

Examination Offenses

Possession of unauthorized documents at the examination hall, removal of examination stationary, disorderly conduct, copying, obtaining or attempting obtain improper assistance, cheating or attempting to cheat, impersonation, aiding and abetting are considered as examination offenses. Committing one or more of these offenses or any other offense that can be proved will be considered as an examination offense. A candidate who is found guilty of an examination offence is liable to any one or more of the following punishments.

- Removal of his/ her name from the result list
- Cancellation of his/ her candidature from whole or part of the examination
- Suspension from any university examination for a period specified by the senate
- Cancellation of studentship

General regulations regarding examinations

1. On the day of the Examination, candidates are required to be at the examination hall at least **fifteen (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 (30 min)** from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until **half-an-hour has lapsed (30 min)** 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/ her **student Identity Card** and the **Admission Card** with him/ her in the examination hall on every occasion he/she presents himself/ herself for a paper. His/ her candidature is liable to be cancelled if he/ she do not produce the Identity Card when requested to do so. If he/ she failed to bring his/her Identity Card on any occasion, he/ she shall sign a declaration in respect of the paper for which he/ she had not produced the Identity Card in the form provided for it and produce the Identity Card to the Registrar on the following day. If a candidate loses his/ her Identity Card in the course of the Examination, he/ she 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 the last paper of the candidate.
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, precise 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/her 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 other than the answer scripts, shall be left behind on the desk and not removed from the examination halls.**
8. No candidate shall have on his/ her person or in his/ her clothes or on the admission Card, Time Tables or any other object he/ she is permitted to bring into the examination hall, any notes, signs and formula or any other unauthorized material. Books, notes, parcels, hand bags, cellular phones etc. which a candidate has brought with him/ her should be kept at a place indicated by the Supervisor/ Invigilator. The supervisor shall not take the responsibility in case any of these materials kept is lost.
9. A candidate may be required by the Supervisor to declare any item in his/ her possession or person.
10. **Every candidate shall enter his/ her Index Number at the appropriate place on the answer book and on every continuation paper.** He/ she shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his/ her script an Index Number other than his/ her 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/ her by carrying out his/ her instructions and those of the Invigilators during the examination and immediately before and after it.
12. Every candidate shall conduct himself/ herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his/ her staff or to the other candidates. In entering and leaving the hall, he/ she shall conduct himself/

herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.

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/her hand from where he/she 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/her permission to do so but the candidate shall be under his constant surveillance.
15. Candidates 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 canceled 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 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.

Examination Offences

1. No candidate shall remove his/ her or any other candidate's answer script from the examination hall.
2. 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.

3. 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.
4. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/ herself to be impersonated by another person.
5. If circumstance arises which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he/ she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice- Chancellor/ Registrar.
6. The Supervisor/ Invigilator is empowered to request any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it.

Examination Attempts

Every candidate who registers for an examination shall be deemed to have sat the examination unless:

When a candidate is unable to present himself/ herself for any part/ section of an examination, he/ she shall notify or cause to be notified this fact to the Registrar, immediately. This should be confirmed in writing with support documents within 48 hours by registered post. He/ she is permitted by the Senate for valid reason to withdraw from such examination on a ground acceptable to the Senate within the specified period.

OR

Candidates who are unsuccessful at the first attempt will be given two further consecutive attempts to complete the examination. The student shall be deemed to have sat the examination irrespective of whether he/ she sat or not unless the Senate is satisfied that

he/ she has been prevented from sitting the examination due to illness or any other reasonable cause.

No student shall sit an examination, if he/ she has exhausted the number of attempts that he/she is allowed to sit the particular examination, unless he/ she has been granted special permission to do so by the Senate.

The Degree Programme shall be conducted under the semester system and all theory examinations shall be held within a given semester and / or at the end of each semester unless otherwise decided.

Every student following a Level of the Degree Programme shall take the relevant examinations for Course Units in that Level at the very first occasion they are held.

A student shall not be permitted to take an end of semester (or final) examination unless the Head/s of the relevant Department/s has certified that he/she has satisfied all the requirements of the relevant Course Units, including but not limited to regular attendance at lectures, laboratory classes, hospital practice and submission of assignments at the appropriate time, as prescribed by the Senate on the recommendation of the Faculty Board.

Every candidate who registers for an examination shall be deemed to have sat the examination **unless**:

When a candidate is unable to present himself/ herself for any part/ section of an examination, he/ she shall notify or cause to be notified this fact to the Registrar, immediately. This should be confirmed in writing with support documents within 48 hours by registered post. He/ she is permitted by the Senate for valid reason to withdraw from such examination on a ground acceptable to the Senate within the specified period.

OR

He/ she submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the University Medical Officer. If this is not possible the medical certificate should be obtained from the Government Medical Practitioner and submitted to the University Medical Officer at the earliest possible time, but in any case not later than one week from the first day of the examination (Please indicate the Faculty and the Registration Number in Medical Certificate).

A student eligible to sit the examination shall be deemed to have sat the first scheduled examination irrespective of whether he/ she has already sat or not unless the Senate is satisfied that he/ she has been prevented from sitting the examination due to illness or any other reasonable cause.

A student who withdraws or absents himself/ herself from the examination shall not be eligible for Honors at the next examination unless the Senate decided otherwise