenance of marks, release of results and any other related or ancillary process or activity whatsoever connected thereto so that the utmost secrecy shall be maintained in such matters.
- b. I shall not directly or indirectly procure or attempt to procure any information of confidential nature relating to examinations from any person whomsoever or disclose to any other person whomsoever any information of a confidential nature that I may receive or become aware of in the course of my duties connected with the examinations of the University except as may be necessary for the due performance of my duties.

13.3 Secret document

13.3.1 Every question paper set at an examination of the Institute, or any other document declared as secret, shall be deemed to be a secret document from the time the paper is set until the lapse of half an hour from the time of commencement of the answering of such paper by candidates at that examination.

13.3.2 Every employee of the Institute engaged in any type of work connected with examinations, shall bring to the notice of the Director if any close relative of his/her, is sitting for the examination. For this purpose the words “employee of the Institute” shall include any person engaged for work connected with examinations. A close relation includes a child, spouse or brother or sister.

Chapter 14

Receiving Answer Scripts from the Examination Centre

14.1 Acceptance of Answer Packets

- 14.1.1 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall decide for an official to remain in the Examinations Branch to receive the sealed packets of answer scripts handed over by the Supervisor. The receipt of the answer packets shall be acknowledge in duplicate on Form Ex/19. One copy of this form shall be handed over to supervisor, the other copy to the Registrar together with the packets of answer scripts.
- 14.1.2 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall check whether all answer scripts of the session/ day have been received and decide with examiners for the collection of the packets at the earliest opportunity.

14.2 Distribution of Answer Scripts to Examiners

- 14.2.1 The Examiner shall decide with the Deputy Senior Assistant Registrar/Assistant Registrar to take delivery of packets at the Examination Branch or for sealed packets to be delivered to him/her at the Department of study of the Examiner concerned.
- 14.2.2 Any other arrangement for the delivery of packets of answer scripts may be made only with the approval of the Director.
- 14.2.3 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall deliver to the Examiner together with the packets or answer scripts, the following:-
- a. Instructions for Marking
 - b. Detailed Mark Sheets
 - c. Summary Return Form
 - d. Voucher
 - e. Marking Scheme
 - f. Covering letter recording the number of scripts enclosed, the date by which the marks and the scripts should be returned and the acknowledgement form.
- 14.2.4 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall send a reminder to the Examiners not later than one week before the due date if the marks have not already been received. If the marks are not received on the due date, the Registrar shall report the matter to the Director who shall direct the Registrar to take appropriate action.

Chapter 15

Procedure for Marking of Answer Scripts

15.1 Marking Scheme

15.1.1 There shall be where appropriate a marking schemes for each question paper prepared and moderated in terms of chapter V.

15.1.2 The marking scheme shall be studied carefully by the marking examiners and the marks assigned for each question or part of a question accordingly.

15.1.3 The marking scheme shall give the important points that should be included in the expected answer, how each point is to be evaluated, and the breakup of the maximum possible mark according to different aspects of the answer (if different aspects such as subject matter, organization, expression etc. are to be evaluated separately) or according to the several elements of the answer should be indicated

15.1.4 Since there may be various reasons why the answers of the candidates do not measure up to the marking scheme a modification of the marking scheme may become necessary. The first marking examiner shall therefore mark a few pilot scripts selected at random to consider whether the marking scheme requires modification, if he decides that it is necessary to modify the marking scheme he shall bring the matter to the notice of the Chief Examiner who shall take necessary action in the matter in consultation with other Examiners

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15.1

15.1.5 A copy of the finalized marking scheme shall be forwarded to all marking examiners

15.2 Marking

15.2.1 Marks shall not be entered on the Answer Scripts, except in instances where the examiner is specifically instructed to do so.

15.2.2 In the case of Examinations where there are two markings of scripts, each marking shall be independent and the marks of one examiner shall not be made available to the other examiner.

15.2.3 On the Detailed Mark Sheet the marks given to each candidate shall be entered for the particular question marked, and the same procedure shall be followed for the other questions, question by question.

15.3 Return of Marks

- 15.3.1 The question paper, the marking scheme the answer scripts the Detailed Mark Sheet and the Summary Form shall be handed over to the Registrar by the marking examiner/ coordinator.
- 15.3.2 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar. shall satisfy himself that the Detailed Mark Sheets are in order and thereafter send the scripts for correction to the second examiner who shall also follow the procedure, outlined in this chapter.

15.4 Computation of Final Marks

- 15.4.1 The determination of final marks shall be governed by rules established by individual Senates, in accordance with their respective academic policies and procedures.
- 15.4.2 As and when the Final Marks of a paper/ subject have been computed the Head of Department shall check the Final Marks Sheet and satisfy himself that the entries have been correctly made, and send the Final Marks Sheet together with the detailed mark sheets duly signed by the Examiners and the Final Statistical summary

15.5 Duties of Marking Examiners

- 15.5.1 If any person who has been appointed a marking examiner is unable to function as such he shall forthwith inform the Registrar who shall make alternative arrangements in consultation with the Chairpersons of boards of studies concerned.
- 15.5.2 On receipt of the Answer Scripts from the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar the Examiner shall check with the Attendance Sheets whether he has received the answer scripts of all those who had been present for the paper. If there are any discrepancies, he shall notify same to the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar immediately. It is the responsibility of the Marking Examiner to keep all answer scripts in safe custody.
- 15.5.3 All scripts shall be marked personally by the Examiner who shall prepare the summary according to provisions of this chapter.
- 15.5.4 The Examiner shall as soon as he marks the scripts forward same together with the Mark Sheets under sealed cover to the Registrar

Chapter 16

Entry of Marks

16.1 Entry of Marks

16.1.1 On receipt of the Final Mark sheet the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall enter or cause the Marks to be entered in the Mark Book or in the original of the schedule of candidates where it is used as the Mark Book. No entry shall be erased. Any error made shall be clearly crossed out and the correct mark written neatly.

16.2 Responsibility

16.2.2 The Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall ensure the Marks are correctly entered, totaled, averaged, checked and re-checked under his supervision. At the end of the entries in the Mark Book for the particular examination the staff engaged in this work shall certify to the accuracy of the entries as follows.

Name

Signature

Entered by (1)

Checked by (1)

16.2.3 A Record of the steps relating to entry of Marks, preparation of Results sheets etc. shall be made.

16.3 Determination of Results

16.3.1 At the Meeting of the Board of Examiners the Board shall determine the Results in accordance with the performance criteria, paying special attention to borderlines cases.

16.3.2 The Board of Examiners of coursework examinations shall include the following members:

- (a) Director of the Institute who shall be the Chairperson of the Board of Examiners
- (b) Chairperson/(s) and Secretary/(s) of the relevant Boards of Study
- (c) Relevant Postgraduate Programme Coordinator/(s)
- (d) Examiner/(s) of courses/subjects.

Chapter 17

Releasing of Results

17.1 Results Sheet

17.1.1 The result sheets shall also include the following

- (a) The words “Postgraduate Institute of Science” and the University of Peradeniya.
- (b) The name of the Examination together with the year in respect of which the examination was held
- (c) Time month and the year when the examination was held
- (d) That the results are provisional and are submit to confirmation by the Senate
- (e) Signature of the Director and the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.

17.2 Releasing of Results

17.2.1 Provisional results shall be released upon approval by the Board of Examiners subject to the approval of the Board of Management and the Senate.

17.2.2 Depending on the nature and the size of the examination the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall be given sufficient time to release the results after the determination of the results by the Board of Examiners.

17.2.3 A student shall make a request in the prescribed form to the Registrar of the Institute regarding any correction or verification of results/certificates issued by the Institute.

17.2.4 All Examination results shall be displayed on the notice board.

17.3 Confirmation of the Provisional Results

17.3.1 The Institute shall recommend names of candidates who successfully completed the requirements of respective degree programmes through Boards of Examinations and the Board of Management to the Senate for approval. Results of degree programmes shall be effective only with the approval of the Senate.

17.4 Issue of Results

17.4.1 Every candidate may be issued one or more of the following documents:-

- (a) A statement of provisional results of examination
- (b) Final Examination Certificate
- (c) Transcript
- (d) Degree Certificate

according to the stipulations given

174.1. (a) Statement of Provisional Results

17.4.1 (a) Every candidate shall be issued a Statement of Results on a printed form, duly signed by the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar, upon the student's request. on a request of a student. These statements will be issued after the release of provisional results and will remain valid until the approval of the Senate. They will serve as temporary certificates.

17.4.1. (b) Final Examination Certificate

This certificate shall be issued only after the confirmation of the results by the Senate. Candidates shall apply for such a certificate and the certificate duly signed by the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar shall be issued on payment of the prescribed fee. No duplicate shall be issued except where satisfactory evidence has been produced to the effect that the original certificate issued has been damaged destroyed or lost. The fee for the Duplicate Certificate shall be double the prescribed fee.

17.4.1. (c) Transcripts

Transcripts shall contain information as to the Subject Code, Title of the Subjects, No: of Credits and the grades obtained by the candidate. These shall be issued on a request and the payment of the prescribed fee.

17.4.1. (d) Degree Certificate

Every candidate who has passed the final examination of a postgraduate programme shall be issued a degree certificate at or after the University's convocation. The format of the degree certificate shall be determined by the University Senate.

Chapter 18

Examination Payments

18.1 Rates of Payments

18.1.1 Payments for various services related to the conduct of examinations shall be made in accordance with the rates approved by the Finance Committee and the Board of Management of the Institute.

18.2 Voucher and Claims

18.2.1 The voucher shall be carefully prepared and duly certified by the officer responsible for the expenditure, and then submitted to the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar, who shall maintain a record of such payments in the relevant register or registers.

18.2.2 Each Examiner, Supervisor, Invigilator, Hall Attendant and other employees shall make a separate claim certified by the Supervisor or the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar as the case may be.

Chapter 19

Maintenance of Record

19.1 Release of Marks

19.1.1 The marks scored by candidates shall be treated as strictly confidential and shall not be released except as provided for below:

- (a) for official purpose within the Institutes at the direction of the Director.
- (b) for any other official purpose at the direction of the Director.

19.2 Storing of Answer Scripts

19.2.1 All answer scripts shall be kept under safe custody for a period of five years from the date of release of results and thereafter destroyed or disposed of in such a manner so that their contents may not be revealed. (Eg. To the paper coporation for recycling or by special arrangements to manufactures of crackers etc.)

19.3 Marking Sheets and Results Books

19.3.1 All Mark Sheets shall be kept of record for a minimum period of five years and thereafter destroyed.

19.3.2 All Results Books shall be kept under lock and key and be preserved.

19.4 Question Papers

19.4.1 At least 2 copies of every question paper shall be filed of record in additions to copies kept in the library.

19.5 Confidential Room

19.5.1 Each University shall have a confidential room attached to the examinations branch where confidential work such as entry of marks, typing, stenciling, duplicating and packeting of question papers, preparation of transcripts etc shall be done.

19.5.2 All confidential documents in connection with examinations such as Mark Sheets, Mark Books shall also be kept of record in this room.

19.6 Academic Record of Students

19.6.1 The Academic Record of every students shall be entered in Index Card (*PGIS/Ex/ Form 26*) and preserved in a filing cabinet. They shall be arranged according to the course followed and the date of graduation. All entries in the Index Card shall be authenticated by the Registrar.

Chapter 20

Remote/Online (Proctored) Examination

20.1 Pre-Exam Guides

- **For Supervisors:**

- a. Understand exam procedure: starting, ending, troubleshooting, and technical support.
- b. Test technical setups (devices, internet, and accessories) before the exam.
- c. Provide students with detailed instructions (format, duration, rules, and materials).
- d. Share contact details for supervisor(s) and/or invigilator(s) for technical issues.
- e. Verify student identities using prescribed methods (e.g., ID verification or facial recognition).
- f. Ensure students sign an honor pledge affirming academic honesty (*PGIS/Ex/Form 25*).
- g. Plan for emergencies (e.g., power or internet failures).
- h. Use secure platforms like LMS with official logins for exam delivery.
- i. Consider accessibility for students with disabilities or in different time zones.

- **For Students:**

- j. Prepare a quiet, well-lit exam space free of unauthorized materials.
- k. Ensure devices meet technical requirements and are fully charged.
- l. Test internet connectivity and have a backup plan.
- m. Gather required materials (e.g., writing sheets, calculators).
- n. Log in at least 15–30 minutes before the exam.
- o. Understand exam rules and consequences for violations.

20.2 During Exam Guides

- **For Supervisors:**

- p. Maintain open communication with students for technical or instructional issues.
- q. Monitor exams using tools like data analytics for unusual patterns or misconduct.
- r. Randomize questions or use question pools to minimize cheating opportunities.

- **For Students:**

- s. Keep webcams and microphones operational throughout the session.
- t. Follow identity verification protocols.
- u. Inform the supervisor immediately if technical issues arise.
- v. Avoid prohibited materials and follow exam rules strictly.

20.3 Post-Exam Guides

- **For Supervisors:**

- a. Record and report incidents of suspected misconduct or technical irregularities.
- b. Continuously improve exam practices based on feedback and emerging technologies.

- **For Students:**

- c. Upload the answer scripts within the allotted time (with a 30-minute grace period if required).

- d. Ensure scanned answer scripts meet format and submission requirements.
- e. Safely store both handwritten and digital copies of the answer scripts.

Chapter 21

Re-Scrutiny of Examination Results

21.1 Eligibility to Apply

- a) A candidate who is not satisfied with the grade awarded after viewing his/her answer script may apply for re-scrutiny.
- b) Applications must be submitted within one week after the date of viewing the answer script.
- c) The candidate should submit the prescribed application form to the Deputy Registrar (Examinations), PGIS, together with proof of payment.
- d) The re-scrutiny fee is Rs. 500.00, payable to the Account Division, PGIS.
 - a. If the result is changed, the deposit will be refunded in full.
 - b. If the result remains unchanged, the deposit will be annulled.

21.2 Procedure

21.2.1 Submission of Request

- a) The candidate submits the completed application form and proof of payment to the Deputy Registrar (Examinations), PGIS (*PGIS/Ex/Form 26*)

21.2.2 Referral

- b) The Deputy Registrar (Examinations) refers the request through the Director/PGIS to the Scrutiny Board.

21.2.3 Scrutiny Board Composition

- a) Chairperson/ Board of Study (or nominee)
- b) First Examiner
- c) Second Examiner

21.2.4 Re-Scrutiny Process

- a. The relevant answer script(s) will be taken out in the presence of the candidate from the Examination Unit/PGIS
- b. The first and second examiners will carefully check the marking and totaling.
- c. If an error or omission is detected, corrections will be made.
- d. Possible outcomes:
 - i. Grade increased
 - ii. Grade unchanged
 - iii. Grade decreased
- e. Note: Grade cut-offs will not be altered.

21.3 Documentation

- a) If the grade changes, a Change of Grade Results will be forwarded to the relevant Board of Study for approval.

- b) If no change is made, the candidate will sign an agreement statement acknowledging the outcome.

21.4 Notification

- The candidate will be officially notified of the decision within a reasonable timeframe.
- The decision of the Scrutiny Board is final.

Chapter 22

Evaluation Procedure

22.1 Evaluation Scheme

22.1.1 Each course taken by the student will be evaluated through the scheme as given below.

22.1.2 The evaluation of each course shall be based on in-course assessments and end-semester examinations. The weightage of marks given below can generally be used as a guideline in the computation of the final grade.

End of course examination	60-80%
Continuous assessments (mid-semester examination, assignments, etc.)	20-40%

22.1.3 Courses with laboratory and/or fieldwork may be evaluated only by continuous assessments.

22.1.4 The Based on the scheme given above, the overall performance of a student in a each course unit shall be evaluated by the respective instructor(s) and a grade will be assigned. The minimum grade a student should earn to pass a course is C.

22.2 Scheme of Grading (Grades/Grade Points/ Marks Ranges)

22.2.1 On completion of the end of course examinations, the instructors are required to hand over the grades of course units to the Programme Coordinator who assigns the Grade Points according to the following table:

Grade	Marks Range (%)	Grade Point
A+	85-100	4.0
A	75-84	4.0
A-	70-74	3.7
B+	65-69	3.3
B	60-64	3.0
B-	55-59	2.7
C+	50-54	2.3
C	45-49	2.0
E	44-0	0.0

A minimum grade of C (or equivalent) must be obtained in all coursework modules.

22.2.2 The GPA is calculated using the weighted average of grade points for all credit-bearing taught modules:

$$\text{GPA} = \frac{\sum(\text{Grade Point} \times \text{Course Credits})}{\sum \text{Credits}}$$

Related UGC Circulars, By-laws, Policies and Manual

1. Commission Circular No. 12/2017
2. Establishment Circular Letter No. 15/2015
3. Commission Circular No. 981
4. Manual of Procedure for Conduct of University Examination's published by UGC in 1982
5. The University SOP on Dealing with Examination Offences Conducted by Candidates
6. PGIS Handbook

Appendix I: Printed Forms



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

PGIS/Ex/Form 01

Examination Entry Form (Proper/Repeat/Makeup)

Deadline for the Submission of Exam Entry Form	For Office use only

01	Registration No:	
02	Names with Initials:	
03	Name in Full:	
04	Postal Address:	
05	Contact No:	
06	Email:	
07	Name of the Certificate/Diploma/Master Programme:	
08	Academic Year and the Semester of the Examination	
09	Date of Expiry of Registration	
10	If you Repeat/Makeup the examination, Year and Semester of the Last Examination:	

Courses to be taken at the end of semester examination				
No:	Course Code	Course Title	No. of Attempts (First/Second/Third)	Signature of the Coordinator
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

(Please turn overleaf for instructions)

I certify that above information is true and accurate. I am aware that my application could be rejected for any of the reasons under the Examination rules and regulation of the Postgraduate Institute of Science and if this application is rejected the Postgraduate Institute of Science will not refund the course fees paid by me.	
Signature of the Applicant:	
Date:	

Instructions to Students:

1. Complete all relevant sections. Incomplete applications will be rejected.
2. Send the duly completed Examination Entry form to the dr@pgis.lk on or before the closing date indicated on this form.
3. All students who are eligible to sit for an examination shall be given the Examination Admission Card and Time Tables at least 14 days before the commencement of the examination upon successful completion of the relevant payment.
4. Any student who did not receive the relevant information seven days before the commencement of the examination shall contact Deputy Registrar of the PGIS immediately.



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

List of Examiners

Board of Study:

Masters Programme:

Academic Year:

Semester:

***Note:** An examiner who is nominated as the second examiner is not eligible to serve as the moderator for the corresponding course code.*

Course Code	Course Title	Paper Setter	First Examiner	Second Examiner	Moderator

.....
Signature of the Programme Coordinator

.....
Signature of the Chairperson

Date:

Date:



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

List of Examiners

Confidential

POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA
Question Paper

To be filled in by the
Examiner setting questions

Name of the Examination	:
Academic Year and the Semester	:
Course Title	:
Course Code	:
Time Allowed	:
Instructions regarding choice of questions and No. of questions to be answered, and whether any section/part of the question paper should be answered in separate answer books, and other special instructions, if any	:

Question
No:

(Please write legibly and on one side only)

[illegible]

**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA**

Continuations Sheet

Question Sheet

Name of the Examination :

Course Title :

Question No.	(Please write legibly and on one side of the paper)
	<div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div> <div>DateSignature of the Examiner</div>
	<div><u>For use of Moderator</u></div> <div>.....</div> <div>.....</div> <div>.....</div> <div>.....</div> <div>DateSignature of the Moderator</div>
	<div>.....</div> <div>Signature of the Director/PGIS</div>



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

Special Requirements for the Paper

1. Name of the Examination :
- Academic Year :
- Semester :
- Course Title :
- Course Code :
- Number of Papers :
- Name of Setting Examiner :

2. The following materials * should be provided to the candidate for this paper including answer books and single sheets.

Quantity

- | | |
|----------|-------|
| a) | |
| b) | |
| c) | |
| d) | |
| e) | |
| f) | |
| g) | |

Indicate the quantity to be provided in each instance.

3. Indicate which of the special material mentioned above are being enclosed, and which should be furnished by the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.

4. Indicate whether answers to any part/section of the paper are to be answered and/or packeted separately.

.....

Date

.....

Signature of Examiner

**These include graph paper, logarithms, ledger paper, drawing paper, journal entry forms, diagrams, maps, special tables, statistical tables etc.*



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

PGIS/Ex/Form 06

CONFIDENTIAL

Name:

Address:

From:

.....

.....



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)

PGIS/Ex/Form 07

UNIVERSITY OF PERADENIYA, SRI LANKA

CONFIDENTIAL

The following documents are enclosed in this
envelop*

1. Question Paper
2. Outline maps
3. Marking Scheme

Name of the Examination:.....

Academic Year:.....

Semester:.....

Course Code:.....



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

Conflict of Interest Declaration Form for Examiners

Examination Paper Setting

1. Examiner Details

- Name of the Examination:.....
- Name of the Examiner:
- Course Title:
- Course Code:

2. Purpose of This Declaration

All examiners involved in the setting of examination papers are required to disclose any actual, potential, or perceived conflicts of interest. This ensures the integrity and fairness of the examination process.

A conflict of interest may arise where:

- The examiner has a close personal, professional, or financial relationship with any student likely to sit the examination.
- The examiner is teaching or tutoring students in the same course module through private arrangements.
- The examiner has been involved in recent disputes or disciplinary issues related to the students, course, or institute.
- Any other situation that may be seen to compromise impartiality or confidentiality.

3. Declaration

Please indicate one of the followings to declare the conflict of interests related the setting of the examination papers:

☐

I hereby declare that I have no conflict of interest related to the setting of the examination paper for the above course/module.

☐

I wish to declare the following actual, potential, or perceived conflicts of interest:
(Please provide details, including names of individuals, nature of relationship, and any relevant context):

.....

.....
.....

4. Confidentiality Statement

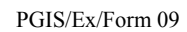
I understand that all examination papers are strictly confidential. I agree not to disclose, reproduce, or share any part of the examination content with unauthorized persons. I acknowledge that any breach of confidentiality or failure to declare a conflict of interest may lead to disciplinary action.

5. Declaration and Signature

I confirm that the information provided above is accurate and complete to the best of my knowledge. I undertake to inform the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar of Examination Division of the Postgraduate Institute of Science immediately if any conflict arises after submitting this form.

.....
Signature of Examiner

.....
Date



Signature of Recipient



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)

UNIVERSITY OF PERADENIYA, SRI LANKA

Details of Question Papers

Title of the Examination.....

[illegible]



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)

UNIVERSITY OF PERADENIYA, SRI LANKA

Daily List of Papers

[illegible]

Morning/Evening

(Envelop Size 15" x 10")

CONFIDENTIAL

POSTGRADUATE INSTITUTE OF SCIENCE UNIVERSITY OF PERADENIYA

This is to be certify that this packet of question papers was opened ata. m. / p.m. on at the Examination Center and in the presence of the candidates.

.....
Name and the Signature of the Supervisor

.....
Name, Reg. No. and the Signature of the Student

This packet is to be opened only by the person officially entrusted with the conduct of the Examination, in the presence of the Candidates.

NUMBER OF PAPERS ENCLOSED IN PACKET :.....

COURSE CODE OF THE PAPER:.....

NAME OF THE

COURSE:

NAME OF THE MASTER

PROGRAMME:.....

SEMESTER : IST SEMESTER/ IIND SEMESTER

CENTER :

DATE :

TIME :

Morning/Evening

(Label)

CONFIDENTIAL

**POSTGRADUATE INSTITUTE OF SCIENCE
UNIVERSITY OF PERADENIYA**

This is to be certify that this packet of question papers was opened ata. m. / p.m. on at the Examination Center and in the presence of the candidates.

This packet is to be opened only by the person officially entrusted with the conduct of the Examination, in the presence of the Candidates.

NUMBER OF PAPERS ENCLOSED IN PACKET :.....

COURSE CODE OF THE PAPER:.....

NAME OF THE

COURSE:

NAME OF THE MASTER

PROGRAMME:.....

SEMESTER : IST SEMESTER/ IIND SEMESTER

CENTER :

DATE :

TIME :

.....
Name and the Signature of the Supervisor

.....
Name, Reg. No. and the Signature of the Student



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

Preparation of Question Paper

1. Name of the Examination :
2. Academic Year and the Semester :
3. Course Code and the Title:
4. Receipt of paper (a) From :
- (d) Date :
5. Sent to Moderator (a) Name :
- (b) Date :
6. Received from Moderator (a) Name:
- (b) Date:
7. Printing and Packeting
 - (a) Machine Operator:
 - (b) Management Assistant:
 - (c) Others Present:
 - (d) Date:
 - (e) No. of copies prepared:
 - (f) No. of packets prepared:
8. Spoilt Papers: Destroyed/Separately Packeted

.....

.....

Date

Deputy Registrar/Senior Assistant Registrar/Assistant Registrar



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

Daily Examination Schedule

Date:					
Examination Details					
Course Code	Time	Course Title	Venue	No: of Students	Session
.....	<input type="checkbox"/> Morning <input type="checkbox"/> Evening
.....	<input type="checkbox"/> Morning <input type="checkbox"/> Evening
.....	<input type="checkbox"/> Morning <input type="checkbox"/> Evening
.....	<input type="checkbox"/> Morning <input type="checkbox"/> Evening

Confirmation Checklist	
Packet of question papers prepared	<input type="checkbox"/>
Attendance sheets prepared	<input type="checkbox"/>
Issuance of Admission Cards	<input type="checkbox"/>
Examination timetable prepared	<input type="checkbox"/>
Examination roster prepared	<input type="checkbox"/>
Answer books available	<input type="checkbox"/>
Stationeries available	<input type="checkbox"/>
Special requirements for the papers available	<input type="checkbox"/>
Other	<input type="checkbox"/>

.....

Deputy Registrar /Senior Assistant Registrar/Assistant Registrar

.....

Date



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS) UNIVERSITY OF PERADENIYA, SRI LANKA

Instructions to Supervisors, Invigilators and Hall Attendants Postgraduate Institute of Science (PGIS)

1. Introduction

The following instructions are issued to ensure the smooth, fair, and efficient conduct of examinations held at the Postgraduate Institute of Science (PGIS). All Supervisors, Invigilators, and Hall Attendants are required to strictly adhere to these guidelines before, during, and after each examination session.

2. Duties of Supervisors

2.1 Before the Examination

1. Report to the Office of the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar at least half an hour before the commencement of each session to collect:
 - Question paper packets and other related materials.
2. Check carefully that:
 - The correct question paper packets have been issued according to the timetable.
 - All packets are properly sealed and none are missing.
3. On arrival at the examination centre, the Supervisor shall:
 - Ensure that all necessary papers and documents have been brought.
 - Confirm that the hall is cleaned and desks are properly arranged and numbered.
 - Verify the presence of Invigilators and Hall Attendants, assign duties, and make suitable arrangements in case of staff shortages, informing the relevant officer if necessary.
 - Allocate a specific number of candidates to each Invigilator.
4. Entry Control
 - Only authorized entrances shall be used by candidates.
 - Invigilators shall be posted at each entrance to maintain order and prevent unauthorized material being brought in.
 - Candidates shall be admitted not earlier than 10 minutes before the examination and not later than 30 minutes after commencement.

2.2 During the Examination

1. Ensure that date-stamped answer books are placed on each desk at least 15 minutes before the start of the paper.
2. Continuation sheets must be issued only by Invigilators, each duly date-stamped before issue.
3. Make the following announcements before the commencement of the paper:
 - “Strict silence must be observed during the examination.”
 - “No candidate shall remove any answer books, continuation sheets, or other materials issued.”
 - “No unauthorized materials are allowed inside. Any such material should be handed over immediately to the Invigilator.”
 - “No candidate shall leave the hall during the first 30 minutes or the last 15 minutes.”
4. Open the question paper packets in the presence of an Invigilator, ensuring correctness and completeness.
5. Distribute the question papers to Invigilators for the candidates assigned to them.
6. After distribution, announce:
 - “Please check whether you have received the correct question paper.”
 - “This paper contains ___ pages and ___ questions. Please check that your paper is complete.”
 - “Read the instructions carefully before answering.”
7. Supervisors and Invigilators shall not offer any explanations or clarifications on the content of the question papers.
8. Ensure that all Invigilators and Attendants are performing their assigned duties efficiently.
9. After 30 minutes, instruct Invigilators to:
 - Obtain signatures of candidates on the original attendance lists.
 - Mark attendance on duplicate lists.
 - Verify each candidate’s identity using the Record Book.
10. If a Record Book is not produced, obtain a provisional declaration (Form Ex/26) and report accordingly.
11. Collect the original attendance lists and prepare the envelopes and labels for packeting scripts.

Time Announcements

- 30 minutes before the end: “Half an hour more.”
 - 15 minutes before the end: “Fifteen minutes more. Please check your Index Number, paper title, and tie up your papers. No candidate shall leave until the end.”
 - At the end: “Stop work and remain seated until the answer papers are collected.”
-

2.3 After the Examination

1. Collect answer scripts from Invigilators and check against duplicate attendance lists.
 2. Ensure all answer scripts are in Index Number order and that no materials are taken out of the hall.
 3. Packet answer scripts separately by subject and medium (maximum 60 per packet). Each packet must include:
 - A copy of the attendance list.
 - Two copies of the question paper.
 - Detail mark sheets.
 4. Label and seal all packets securely.
 5. Return to the Office of the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar the following items and obtain acknowledgment:
 - All packets of answer scripts.
 - Supervisor's Report (Ex/19).
 - Reports on examination offences (Ex/18).
 - Original attendance lists.
 - Return/Acknowledgement Form (Ex/20).
 - Balance question papers and stationery.
-

3. Duties of Invigilators

1. Report to the Supervisor before the session and carry out all assigned duties diligently.
 2. Maintain constant vigilance over candidates and move quietly among them without causing disturbance.
 3. Place examination stationery on desks before commencement and issue continuation sheets as required, ensuring they are date-stamped.
 4. Distribute question papers to assigned candidates and return any balance to the Supervisor.
 5. After 30 minutes, obtain signatures on the original attendance list and mark the duplicate. Return the original to the Supervisor.
 6. Enforce entry and exit rules (no entry after 30 minutes, no exit during the first 30 or last 15 minutes).
 7. Collect scripts from candidates leaving early and ensure each bears the correct Index Number.
 8. At the end of the examination, collect all scripts and verify that all details are correct before handing them to the Supervisor.
 9. Obtain written statements on Form Ex/18 for any detected examination offences and report any refusal to comply.
 10. After candidates have left, inspect the hall to ensure no materials remain.
 11. Assist the Supervisor in packeting and sealing answer scripts.
-

4. Duties of Hall Attendants

1. Report to the Examinations Branch 45 minutes before the start of each session to assist in collecting stationery and other required materials.
 2. Ensure the examination hall is clean and desks are arranged and numbered as instructed.
 3. Assist in distributing stationery and sealing answer script packets (but shall not distribute continuation sheets).
 4. Carry parcels of answer scripts, stationery, and equipment under supervision.
 5. Remain in the hall throughout the session unless granted permission by the Supervisor.
 6. Return examination hall keys to the Examinations Branch at the end of each day and collect them again for the next session.
-

5. Final Note

All personnel involved in the conduct of examinations are reminded that the integrity and fairness of the process depend on their strict compliance with these instructions. Any irregularities, delays, or breaches of procedure must be reported immediately to the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar.

Signature: _____

Date: _____



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

Examination for the Master of – 20.../20... Semester:.....

Title of the Course:

Course Code:

Date :

Time :

Venue :

List of students registration number/s eligible to sit for the examination:

No	Name	Registration No	Signature of the Student
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

Name and the Signature
of the Supervisor :

Date:.....

.....

Name and the Signature
of the Invigilator :.....

.....

Morning/Evening

CONFIDENTIAL

POSTGRADUATE INSTITUTE OF SCIENCE
UNIVERSITY OF PERADENIYA

Answer Scripts

This packet is to be opened only by the Examiner entrusted to Mark Answers Scripts.

Name of the Examiner :.....
.....

NUMBER OF SCRIPTS ENCLOSED

IN PACKET :.....

EXAMINATION:

NAME OF THE MASTER

PROGRAMME:.....

Address :.....
.....
.....
.....

PAPER :

CENTER :

DATE :

Name and the Signature of the Supervisor:.....

.....

TIME :



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

Name of the Examination :

Academic Year :

Semester :

Course Code :

Title of the Course :

Examination Center :

No: of Script enclosed :

From Index No. :..... to Index No.
(Inclusive)

No. of Candidates according to Attendance sheets :

Index Numbers of absentees :

.....

.....

.....

.....

.....

.....

.....

.....
Date

.....
Signature of the Supervisor



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

Report form for Examination Offences

Name of the Candidate:.....	Index No:.....
-----------------------------	----------------

Course Code :.....	Date:.....
Course Title:.....	

Offence Committee:

Time Detected:.....

.....
Signature of the Invigilator
(Detail Report overleaf)

Name of Candidate: Mr. /Mrs./Miss.....

It has been brought to my notice by the Invigilator

Date:
Signature of the Supervisor

Explanation of Candidate
.....
.....
.....

Date:
Signature of the Candidate

Observation of the Supervisor
.....
.....
.....

Date:
Signature of the Supervisor

Detail Report of Examination Offences

Unauthorized documents Describe the documents and where they were found. Name the documents serially	
Copying Describe from what document copying was done	
Describe in detail the disorderly conduct	
Impersonation Describe who impersonated whom	
Other Offences (description)	
Special Observations	Special Observations
..... Invigilator Supervisor



**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA**

Supervisor's Report

No: of Paper:.....

Date:.....

Course Code:.....

Course Title:.....

Time of Commencement:.....

Time of ending:.....

1. The Answer Scripts have been arranged in the serial order of the Index Number	Yes/No
2. Index Nos. of absentees have been marked in the Attendance Sheet	Yes/No
3. Total Number of students Presented for the examination
4. The numbers of answer scripts have been counted. The tally with the number present for the Examination.	Yes/No
5. Index No:/Nos:..... who were present have not submitted their answer scripts/or have not submitted their answer scripts for Part..... which was collected and packeted separately.	Please fill the Blanks in Cage 5
6. scripts were found unnumbered. The probable Index Numbers of the candidates who have not numbered their scripts have been indicated.	Yes/No
7. Index No. / Nos. has/have not produced their Record Book/Identity card. They have been requested to provide them at the next session.	Yes/No
8. Index No. / Nos. has/have not produced their admission card. Their signatures have been obtained on the Declaration.	Declaration attached
9. Report on: a) Opened on time	Yes/No

b) Swept and properly cleaned c) Desk numbered d) Answer books and Exam material available e) Inadequacy of Invigilators, Hall Attendants f) Names of Invigilators, Hall Attendants g) Names of Invigilators, Hall Attendants arrived late	Yes/No Yes/No Yes/No Adequate/Not adequate 1..... 2..... 3..... 1..... 2..... 3.....
10. Observations with regard to the printing and packeting of question papers or any other defect regarding question papers	Report annexed
11. Observations regarding Rubric or instruction to candidates	
12. Any drawback in the arrangements for the Examination	
13. Index nos. of candidates detected committing examination offences.	
14. Unauthorized documents found with candidate/s are sealed and submitted in a separate cover.	Yes/No
15. Report on the offence and the statement of the candidates are enclosed.	Yes/No
16. Whether any candidate fell ill during the session. How much additional times was given?	
17. Any other observations	



**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA**

Return / Acknowledgement Form for Answer Packets

1. Examination Details:

Subject Code:
Subject Title:
Date of Examination:
Session:

2. Details of Answer Packets Returned

Number of Packets Returned:
Range of Index Numbers (From – To):	From:..... To:.....
Total Number of Answer Scripts:

3. Handed Over By

Name:
Designation:
Signature & Date:	<p align="center">..... Signature Date</p>

4. Received By (Examination Branch)

Name:
Designation:
Signature & Date:	<p align="center">..... Signature Date</p>

Note: Both parties must carefully check the number of answer packets and answer scripts before signing this acknowledgement.



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

**DECLARATION BY CANDIDATE PROVISIONALLY ALLOWED TO SIT AN
EXAMINATION PAPER**

Examination:

Course/Subject Code:

Course/Subject Title:

Date of Examination:

Time:

Name of Candidate:

Registration No.:

Index No.:

Declaration by Candidate

I hereby declare that I have been provisionally allowed to sit the above-mentioned paper under the condition that I shall establish my identity by producing my student admission card/student identity card at the next examination session at which I sit for a paper.

I fully understand that failure to produce the student admission card/student identity card at the next session will result in the invalidation of this paper or any other action deemed appropriate by the Institute.

Signature of Candidate:

Date:

For Official Use by the Supervisor

At the next examination session, the above-named candidate produced his/her student admission card/student identity card for verification. I hereby certify that I am satisfied with the identity of the candidate in respect of the paper mentioned above.

Signature of Supervisor:

Name of Supervisor:

Date:

Note: This declaration shall be attached to the answer script packet of the relevant examination paper.



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA

**WRITTEN STATEMENT BY CANDIDATE DETECTED COMMITTING AN
EXAMINATION OFFENCE**

Examination:
Course/Subject Code:
Course/Subject Title:
Date of Examination:
Time:
Name of Candidate:
Registration No.:
Index No.:
Hall/Centre:

Statement by Candidate

I,
being a candidate at the above examination, make the following statement regarding the
incident which occurred during the said examination:

.....
.....
.....
.....

(Use additional sheets if necessary.)

I have read and understood the contents of this statement and confirm that it has been
written voluntarily and represents my own account of the incident.

Signature of Candidate:

Date:

To be completed by the Supervisor/Invigilator

The above statement was obtained from the candidate at the time of detection of the alleged offence. If the candidate refused to make a statement, the Supervisor/Invigilator shall record the fact below.

☐Candidate made a written statement as above

☐Candidate refused to make a written statement

Remarks (if any):

.....
.....

Signature of Supervisor/Invigilator:

Name:

Date:

Note: This form must be forwarded to the Examinations Branch, PGIS along with the detailed report of the incident.



**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA**

Declaration form for Remote/Online (Proctored) Examination

Course Code:

Course Title:

Name of the Master programme:.....

Date of Examination:.....

I pledge on my honor that during this Examination, I have neither given nor receive any unauthorized assistance and these submitted solutions are my own work.

Reg. No. :

Name with initials:.....

Date.:.....

Signature:.....



**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA, SRI LANKA**

Application Form for Re-Scrutiny of Results

Section 1: Applicant's Details

- a) Full Name:
- b) Registration Number:
- c) MSc Programme:
- d) Contact Number / Email:

Section 2: Course and Result Details

- a) Academic Year: Semester:
- b) Course Code & Title:
- c) Lecturer(s) in Charge:
 - 1.
 - 2.
- Grade Obtained:

Section 3: Student's Declaration

(Please tick ✓ each statement)

- ☐ I certify that the information provided in this application is true and accurate.
- ☐ I understand that after re-scrutiny my grade may **increase, remain unchanged, or decrease.**

Signature of the Student: Date:

Section 4: Administrative Use Only

- Payment Details:
Receipt No: Date: Amount: Rs. 500.00
- Chairperson/ Board of Study:
☐ Request forwarded to Scrutiny Board
Signature & Date:

Section 5: Scrutiny Board Decision

- Result after re-scrutiny:
 - ☐ Grade Increased
 - ☐ Grade Unchanged
 - ☐ Grade Decreased

Remarks:

Signatures:

- 1) Chairperson/ Board of Study or Nominee:
- 2) First Examiner:
- 3) Second Examiner:

Date: