

UNIVERSITY OF COLOMBO, SRI LANKA

PART I

EXAMINATION PROCEDURE

1. Candidates are required to be at the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until they are requested to do so by the Supervisor.
2. No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half-an-hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper.
3. On admission to the hall a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instructions of the Supervisor.
4. A candidate shall have his student Identity Card and the Admission Card with him/her in the examination hall on every occasion he presents himself for a paper. His candidature is liable to be cancelled if he does not produce the Identity Card when requested to do so. If he failed to bring his Identity Card on any occasion, he shall sign a declaration in respect of the paper for which he had not produced the Identity Card in the form provided for it and produce the Identity Card to the Registrar on following day. If a candidate loses his Identity Card in the course of the Examination, he shall obtain a duplicate Identity Card from the Registrar, for production at the examination hall.
5. Admission Cards signed in the presence of the Supervisor/Invigilator shall be handed over to the Supervisor/Invigilator on the day of your last paper.
6. Candidates shall bring their own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring.
7. Examination stationery (ie. writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him by the Supervisor/Invigilator shall be used by a candidate. Log tables or any other material provided shall be used with care and left behind on the desk. All material supplied whether used or unused, shall be left behind on the desk and not removed from the examination halls.

8. No candidate shall have on his person or in his clothes or on the Admission Card, Time Tables, Record Book or any other object he is permitted to bring into the examination hall, any notes, signs and formula or any other unauthorised material. Books, notes, parcels, hand bags cellular phones etc. which a candidate has brought with him should be kept at a place indicated by the Supervisor/Invigilator.
9. A candidate may be required by the Supervisor to declare any item in his possession or person.
10. Every candidate shall enter his Index Number at the appropriate place on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who insert on his script an Index Number other than his own is liable to be considered as having attempted to cheat. The Supervisor/Invigilator has the authority to check the answer scripts of the candidate. 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 scripts.
11. Candidates are under the authority of the Supervisor and shall assist him by carrying out his instructions and those of the Invigilators, during the examination and immediately before and after it.
12. 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. In entering and leaving the hall, he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
13. 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. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his hand from where he is seated.
14. After the examination has commenced no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the Supervisor/Invigilator shall grant him permission to do so but the candidate will be under his constant surveillance.

15. Candidate shall stop work promptly when ordered by the Supervisor/Invigilator to do so. If this instruction is not strictly followed the Supervisor/Invigilator has the authority to make an endorsement to this effect on the answer scripts.
16. All calculations and rough work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer scripts. 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 to be considered as having written notes or outlines of answer with the intention of copying.
17. Any answer or part of the answer which is not to be considered for the purpose of assessment, shall be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.
18. Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an Attendant, a minor employee or another candidate.
19. A candidate who has handed over his/her answer script shall under no circumstances be entitled to call it back.
20. No candidate shall remove his/her or any other candidate's answer script from the examination hall.
21. No candidate shall copy or attempt to copy from any book or paper or notes or similar materials or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.
22. No candidate shall submit a practical or field book or dissertation or project study or term paper or assignment or answer script which has been done wholly or partly by anyone other than the candidate himself/herself.
23. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.

