

UNIVERSITY OF MORATUWA, SRI LANKA



BY – LAW FOR
FOR
CONDUCT AT EXAMINATIONS

AT THE

UNIVERSITY OF MORATUWA, SRI LANKA

[Prepared under Section 135 of the Universities Act No: 16 of 1978, as amended

Recommended by the Senate Su-Committee to review By-Law No. 15 on 11/04/2013
Recommended by the Senate at its 399th meeting held on 15/05/2013
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BY-LAW FOR CONDUCT AT EXAMINATIONS

[Prepared under Section 135 of the Universities Act No: 16 of 1978, as amended]

This By-Law may be cited as By-Law No: 15 of 2013 and shall supersede By-Law No: 15 of 2004 and its amendments after coming into force on 03/07/2013.

1.0. Rules pertaining to the Conduct of Examinations – Offences & Concessions

A. Rules pertaining to Conditions and Offences

- 1.01. a. A Candidate shall enter the examination centre only when requested to do so by the Supervisor but shall be present the precincts of the examination center at the least 15 minutes before the commencement of each assessment.
- b. A Candidate shall be conversant with and adhere to the instructions regarding examinations displayed at the entrance to the examination centre and at the examinations division, prior to entering the centre.
- 1.02. a. A Candidate shall adhere to all instructions given by the Supervisor or an Invigilator during the examination.
- b. A Candidate shall prior to entering the examination centre, place any unauthorised material at a place or places designated, and proceed directly to the seat or other place allocated to that Candidate.
- 1.03. a. A Candidate shall not have on one's own person, or in one's personal belongings or at one's designated place for the examination, or at any other place within the examination centre (except at places designated for such purpose) any unauthorised material during an examination.
- b. A Candidate In the case of an in-class test shall not use any unauthorized material during the assessment, but the supervisor may permit the personal belonging to be within the examination center.
- 1.04. a. A Candidate shall not enter the examination centre after the expiry of half an hour from the commencement of the examination, except as provided for under rule 1.04c.
- b. A Candidate shall not leave the examination centre during either the first half-an-hour or last half-an –hour of the examination. A Candidate may not leave his/her seat without the permission of the Supervisor. This clause may not be applicable to in-class tests.
- c. A Candidate may be permitted provisional entry on account of an unforeseen event after the said expiry in clause 1.04a, 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.
- d. A Candidate permitted under 1.04c 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.
- 1.05. a. A Candidate shall bring into the examination centre, the University Identity Card or Student Record Book bearing one's photograph depicting the present appearance of the Candidate, as proof of identity.

A valid National Identity Card or Passport may be used as proof of identity in the absence or deficiency of the identification documents in the above paragraph.

- b. A Candidate whose true identity is not depicted in the photograph as in 1.05a shall in addition produce a recent photograph depicting the present appearance, duly endorsed by the Registrar, the Dean of the relevant Faculty or the Head of the relevant Department.
 - c. A Candidate whose name in the identification documents in 1.05a differs in any manner with that appearing in the candidature list for the subject, shall in addition produce either an affidavit or a certificate to the effect that endorsed by the Registrar that both names refer to one and the same Candidate.
- 1.06. A Candidate shall disclose any items in one's possession or person if requested by the Supervisor or an invigilator or other person permitted by the Supervisor.
- 1.07. a. A Candidate shall neither seek nor obtain academic help from the Supervisor, an Invigilator, or any other person, unless specifically permitted
- b. A Candidate shall neither lend nor borrow any material from any other candidate.
 - c. A Candidate shall neither help nor attempt to help another candidate or act negligently so that another candidate has the opportunity of copying.
 - d. A Candidate shall neither communicate nor attempt to communicate in any manner with another candidate or any person other than authorized persons.
 - e. A Candidate shall neither obtain nor attempt to obtain help from any other candidate
 - f. A Candidate shall neither copy from nor attempt to copy from any other candidate.
 - g. A Candidate shall neither copy from nor attempt to copy from any unauthorised material. Presence of unauthorised material on one's desk or similar location near the candidate during a written examination will be deemed as an attempt to copy, except as provided for in clause 1.03b.
 - h. A Candidate shall neither aid nor abet in the commission of an examination offence.
- 1.08. a. A Candidate shall write only on the answer books or other stationery provided for the particular examination unless specifically allowed otherwise.
- b. Candidates shall not write / draw on any other documents in their possession or on their person during the examination. Such actions will be construed as having been written beforehand, with the intention of copying.
 - c. A Candidate shall not start writing on the answer books until either implicitly or explicitly permitted.
 - d. A Candidate shall stop writing, and stop any other activity related to the examination (such as organising the answer script, tying, writing index number, writing question numbers etc) once the announcement has been made by the Supervisor to stop work, at the completion of the examination.
- 1.09. a. A Candidate shall neither remove nor attempt to remove from the examination centre any material supplied (other than a question paper where no restrictions have been placed) or be in possession of examination stationery outside the examination centre.
- b. A Candidate shall use Tables, Charts or any other material provided, with care and return. A Candidate shall leave behind such material provided, on the desk or give them back to an authorised person, at or before the conclusion of the examination.
 - c. A Candidate shall not tear, crumple, fold or otherwise mutilate examination stationery (such as answer books, graph paper etc.) which are supplied as and when necessary.
- 1.10. a. A Candidate shall enter one's Index number on each and every answer script.

- b. A Candidate shall hand over to the Supervisor or an Invigilator all answer scripts, tied as instructed, during or at the expiration of the examination.
 - c. A Candidate shall neither write his/her name nor any identifying mark on the answer script other than the index number unless specifically allowed otherwise. However, this may not be applied in the case of Continuous Assessment.
 - d. A Candidate shall not submit an answer script, which has been prepared completely or partially by anyone other than the Candidate.
- 1.11. Void (clause removed, being a repetition of content of clause 1.08)
- 1.12. a. A Candidate shall conduct himself in the examination centre and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his/her staff or to other candidates.
- b. A Candidate, while entering and leaving the examination centre, shall conduct himself/herself in an orderly manner. A Candidate is liable to be excluded from the examination centre for disorderly conduct.
- c. A Candidate shall remain in his/her seat in silence at the end of the examination, until allowed to leave by the Supervisor. No answer book, used or blank, or any part thereof, may be removed from the examination centre.
- 1.13. a. 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).
- b. A Candidate shall not submit as his own the reproduction of someone else's work, including material and ideas.
- c. Any other form of plagiarism is also punishable examination offence.
- 1.14. A Candidate shall bring his/her own writing instruments, mathematical instruments, drawing instruments and approved calculators and any other necessary items that are authorized. The Candidate will not be permitted to `borrow these or other items from any other candidate during the time of the examination.
- 1.15. A Candidate shall not be impersonated by any other person at the examination nor shall any Candidate allow him/her to be impersonated by another person. In such a situation, the person who impersonates and the candidate who is impersonated shall be guilty of an offence.
- 1.16. a. The Supervisor, or an Invigilator on his/her behalf, is empowered to order any Candidate 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. No candidate shall refuse to make and sign such a statement. Such materials shall be sealed by the Supervisor in the presence of the candidate as the witness. Procedure as described in Clause 15.2 shall be followed.
- b. A candidate shall not obstruct the recording of the detection in an appropriate manner as decided by the Supervisor.
- c. A Candidate shall hand over to the Supervisor, any unauthorized material detected with him. The Supervisor will take over such material in the presence of another authorized person as witness.
- 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.

B. Rules pertaining to Academic Concessions

- 1.17.
 - a. A student, who is currently undergoing medical treatment for a mental disorder, or his/her guardian shall inform the said condition to the University Medical Officer (UMO) before the commencement of the examination. Any student who fails to do so may not be eligible for any special concessions to be granted by the University on medical grounds.
 - b. If a student develops a mental disorder during the term time or during the examination, the student is strongly advised to seek advice and treatment from the UMO. In the event of the student taking treatment from external sources, the student or his/her guardian should inform the UMO within 07 days.
 - c. A student who develops a mental disorder during an examination (without a history of previous mental illness) can be assessed by the UMO and a suitable medical certificate issued to obtain academic concessions with referral to a Consultant Psychiatrist when required.
- 1.18.
 - a. Any form of concession for Absence from Examinations may be considered only for reasons on medical grounds, compassionate grounds, serious unforeseen personal events and selection to represent in Inter-University, National or International competitions as laid out in Regulation 15.1.
 - b. Prior approval must be obtained for concession regarding selection to represent in Inter-University, National or International competitions in 1.18a.
- 1.19.
 - a. Failure to comply with the requirements in 1.17 and 1.18, and Regulation 15.1, could result in a student to be disallowed the concessions.
 - b. All applications for concessions for absence shall be on prescribed form and are subject to approval by the University Senate.
- 1.20. The procedure for submission of document for academic concessions shall be in compliance with Regulation 15.1

2.0. Examination Offences & Punishment

2.1. Classification

Non –adherence to the rules, pertaining to examination offence, listed in the foregoing clauses in section 1.0 may be classified as follows.

[Numbers indicated under each category are guidelines corresponding to the category under which the particular clause is likely to be considered for punishment]

- a. **Disorderly conduct of a minor nature**
[clauses 1.02, 1.06, 1.08, 1.09, 1.12]
- b. **Cheating**
[clauses 1.03, 1.07a, 1.07b, 1.07c, 1.13a, 1.13b]
- c. **Disorderly conduct of a grave nature**
[clauses 1.02a, 1.07c, 1.07d, 1.07e, 1.07h, 1.08b, 1.10c, 1.12, 1.16]
- d. **Copying**
[clauses 1.03b, 1.07f, 1.07g]
- e. **Impersonation**
[clauses 1.10d, 1.15]
- f. **Plagiarism**
[clauses 1.10d, 1.13]

g. **Rules for non-compliance with rules**

[clauses 1.01, 1.04, 1.05, 1.10a, 1.10b, 1.14]

2.2. Procedure for Inquiry and Determination of Punishment

Procedure for Inquiry and Determination of Punishment shall be as prescribed in Regulation 15.2.

2.3. Punishments

2.3.1 The following schedules of punishments are applicable to each category of offence.

| Offence | Minimum Punishment | Maximum Punishment |
|---|--|--|
| a Disorderly conduct of a minor nature | Severe warning | Cancellation of the candidature from all the examinations pertaining to the particular Semester in which the offence was committed. |
| b. Cheating | Cancellation of the candidature from the examination or assessment 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 suspension from the University for three additional semesters including examinations. |
| c. Disorderly conduct of a grave nature | Cancellation of the candidature from the examination or assessment in which the offence was committed and suspension from the University for three additional semesters including examinations. | 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 four additional semesters including examinations. |
| d. Copying | Cancellation of the candidature from the examination or assessment in which the offence was committed and suspension from the University for four additional semesters including examinations | 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 five additional semesters including examinations. |
| e. Impersonation | 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 five additional semesters, including examinations. | Expulsion as a student of the University and/ or appropriate legal action. |
| f.1. Plagiarism-Continuous Assessment components | Cancellation of the candidature from the examination or assessment 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. |
| f.2. Plagiarism-Other forms of examinations | Cancellation of the candidature from all the examinations pertaining to | Expulsion as a student of the University and/or appropriate legal action |

| | | |
|--|---|--|
| | the particular Semester in which the offence was committed and suspension from the University for four additional semesters including examinations. | |
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- 2.3.2 Cancellation from examinations and suspension from the University, in clause 2.31, shall be reckoned from the date on which the offence was committed. A Candidate who is alleged to have committed an examination offence shall be provisionally permitted to continue 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.
- 2.3.3 The degree of punishment for a particular offence given in schedule in clause 2.31 shall be determined by the Senate based on the gravity of the particular offence and so as to make the punishment an effective one. [example: suspension from examinations during a period when no examinations are held is not deemed to be an effective punishment]
- 2.3.4 Punishment for any offence not directly covered in the schedule shall be decided by the Senate in keeping with the pattern of the schedule in clause 2.31.
- 2.3.5 The Senate may impose additional punishments or less severe or more severe punishment on any of the examination offences mentioned in the schedule in clause 2.31, whenever it deems it appropriate for specific reasons. Such punishment may include expulsion as a student of the University.
- 2.3.6 In particular for minor offences not involving cheating or attempted cheating of any kind, or for minor offences in continuous assessments, the Senate may decide to mitigate punishments given in the schedule in clause 2.31 even to a warning or a reprimand.
- 2.3.7 The Senate may consider extenuating circumstances, and decide that the punishment, in part or in entirety, be suspended, on condition that the Candidate does not commit another examination offence within a specified period.
- 2.3.8 The Senate would not normally award of any Class or Prize to which the Candidate may otherwise have been entitled, even when punishments are mitigated or suspended.
- 2.3.9 Cancellation of candidature does not entitled a candidate for First Attempt Status for subjects where cancellation of candidature is effective.

3.0. Appeals

- 3.1 A student found guilty of an offence may make an appeal in writing to the Vice Chancellor through his/her Head of Department of study and the Dean of the Faculty within 14 days of being informed of the punishment.
- 3.2 The Vice Chancellor, if he/she deems that there is a prima facie case for an appeal, shall refer the matter to the Senate for deliberation.
- 3.3 The Senate shall refer the Appeal to the Examination Offences Committee or to any other committee appointed for the purpose for study and report.
- 3.4 The Examination Offences Committee or the Committee appointed for the purpose shall deliberate on the appeal, together with extenuating circumstances if any, and inform the findings, together with recommendations for mitigation of punishment, if any, to the Senate.
- 3.5
 - a. The Senate shall after deliberation of the Report, recommend any mitigation or suspension of the punishment to the Vice Chancellor, who shall act according to the recommendation.
 - b. However the Vice-Chancellor may also consider extenuating circumstance and grant additional relief, usually not exceeding 50% of the punishment recommended by the Senate.

4.0. Definitions and Interpretations

The following definitions and interpretations are given to reduce ambiguities in implementing the By-Law. In the event that the By-Law is silent on a particular offence or the interpretation is still not clear, the ruling of the Senate on the matter shall be determined to be final.

4.1. Answer script

- a. All answer books, including other stationery on which a Candidate has answered
- b. All calculations and rough work, which may have been attached.

4.2. Assessment

Assessment and Examination are synonymous with respect to the rules and regulations in this By-law.

4.3. Authorized person

- a. Duly appointed Supervisor and Invigilators
- b. Officer in charge of the conduct of examinations, or other person authorised by the Senate
- c. Head of Department corresponding to the module being assessed
- d. Examiners and Moderators of the Subjects being assessed.
- e. Hall Attendants shall be permitted to be present at the examination center under the direction of the supervisor

4.4. Conditions

Conditions refer to the adherence to the rules and regulations.

4.5. Continuous Assessment

The regular evaluation of coursework done during the course, which may or may not include an examination, but where the marks achieved are part and parcel of the overall result. Components of continuous assessment may include in-class test and evaluations of laboratory work. Project work, studio work, take home assignments, industrial visits. Camps and industrial training.

4.6. Council

The Council of the University of Moratuwa constituted according to the Universities Act No.16 of 1978 or its amendments.

4.7. Department

A Department of Study of the University of Moratuwa.

4.8. Examination

- a. evaluation of assignments both in-class and take-home in a particular subject or other continuous assessments.
- b. oral assessment; written evaluation; practical evaluation; project demonstration; computer based assessments or other evaluation of knowledge, skills, analytical abilities, competencies, other learning abilities, or combinations thereof
- c. examination of a single subject, or a group of subjects as applicable.
- d. examination at year-end, semester-end, or term-end.
- e. examination held in a particular subject or part thereof on a particular date and time slot of the day
- f. evaluation of practical work, studio work, project work, industrial visits, camps, training and other similar work.

- g. any other form of evaluation not specifically described in sections a to f.
- 4.9. Examination Center**
An examination hall, designated classroom, laboratory or other designated place where the examination is held or scheduled to be held.
- 4.10. Examiner**
A teacher, duly appointed by the Senate, who evaluates the knowledge, ability or proficiency of students through an examination. In the case of continuous assessment, the evaluation may be delegated by the examiner of the module.
- 4.11. Faculty**
The specified Faculty of the University of Moratuwa.
- 4.12. Invigilator**
- For written examinations, an academic staff member or a non-academic staff member who shall be appointed by the officer in charge of conducting the examinations.
 - For Continuous Assessments, staff member/s and instructors/s designated by the examiner of the module for the purpose of that assessment.
- 4.13. Module/ Subject**
- Course unit in a modular semester examination.
 - Subject of a traditional year-end examination.
- 4.14. Module Assessment**
Comprises of both the continuous assessment component and the end-of-semester written examination.
- 4.15. Open book assessments/examinations**
- assessments/ examinations declared as “open book” where authorised learning material is permitted to be brought into the examination center.
- 4.16. Plagiarism**
- Plagiarism is the reproduction of someone else’s work as one’s own, either partially or in whole, including material and ideas, whether it in published form or otherwise.
 - Submission of work done jointly as one’s own work (unless it is a group assignment), although students may discuss take-home assignments amongst themselves before making the individual submission.
- 4.17. Registrar** means the Registrar, or any other officer authorised to act on behalf of the Registrar of the University of Moratuwa.
- 4.18. Semester** includes both the teaching period, and the examination period of the semester.
- 4.19. Senate** means the Senate of the University of Moratuwa, constituted according to the Universities Act No. 16 of 1978 or its amendments.
- 4.20. Supervisor**
- For written examinations a senior academic staff member or a senior non-academic staff member who shall be appointed by SAR/Examinations.

- b. For Continuous Assessments, the examiner of the module or other staff member designated by him.
- 4.21. Term** includes both the teaching period and the examination period of the term.
- 4.22. Unauthorized material**
- a. learning material of any kind (including, books, notes, diagrams), which are not authorised, whether directly relevant to the particular examination or not, taken to an examination center.
 - b. bags (other than containers for carrying writing instruments), file cover or other containers, which are not authorized, taken to an examination centre.
 - c. programmable calculators, computers and other computing or storage devices, which are not authorized, taken to an examination center, other than those explicitly permitted.
 - d. writing or sketches on one's person or personal belonging when participating at an evaluation at an examination centre.
 - e. cellular phone s or other communication devices, taken to an examination center (other than those handed over to the Supervisor/ Invigilator, prior to the commencement of the exam) In the case of continuous assessment components, exceptions may be specified by the examiner.
 - f. other items (other than wallets and keys which may be left on the floor under the desk) as may be declared as unauthorized by the Senate.
 - g. other items as may be declared as unauthorized for the subject under assessment by the Head of the respective department or the duly appointed examiner of the subject.
 - h. food or drink (other than drinking water), unless prior permission has been obtained on account of a medical condition.
- 4.23. University** means the University of Moratuwa, Sri Lanka constituted according to the Universities Act No. 16 of 1978 or its amendments.

5.0. Regulations and Revisions

- 5.1.** The provisions prescribed in this By-Law are subject to revision from time to time, whenever the Senate deems it necessary.
- 5.2.** Regulations under this By-Low may be framed and/or revised independently of the By-Low, but in keeping within its provisions.
- 5.3.** Revisions to the By-Law, and to Regulations framed under it, cannot be usually – backdated and will be valid for use at examinations only after due notice has been given to the student community.
- 5.4.** Changes, which do not involve any punishment, may be used as guidelines within the existing By-Law during the interim period.
- 5.5.** All common regulations applicable to Universities in Sri Lanka, and to the University of Moratuwa in particular, are also applicable for all registered students of the University of Moratuwa.

Regulation 15.1 – Procedure for Academic Concessions

(Regulation framed under By-Law 15.1, which will come into effect on 03/07/2013)

Any form of concession for Absence from Examinations may be considered only for reasons on medical grounds, compassionate grounds, serious unforeseen personal events and selection to represent in Inter-University, National or International competitions.

1. **Procedure for submission of documents on medical grounds**

The student or his/her guardian shall submit a valid Medical Certificate covering the period from either the University Medical Officer (UMO), or from a Qualified Medical Officer together with supporting documents to the SAR/Examinations as described in the following sections.

1.1. **For consideration of academic concession on medical grounds**, the student/ parent/ guardian should inform the SAR Examinations within 7 days that he/ she is sick and unable to sit the examination by telegram, email, registered letter or a fax and submit a valid Medical Certificate covering the period of the examination within 01 (one) calendar month after the last date of the examination.

1.2. **In case of a student missing more than one examination paper or the whole examination**, the student submit the following documents for consideration of absence from the examination on medical grounds.

- a. Duly completed application form with observations of the relevant Head of the Department and the Dean of the Faculty.
- b. Proof of informing the senior Assistant Registrar / Examinations.
- c. Medical Certificate issued by University Medical Officer (UMO) if the student is treated for the illness at the Health Center, University of Moratuwa.

OR

Medical certificate issued by Government Hospital supported by the Diagnosis card, receipt of payment for the medical certificate, results of investigations carried out such as blood test etc. (if any) and prescription forms for drug treatment given. If no diagnosis card is available, other documents mentioned above are essential.

OR

In case the student was treated outside a Government hospital, a Medical Certificate issued by a qualified consultant supported by Diagnosis card, results of the investigations carried out and prescription forms for the drug treatment given are essential.

1.3. **In the case of a student missing only one paper**, the Medical Certificate that the student must submit may be from the University Medical Officer or a Medical Officer registered with the Sri Lanka Medical Council supported by other documents as mentioned in 1.2.

1.4. **A student who is currently undergoing medical treatment for a mental disorder** or his/her parent/ guardian should inform of the said condition to the UMO before the commencement of the examination. Any student who fails to do so will not be eligible for any special concessions to be granted by the University on medical grounds.

1.5. **If a student develops a mental disorder during the term time or during the examination**, the student is strongly advised to seek advice and treatment from the UMO. In the event of the student taking treatment from external sources, the student or his/ her guardian should inform the UMO within 7 days of the last date of the examination.

Further, the students who develops a mental disorder while doing an examination (without a history of previous mental illness) can be assessed by the UMO and a suitable medical certificate issued to obtain academic concessions with referral to a Consultant Psychiatrist, if required.

1.6. **In the case of student missing continuous assessment components**, on medical grounds the student should inform the relevant Lecturer that he/ she is sick and unable to face the continuous assessment and submit a valid medical certificate covering the period of

continuous assessment within two weeks of the event for consideration by the examiner of the module.

- 1.7. **In order to retain confidentiality** of the student's medical certificates and other documents, the student must submit these documents to SAR (Exam) in a sealed envelope.

2. **Procedure for submission of documents on compassionate grounds**

The student shall submit authenticated documents covering the period, from either the Gramaseva Niladhari (GSN) certified by the Divisional Secretary or any other relevant authority acceptable to the University Senate, together with supporting documents, to the SAR/ Examinations as described in the following sections.

- 2.1. **For consideration of academic concession on compassionate grounds**, the student should inform the SAR Examinations within 7 days that he/ she is unable to sit the examination, by telegram, email, registered letter or a fax and submit authenticated documents covering the period of the examination within 01 (one) calendar month after the last date of the examination.

- 2.2. **In case of a student missing one or more examination papers, or, the whole examination** the student should submit the following documents for consideration of absence from the examination on compassionate grounds.

- a. Duly completed application from with observations of the relevant Head of the Department and the Dean of Faculty.
- b. Proof of informing the Senior Assistant Registrar / Examinations.
- c. In case a supporting document is a Medical Certificate, it should be a Medical Certificate issued by a Governmental Hospital.

OR

In case the relevant person was treated outside a Government hospital, a Medical Certificate issued by a qualified consultant.

In order to retain confidentiality of the medical certificates and other documents, the student must submit these documents to SAR (Exam) in a sealed envelope.

- 2.3. **In the case of students missing continuous assessment components**, on compassionate grounds, the student should inform the relevant Lecturer that he/she is unable to face the continuous assessment and submit authenticated documents, covering the period of continuous assessment within two weeks of the event for consideration by the examiner of the module.

3. **Procedure for submission of documents when selected to represent University, Inter-University, National or International events**

The student shall submit an authenticated document covering the period, from the Head/ University Sport Directorate for Intra-university representation; Chief Organizer/ Director for Inter-university representation; and, the Director, Ministry of Sport in case of national representation, together with supporting documents to the SAR/ Examinations as described in the following sections.

- 3.1. **For consideration of academic concession on Representation grounds**, the students should inform the SAR Examinations that he/she is unable to sit the examination, and submit authenticated documents covering the period of examination 01 (One) calendar month before the first date of the examination for consideration.

- 3.2. **In case of student missing more than one examination paper or the whole examination**, the student should submit the following documents for consideration of absence from the examination on representation grounds.

- a. Duly completed application from with observations of the relevant Head of the Department and the Dean of the Faculty.

- b. Proof of prior approval for Academic Concessions on Representation Ground to the Senior Assistant Registrar/ Examinations.
- 3.3. **In the case of students missing continuous assessment components**, on representation grounds the student should inform the relevant Lecturer in advance that he/she is unable to face the continuous assessment and submit authenticated documents covering the period of continuous assessment. For consideration by the examiner of the module

Regulation 15.2 – Procedure for Inquiry and Determination of Punishment

(Regulation framed under By-Law 15.1, which will come into effect on 03/07/2013)

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 written together with sealed unauthorized materials collected under Clause 1.16 a, by the Supervisor of the Examination Centre, through SAR/ 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 to inquire into the examination offence or offences reported and authorized this Committee to inquire and report to the Vice-Chancellor.
- 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 his/her absence. The Panel 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.
- d. The Committee of Inquiry shall inform the findings, together with recommendations, to the Vice Chancellor who shall report it the Senate. The Vice Chancellor and/or the Senate may refer the inquiry panel 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.