



Rajarata University of Sri Lanka

By-law on the Conduct of Candidates at Examinations and Punishments for Violation of Examination Rules

Recommended by the Senate:	261 st meeting held on 25 th July 2024
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*This by-law may be cited as **By-law no. 01/2024 on the Conduct of Candidates at Examinations and Punishments for Violation of Examination Rules, Rajarata University of Sri Lanka.***

For the purposes of the by-law, Examination is synonymous with Assessment and includes the following:

- a. Evaluation of assignments both in-class and take-home in a particular subject.
- b. Year-end, end-semester, or mid-semester examination (e.g. in-class test, evaluations of laboratory work, project work and project demonstration, computer-based assessments, studio work, take-home assignments, oral assessment, written evaluation, practical evaluation, online assignments and assessments, clinical examinations, fieldwork, industrial visits, camps, internship, industrial training or other evaluation of knowledge, skills, analytical abilities, competencies, other learning abilities, or combinations thereof, etc.).
- c. Continuous assessment (i.e. the regular evaluation of coursework done during the course where the marks achieved contribute to the overall result). E.g. in-class tests, evaluations of laboratory work, project work and project demonstration, computer-based assessments, studio work, take-home assignments, oral assessment, written evaluation, practical evaluation, online assignments and assessments, clinical examinations, fieldwork, industrial visits, camps, internship, industrial training or other evaluation of knowledge, skills, analytical abilities, competencies, other learning abilities, or combinations thereof, etc.
- d. Examination of a group of subjects, a single subject or part thereof on a particular date and time or period as applicable.

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1. Rules Applicable for Candidates at Examinations

1.1 Before entering into examination hall

- a. Candidates must be present at the examination hall at least 15 minutes before the scheduled time of the examination. However, candidates shall enter the examination hall only when the supervisor permits them to do so.
- b. Candidates shall comply with the instructions given by the supervisor and/ or displayed at the entrance of the examination hall.
- c. Candidates must keep silent throughout the examination from the time of entering the examination hall until leaving the examination hall.

1.2 Entering into examination hall

- a. Candidates shall leave all personal belongings other than the material permitted at the examination hall while entering the examination hall. The only forms of written or printed material allowed in the examination are the proof of identity (student identity card/ student record book carrying the photograph of the candidate/ any other proof as accepted by the Supervisor) and the admission card. Other written and printed material may be allowed in open-book examinations. Special devices may be allowed by the Supervisor for candidates with special needs.
- b. Candidates shall enter the examination hall in an orderly manner and proceed straight to the designated seating indicated by the index number written on the desk and be seated.
- c. Candidates shall not enter the examination hall after the first half an hour from the commencement of the examination unless permitted to do so by the Supervisor. Candidates are not allowed to leave the examination hall before the lapse of 30 minutes from the commencement of the examination and during the last 15 minutes of the examination.
- d. A candidate may be permitted provisional entry on account of an unforeseen event after the above-mentioned expiry, if no candidate has left the examination centre (or any other centre where the same assessment is concurrently conducted), at the sole discretion of the Supervisor. No extra time will be allowed for such candidates. A candidate permitted under this condition shall make a written signed statement on the event, immediately on completion of the examination and submit the same to the Supervisor who shall forward same to the Dean of the relevant Faculty who in turn will report to the Senate for determination of the validity of such candidature.

1.3 Conduct in the examination hall

- a. Candidates must observe all instructions given by the Supervisor and Invigilators during the examination.
- b. Candidates shall have photo proof of identity that satisfies the Supervisor on the identity of the candidate. In the event the identity does not match with proof of identity, the candidate shall submit a declaration at the end of the examination to the Supervisor admitting the incongruity and shall provide sufficient proof, including an affidavit, to the SAR/ AR or Dean within a week after the examination.
- c. A candidate whose name on the proof of identity and the admission card differ in any manner shall submit a declaration at the end of the examination to the Supervisor admitting the incongruity and produce an affidavit certifying that both names refer to the same candidate, within a week after the examination.
- d. A candidate shall disclose any items in one's possession or person if requested by the Supervisor or an Invigilator.
- e. Candidates shall not start answering until they are notified to do so implicitly or explicitly.
- f. A candidate shall neither seek nor obtain academic help from the Supervisor, an Invigilator, or any other person unless specifically permitted.
- g. A candidate shall neither lend nor borrow any material from any other candidate, without the permission of the Supervisor or invigilators.
- h. A candidate shall neither help nor attempt to help another candidate or act negligently so that another candidate has the opportunity of copying.
- i. A candidate shall neither obtain nor attempt to obtain help from any other candidate.
- j. A candidate shall neither communicate nor attempt to communicate in any manner with another candidate or any person other than authorized person/s.
- k. A candidate shall neither copy from nor attempt to copy from any other candidate.
- l. A candidate shall neither copy from nor attempt to copy from any unauthorized material. The presence of unauthorized material on one's desk or near the candidate during a written examination will be deemed as an attempt to copy.
- m. A candidate shall write only on the answer books or other stationery which carry the date stamp and a signature of an Invigilator provided for the particular examination unless specifically allowed otherwise.

- n. Candidates shall not write/ draw on any other paper/documents/ objects/ physique during the examination.
- o. Such actions as mentioned in 1.3 n shall be interpreted as having been written beforehand, with the intention of copying.
- p. Candidates must write the index number assigned to her/ him on each answer script.
- q. A candidate shall write neither her/ his name nor any identification mark on the answer script.
- r. Candidates must gather and arrange the answer sheets in an order tied up in preparation for ending the examination when the Supervisor announces to do so.
- s. Candidates shall stop work promptly when announced by the Supervisor or invigilator to do so.
- t. Candidates must take good care of the material, such as charts, tables, calculators etc. provided by the university for their use at the examination and return. They also shall not tear, crumple, fold or otherwise mutilate the stationery provided to them.
- u. Candidates must leave all the material provided by the university on the desk for collection by the hall staff at the end of the examination.
- v. Each candidate must personally hand over her/ his answer script either to the Supervisor or an Invigilator at the end or during the examination, but shall not leave it on the desk or pass it through any other candidate.
- w. Candidates shall neither remove nor attempt to remove from the examination hall any material supplied at the examination (other than a question paper where no restrictions have been placed).
- x. A candidate shall not submit an answer script or assignment, which has been prepared completely or partially by anyone other than the candidate.
- y. Candidates shall remain silent and seated all the time in the examination hall, in a manner that does not cause disturbance or inconvenience to the Supervisor Hall staff or other candidates, until the Supervisor announces to leave the examination hall.
- z. Candidates shall leave the examination hall when asked to do so by the Supervisor keeping calm and silent.

1.4 General

- a. Candidates shall adhere to the instructions given by the Supervisor and Invigilators from before the commencement of the Examination until leaving the examination hall.
- b. A candidate shall not submit a coursework, field book, dissertation, report or other assignment for assessment which has been done wholly or partly by anyone other than the candidate (except where the examiner has given prior permission for joint or collaborative work to be submitted).
- c. A candidate shall not submit, as her/his own, the reproduction of someone else's work, including material and ideas.
- d. A candidate shall not allow her/ him to be impersonated by someone else or a person shall not impersonate a candidate at the examination. Both the person who impersonated the candidate and the candidate who allowed to be impersonated shall be guilty of an offence.
- e. A candidate is obliged to follow an order by the Supervisor or an Invigilator on her/ his behalf to make a statement in writing on any matter which may arise during the course of the examination and such statement shall be written and signed by the candidate. Such material will be sealed in the presence of the candidate as a witness. The Supervisor shall follow the procedure as governed by guidelines for Supervisors.
- f. A candidate shall hand over to the Supervisor, in the presence of a witness, any unauthorized material detected in possession of the candidate.
- g. A candidate shall cooperate with the procedure in recording the detection of an offence appropriately as decided by the Supervisor.

Note: The Supervisor and the witness will make a record of such material in detail, and hold it securely and intact until the examination has been completed. Anything that may prevent a candidate from legitimately completing the examination should not be taken over until the examination has been completed.

- h. A candidate shall not aid in committing an examination offence.

2. Categories of Examination Offences and Applicable Punishments

Violation of one or more of the above-mentioned rules is tantamount to examination offence or offences. The degree/seriousness of the offences differ based on the rules violated and other circumstances when the violation occurred. Accordingly, offences are categorized as given in Column 1 of the following schedule (2.1) depending on the rule or rules violated. And, the punishments may range from a minimum punishment (Column 2) to maximum punishment (Column 3) based on the seriousness of the offence. The Senate, on the recommendation of the Examination Disciplinary Committee, appointed for this purpose, shall decide on a suitable punishment.

2.1. Schedule of examination offences, related rules and punishments

Offence and Applicable Rules	Minimum Punishment	Maximum Punishment
<p>a. Disorderly conduct <i>(unruly behaviour, not heeding to instructions of or influencing the Supervisor, Invigilator(s) and other staff, any act that may disrupt the conduct of the examination)</i></p> <p>Rules: 1.1, 1.2, 1.3 a, 1.3 d, 1.3 e, 1.3 m, 1.3 q, 1.3 r, 1.3 s, 1.3 t, 1.3 u, 1.3 v, 1.3 w, 1.3 y 1.3 z, 1.4 a, 1.4 e, 1.4 f, and 1.4 g</p>	Severe warning (verbal or written warning depending on the severity of the offence committed by the candidate)	Cancellation of the candidature from all the examinations pertaining to the particular semester in which the offence was committed and three additional semesters with or without suspension from the university for the same period.
<p>b. Cheating <i>(an act of fraud, deceit, or dishonesty in an academic assignment including examination, or using or attempting to use or assisting others in using materials including communication devices that are prohibited or inappropriate in the context of an academic assignment including examination to gain undue advantage, removal of stationary belonging to the university that are pertaining to examinations from the examination hall)</i></p> <p>Rules: 1.3 f, 1.3 g, 1.3 i, 1.3 j</p>	Cancellation of the candidature from all the examinations pertaining to the particular semester in which the offence was committed.	Cancellation of the candidature from all the examinations pertaining to the particular semester in which the offence was committed and for three additional semesters with or without suspension from the university for the same period.
<p>c. Copying <i>(Communicating answers from or to another person)</i></p>	Cancellation of the candidature from all the examinations of the semester in which the	Cancellation of the candidature from all the examinations pertaining to the particular semester in which the offence was committed

Rules: 1.3 h, 1.3 k, 1.3 l, 1.3 n, 1.3 o	offence was committed and one additional semester.	and four additional semesters with or without suspension from the university for the same period.
d. Impersonation <i>(an act of pretending to be another person for the purpose of fraud or using another person to pretend to be self)</i> Rules: 1.4 d	Cancellation of the candidature from all the examinations pertaining to the particular Semester in which the offence was committed and suspension from the university for six additional semesters, including examinations. In the event the impersonator is an outside person or a graduate of this university, he/she may be liable to appropriate legal action	Expulsion as a student of the university and/ or appropriate legal action. In the event the impersonator is found to be a graduate of this university, his/her degree shall be withdrawn and/or appropriate legal action In the event the impersonator is an outside person, he/she may be liable to appropriate legal action
e. Plagiarism <i>(the practice of taking someone else's work or ideas and passing them off as one's own). In the case of research work, a pre-defined margin for plagiarism may be allowed.</i>		
e1. In continuous assessment components Rules: 1.3 x, 1.4 b, 1.4 c	Cancellation of the candidature from the relevant subject pertaining to the particular Semester in which the offence was committed.	Cancellation of the candidature from all the examinations pertaining to the particular Semester in which the offence was committed.
e2. In other forms of examinations Rules: 1.3 x, 1.4 b, 1.4 c	Cancellation of the candidature from all the examinations pertaining to the particular semester in which the offence was committed and one additional semester.	Expulsion as a student of the University and/or appropriate legal action
f. Committing any examination offence twice or more	Cancellation of the candidature from all the examinations pertaining to the particular Semester in which the offence was committed and suspension from the university for six additional semesters, including examinations.	Expulsion as a student of the university and/or appropriate legal action
g. Committing any examination offence when upgrading a grade for a course, subject or module	In addition to the above relevant punishment/s (Table 2.1 a to f, whichever is applicable), the	In addition to the above relevant punishment/s (Table 2.1 a to f, whichever is applicable), the candidate

	candidate should re-sit for the particular course, subject or module at the next relevant semester and obtain a pass mark.	should re-sit for the particular course, subject or module at the next relevant semester and obtain a pass mark.
h. Aiding in committing an examination offence Rule: 1.4 h	Tantamount to committing the offence and shall be dealt with in that manner	Tantamount to committing the offence and shall be dealt with in that manner

Note: All disciplinary actions and punishments, as outlined in 2.1, are equally applicable to both physical and online examination settings. Any violations or misconduct observed during examinations, whether conducted in-person or online, will be subject to the same consequences outlined by 2.1.

Other Punishments

In addition to the above punishments, the following punishments could be imposed on the recommendation of the Examination Disciplinary Committee:

1. Not granting classes, medals or awards.
2. Limiting the maximum marks for re-sitting a cancelled paper to an ordinary pass ("C" Grade).
3. Suspension or cancellation of scholarships and bursaries.
4. Not being called for the convocation (degree conferred in absentia)
5. Delaying the release of results of the final examination and other relevant records by one year.

3. Procedure for Inquiry and Determination of Punishment

The procedure for inquiry and determination of punishment due to those found guilty of Examination Offences shall be as follows:

- a. Every alleged examination offence shall be reported in writing together with any form of evidence (unauthorized materials) collected and sealed under Clause 1.4 e, by the Supervisor of the Examination Centre, through S/AR Examinations and the Dean of the relevant Faculty, to the Registrar. The Registrar shall place such report for consideration by the Vice Chancellor.
- b. The Vice-Chancellor shall appoint a Committee (Examination Disciplinary Committee) to inquire into the examination offence or offences reported and authorize this Committee to inquire and report to the Vice-Chancellor. Vice Chancellor shall inform the Senate about the appointment of this Committee.
- c. The Committee of Inquiry shall give the candidate an opportunity to be heard after due notification in writing which should include the allegation. If the candidate does not attend the inquiry without a valid reason, the hearing may proceed in her/ his absence. The Committee shall decide whether an offence has been committed according to the By-Law and recommend a course of action including any necessary punishment according to the provision of the By-Law. Any previous offences by the same candidate may be taken into consideration in deciding on the punishment.
- d. The Committee shall inform the findings, together with recommendations, to the Vice Chancellor who shall report it to the Senate. The Vice-Chancellor and/or the Senate may refer the Committee's report to a Standing Committee for further study and recommendation.
- e. The Senate shall after deliberation of the report, determine the punishment if any, due to those found guilty of examination offences. Any previous offences by the same candidate may be taken into consideration in deciding on the punishment.
- f. The Senate may disregard a period of punishment in computing the maximum allowable period to complete a degree.

4. Enforcement of Punishments

- a. The Senate shall conduct a speedy process of inquiry into the examination offences. A candidate who is alleged to have committed an examination offence may be provisionally permitted to engage in all academic activities until the conclusion of the inquiry into the allegation. If convicted of the offence, the punishment will be backdated to the date on which the offence was committed.
- b. Should the punishments given in Schedule 2.1 become ineffective, the Senate shall determine a punishment appropriate for the gravity of a particular offence.
- c. The Senate shall decide on the severity of punishments for any of the examination offences mentioned in schedule 2.1, based on specific reasons. Such punishment may include expulsion as a student of the university or limited to a warning.
- d. The Senate shall decide on appropriate punishment for any other offence related to examinations. The punishment pattern identified in Schedule 2.1 shall be followed in such instances.
- e. Depending on the severity of the offence and circumstances, the Senate may consider and decide whether the punishment, in part or entirety, be suspended, on condition that the candidate does not commit another examination offence within a specified period.
- f. The Senate shall decide to impose any other conditions based on the severity of the offence and circumstances, in addition to the punishments in schedule 2.1. Such conditions may include denial of the convicted candidate of award of any Class, Medal or Prize to which the candidate may otherwise have been entitled, even when punishments are mitigated or suspended. The candidate is not entitled to First Attempt Status for examinations where cancellation of candidature is effective.

The examination disciplinary committee shall be at liberty to increase the punishments prescribed in the previous chapters, considering the nature of the examination irregularity committed. The punishments recommended by the examination disciplinary committee will be executed on the approval of the University Senate.

5. Appeals

- a. A student found guilty of an offence may appeal in writing to the Vice Chancellor against the decision of the Senate within 14 days of being informed of the punishment.
- b. The Vice-Chancellor, if she/he deems that there is a prima facie case for an appeal, shall refer the matter to the Senate for deliberation.
- c. The Senate shall refer to a Senate-appointed Committee to re-consider the appeal and recommend it to the Senate.
- d. The Committee appointed by the Vice Chancellor for the purpose shall deliberate on the appeal, together with extenuating circumstances if any, and inform the findings, together with recommendations for alteration of punishment, if any, to the Senate.
- e. The Senate shall after deliberation of the report, recommend any alteration of the punishment to the Vice Chancellor, who shall act according to the recommendation. However, the Vice Chancellor may also consider extenuating circumstances and grant additional relief, usually not exceeding 50% of the punishment recommended by the Senate.

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