

MANUAL OF PROCEDURE FOR CONDUCT OF EXAMINATIONS



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

RATMALANA

SRI LANKA

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RESTRICTED

**Manual of Procedure for Conduct of Examinations
General Sir John Kotelawala Defence University**

Made under the authority of Board of Management
given at the 624th Meeting held on 30.11.2020

Date 21.12.2020


MP Peiris RWP RSP VSV USP ndc psc MPhil (Ind)
Major General
Vice Chancellor

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Chapter I

Calendar of Dates and Examination Time Tables

1. Calendar of Dates

1.1 The draft Calendar for Examinations for the ensuing academic year shall be prepared by the SAR and sent to the Deans of the Faculties for their observations at least three (03) months prior to the last date of the 2nd semester of an academic year. Date of Preparation

SAR shall finalize the Calendar in consultation with the Deans within two (02) weeks of the preparation of the draft Calendar. SAR shall obtain the approval of the Vice Chancellor for the Calendar not later than one (01) month prior to the last date of the 2nd semester of an academic year. Finalization

Calendar of Examinations shall be published on the University Website after the approval of the Vice Chancellor (**Form1**)

1.2 Any revision to the Calendar, if necessary, shall be made not later than two (02) months prior to the last date of the 2nd semester of the academic year. Revision

1.3 Examinations shall commence not later than two (02) weeks after the conclusion of the relevant semester. Commencement

2. Examination Time – Tables

2.1 SAR shall prepare the draft timetable for the examinations at least four (04) weeks prior to the last date of each semester, in consultation with the Deans taking into consideration any revision made under 1.3. Draft Time Tables

2.2 SAR shall finalize the timetables and publish them on the Notice Boards and on University Website, and send copies to the respective Deans, at least two (02) weeks prior to the last date of each semester. Publication of Time Tables

3. Invigilation Time Tables

3.1 Within one (01) week of the time tables being finalized, the SAR shall draw up the invigilation time tables and allocate halls for the examinations. Drawing up of invigilation time-tables

3.2 SAR shall send copies of the invigilation time tables to the Deans not later than one (01) week prior to the last date of each semester. Distribution of Invigilation time – tables

Chapter II

Admission for Examinations and Preparation of List of Candidates

1. Admission for Examinations

- 1.1 SAR shall call for entries for examinations from candidates at least one (01) week prior to the last date of each semester through each faculty. Calling for entries
- 1.2 Applications for examinations shall be made on prescribed form which shall be scrutinized carefully by the relevant faculty. Applications from ineligible candidates shall be rejected, and such candidates shall be informed accordingly. Scrutiny

2. Schedules of Candidates

- 2.1 Each faculty shall not later than one (01) month prior to the last date of each semester prepare a schedule of candidates for each examination. Preparation of Schedules
- 2.2 The schedule shall contain the following particulars:
- a) modules that each candidate required to sit;
 - b) number of attempts each candidate has already had for relevant modules;
 - c) any other information such as suspension from examinations and withholding of results

3. Admission Cards

- 3.1 Day-scholar candidates shall submit the **Form 2** certified by the Bursar with the application as evidence of due payment of course fees. Admission Cards
- SAR shall not later than one (01) week of the last date of each semester have admission cards for the examination issued to eligible candidates, drawing attention to examination rules, offences and punishments.
- 3.2 Admission cards shall be checked with the schedule by another official to avoid any mistake in the entry of the index number on the admission cards.

4. Lists of Candidates

- 4.1 SAR shall prepare in triplicate, lists of Index Numbers of candidates sitting for each module separately, which shall be used to obtain the signature of the candidates, to mark the attendance of candidates, and to number the desks. List with signatures shall be returned to the SAR and the list used to mark attendance shall be enclosed with the answer scripts. Preparation in triplicate

Chapter III

Appointment of examiners

1. Nomination of Examiners

At least eight (08) weeks prior to the last date of each semester, the SAR shall send the examination schedule requesting the Heads of Departments to perfect and return within two (02) weeks 'List of Examiners' (**Form 3**).

Dates of Examinations
List of Examiners

2. Approval of Examiners by Faculty and Senate

At least four (04) weeks prior to the last date of each semester, the Heads of Departments shall obtain the approval of the Faculty Board and Senate for the appointment of examiners.

Approval for examiners

3. List of Examiners

3.1 Within one (01) week of the receipt of **Form 3** from the Heads of Departments, SAR shall,

List of Examiners

3.1.1 Verify whether each Head of Department has recommended examiners for modules coming under respective departments.

3.1.2 Check whether the details of each examiner has been given and if not obtain the same.

3.1.3 Check whether the lists of special requirements such as graph papers, ledger papers, maps, statistical tables, drawing papers etc. have been provided.

3.1.4 Check whether the special materials requested under 4.1.3 are available, and if not make arrangements to obtain the same in time for the examinations.

4. Appointment of Examiners

4.1 SAR shall within one (01) week of receipt of **Form 3** inform the examiners of their appointment. The examiners shall within one (01) week thereof acknowledge the acceptance of the appointment.

Appointment of Examiners

5. Appointment of Alternate Examiners

5.1 Where a person has expressed his inability to serve as an examiner, the relevant Head of Department shall make arrangements to appoint another examiner with the consent of Dean of the faculty.

Appointment of alternative Examiners

Chapter IV

Setting of Question Papers

1. Request for setting of Question Papers

Within one (01) week of the receipt of the replies from the Examiners indicating their willingness to serve as Examiners, SAR shall send the following to each faculty:

Setting Question
Papers

- a. Note on setting Question Papers with following particulars

a.	Name of University
b.	Name of examination
c.	Year and month
d.	Code and title of question paper
e.	Duration
f.	Rubric containing the following, as needed; i. Total number of questions ii. Number of questions to be answered iii. Compulsory questions, if any iv. Selection of different parts, where necessary v. Whether answers to any part is required to be handed after a specified period of time vi. Whether separate answer books are required to be used for separate parts of the question paper and handed over separately Specimen heading of a question paper is given in Form 4

- b. Special instructions, if any
c. Question paper format
d. Form of Marking Scheme
e. Check lists for setters and moderators
f. Inner and outer envelopes to submit question papers
g. Voucher

2. Moderation and Scrutiny

- 2.1 Question papers shall be scrutinized by moderators or a Board of Scrutiny depending on the relevant degree programme.
- 2.2 Moderators shall be nominated by respective Heads of Departments and approved by the relevant Faculty Boards.
- 2.3 Boards of Scrutiny shall be determined by the respective Faculty Boards.
- 2.4 Examiners shall submit question papers for scrutiny by moderators or Boards of Scrutiny.
- 2.5 Moderators or Boards of Scrutiny shall have the power to examine relevant question papers and to modify any question in respect of language, and to refer back where necessary to the relevant Examiner with their suggestions, any question papers containing questions which appear to them to be unsuitable or unsatisfactory. The modified question papers shall be re-submitted to the moderator or Board of Scrutiny.
- 2.6 After a question paper is certified by the moderator or Board of Scrutiny, the Examiner or relevant Head of Department shall have the paper sealed and marked, and sent to SAR.

3. Receipts of Question papers from Examiners

Examiners shall submit on or before the date specified for the return of the question papers typed on the Forms **Form 4 and Form 5** together with the other documents sent under 1.1 above duly completed, and enclosed in the confidential envelope **Form 6** addressed to the SAR, with the examiner's name indicated thereon.

Submitting
Question Papers

Chapter V

Typing, Printing and Packeting of Question papers

1. Procedure

- 1.1 SAR shall take necessary action for printing and packeting question papers submitted by the examiners. Procedure
- 1.2 SAR shall maintain two schedules on **Form 7** for the purpose of printing and packeting.

2. Packeting

- 2.1 A list of the number of candidates sitting for each question paper shall be prepared and kept in the confidential room in which question papers are printed. Number of copies

- 2.2 SAR shall ensure that each question paper is packeted and ready not later than one (01) day before the scheduled date of the relevant examination. Packeting

- 2.3 Question papers shall be packeted under the supervision of SAR. Packeting procedure
- Employees involved in packeting question papers shall ensure the following;

- a. that the full material is printed on each sheet of paper
- b. that no sheet which is illegible or smudged has been included
- c. that the sheets have been stapled together in the correct order if there are more than one (01) sheet for a question paper
- d. that name of the examination, module code and title, number of question papers enclosed, date and time of the examination are indicated on the packet.

For this purpose, the printed label or the printed envelop **(Form 8)** shall be used.

- e. that the original question paper and a sufficient number of copies have been sealed in a separate packet to be kept in the custody of SAR for documentation purposes.
- f. that adequate number of question papers (i.e. one for each candidate plus minimum of 5-10 extra papers) have been included in each packet.

- g. that spoiled question papers and other relevant confidential documents used for preparation of the question papers are destroyed immediately following the packeting process.

2.4 Relevant entries shall be made at various stages of preparation of question papers until packeting in **Form 9**. Record of various steps

3. Responsibility for security

3.1 SAR shall ensure that question papers have been printed and packeted under strict security. He shall not seal any packet unless he is satisfied that the required number of question papers had been enclosed in the packets, and that the correct module code and title, name of examination, and date and time have been entered on the envelope/ label of the packet. Security of Printing and Packeting

3.2 SAR shall check with the Schedule of Examinations (**Form 9**) that the question papers and other relevant documents for each session are ready in time. Checking

Chapter VI

Examination Hall Arrangements

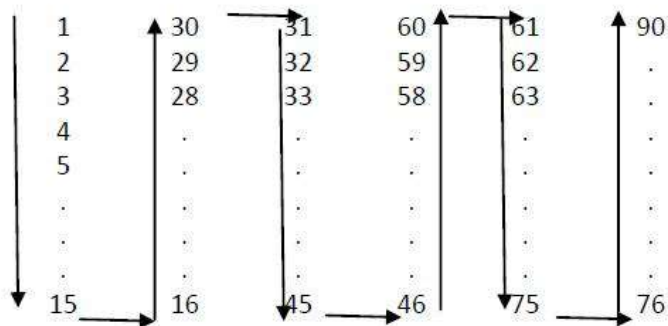
1. Examination Halls

- 1.1 Examinations shall be held in appropriate premises giving due considerations to ventilation, space, lighting, security etc. Examination Halls

2. Arrangement of Desks

- 2.1 Desks and chairs shall be arranged in rows and columns. At least 2 ½ ft. shall be left between the back of a candidate's chair and the front edge of the desk of the candidate seated immediately behind. The distance between two columns of desks shall be at least 4 ft. Desks shall be numbered with index numbers of the candidates in the order shown in the attendance list. Arrangement of desks

Index Numbers shall be indicated on the desks as follows;



- 2.2 Index numbers shall be indicated clearly on each desk or written distinctly on a label and pasted on the desk. Numbering of Desks

3. Checking of arrangements

- 3.1 Before permitting candidates to enter the examination hall, the supervisor shall inspect the hall and be satisfied that the hall is cleaned, desks have been arranged and numbered correctly and the examination stationery placed on the desks. Hall Arrangements
- 3.2 Preferably there shall be one (01) door for entry and one (01) for exit.

Chapter VII

Supervision and Invigilation

1. General

- 1.1 Services of the members of the permanent staff shall be utilized for supervision and invigilation of examinations. If permanent staff is not adequate the services of temporary staff may be utilized. Services of permanent staff

2. Preparation of list of supervision staff

- 2.1 Four (04) weeks prior to the last date of each semester, the SAR/AR of a Faculty shall request Heads of Departments to indicate the names of the permanent academic staff whose services will not be available for this work for any valid reason.
- 2.2 Two (02) weeks prior to the last day of each semester, the AR/SAR of relevant Faculty shall prepare the list of supervisors and invigilators. Lists of Supervisors and Invigilators

3. Appointments of supervisors and invigilators

- 3.1 As far as possible, supervisors shall be selected from among the senior staff. Supervisors
- 3.2 At least one (01) week prior to the last day of each semester, the Supervisors and Invigilators shall be informed the schedule for supervision and invigilation, with a copy of acknowledgement. SAR shall enclose with the appointment letter, the following:
- a. A copy of the invigilation time table.
 - b. A copy of the examination time table
 - c. A copy of the examination rules
 - d. A copy of the instructions to supervisors/invigilators/Hall Attendants (**Form 10**)
 - e. Voucher
 - f. Any other relevant documents

4. Examination Hall Staff

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|-----|--|------------------------------------|
| 4.1 | The staff on duty at each examination hall shall consist of at least a supervisor, an invigilator and a hall attendant. If the number of candidates at a hall is more than 30, there shall be an additional invigilator for every additional 30 or part thereof, exceeding 15. If the number of candidates at a hall 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 hall, 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, question papers, hall arrangements and other exceptional circumstances. | Strength of examination hall staff |
| 4.2 | After the appointment of Examination Hall Staff no alterations shall be made except in consultation with the AR/SAR of the relevant Faculty. If, after the commencement of an examination, a member of the Hall Staff finds that owing to any unforeseen or unavoidable circumstances he is unable to present for a session or more he shall immediately inform AR/SAR of the relevant Faculty who shall make alternative arrangements to cover her duties. | Alternate arrangements |
| 4.3 | Supervisor shall be in charge of the Examination Hall. Invigilators and Hall Attendants shall assist him and work under his direction. Examination Hall Staff shall be in attendance at the hall at least thirty (30) minutes before the commencement of an examination. | Supervisor to be in Charge |

5. Duties of the Supervisor

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| 5.1 | Supervisor shall be responsible for taking all steps, before, during and after an examination to ensure smooth and efficient conduct of the examination. | Responsibility |
| 5.2 | Supervisor of each hall shall call over, at least fifteen (15) minutes before each session, at the office of the SAR and collect the question papers and other material. | Collection of question papers |
| 5.3 | Supervisor shall check the question paper packets with the time table in order to make sure that the correct question paper packet has been handed over, that no question papers for the session is missing and that the packets are properly sealed. | Checking correctness |

- 5.4 Supervisor shall be provided with the following by the SAR: Other Materials
- a. Packet/s of question papers for the session
 - b. Packet/s of other materials such as maps etc.
 - c. Attendance Lists for each paper
 - d. Examination time tables (Faculty SAR/AR)
 - e. Invigilation time tables ((Faculty SAR/AR)
 - f. Printed envelops for answer scripts
 - g. Labels for Answer Scripts Packets
 - h. Examination Offences Reporting Form
 - i. Supervisor's Report
 - j. Return/Acknowledgement Form for Answer Scripts Packets
 - k. Seal for sealing of Answer Scripts Packets
 - l. Date Stamp for stamping Answer Books/Sheets
 - m. Other written instructions where necessary
 - n. Absentees Form
 - o. Voucher
 - p. Examination Rules
- 5.5 On arrival at the Examination Hall, the Supervisor shall Duties on arrival
- 5.5.1 Check whether the correct question papers and other relevant documents for the particular session have been brought by him.
 - 5.5.2 Check whether the Hall has been cleaned and the desks have been properly arranged and numbered according to the Attendance List provided.
 - 5.5.3 Ascertain whether the Invigilators and Hall Attendants are present and assign their duties. In the event of the assigned staff not being present he shall immediately inform the SAR, if additional staff is considered necessary.
 - 5.5.4 Assign each Invigilator with a certain number of candidates
 - 5.5.5 Draw the attention of the Invigilators and the Hall Attendants to the duties assigned to them.
- 5.6 Supervisor shall ensure:-
- 5.6.1 That the candidates shall enter the Examination Hall only through the authorized entrance/s and directed to take their seats according to the Index Number marked on the desk. A supervisor, however, may at any time during an examination can change the seat occupied by a candidate for a valid reason.

- 5.6.2 That an Invigilator be posted at each entrance to ensure orderly entry and candidates bring only authorized material/s to the Examination Hall.
- 5.6.3 That the candidates not be admitted to the Hall earlier than ten (10) minutes before the time of commencement of an examination.
- 5.6.4 That no candidate be admitted to an Examination Hall after the expiry of thirty (30) minutes from the commencement of an examination.
- 5.6.5 That if for any reason, the examination is commenced later than the scheduled time, the time lost shall be given at the end of the scheduled duration.
- 5.7 Answer Books with the cover shall be issued initially and books without covers or loose sheets (continuation sheets) subsequently. Distribution of Answer books
- 5.7.1 Supervisor shall ensure that the date stamped Answer Books have been kept on each desk at least ten (10) minutes before the commencement of an examination.
- 5.7.2 Continuation sheets shall be given by the Invigilators (not by Hall Attendants) and each sheet shall be date stamped and initialed by the Invigilator before being issued.
- 5.8 Supervisor shall make the following announcements before the commencement of an examination: Announcements and Distribution of Question Papers
- a. Strict silence shall be observed by the candidates till the end of the examination.
 - b. No candidate shall remove from the Examination Hall, any Answer Book/s or continuation sheet/s or other stationary or any other material.
 - c. No candidate shall have with him any unauthorized material such as books, notes or files or any stationary or material other than those issued to him in his possession during the examination.

- No candidate is permitted to leave the Examination Hall
- d. during the first thirty (30) minutes or during the last thirty (30) minutes.

- 5.9 Supervisor shall obtain signatures of two candidates and one Invigilator before opening Question Paper packet/s.
- 5.10 Supervisor shall open the Question Paper packet/s one by one in the presence of an Invigilator and check whether the Question Papers are the correct Question Papers for the session and that the special requirements, if any, are available. Opening of Question Paper Packets
- 5.11 Supervisor shall hand over the required number of Question Papers to each Invigilator for distribution to the candidates allocated, together with any special requirements mentioned at 5.10 above. Distribution of Question papers
- 5.12 Remaining Question Papers shall remain in the Supervisor's custody.
- 5.13 Supervisor shall make the following announcements after the distribution of the Question Paper:-
 - I. Check whether you have received the correct Question Paper.
 - II. Question paper in (subject) contains (number) pages and questions. Check whether you have got the full Question Paper.
 - III. Read the instructions given in the Question Paper before answering.
- 5.14 Any query related to Question Paper shall always be directed to the Supervisor in the first instance. Invigilators shall not answer queries relating to the Question Paper. No clarification of Question Paper

Supervisor or Invigilator shall not give any clarification or explanation with regard to the questions contains in the Question Paper to any candidate. However, if any error or defect in a Question Paper has been notified, Supervisor shall announce correction or modification as indicated by the Examiner or Moderator or any other authorized person.

Supervisor shall return a copy of the Question Paper highlighting the change to the Examination Division and enclose a copy with Answers Scripts with his initials.

If the setter of a Question Paper is not a Supervisor or an Invigilator for the relevant examination he shall normally be available during the examination for contact.

- 5.15 Supervisor shall ensure that the Invigilators and Hall Attendants carry out the duties assigned to them. Supervision of Invigilators
- 5.16 After the expiry of thirty (30) minutes, 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. Marking of Attendance List
- 5.16.1 Attendance lists shall be issued in duplicate. No candidate shall be permitted to sit for an examination if his Index Number has not been included in the Attendance List.
- However, if a candidate makes a declaration that he was offering that subject, 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 examination. Every such case shall be reported to the SAR.
- 5.16.2 **Attendance List**
- Every candidate present for an examination shall be required to place his signature against the relevant Index Number. Candidates who are absent shall be so marked by the Invigilator. This copy shall be sent by the Supervisor under a separate cover to the SAR.
- 5.16.3 **Duplicate**
- Invigilator shall specify in a copy of the Attendance Sheet, against each Index Number whether the candidate to whom it refers was present or absent for the examination. This copy shall be enclosed by the Supervisor in the packet of Answer Scripts. Where a candidate is present, the mark 'v' shall be inserted and where the candidate is absent 'ab' shall be inserted. Where parts or sections of Answer Scripts have to be packeted separately, a separate copy of the Attendance Sheet shall be enclosed in each packet.
- 5.16.4 Supervisor or Invigilator shall satisfy himself of the identity of a candidate by reference to the official Identity Card issued by the University which contains the candidate's photograph and signature. Identity of candidates

5.16.5 If a candidate fails to produce his Identity Card for the purpose of identification, he shall be required to produce the Identity Card at a time specified by the Supervisor. Failure to produce Record Book

Meanwhile he shall be required to sign a declaration (**Form 11**) that he has been provisionally allowed to sit the examination under the condition that he shall establish his identity by producing the official Identity Card at a time specified by the Supervisor.

Supervisor shall on production of the official Identity Card certify on the declaration that he is satisfied with the identity of the candidate.

5.17 As soon as the Attendance Sheets are marked, the Supervisor shall collect them from the Invigilator/s and proceed to prepare the relevant envelopes and labels for the packeting of Answer Scripts. Preparation for Packeting

5.18 Supervisor shall make the following announcements at the appropriate times: Announcements

- a. Thirty (30) minutes before the end of the examination, the Supervisor shall announce “thirty minutes more. No candidate shall leave the Hall till the end of the examination”.
- b. Fifteen (15) minutes before the end of the Examination, the Supervisor shall announce “fifteen minutes more. Check whether you have entered the Index Number and Title of Examination correctly. Tie up Answer Scripts together. You may continue to write thereafter”.
- c. At the end of the Examination “stop work and remain on your seats until you are permitted to leave”.
- d. After the Invigilators have collected the Answer Scripts “you can leave now”.

5.19 At the end of the examination, the Invigilators shall collect the Answer Scripts of the candidates assigned to them and hand them over to the Supervisor who shall check them against the Attendance Sheets. Collection of Answer Scripts

Supervisor shall check whether each Invigilator has arranged the Answer Scripts in the order of Index Numbers.

5.19 An Invigilator shall be placed at the exit to ensure examination materials are not being taken out of the Hall after the Examination by the candidates. Checking out of candidate

5.20 Supervisor shall arrange the Answer Scripts to be packeted. Where it is required to packet the Answer Scripts of each part/section separately, they shall be packeted separately in the same manner.

Supervisor shall enclose in each packet;

- a. a copy of the Attendance Sheet
- b. two (02) copies of the Question Paper and
- c. adequate detailed mark sheets
- d. Marks returns sheet
- e. Comment sheet

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

5.21 To prevent misuse of examination materials the following precautions shall be taken: Safe Keeping of Answer Books and Continuation Sheets

- a. No examination stationery shall be permitted to be taken out by candidates or Examination Hall Staff.
- b. Unused Answer Books and continuation sheets shall be returned to the SAR by the Supervisor, and with the date stamp cancelled, if signed by the Supervisor or Invigilator/s.
- c. Answer Books and examination stationery shall be kept under lock and key by the SAR.

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| 5.22 | At the end of an examination, the Supervisor shall hand over to the SAR and obtain acknowledgement for the following: | Handing Over of Answer Scripts Packets |
| | a. Packets of Answer Scripts | |
| | b. Supervisor's Report | |
| | c. Report on Examination Offences (Form 12) | |
| | d. Description of Answer Scripts packets | |
| | e. Remaining Question Papers | |
| | f. Remaining stationery | |

6. Duties of Invigilators

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| a. | Invigilator shall be responsible to the Supervisor for the efficient discharge of the duties assigned to him. | Responsibility |
| b. | Invigilator shall devote his whole attention to the continuous supervision of candidates. He shall move among the candidates at intervals without disturbing them and if he notices a candidate having unauthorized documents/materials he shall take possession of the same and report the matter immediately to the Supervisor. | Full Attention on Invigilation |
| c. | Invigilator shall place on each desk the examination stationery before the commencement of the examination and he shall distribute the date stamped Continuation Sheets to the candidates, when called for. In date stamping the Continuation Sheets he shall ensure that not more than the required number are date stamped to avoid wastage of stationery. This duty shall be performed personally by the Invigilator and shall not be entrusted to the Hall Attendant. | Distribution of Additional Stationary |
| d. | Invigilator shall distribute the Question Paper to the candidates assigned to him. He shall return the remaining Question Papers, if any to the Supervisor. | Distribution of Question Paper |
| e. | Invigilator shall after thirty (30) minutes, go around and get each candidate to sign the Attendance List. He shall also mark the attendance on the copy of the Attendance List and certify both Lists in the space provided for. He shall return the Attendance List to the Supervisor but retain the copy to check when collecting the Answer Scripts. | Marking Attendance |
| f. | No candidate shall be admitted to the hall after thirty (30) minutes from the commencement of the examination nor shall any candidate be permitted to leave during the first thirty (30) minutes, or during the last thirty (30) minutes of the examination. | Admission of Candidates |

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|----|---|--|
| g. | Invigilator shall collect the Answer Scripts of every candidate who leaves before the last thirty (30) minutes. | Collection of Answer Scripts |
| h. | As soon as the time allotted for the examination is over, the Invigilator shall collect from every candidate the Answer Scripts whether answered or not. In doing so he shall check whether the Answer Script bears the correct Index Number. | |
| i. | Invigilator shall check whether the Answer Scripts have the Index Numbers of the candidates and the title of the paper, and thereafter hand over the Answer Scripts to the Supervisor. He shall check the collected Answer Scripts with the copy of the Attendance List and if any candidate has failed to hand over an Answer Script he shall bring this matter to the notice of the Supervisor. | Checking with Attendance |
| j. | Written statements shall be obtained 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 on the Detailed Report (Form 13) a note that the candidate has refused to give a statement. | Obtaining statements |
| k. | After the candidates leave the Hall, the Invigilator shall go around and inspect the section allotted to him to ensure that all Answer Scripts and other examination stationary have been collected. | Inspection of Hall at End of Examination |
| l. | Invigilators shall fully observe the candidates during examinations. Invigilators shall not use mobile phones, read, mark or undertake any other work during an examination. | Full Observation |

7. Duties of Hall Attendants

Hall Attendants:

- a. shall carry out instructions given by the Supervisor and Invigilator/s.
- b. shall call over at the Examinations Division at least forty five (45) minutes before the commencement of an examination and collect the stationary and other equipment necessary for the examination.
- c. shall assist in the arranging and numbering of desks.
- d. shall clean the Hall and arrange the furniture at least 30 minutes before the commencement of an examination.
- e. shall assist the Invigilator/s in distributing the stationery and in the parceling and sealing of Answer Scripts.

- f. shall carry parcels of Answer Scripts, stationery and other equipment under the supervision of the Supervisor or Invigilator.
- g. shall not leave the Hall except with the permission of the Supervisor.
- h. shall return to the Examinations Division keys of the Examination Hall after an examination and collect same from before the next examination.

8. Illness of Candidates

If a candidate falls ill just before or during any examination he shall present himself to the U.M.O. or if admitted to hospital, the U.M.O. and the Dean shall be informed simultaneously within the shortest possible time.

Illness of
Candidates

If a candidate falls ill at the Examination Hall, the Supervisor shall send the candidate accompanied by an Invigilator to the U.M.O. who will examine the candidate, prescribe treatment and decide whether the candidate should continue with the examination or whether the candidate should withdraw from the examination. The U.M.O. shall submit a report on every such case.

Where the U.M.O. in consultation with the Dean, deems it necessary, he shall arrange for the candidate to present himself before a Medical Board on a prescribed date and a time.

- 9. In the case of handicapped candidates, the Supervisor shall ensure that the facilities allowed to such candidates are provided.

Handicapped
Candidates

Chapter VIII

Examination Rules

1. Candidates shall be in attendance outside the relevant examination hall at least 15 minutes before the commencement of an examination but shall not enter the hall until they are required to do so by the supervisor. Attendance
2. A candidate shall occupy the seat allocated to him and shall not change it without special permission of the supervisor. Seating
3. No candidate shall be admitted to the examination hall after the expiry of thirty (30) minutes from the commencement of the examination. No candidate shall be allowed to leave the examination hall until thirty (30) minutes have lapsed from the commencement of the examination or during the last thirty (30) minutes of the examination. Admission to hall
4. A candidate shall have his Student Identity Card and the Admission Card with him when he presents himself for an examination. His candidature is liable to be cancelled if he does not produce the Student Identity Card & the Admission Card. Record Book as identity

If a candidate fails to bring his Student Identity Card and the Admission Card for an examination, he shall sign a declaration in the form provided for it, and produce the identification at a time specified by the supervisor.

If a candidate loses his identification documents at the time of an examination, he shall obtain a duplicate identity card from the University forthwith.
5. No candidate shall have on his person or in his clothes, or on the Admission Card, Student Identity Card, Time Table or Record Book any notes, signs, formulae and any such other material. Documents etc. which candidates should not bring

Books, notes, parcels, handbags, mobile phones, pencil cases, wallets, purses and any such other material which a candidate has brought with him should be kept at a place indicated by the Supervisor/ Invigilator.
6. The supervisor/invigilator may require any candidate to disclose any item in his possession. Disclosure of articles in possession
7. No candidate shall:
 - a. copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate.
 - b. help another candidate or obtain help from another candidate or any other person.

- c. conduct himself in a manner enabling any other candidate to read anything written by him or to watch any practical test performed by him.
 - d. use any other unfair means to obtain or render improper assistance at the examination.
8. No candidate shall submit an answer script, project report, dissertation, thesis, field book or practical work which has been done wholly or partly by anyone other than the candidate himself. Cheating
9. Candidates shall bring their own pens, pencils, erasers, mathematical instruments, or any other approved equipment or stationery. Articles candidates may bring
- Candidates are not permitted to use the following during examinations:
- a. mobile phones
 - b. electronic diaries
 - c. electronic dictionaries
 - d. or other data storage units
10. Examination stationery (ie. writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied as and when necessary. No paper other than those supplied to him by the supervisor/ invigilator shall be used by candidates. Examination stationary university property
- No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. Log tables or any other material provided shall be used with due 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 hall.
11. Every candidate shall enter his Index Number on the Answer Book and on every continuation paper. He shall also provide other particulars as indicated in the cover of the Answer Book. Index Number
- 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 name or any other identifying mark on the answer script.
- A candidate who inserts a different Index Number on the Answer Book other than his own is liable to be considered as having attempted to cheat.
12. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer Rough work to be cancelled

script. Such work should not be done on Admission Cards, Time Tables, Question Papers, Record Books or on any other paper. Any candidate who disregards these instructions is liable for being considered as having written notes or outline of answers with the intention of copying.

- | | | |
|-----|--|-------------------------------|
| 13. | Any answer or part of an answer which shall not 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 shall not be counted shall be neatly crossed out. | Irrelevant parts of answers |
| 14. | Candidates shall be under the authority of the supervisor and shall assist him by carrying out his instructions and those of the invigilators during, immediately before and after the examination. | Supervisors Authority |
| 15. | Every candidate shall conduct himself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his staff or to other candidates. He shall conduct himself as quietly as possible in entering and leaving the hall. | Conduct |
| | A candidate is liable to be excluded from the examination hall for disorderly conduct. | |
| 16. | Candidates shall stop work promptly when ordered by the supervisor/ invigilator to do so. | Stopping work |
| 17. | 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. | Maintenance of silence |
| 18. | No candidate shall be permitted to leave the examination hall temporarily during an examination. | Leaving the hall |
| | In case of an emergency, the supervisor may grant him permission to do so under his surveillance. | |
| 19. | No person shall impersonate a candidate at an examination or no candidate shall allow himself to be impersonated by another person. | Impersonation |
| 20. | Any improper assistance obtained by a candidate from any other person shall be considered as an examination offence. | Improper Assistance/Knowledge |
| 21. | If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of an examination necessary, he shall stop the examination, collect the Answer Scripts already written and report the matter immediately to SAR who shall in turn bring the matter to the notice of the Vice chancellor without delay. | Cancellation/ postponement |

- | | | |
|-----|---|----------------------------------|
| 22. | The supervisor/ invigilator may require a candidate to make a statement in writing on any relevant matter which may have arisen during an examination and such statement shall be signed by the candidate. No candidate shall refuse to make or to sign such a statement. | Making of statement |
| 23. | No candidate shall contact any person other than the Vice Chancellor, Deputy Vice Chancellors, Dean of relevant Faculty, Head of relevant Department or SAR regarding any matter concerning the conduct of an examination. | Who to contact |
| 24. | Every candidate shall hand over his Answer Script personally to the supervisor/ invigilator or remain in his seat until Answer Scripts are collected. A candidate shall never hand over his Answer Script to a hall attendant, a minor employee or another candidate. | Handing over the Answer Scripts. |
| 25. | Every candidate who registers himself for an examination shall be deemed to have sat the examination unless he submits a valid medical certificate or obtains leave on a valid ground for absence. | Excuses |
| | The medical certificate shall be from the University Medical Officer. If it is not possible under the circumstances the medical certificate shall be obtained from a Government Medical Officer, and submitted to the University Medical Officer within the stipulated period for his approval. | |
| 26. | When a candidate is unable to present himself for any part/ section of an examination, he shall notify or cause to be notified the matter to the SAR immediately which shall be confirmed in writing with supporting evidence within 72 hours. | Absence from Examinations |
| 27. | A candidate who absents himself for an examination without a valid reason shall not be eligible to receive classes at the next attempt for the same examination. | Eligibility to classes |
| 28. | No candidate shall sit an examination more than the number of attempts he is allowed to sit the particular examination, unless special permission has been granted by the University. | Number of attempts |

Chapter IX

Examination Offences and Punishments

1. Offences

1.1 Any candidate who violates Examination Rule No 5 shall be deemed guilty of the offence of possession of unauthorized materials, and shall be liable for cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed. Possession of Unauthorized Materials.

1.2 Any candidate who violates Examination Rule No 7 shall be deemed guilty of the offence of copying, and shall be liable for cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed. Copying

1.3 Any candidate who violates Examination Rule 8 shall be deemed guilty of the offence of cheating and shall be liable for cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a prescribed period of time and to any other punishment as may be prescribed. Cheating

Where a candidate is found cheating in an examination, before he is approached, the Invigilator must summon the supervisor or another Invigilator to assist and act as a witness.

1.4 The supervisor shall mark on the candidate's Answer Script that an act of cheating is suspected to have taken place.

1.5 Action shall be taken in such a way as to minimize disturbance to other candidates, and consistent with the need to avoid undue upset for the candidate facing further examinations.

Normally the candidate concerned shall be allowed to continue with the examination once the supervisor has taken appropriate action.

1.6 Any candidate who is detected removing examination stationary and other materials provided for the examination (Examination Rule No. 10) shall be deemed guilty of an examination offence and shall be liable for cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed. Removal of stationary

- 1.7 Any candidate who violates any one or more of the Examination Rules No 6, 14, 15, 16, 17 or 18 shall be deemed guilty of the offence of disorderly conduct and shall be liable for cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed. Disorderly Conduct
- 1.8 Any candidate who violates Examination Rule No.19 shall be guilty of the offence of impersonation and shall be liable for cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed. Impersonation
- 1.9 Any candidate who violates Examination Rule No. 20 shall be guilty of an examination offence and shall be liable for cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed. Improper knowledge
- 1.10 Any candidate found aiding and/or abetting in the commission of any of the above examination offences shall be deemed to have committed such offence and shall be liable for the same punishment/s. Aiding and Abetting

Chapter X Confidentiality

1. Maintenance of Secrecy

- 1.1 No employee of the University engaged in any type of work connected with Examinations or any other person whose services are utilized for work related to examinations shall disclose any confidential information gained directly or indirectly in the performance of his duties. Secrecy
- 1.2 For this purpose such employees shall submit the following declaration of confidentiality to respective Heads of Departments at the commencement of each Examination **(Form 15)** Declaration

I being an employee of the University do hereby solemnly, sincerely and truly declare and affirm as follows;

- a. I shall at all times conduct myself and do everything in the performance of my duties connected with the conduct of examinations such as preparation of question papers, setting, moderation, typing and packeting, supervision 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 confidentiality is ensured 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.

- 1.3 Every question paper prepared for an examination of the University, or any other document declared as confidential shall be considered as a confidential document from the time the paper is prepared until the lapse of 30 minutes from the time of commencement of the answering of such paper by candidates at that examination. Confidential Document
- 1.4 Any employee of the University engaged in any type of work connected with examinations shall bring to the notice of the respective Head of the Department if any of his close relatives is sitting for a particular examination. A close relation includes but not limited to a child, spouse or siblings.

Chapter XI

Procedure Regarding Examination Offences Committed by Candidates

1. There shall be an Examination Offences Committee comprising five (05) members appointed by the Vice Chancellor to enquire into and report on the examination offences referred to such committee with recommendations for punishments. Examination Offences Committee

2. **Classification of Offences** Examination offences
 - 2.1 Examination offences may be classified as follows;
 - (a) Possession of unauthorized materials
 - (b) Copying
 - (c) Cheating
 - (d) Removal of examination stationery
 - (e) Disorderly conduct
 - (f) Impersonation
 - (g) Improper Knowledge
 - (h) Aiding and Abetting

3. **Punishments** Maximum Punishments
 - 3.1 Punishments for the examination offences shall be as follows:-
 - (a) Warning
 - (b) Admonition
 - (c) Reprimand
 - (d) Severe Reprimand
 - (e) Suspension from attending lectures and other activities at the University for a specified duration
 - (f) Cancellation of Candidature for a prescribed duration
 - (g) Relegation to the immediate junior Intake
 - (h) Termination of studentship at the University

4. **Procedure**
 - 4.1 In case of violation of Examination Rules (Chapter IX), the Supervisor shall take action as provided in this section and forward his report to the SAR. Procedure Punishments
 - 4.2 In case of disorderly conduct, the supervisor shall in the first instance warn the candidate to be of good behavior. Where the candidate persists in disorderly conduct the supervisor may exclude the candidate from the examination hall and issue him a letter cancelling his candidature from the examination. Cancellation of Candidature for Disorderly Conduct

- 4.3 In other cases of examination offences, the supervisor shall take possession of unauthorized materials, if any, obtain a statement from the candidate and write his report **(Form 14)**. Action by supervisor
- 4.4 SAR shall place all reports of examination offences submitted by supervisors to the Examination Offences Committee for consideration. Further Action
- 4.5 Any examiner, Head of a Department, Dean of a Faculty or any other official of the University who detects an examination offence, shall report the matter in writing to the SAR, who shall submit same to the Examinations Offences Committee. Offences Reported by Others
- 4.6 Any allegation regarding the commission of examination offences received from any other person shall be submitted by the SAR to the Examinations Offences Committee. Allegations

5. Final Decision

- 5.1 Examination Offences Committee shall submit its report on the examination offences alleged to have been committed with its observations and recommendations to the Vice Chancellor for final decision. Final Decision

Chapter XII

Examination Offences by Those Other Than Candidates

The following acts and/or actions shall be offences.

Offences

1. Unauthorized Communication

- 1.1 Divulging the contents of a confidential document or part thereof.
- 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.

2. Unauthorized Divulging of Marks

- 2.1 Divulging any information relating to the answer scripts or mark sheets or mark books to any unauthorized person by an examiner or a person entrusted with filling up of mark sheets, mark books etc. or by any other person involved in the examination process.

3. Dishonest Marking

- 3.1 Marking an answer script/s by an unauthorized person.

4. Dishonest Alteration

- 4.1 Erasure, interpolation or any other alteration in a mark book, mark sheet or answer script, done by an unauthorized person.

5. Dishonest Disposal and Disclosure of Confidential Document

- 5.1 Fraudulent or dishonest taking away or disposal of a confidential document or part thereof or making a copy of such confidential document or part thereof, by any person involved in the examination process.

6. Theft or Dishonest Breaking of Receptacles Containing Confidential Documents

- 6.1 Fraudulently or dishonestly breaking open or destroying of any sealed packet, safe or other receptacle containing any confidential document.

7. Fraudulent Inclusion of Answer Scripts

- 7.1 Inclusion, insertion or exchange of another script in place of a candidate's answer script.

8. Dishonesty by Commission or Omission

- 8.1 Commission or omission of any other act relating to the conduct of an examination which is deemed by the Examination Offences Committee to be of a fraudulent or dishonest nature.

9. Assistance or Connivance

- 9.1 Abetment, assistance or connivance with another person in the commission or omission of one or more of the above acts.

10. Procedure for Disciplinary Action

- 10.1 Disciplinary action shall be taken against those who are alleged to have committed one or more of the aforesaid acts or omissions as follows:

10.1.1 In case of employees of the University action shall be taken in accordance with the disciplinary procedure of the University, including the institution of Criminal Proceedings.

10.1.2 In the case of others who are not employees of the University, appropriate action may be taken by the Vice Chancellor in terms of the Law.

Chapter XIII

Receiving and Distribution of Answer Scripts

1. Receiving Answer Scripts from Supervisors

- 1.1 SAR shall make arrangements for an official to remain in the Examinations Division to receive the sealed packets of answer scripts handed over by Supervisors. The receipt of the answer scripts packets shall be acknowledged in duplicate on **Form 16** One copy of this Form shall be handed over to supervisor. Acceptance of Answer packets
- 1.2 SAR shall check whether all answer scripts of the session have been received, and make arrangements with examiners for collection of the packets at the earliest opportunity.

2. Distribution of Answer Scripts to Examiners

- 2.1 Examiners shall collect packets of answer scripts from SAR at the Examination Division.
- 2.2 SAR shall provide the Examiner, together with the packets of answer scripts, the following:
- (a) Instructions for Marking
 - (b) Detailed Mark Sheets (**Form 17**)
 - (c) Marks Return Sheets (**Form 18**)
 - (d) Voucher
 - (e) Marking Scheme
 - (f) Covering Letter stating the number of scripts enclosed, the date by which the marks and the answer scripts should be returned and the acknowledgement form.
- 2.3 SAR shall send a reminder to the Examiners not later than two (02) weeks before the due date, if the marks have not already been received. If the marks are not received by the due date, the SAR shall report the matter to the Vice Chancellor.

Examiners shall adhere to the deadline for marking answer scripts specified by relevant Rules.

Chapter XIV

Marking Answer scripts

1. Marking Scheme

- 1.1 There shall be a marking scheme for each question paper prepared and moderated in terms of Chapter V. Marking Scheme
- 1.2 Marking examiner shall study carefully the marking scheme and the marks assigned for each question or part of a question, as the case may be.
- 1.3 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.
- 1.4 Examiner shall mark a few pilot scripts selected at random to consider whether the marking scheme requires modification. If any modifications are required, he shall take necessary actions in respect of the matter in consultation with other examiners and moderator. Modification of Marking Scheme
- 1.5 When multiple examiners are involved, a copy of the finalized marking scheme shall be submitted to all marking examiners.

2. Marking

- 2.1 Marks shall not be entered on the Answer Scripts, except in instances where the examiner is specifically required to do so. Marks not to be entered on Answer Scripts
- 2.2 Where there are two markings of answer scripts, each marking shall be independent and the marks of one examiner shall not be made available to the other examiner. Independent Markings
- 2.3 Marks shall be entered on the Detail Marks Sheet (**Form 17**) for the particular question marked. Entry of Marks on Detail Mark Sheet

3. Return of Marks

- 3.1 Once the marking is completed, candidates shall be shown the examined answer-script for them to be aware of their performance. Showing Answer Scripts to Candidates

- 3.2 Question Paper, Marking Scheme, Answer Scripts, Detail Mark Sheets and Marks Return Sheet shall be handed over to the SAR by the marking examiner/coordinator.

4. Computation of Final Marks

- 4.1 Final marks shall be computed according to prescribed criteria for evaluations.
- 4.2 As and when the Final Marks of a paper/subject have been computed the relevant Head of Department shall check the Marks Returns Sheet (**Form 18**) and satisfy himself that the entries have been correctly made, and send them to the SAR with the Detail Mark Sheets and the Comments Sheet duly signed by the Examiners.

5. Duties of Marking Examiners

- 5.1 If any person who has been appointed as a marking examiner is unable to function as such he shall forthwith inform the relevant Head of Department who shall make alternative arrangements in consultation with the Dean of the Faculty. Inability to Mark
- 5.2 On receipt of the Answer Scripts from the SAR, the Examiner shall check with the Attendance Sheets whether he has received the Answer Scripts of all candidates who had been present for the paper. If there are any discrepancy, he shall notify the same to the SAR immediately. Marking, Examiner shall be responsible to keep all Answer Scripts in safe custody. Checking Scripts Received
- 5.3 All Answer Scripts shall be marked personally by the Examiner. Marking Scripts Personally
- 5.4 As soon as marking of the Answer Scripts is complete, Examiner shall submit the same together with the Marks Return Sheet under sealed cover to the SAR. Return of Marks
- 5.5 Answer Scripts are legally in the possession of the University and thus are not given back to students. Examiners should clearly and legibly indicate where there are weaknesses or inaccuracies in the Answer Scripts in the form of clearly articulated statements than a series of ticks or crosses or exclamations or question marks.

Chapter XV

Preparation of Final Mark Sheets

1. Marks

1.1 On receipt of the Marks Return Sheets, the SAR shall enter or cause the marks to be entered in the Final Marks Sheet. No entry shall be erased. Any error made shall be clearly crossed out and the correct mark shall be written neatly. Entry of Marks

1.2 SAR shall ensure that the marks are correctly entered, totaled, averaged, checked and re-checked under his supervision. At the end of the entries in the Final Marks Sheet for a particular examination, the staff shall certify to the accuracy of the entries as follows. Responsibility

	Name	Signature
Entered by (1)		
Checked by (1)		

1.3 A Record of the steps relating to entry of marks, preparation of Results Sheets etc. shall be made on **Form 19**

2. Determination of Results

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

Chapter XVI

Publication of Results and Issue of Results

1. Results Sheet

1.1 The Result Sheets shall also include the following:

- (a) The words "General Sir John Kotelawala Defence University"
- (b) The name of the Examination and the year in respect of which the Examination was held
- (c) Time, month and year of the Examination
- (d) The results are provisional and are subject to approval by the Board of Management (BOM)
- (e) Signature of the Vice Chancellor and the Registrar

2. Publication of Results

2.1 Depending on the nature and the extent of the examination, the SAR shall be given sufficient time to release the results after the determination of the results by the Board of Examiners. The period shall however not exceed two (02) weeks from the date of determination of results, except with the specific approval of the Vice Chancellor. Publication of Results

2.2 Every Results Sheet shall be carefully checked and initialed by the Registrar before submission to the Vice Chancellor for signature.

2.3 Examination results shall be displayed on the notice board with copies sent to the Deans of respective Faculties.

3. Confirmation of Results

3.1 Provisional Results shall be submitted to the BOM for approval. Approval by the BOM

4. Issue of Results

Every candidate may be issued one or more of the following documents:- Issue of Results to Candidates

- a. Statement of Results
- b. Final Examination Certificate
- c. Degree Certificate

4.1.1 Statement of Results

Every candidate shall be issued a Statement of Results on a printed form duly signed by the SAR upon the request of the candidate and the payment of prescribed fee. These statements will be issued within two (02) weeks of the publication of results and will serve as temporary certificates.

Candidates shall collect these statements personally. Statements not collected before a prescribed date shall be posted under Registered Cover to the candidate.

4.1.2 Final Examination Certificates

Final Certificates shall be issued only after the approval of the results by the BOM. Such a certificate duly signed by the SAR shall be issued to a candidate on request and payment of prescribed fee. No duplicate shall be issued except where satisfactory evidence has been produced to the effect that the original certificate issued had been damaged, destroyed or lost. The fee for the Duplicate Certificate shall be doubled the prescribed fee for the Original Certificate.

4.1.3 Transcripts

Transcripts shall contain information as to the subjects offered and the grades obtained by a candidate, and shall be issued on a request and the payment of the prescribed fee.

4.1.4 Degree Certificate

Every candidate who has passed the Final Examination of a course of studies shall make an application together with a remittance for the prescribed fee, for the Degree Certificate once he is informed to do so. Every candidate who supplicates shall be issued with a certificate that he had been admitted to the Degree.

The format of the Degree Certificate shall be determined by the BOM.

Chapter XVII

Duties of the SAR

1. SAR shall under the general direction of the Vice Chancellor/DVC (Academic)/Registrar be in charge of the conduct of examinations. Charge of Examinations
2. SAR shall be responsible for the arrangements in connection with the conduct of examinations as indicated in this Manual of Procedure.

Chapter XVIII

Payments

1. Rates of Payment

Rates of payment for various services in connection with the conduct of examinations shall be laid down by Rules. Rates fixed by Rules

2. Voucher and Claims

2.1 Vouchers shall be carefully prepared, duly certified and submitted by the officer certifying expenditure. Claims

2.2 Each Examiner, Supervisor, Invigilator, Hall Attendant and other employees shall make separate claims certified by the Head of the Department, Supervisor or the SAR as the case may be.

2.3 All claims in connection with the examinations shall be sent to the SAR who shall maintain a record of such payments in the relevant register or registers. Records

Chapter XIX

Maintenance of Records

1. Release of Marks

1.1 The marks scored by candidates shall be treated as strictly confidential and shall not be released except as provided below: Release of Marks

- a. for official purposes within the University on the direction of the Vice Chancellor
- b. for any other official purpose at the discretion of the Vice Chancellor

2. Storing of Answer Scripts

All Answer Scripts shall be kept under safe custody for a period of five (05) 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. Answer Scripts
Storing and
Disposal

3. Mark Sheets

3.1 All Mark Sheets except Final Marks Sheets shall be kept of record for a minimum period of five (05) years and thereafter destroyed. Mark Sheets

3.2 Final Marks Sheet shall be kept under lock and key and be preserved. Mark Books

4. Question Papers

4.1 At least two (02) copies of every question paper shall be filed of record in addition to copies kept in the Library. Question Papers

5. Confidential Room

There shall be a confidential room attached to the Examinations Division for doing confidential work such as entry of marks, typing, duplicating and packeting of question papers, preparation of transcripts etc. Security for
Confidential Work

All confidential documents in connection with examinations such as Mark Sheets shall also be kept of record in the Confidential Room. Storage of
Confidential
Documents

6. Academic Records of Students

Academic Record of every student shall be entered in Index Card Academic Records
(Form 20) 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 SAR

Chapter XX

Interpretations

In this Manual of Procedure for Conduct of University Examinations, unless the context otherwise require.

1. "SAR" means the Senior Assistant Registrar in charge of the conduct of examinations.
2. "Examiner" Means a person who is assigned to set a question paper or to moderate a question paper or a person who is appointed to read answer scripts and assign marks, or a person appointed to conduct examination or practical work or field work or teaching practice and assign marks or a person who reads a Thesis, Essay, Project Report etc. and assigns marks, or a person who conducts an oral or viva voce examination and assigns marks, or a person who is assigned similar work.
3. "Supervisor" means a person appointed to supervise a written, practical or an oral examination.
4. "Invigilator" means a person who is appointed to invigilate at a written, practical or an oral examination.
5. "University" means the General Sir John Kotelawala Defence University established by the Act No 68 of 1981, as amended.

Chapter XXI

Appendix I – Forms and other relevant documents

Form No: 01: Tentative Time-Table (Specimen Only)



**General Sir John
Kotelawala Defence University**

20XX-20XX WEEK RANGES

			Timetable Week
		Week starting	
		Welcome Week	1
		Teaching Starts	
		Semester 1	2
		Semester 1	3
		Semester 1	4
		Semester 1	5
Semester 1		Semester 1	6
		Semester 1	7
		Semester 1	8
		Semester 1	9
		Semester 1	10
		Semester 1	11
		Semester 1	12
		Semester 1	13
		Semester 1	14
		Semester 1	15
		Study Leave	16
		Study Leave	17
		EXAMINATIONS	18
		EXAMINATIONS	19
		EXAMINATIONS	20
		Vacation	21
	Vacation	22	
Semester 2		Teaching Starts	
		Semester 2	23
		Semester 2	24
		Semester 2	25
		Semester 2	26
		Semester 2	27
	Semester 2	28	

			Semester 2	29	
			Semester 2	30	
			Semester 2	31	
			Semester 2	32	
			Semester 2	33	
			Semester 2	34	
			Semester 2	35	
			Semester 2	36	
			Semester 2	37	
			Study Leave	38	
			Study Leave	39	
			EXAMINATIONS	40	
			EXAMINATIONS	41	
			EXAMINATIONS	42	
				43	
				44	
				45	
				46	
				47	
				48	
				49	
				50	
				51	
				52	

Form No : 02



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY, RATMALANA

Application Form for End Semester Examinations

1. Student Details

Name	
Intake	
Stream	
SVC/Index No	

Category								
Officer	Local		Cadet	Local		Day Scholar	Local	
	Foreign			Foreign			Foreign	

Academic Year

Semester

Module Code	Name of the module	No of Credits	Please tick (√)			
			GPA	NGPA	Elective	Optional

Please register myself for above mentioned subject modules of Year.....
Semester....examination.

Signature of the student	
Date	

2. To be filled by the Enlistment Division/Bursar.

(Only applicable for Day-scholars)

Details of payment of course fee. Payment slip/ receipt No:.....	
Fulfillment of other obligations AR (Enlistment) /Foreign Relations Officer If applicable - Yes /No If no - Please provide details Date Signature
Above candidate has/ has not paid course fee. Date Signature of Bursar

3. To be filled by the HoD :

Recommendation of Subject Lecturers					
Sn	Subject	Lecturer in charge	Attendance Percentage	Eligibility	Signature of the Lecturer in charge

Remarks :

Recommendation of the HoD :

Date..... Signature.....

HoD :

4. To be filled by SAR/ AR

Include/ Do not include candidate's name to attendance sheet. Date..... Signature.....
--

Note: - Students should obtain recommendation for section 3 as applicable and hand over duly filled application to Dean's office.

Form No:03



**General Sir John Kotelawala Defence University
Examination Arrangements**

To:.....

Department :.....

Faculty/ Institute:.....

Examination :.....

Dear Sir,

Please be good enough to complete this schedule and return it to me personally or under confidential cover not later than

Note: (1) The numbers and title of papers should conform with the wording as those given in the syllabus.

(2) The number of scripts to be sent to each Examiner should be indicated.

Yours faithfully,
Registrar

Date:.....

1	2	3	4	5	6	7	8	9
Title No.	Title	Medium	Paper setting examiner with address & Tele. No. where available	Moderator with address &Tele.No. where available	Translator with address &Tele.No. where available	No. of scripts to each examiner	First Marking examiner with address & Tele.No. where available	Second examiner with address &Tele.No. where available

Date :.....

Signature of Head of Department :.....



**General Sir John
Kotelawala Defence University**

06.05.2020 (Examination Date)

DO NOT OPEN THE QUESTION PAPER UNTIL INSTRUCTED TO DO SO BY THE CHIEF INVIGILATOR	
Department	
Module Code	
Module Title	
Exam Duration (in	
CHECK YOU HAVE THE CORRECT QUESTION PAPER	
Number of Pages	
Number of Questions	
Instructions to Candidates	
FOR THIS EXAM YOU ARE ALLOWED TO USE THE FOLLOWING:	
Calculators	
Books/Statutes provided by the University	If Yes - List the title of any books or statutes that Registry should provide
Are students permitted to bring their own Books/Statutes/Notes?	If Yes – List the Books/Statutes/Notes that students are permitted to bring into the examination
Additional Stationery	If Yes - List requirements. It is not necessary to list spare answer books here – These will be available in the venue

Form No: 05

1. Question 1 [20 marks]

2. Question 2 [20 marks]

3. Question 3 [20 marks]

4. Question 4 [20 marks]

5. Question 5 [20 marks]

6. Question 6 [20 marks]

END OF PAPER

Envelope Size 9 ½" x 4 ½"



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

CONFIDENTIAL

Name :

Address :

From :.....
.....
.....

Envelope Size 9" x 4"

CONFIDENTIAL

Name of Exam :.....

Title of Paper :

Date of Scrutiny :.....

The following documents are enclosed in this envelope *

- (1) Question Paper in
(English medium)
(Sinhalese medium)
(Tamil medium)

- (2) Outline maps
- (3) Marking Scheme

Form No:07



General Sir John Kotelawala Defence University

Daily List of Papers

Date	Code No	Title of Paper	Examination	Medium & No. of Papers Prepared			No. of Packets	No. of Centres
				Sinhala	Tamil	English		

CONFIDENTIAL



General Sir John Kotelawala Defence University

This is to be certify that this packet of question papers was opened at a.m. on at the Examination Centre 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 :

EXAMINATION :

PAPER :

CENTRE :

DATE :

TIME :

.....
Signature of Supervisor

.....
Signature of Invigilator



General Sir John Kotelawala Defence University
Preparation of Question Paper

- 1. Examination :
- 2. Title and Code Number of Paper :
- 3. Receipt of paper (a) From :
(b) Date :
- 4. Sent to Moderator (a) Name :
(b) Date :
- 5. Received from Moderator (a) Name :
(b) Date :
- 6. Translated by (a) Name :
(b) Date :
- 7. Stencil typed by (a) Name :
(b) Signature :
(c) Date :
(d) No. of Stencils :
- 8. Proof Reading Stencil (a) Name :
(b) Signature :
(c) Date :
- 9. Roneoing and packeting Roneo Operator :
Clerk :
Others present :
Date :
No. of copies prepared :
No. of packets prepared:
- 10. Separate packet for purpose of Record prepared by :
- 11. Spoilt papers and used carbons : Destroyed/ Separately packetted

.....
Date

.....
Signature of Registrar

Form No:10

Declaration by Candidates failing to produce Record Books at Examinations

I, being a candidate for the examination bearing Index No: do hereby declare that I have failed to produce the Record Book at the Examination Hall and that I am permitted to sit the Answer Paper under the condition that a decision will be made by the University on my producing the Record Book, as to whether my candidature for the paper should be accepted or not.

I hereby declare that I shall abide by the decision of the University with regard to this matter.

Date:

.....
Signature of Candidate

Counter signed

.....

Supervisor/ Invigilator

This candidate produced the Record Book today and I am satisfied of the identity of this candidate for the above paper.

Date:

.....
Signature of Supervisor

I
f
the Supervisor suspects impersonation, he shall make a separate report giving his reasons for same.



General Sir John Kotelawala Defence University

Name of Candidate: Index No :

Title of Paper: Date :

Offence Committed :

Time Detected : Signature of Invigilator

(Detail Report overleaf)

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

It has been brought to my notice by the Invigilator :

Date : Signature of Supervisor

Explanation of Candidate

.....

Date : Signature of Candidate

Observation of the Supervisor

.....

Date : Signature of Supervisor



General Sir John Kotelawala Defence University

Detail Report of Examination Offences

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

Form No:14



General Sir John Kotelawala Defence University
Supervisor's Report
(In respect of each paper)

No: of Paper :

Date:

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 Present	Sinhala Medium	Tamil Medium	English Medium
	
4.	The number 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	Yes/ No
	(c) Desk numbered	Yes/ No
	(d) Answer books and Exam material available	Yes/ No
	(e) Inadequacy of Invigilators, Hall Attendants	Adequate/ Not adequate
	(f) Names of Invigilators, Hall Attendants	1. 2. 3.
	(g) Names of Invigilators, Hall Attendants arrived late	1. 2. 3.
10.	Observations with regard to the Printing/ Duplicating of question papers or any other defect regarding question papers	Report annexed
11.	Observations regarding Rubric or instructions 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 time was given ?	
17.	Any other observations	



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY, RATMALANA

Declaration of Confidentiality

1. Examination Details

Year	
Semester	

I(Name of the Lecturer) being an employee of the University do hereby solemnly, sincerely and truly declare and affirm as follows;

a. I shall at all times conduct myself and do everything in the performance of my duties connected with the conduct of examinations such as preparation of question papers, setting, moderation, typing and packeting, supervision 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 confidentiality is ensured 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.

.....
(Signature) Date

Name of the Lecturer:
Faculty :
Department :

Form No : 16



**GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
RATMALANA**

S/N	SUBJECT	FACULTY	Question paper Packet Taking Over from Examination Division			Answer Script Packet Handing Over to Examination Division		
			DATE	NAME	SIGNATURE	DATE	NAME	SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Form No:17



General Sir John Kotelawala Defence University

Detailed Mark Sheet

Name of Examination :

Title of Question Papers :

NOTE :

- (1) Please enter the Marks clearly in ink. Alterations, if any, should be initialed.
- (2) After Q, put down the number of question.
- (3) Marks for each paper should be entered on separate mark sheets.
- (4) The Marks per paper should then be transferred to the Mark return sheet.
- (5) Modification to the marks awarded by Internal examiners should be initialed in red ink by External Examiners.

Index No.	Q	Q	Q	Q	Q	Q	Q	Q	Q	Total Max. %	Grading

Date :

.....
Signature of Examiners



Confidential

General Sir John Kotelawala Defence University

Final Examination in : 20.....

Mark Return Sheet

Subject :

Candidates	1 st Marking	2 nd Marking	Final	Candidates No.	1 st Marking	2 nd Marking	Final

Initials of Examiners :

.....

Head of Department

Date :

Form No:18-b



General Sir John Kotelawala Defence University
..... Special Degree
Mark Return Sheet

Subject :

Candidate's No.	1	2	3	4	5	6	7	8	9	10	11	Total	Percentage

Initials of Examiner/s

.....
.....
Head of Department

Date:



General Sir John Kotelawala Defence University

**Record of Entry of Marks and
Issue of Statement of Results**

		Initial of AR
Schedule of Entries	Prepared by	
	Checked by	
Mark Book	Prepared by	
	Checked by	
Entry of Marks	Prepared by (1) (2)	
	Checked by (1) (2)	
	Re-checked by A/R	
Results determined by	A/R According to	
	Alterations made by Board of Examiners minimum Marks added for the Exam. as whole and distributed to one or more papers. Maximum Mark added for a class. Any other special consideration	
Statement of Results	Prepared by	
	Checked by	
Results Sheets	Prepared by	
	Checked by	



**General Sir John Kotelawala Defence University
Academic Records**

Name (with initials)

.....

Faculty:.....				Course:.....			
Admission :..... Academic Reg. No:.....				Completion of course Academic year Date of Graduation :.....			
	First Examination						
	1 st attempt		2 nd attempt		3 rd attempt		
Subject / Papers	Marks	Grade	Marks	Grade	Marks	Grade	
							Passed 1 st Exam:..... Date of Results :.....
Initials of Asst. Registrar							

Final Examination

Subjects/ Papers	Part I		Part II		Part III	
	Marks	Grade	Marks	Grade	Marks	Grade
Total						
Date of passing						
Initials of AR						

Ordinary Pass
2 nd Class Lower
2 nd Class Upper
1 st Class

Date of award of Degree :

Date of validity of Certificate :

Date of issue of degree Certificate :