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**Regulation No 01: 2021**

POSTGRADUATE INSTITUTE OF SCIENCE

**REGULATIONS FOR  
CONDUCTING EXAMINATIONS**

AT THE

**POSTGRADUATE INSTITUTE OF  
SCIENCE**

**UNIVERSITY OF PERADENIYA**

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Postgraduate Institute of Science

**REGULATIONS FOR CONDUCTING EXAMINATIONS**

[Prepared under the Universities Act No: 16 of 1978, as amended]

This regulation may be cited as Regulation No: 01 of 2021 and shall come into operation on the day the Council determines the date of implementation.

## **1. Rules pertaining to the Conduct of Examinations – Offences, Concessions and punishments for Examinations conducted for MS/ M.Sc./ M.Phil./ Ph.D. Degrees**

### **Assessment of Courses**

#### **In-course Assessment**

In-course assessment may include assignments, tutorials, presentations, field work, quizzes, laboratory work, etc. The teacher of a course will be responsible in giving details of in-course assessment such as type of assessments, deadlines for submission of materials, marks allocation, etc. to the student at the beginning of the course. The teacher will display marks of in-course assessment before students sit the end-semester examination of the course.

#### **End-semester Examination**

A student of a study programme is required, as stated otherwise, to sit an end-semester examination of each course. The marks allocated for end-semester examinations are determined as stated in the course specification table.

### **1.1 Registration for Examinations**

- To apply for any examination conducted by the Institute, a registered student of the Institute is required to make due payments and update the semester registration.
- A student sitting for his/her second or third attempt is required to pay the repeat examination fee when applying for re-examinations.
- A candidate should fulfil the pre-requisites required by the respective degree programme/course
- In order to be eligible to sit for an examination, a candidate should earn attendance requirement specified under course requirements of the course (Theory/ Practical).
- A candidate registered for an examination and made the respective instalment payment for a particular M.Sc. degree programme will receive the admission card and the timetable of the examination in advance.

### **1.2 Entering and Leaving the Examination Hall**

- 1.2.1
  - a. A Candidate shall enter the examination centre/hall only when requested to do so by the Supervisor but shall be present the precincts of the examination center/hall at the least 15 minutes before the commencement of the examination
  - b. A Candidate shall be conversant with and adhere to the instructions regarding examinations as specified by the PGIS Handbook prior to entering the centre. A valid admission card for the examination is required for entering the examination centre/hall.
- 1.2.2 A Candidate shall adhere to all instructions given by the Supervisor or an Invigilator during the examination.

- 1.2.3 A Candidate shall place any unauthorized material at a place or places designated before entering the examination centre/hall, and proceed directly to the seat or other place allocated to that Candidate.
- 1.2.4 A candidate shall not be admitted to the examination hall after the expiry of half an hour from the commencement of the examination.
- 1.2.5 a. On admission to the examination hall, a candidate is required to occupy the seat allocated to him/her and he/she should not change the seat except on the specific instruction given by the supervisor of the examination.
- b. A candidate shall not be allowed to leave the hall until half an hour has elapsed from the commencement of the examination or during the last 15 minutes of the examination. This clause may not be applicable to in-class tests. A Candidate may not leave his/her seat without the permission of the Supervisor.
- c. A Candidate may be permitted provisional entry on account of an unforeseen event after the said expiry in clause 1.2.4, if no candidate has left the examination centre (or any other centre where the same assessment is concurrently conducted), at the sole discretion of the Supervisor. No extra time will be allowed for such candidates.

### **1.3 Proof of Identity of the Candidate**

- a. A Candidate shall bring into the examination centre, the PGIS Identity Card or Student Record Book bearing one's photograph depicting the present appearance of the Candidate, as proof of identity (renewal of the ID, if needed, should be done by the student).
- b. A valid National Identity Card or Passport may be used as proof of identity in the absence or deficiency of the identification documents in the above paragraph.
- c. If a candidate of an examination loses his/her student identity card/admission card, he/she is required to obtain a duplicate of the student identity card/admission card from the Assistant Registrar/Senior Assistant Registrar/Deputy Registrar of the Institute to produce at the examination hall.
- d. A Candidate whose true identity is not depicted in the photograph as in 1.3 (a) shall in addition produce a recent photograph depicting the present appearance, duly endorsed by the Director, Deputy Registrar, Senior Assistant Registrar/Assistant Registrar of the PGIS.
- e. A Candidate whose name in the identification documents in 1.3 (a) differs in any manner with that appearing in the candidature list for the subject, acceptable procedure to be followed, i.e., the candidate shall produce either an affidavit or a certificate to the effect that endorsed by the Assistant Registrar/Senior Assistant Registrar/Deputy Registrar of the PGIS that both names refer to one and the same person.

- f. Attendance of a candidate should be marked with the identification by the Supervisor. No candidate shall be allowed to wear attire preventing proper identification. Candidate must prove his/her identity to be considered as attendance for the examination.

#### **1.4 Authorized Materials**

- a. A candidate of an examination should bring his/her own pens, ink, mathematical instruments, erasers, pencils or any other equipment or stationery which he/she has been permitted to bring to the examination hall.

Examination stationery such as writing papers/answer books, graph papers, drawing papers, ledger papers, etc. with date and session stamp of the Institute will be supplied at the examination hall. A candidate is not permitted to use papers /answer books given in an earlier session/a date or papers other than those supplied to him/her by the supervisor/invigilators at the time of the examination.

- b. The use of any technical device such as a calculator or any other instrument will be permitted only for question papers that contain a rubric to that effect.
- c. Materials such as statistical tables, maps, drawings, etc. will be supplied at the examination for question papers that contain a rubric to that effect.
- d. A candidate should make sure that no sheet of writing paper, answer book, etc. supplied to him/her are torn, crumpled, folded or otherwise mutilated.

#### **1.5 Unauthorized Materials**

During the course of answering a question paper:

- A candidate is not permitted to possess unauthorized material such as books, articles, notes, signs or formulae, tables, figures, etc. on his/her person. Unauthorized materials should also not found/written on his/her clothes, body, admission card/student record book/student identity card, timetable, etc.
- All unauthorized items which a candidate has brought to the examination hall with him/her should be kept at a place designated by the supervisor or invigilators before the commencement of the examination.

#### **1.6 Discipline at the Examination Center**

- a. A candidate shall disclose any items in one's possession or person if requested by the Supervisor or an invigilator or other person permitted by the Supervisor.
- b. A candidate shall neither seek nor obtain academic help from the Supervisor or Invigilator.
- c. A candidate shall neither lend nor borrow any material from any other candidate.
  - Candidate shall neither help nor attempt to help another candidate or act

negligently so that another candidate has the opportunity of copying.

- A candidate of an examination is under the authority of the supervisor and is expected to assist the supervisor by following his/her instructions and those of the invigilators during the examination and immediately before and after the examination.
  - Within the examination hall and its precincts, a candidate is required to behave in a proper way; he/she should not cause disturbance or inconvenience to the supervisor or his/her staff or to the other candidates. A candidate is liable to be sent out of the examination hall for improper/disorderly conduct.
  - A candidate is required to maintain absolute silence when entering or leaving the examination hall, in the examination hall and its precincts. During the examination, reading question papers loudly and oral recitation of any answers during /after the time of writing the answers is strictly forbidden.
- d. A candidate shall enter his/her own Index number on each and every answer script.
- e. A candidate shall hand over to the Supervisor or an Invigilator all answer scripts, tied as instructed, during or at the expiration of the examination.
- f. A candidate shall neither write his/her name nor any identifying mark on the answer script other than the index number unless specifically allowed otherwise. However, this may not be applied in the case of Continuous Assessment.
- g. A candidate shall not submit an answer script, which has been prepared completely or partially by anyone other than the candidate.
- h. A candidate, while entering and leaving the examination centre, shall conduct himself/herself in an orderly manner. A candidate is liable to be excluded from the examination centre for disorderly conduct.

### **1.7 Assessment of Thesis/Dissertation (M.Sc. Degrees/ M.Phil./ Ph.D.)**

#### **(I) Research Report Evaluation**

The assessment of the research project/ thesis shall consist with two thesis examiners recommended by the relevant Board of Study for evaluation. The thesis examiners evaluate suitability, adequacy and consistency of information, arguments and results, innovations and contribution to the literature, and practical relevance of conclusions and recommendations presented in the thesis/dissertation. The thesis examiners will examine the thesis comprehensively and submit a detailed report of the thesis with their recommendations to the Institute.

- a. After evaluation of the thesis, if the two thesis examiners recommend that the thesis is “accepted as it is” or “accepted with minor corrections”, an oral examination shall be scheduled and convened by the PGIS.
- b. If at least one of the thesis examiners recommend that “the thesis is accepted with major corrections”, the oral examination will be held only after the revised thesis is recommended as “accepted as it is” or “accepted with minor corrections” by the two

thesis examiners. The revised thesis should be resubmitted for evaluation within a specific time period (Three months for a MSc and six months for MPhil and PhD) within the period of registration of the degree programme.

- c. If the two thesis examiners recommend that “the thesis is not accepted”, a thesis review seminar will be held, and the following recommendation/s will be provided by the examination panel. The examination panel consists of the chairperson of the BOS, Secretary of the BOS/the Programme coordinator, two thesis examiners and an oral examiner.
- (1) Make the necessary correction to the thesis and resubmit the thesis for evaluation within a specific time period (Three months for a MSc and a year for MPhil and PhD) within the period of registration of the degree programme, or
  - (2) Propose a downgrade the degree to a possible lower degree (provided that the student has completed the requirement for the possible lower degree)

The oral examination will be held only after the revised thesis is recommended as “accepted as it is” or “accepted with minor corrections” by the two thesis examiners.

- d. If one of the two thesis examiners recommends that “the thesis is not accepted”, the revised thesis will be sent to a third thesis examiner recommended by the Board of Study, for evaluation. Above procedures a, b, c can be followed by considering the two closely similar recommendations given by two examiners out of the three thesis examiners.

## **(II) Oral Examination**

The oral examination shall consist of the chairperson of the BOS, Secretary of the BOS/the Programme coordinator, and the three examiners (two thesis examiners and an oral examiner) appointed by the relevant Board of Study for evaluation. The oral examination of a thesis/dissertation shall be held soon after the completion of the research report evaluation as mentioned in 1.7(I). The viva-voce Examination Board will evaluate theoretical knowledge, analytical thinking, adequacy of information, creativity and innovations in the research, suitability and practical relevance of conclusions and recommendations, and communication and presentation skills of the student.

The panel of examiners will submit a report (and an evaluation sheet assigning marks) on the suitability of the candidate for the award of the degree. The supervisor will hand over the thesis back to the candidate for suggested revisions, if any, with necessary instructions and a copy of the examiners’ report. If the oral examination is not defended satisfactorily, the candidate is allowed only one more attempt to repeat the oral examination.

If the candidate fails the oral examination twice, the degree cannot be awarded, but may be considered for a possible downgrade and give a lower degree.

On the basis of the UGC circular 11/2020 provision has been granted for online assessment via virtual platform. The students are strictly monitored on impersonation, plagiarism and cheating in online assessments

## **2. Examination Offence**

### **2.1 Copying**

- a. A candidate is not permitted to copy or attempt to copy from any unauthorized material or from the answer books/ scripts of another candidate. Presence of unauthorized material on one's desk or similar location near the candidate during a written examination will be deemed as an attempt to copy.
  - b. A Candidate shall neither aid nor abet in the commission of an examination offence.
  - c. If any candidate is found to have copied from another candidate by an examiner at the time of marking the answer scripts, he/she will be treated as having committed the offence of copying at the examination.
- 2.1.1 A Candidate shall write only on the answer books or other stationery provided for the particular examination unless specifically allowed otherwise.
- a. Candidates shall not write / draw on any other documents in their possession or on their person during the examination. Such actions will be construed as having been written before hand, with the intention of copying.
  - b. A Candidate shall not start writing on the answer books until either implicitly or explicitly permitted.
  - c. A Candidate shall stop writing, and stop any other activity related to the examination (such as organizing the answer script, tying, writing index number, writing question numbers etc) once the announcement has been made by the Supervisor to stop work, at the completion of the examination.
- 2.1.2 A Candidate shall neither remove nor attempt to remove from the examination centre any material supplied (other than a question paper where no restrictions have been placed) or be in possession of examination stationery outside the examination centre.
- a. A Candidate shall use Tables, Charts or any other material provided, with care and return.
  - b. A Candidate shall leave behind such material provided, on the desk or give them back to an authorized person, at or before the conclusion of the examination.
  - c. A Candidate shall not tear, crumple, fold or otherwise mutilate examination stationery

### **2.2 Cheating**

The following acts are considered as cheating at examinations by a candidate:

- a. Helping another candidate or obtaining help from another candidate or any other person to answer questions during the examination;

- b. providing opportunity, intentionally/unintentionally, to any other candidate to read anything written by him/her or allowing any other candidate to watch any practical examination performed by him/her;
- c. inserting, intentionally/unintentionally, on answer books/ scripts an index number /registration number other than his/her own;
- d. Using any other unfair means or obtaining or rendering improper assistance at the examination.

### 2.3 **Disorderly conduct at the examination**

A candidate should not cause disturbance or inconvenience to the supervisor or his/her staff or to other candidates in the examination hall or in its precincts.

### 2.4 **Impersonation**

- a. Impersonating a candidate at the examination (sitting the examination for another candidate) or allowing somebody to impersonate a candidate (allowing someone to sit the examination for a candidate) are prohibited and considered as serious examination offenses.
- b. A Candidate shall not be impersonated by any other person at the examination nor shall any Candidate allow him/her to be impersonated by another person. In such a situation, the person who impersonates and the candidate who is impersonated shall be guilty of an offence

### 2.5 **Unauthorized assistance**

- a. A candidate is not allowed to obtain advice, guidelines, clarification, etc. through any means of communication from any person other than the supervisor and invigilators during the period of the examination.
- b. A candidate who aids and abets a candidate/ candidates in the conduct of the above examination offenses will also be treated as having committed the same examination offense.

### 2.6 **Scientific misconduct**

Scientific misconduct can be described as a deviation from the accepted standards of scientific research, study and publication ethics. There can be many forms of scientific misconduct such as

- (1) fabrication - manipulation of data,
- (2) falsification - intentionally producing false data or
- (3) plagiarism - "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and representation of them as one's own original work  
in proposing, performing, reporting or reviewing research.

Under the current regulations of the PGIS, University of Peradeniya, scientific misconduct such as plagiarism are considered as a serious and punishable examination

offence. At postgraduate level however, scientific misconduct is a serious offence covering broad areas and issues including both ethical and legal. Scientific misconduct at the postgraduate level can occur in the following cases: (i) in coursework assignments, presentations and project reports, etc., (ii) in thesis research and thesis writing, and (iii) in publications and presentations at workshops/seminars and other forums

### **2.7 Any other offence**

This includes any examination offense other than the above reported to the Director of the Institute by the supervisor of the examination

## **3. The procedure of reporting and Inquiry of Examination offence/ offences**

### **3.1 The procedure of reporting offence/offences**

- a. The Supervisor, or an Invigilator on his/her behalf, is empowered to order any Candidate to make a statement in writing on any matter which may arise during the course of the examination and such statement shall be written and signed by the Candidate. No candidate shall refuse to make and sign such a statement. Such materials shall be sealed by the Supervisor in the presence of the candidate as the witness. If a candidate refuses to do so, a written statement should be submitted regarding a case by all the invigilators along with the supervisor.
- b. A candidate shall not obstruct the recording of the detection in an appropriate manner as decided by the Supervisor.
- c. A Candidate shall hand over to the Supervisor, any unauthorized material detected with him. The Supervisor will take over such material in the presence of another authorized person as witness. The Supervisor and the witness will make a record of such material in detail and hold it securely and intact until the examination has been completed. Anything that may prevent a candidate from legitimately completing the examination should not be taken over until the examination has been completed.
- d. If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of the examination necessary, the supervisor of an examination reserves the right to stop the examination, collect the scripts already written and then report the matter as soon as possible to the Director of the Institute.

### **3.2 Procedure of an Inquiry of Examination Offences Reported**

- The Director of the Institute after a preliminary inquiry may submit reports or any other evidence of examination offence/s submitted by supervisors/ examiners to the relevant Examination Disciplinary Committee for further action.
- An Examination Disciplinary Committee comprises of not less than 3 members of

whom at least one member is from outside the relevant Board of Study, appointed for each case by the Director as instructed by the Vice-Chancellor to inquire into and make recommendations including punishments on the examination offence/s referred to.

#### **4. Punishment for Examination Offenses**

If a candidate is found guilty of an examination offense/s by an Examination Disciplinary Committee, the following punishment may be imposed on him/her:

##### **4.1 Possession of unauthorized materials:**

Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the Institute/ University for a period of 1 - 3 semesters.

##### **4.2 Copying:**

Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the Institute /University for a period of 1 - 5 semesters.

##### **4.3 Cheating:**

Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the Institute/ University for a period of 1 - 9 semesters.

##### **4.4 Removing examination stationery and other material provided for the examination:**

Candidature of the student for the examinations of that semester shall be cancelled and he/she will be prohibited from sitting any examination of the Institute/ University for a period of 1 - 3 semesters.

##### **4.5 Disorderly conduct in examination:**

Candidature of the student shall be cancelled from the examination of that semester and he/she shall be prohibited from sitting any examination of the Institute/ University for a period of 1 - 3 semesters.

##### **4.6 Impersonation:**

- a. Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the Institute/ University.
- b. In the event the impersonator is found to be a student of the University of Peradeniya, he/she shall be prohibited from sitting any examination of the Institute/ University.
- c. In the event the impersonator is found to be a graduate of the University of Peradeniya, his/her degree may be withdrawn by the University.
- d. Impersonator/s shall also be liable to any punishment under the Penal code/ Criminal Law of Sri Lanka.

#### 4.7 Violation of Examination Rules

In all cases of violation of examination rules detected, the supervisor shall take actions and forward his/her report to the Director of the Institute. In a case of disorderly conduct, the supervisor should in the first instance warn the candidate. Disorderly conduct is considered grave, only if such conduct in the opinion of the supervisor is considered as causing disturbances in conducting the examination. In situations where the candidate persists in unruly or disorderly behavior, the supervisor may ask the candidate to leave the examination hall and issue him/her a letter cancelling his/her candidature of the examination. The copy of the said letter should be sent to the Director of the Institute.

#### 4.8 Unauthorized Assistance:

- a. Candidature of the student for the examination of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the Institute/ University for a period of 1 - 5 semesters.

#### 4.9 Scientific misconduct:

The reported scientific misconduct, such as plagiarism, shall be inquired by an Examination Disciplinary Committee and appropriate action will be taken. The punishment to the offence will depend on the severity of the scientific misconduct. Senate of the University even can withdraw the degree from the candidate.

#### 4.10 Aiding and abetting in the commission of any of the above examination offences:

The candidate shall be considered as having committed the offense and shall be punished in respect of the offense in accordance with the provisions of the relevant offence.

4.11 A Candidate who is alleged to have committed an examination offence shall be provisionally permitted to continue until the conclusion of the inquiry into the allegation is done. If convicted of the offence, the punishment will be backdated to the date on which the offence was committed.

4.12 The degree of punishment for a particular offence mentioned as the above shall be determined by the Senate based on the gravity of the particular offence and so as to make the punishment an effective one. [example: suspension from examinations during a period when no examinations are held is not deemed to be an effective punishment]

4.13 Punishment for any offence not directly covered in the schedule shall be decided by the Senate in keeping with the above list of punishments

4.14 The Senate may impose additional punishments or less severe or more severe punishment on any of the examination offences mentioned in the schedule whenever it deems it necessary for specific reasons. Such punishment may include expulsion as a student of the University.

4.15 In particular for minor offences not involving cheating or attempted cheating of any

kind, or for minor offences in continuous assessments, the Senate may decide to mitigate punishments given in the schedule even to a warning or a reprimand.

- 4.16 The Senate may consider extenuating circumstances, and decide that the punishment, in part or in entirety, be suspended, on condition that the candidate does not commit another examination offence within a specified period.
- 4.17 The Senate would not award of any Class or Prize to which the candidate may otherwise have been entitled, even when punishments are mitigated or suspended.
- 4.18 Cancellation of candidature does not entitled a candidate for First Attempt Status for subjects where cancellation of candidature is effective.

## **5. Imposing Punishment/s and Appealing against Punishments**

- The punishment recommended by the Examination Disciplinary Committee will be submitted (with the concurrence of the Coordinating Committee-PGIS) to the Board of Management for a decision and the decision will be forwarded to the Senate for ratification.
  - On the instructions of the Vice-Chancellor after the approval of the Senate, the Director of the Institute implements the punishment.
  - Any student on whom a punishment has been imposed, may within a period of two weeks from the date of communication to him/her of the punishment, appeals against such punishment to the Vice-Chancellor through Director/PGIS. Appeals regarding the decision on examination offenses may be sent to an Appeals Board, consisting of three members, appointed by the Vice-Chancellor of the University.
  - The Appeals Committee will have the power to review the decision regarding the punishment imposed and may either affirm, vary as deemed necessary or set aside the decision regarding the punishment.
- 5.1 The Vice Chancellor, if he/she deems that there is a prima facie case for an appeal, shall refer the matter to the Senate for deliberation.
  - 5.2 The Senate shall refer the Appeal to the Examination Offences Committee or to any other committee appointed for the purpose to investigate and report.
  - 5.3 The Examination Offences Committee or the Committee appointed for the purpose shall deliberate on the appeal, together with extenuating circumstances if any, and inform the findings, together with recommendations for mitigation of punishment, if any, to the Senate.
  - 5.4 The Senate shall after deliberation of the Report, recommend any mitigation or suspension of the punishment to the Vice Chancellor, who shall act according to the recommendation.

## **6. Definitions and Interpretations**

The following definitions and interpretations are given to reduce ambiguities in implementing the regulation. In the event that the regulation is silent on a particular

offence, or the interpretation is still not clear, the ruling of the Senate on the matter shall be determined to be final.

#### 6.1 *Answer script*

- a. All answer books, including other stationery on which a Candidate has answered
- b. All calculations and rough work, which may have been attached.

#### 6.2 *Assessment*

Assessment and Examination are synonymous with respect to the rules and regulations in this By-law.

#### 6.3 *Authorized person*

- a. Duly appointed Supervisor and Invigilators
- b. Officer in charge of the conduct of examinations, or other person authorized by the Senate
- c. Chairperson of the Board of Study corresponding to the module being assessed
- d. Examiners and Moderators of the Subjects being assessed.
- e. Hall Attendants shall be permitted to be present at the examination center under the direction of the supervisor

#### 6.4 *Conditions*

Conditions refer to the adherence to the rules and regulations.

#### 6.5 *Continuous Assessment*

The regular evaluation of coursework done during the course, which may or may not include an examination, but where the marks achieved are part and parcel of the overall result. Components of continuous assessment may include in-class test and evaluations of laboratory work. Project work, studio work, assignments, industrial visits. Camps and industrial training.

#### 6.6 *Council*

The Council of the University of Peradeniya constituted according to the Universities Act No.16 of 1978 or its amendments.

#### 6.7 *Examination*

- a. Evaluation of assignments, both in-class and take-home in a particular subject or other continuous assessments.
- b. Oral assessment; written evaluation; practical evaluation; project demonstration; computer based assessments or other evaluation of knowledge, skills, analytical abilities, competencies, other learning abilities, or combinations thereof
- c. Examination of a single subject, or a group of subjects as applicable.
- d. Examination at year-end, semester-end, or term-end.

- e. Examination held in a particular subject or part thereof on a particular date and time slot of the day.
- f. Evaluation of practical work, studio work, project work, industrial visits, camps, training and other similar work.
- g. Any other form of evaluation not specifically described in sections a to f.

**6.8 Examination Center**

An examination hall, designated classroom, laboratory or other designated place where the examination is held or scheduled to be held.

**6.9 Examiner**

An academic staff member, duly appointed by the Senate, who evaluates the knowledge, ability or proficiency of students through an examination. In the case of continuous assessment, the evaluation may be delegated by the examiner of the module.

**6.10 Invigilator**

- a. For written examinations, an academic staff member who shall be appointed by the officer in charge of conducting the examinations.
- b. For Continuous Assessments, staff member/s and instructors/s designated by the examiner of the module for the purpose of that assessment.

**6.11 Module/ Subject**

Course unit in a modular semester examination.

**6.12 Module Assessment**

Comprises of both the continuous assessment component and the end-of-semester examination.

**6.13 Open book assessments/examinations**

Assessments/ examinations declared as “open book” where authorized learning material is permitted to be brought into the examination center.

**6.14 Plagiarism**

- a. Plagiarism is the reproduction of someone else’s work as one’s own, either partially or in whole, including material and ideas, whether it in published form or otherwise.
- b. Submission of work done jointly as one’s own work (unless it is a group assignment), although students may discuss take-home assignments amongst themselves before making the individual submission.

**6.15 Registrar** means the Registrar, or any other officer authorized to act on behalf of the Registrar of the University of Peradeniya.

**6.16 Semester** includes both the teaching period, and the examination period of the semester.

**6.17 Senate** means the Senate of the University of Peradeniya constituted according to the

Universities Act No. 16 of 1978 or its amendments.

**6.18 *Supervisor***

- a. For written examinations a senior academic staff member who shall be appointed by Director/PGIS.
- b. For Continuous Assessments, the examiner of the module or other staff member designated by him.

**6.19 *Unauthorized material***

- a. Learning material of any kind (including, books, notes, diagrams), which are not authorized, whether directly relevant to the particular examination or not, taken to an examination center.
- b. Bags (other than containers for carrying writing instruments), file cover or other containers, which are not authorized, taken to an examination centre.
- c. Programmable calculators, computers and other computing or storage devices, which are not authorized, taken to an examination center, other than those explicitly permitted.
- d. Writing or sketches on one's person or personal belonging when participating at an evaluation at an examination centre.
- e. Cellular phones or other communication devices, taken to an examination center (other than those handed over to the Supervisor/Invigilator, prior to the commencement of the exam). In the case of continuous assessment components, exceptions may be specified by the examiner.
- f. Other items (other than wallets and keys which may be left on the floor under the desk) as may be declared as unauthorized by the Senate.
- g. Other items as may be declared as unauthorized for the subject under assessment by Chairperson of the Board of Study or the duly appointed examiner of the subject.
- h. Food or drink (other than drinking water) unless prior permission has been obtained on account of a medical condition.

**7. Monitoring of Examinations process**

Monitoring of the examination process shall be done by the Senior Assistant Registrar /Assistant Registrar of the PGIS under the guidance of the Director PGIS.

**8. Related Acts, Policies, Rules, Regulations and Key Circulars**

- Universities Act
- SLQF
- UGC circulars on assessment/re-corrections/credit policies
- Policy on Assessment and Award of Qualifications, University of Peradeniya
- Examination rules and regulations of the University of Peradeniya
- Policy on Curriculum Planning, Development and Revision, University of Peradeniya

- Policy on Teaching and Learning, University of Peradeniya
- Guidelines for conducting examinations, University of Peradeniya
- Right to Information Act, No. 12 of 2017
- any related policies/Rules and regulations of the PGIS