

EXAMINATION PROCEDURE, OFFENCES AND
PUNISHMENTS

2020

Wayamba University of Sri Lanka

EXAMINATION PROCEDURE, OFFENCES AND PUNISHMENTS

Regulations made by the Senate of the Wayamba University of Sri Lanka under section 136 read with Sections 29,45 and 46 of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No.7 of 1985 .

Regulations

These regulations may be cited as the Examination Procedure, Offences and Punishment Regulation No XX of 2020, effective from XX.XX.2020

Part I

EXAMINATION PROCEDURE

Applicability

The procedures defined herein are applicable to summative assessments that are conducted using any written question paper formats and are held on a defined time and venue in Wayamba University of Sri Lanka.

Examiners may selectively apply whole or part of the procedures defined herein for any formative assessments as deemed appropriate and practical.

Procedure

1.01	A candidate is expected to be outside the Examination Hall at least 15 minutes before the commencement of each paper, but shall not enter the Hall until he/she is requested to do so by the Supervisor.	Attendance
1.02	On admission to the hall a candidate shall occupy the seat allocated to him/her and shall not change it or move it except on the specific instructions of the Supervisor.	Seating
1.03	Candidate shall not be admitted to the Examination Hall after the expiry of 20 minutes from the commencement of the Examination in the case of one to three hours' duration. If an MCQ paper is included in the evaluation, candidates shall not be admitted after the expiry of 10 minutes of the commencement of the Examination. Candidate shall not be allowed to leave the hall until Supervisor announces to do so after the Examination is over and the papers are collected and counted. Any temporary leaving by a	Admission and Dismissal to/from Examination Hall

	<p>candidate for emergency shall be carried out according to No 1.19.</p> <p>Under exceptional circumstances, the Supervisor in consultation with the Vice Chancellor/ Registrar or Dean of the Faculty concerned may use his discretion in the enforcement of item No. 1.03.</p>	
1.04	<p>A candidate shall have his/her student record book/student identity card and the admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the student record book/student identity card and admission card when requested to do so.</p> <p>In case the candidate fails to produce Student Record Book/Student Identity Card, and Supervisor/any Invigilators is able to positively identify the candidate by name then the Supervisor shall allow the candidate sign the "Declaration on Failing to Produce Student Record Book/ Student Identity Card/ Admission Card form", in respect of the paper for which he/she had not produced the student record book/student identity card or admission card acknowledging that he/she has been permitted to sit the paper conditionally until the matter is resolved, and produce the student record book/student identity card and or admission card on the next occasion when he/she appears for the examination.</p> <p>If it is the last paper or the only paper he/she is sitting, he/ she shall produce the student record book/student identity card to the Registrar or the Faculty SAR/ AR within the next three working days.</p> <p>In case the candidate fails to produce student record book/student identity card, and Supervisor/any</p>	<p>Student Record Book/student identity card required</p> <p>When no identity presented and officials recognize candidate</p> <p>For the last paper incidents</p>