



**Faculty of Graduate Studies**  
**University of Colombo**

# **EXAMINATION MANUAL**

## **2025**





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University of Colombo**

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**Compiled by:**

Professor AA Azeez (Committee Chair & Dean/FGS)

Professor K Dissanayake (Director of Studies/FGS & Coordinator – MPhil/PhD)

Professor MPP Dharmadasa (Director of Studies - Research/FGS & Coordinator – MTIM)

Professor R Senathiraja (Coordinator – MPhil/PhD)

Dr AWMM Atapattu (Coordinator – MPhil/PhD)

Dr Seuwandhi B Ranasinghe (Coordinator – MPhil/PhD)

Mr MAM Hakeem (Coordinator – EDHR)

Ms Vajira Hapuhinna Jayaratne (DR/ Examinations/ UOC)

Mr PMK Subaweera (DR/ FGS - Convener of the Meeting)

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# Manual of Procedures for Examinations

## Faculty of Graduate Studies

### 1. Examinations in the study programmes offered by the FGS

#### 1.1 Introduction

This document is prepared with the objective of documenting a set of standard operating procedures (SOPs) and guidelines for the conduct of examinations at the Faculty of Graduate Studies (FGS), University of Colombo. The material in this manual will complement existing university documents on this subject, such as the University Act No. 16 of 1978, Degree Programme By-Laws, University of Colombo\_ Examination Manual, and any other rules and regulations related to examinations stipulated by the FGS and the University of Colombo.

At the University of Colombo, the Examinations Branch, under AR/SAR/DR of Examinations generally coordinates the functions pertaining to the conduct of examinations. Thus, the final written examinations of the study programmes offered by the FGS shall be conducted by the Examinations Branch of the University of Colombo. However, the FGS may conduct formative examinations of its study programmes independently.

This manual includes Examination Offences and Punishments (**Annexure I**) and Examination Offences conducted by any person other than candidates (**Annexure II**) in order to ensure proper conduct of examinations at the FGS.

#### 1.2 Methods of examinations

Several types of assessment methods are used in both formative and summative assessments for the study programmes offered at the FGS. These types of assessments include but are not limited to:

1. Written examinations: MCQs, structured essay and essay type
2. Clinical examinations: long and short cases
3. Viva voce examinations
4. Practical/laboratory examinations
5. Objective Structured Clinical Examinations (OSCE)
6. Research projects, reports, thesis and dissertations
7. Field projects and reports
8. Community and family attachments, projects and reports
9. Internship/industrial projects and reports/elective projects and reports
10. Presentations

These types of assessments might be conducted in traditional examination hall settings/in person/face-to-face or through online mode.

### **1.3 Legal basis**

The legal basis for the conduct of examinations and award of degrees of the University of Colombo originates from the Universities Act No.16 of 1978 and its amendments. Accordingly, FGS conducts its respective degree programmes in keeping with relevant UGC guidelines and By-Laws and Regulations of the Faculty, which are approved by the Senate and the Council of the University of Colombo. These By-Laws and Regulations may be changed from time to time but will need approval from the Board of Graduate Studies, university Senate and the Council. The curricula, the examinations and marks apportioning, the pass-fail criteria, criteria for award of classes, medals and prizes, etc. must be approved by the Board of Graduate Studies, Senate and the Council of the university. The FGS must keep records of these documents.

### **1.4 Academic matters**

The FGS is responsible for the conduct of all the examinations pertaining to each course unit/subject offered under each study programme. The curriculum, syllabi and mode/modes of assessments should be approved by the relevant Board of Study, the Board of Graduate Studies, the Senate and the Council of the University of Colombo. Students should be informed about the curriculum, syllabi and methods of assessment in advance, using suitable means such as the Student Handbook of each programme, the Learning Management System (LMS), Student Information System (SIS), Faculty website, guidebooks, handouts or any other means of communication. Any changes to examination procedures should also be intimated giving adequate notice to students. The FGS and the particular study programme must keep records of these documents and notices.

### **1.5 Administration**

The Dean of the FGS, the DR/SAR/AR of the Examinations Branch and the FGS and Programme Coordinator shall take overall responsibility for the conduct of examinations.

### **1.6 Faculty organization for examinations**

All summative examinations at the FGS shall be conducted under guidance of the Dean, with the overview of the Director of Studies, and by the direct involvement of the respective Programme Coordinator. The DR/ SAR/ AR of the FGS shall ensure the overall administration of the summative examinations in each study programme. The process of summative examinations is as follows.

- a. The Programme Coordinator, in consultation with the Dean, shall prepare the Confidential Examiner (CE) form including the setters, moderators, second examiners, scrutinizers, etc., and forward it to the recommendation of the relevant Board of Studies, the Board of Graduate Studies and the approval of the Senate and the Council of the University of Colombo.
- b. The Programme Coordinator, in consultation with the Dean, shall prepare the examination timetable including the dates, times, mode and venue of the examinations, and forward it to the relevant Board of Studies for its information. This information shall be shared with the applicants and the Examinations Branch.
- c. Prospective student applicants shall apply for examinations using the Examination Application Form (**Annexure III**) made available in the LMS/or emailed by the Programme Assistant in due time.
- d. The Programme Coordinator shall collect the duly completed Examination Application Forms of the student applicants, check, sign and submit these with the list of candidates to the DR/SAR/AR of the Examinations Branch.
- e. The Programme Coordinator shall receive the Admission Forms from the DR/SAR/AR of the Examinations Branch and hand over to the candidates prior to the examination.
- f. The Programme Coordinator, in consultation with the Dean's Office, shall prepare the list of Supervisor(s), Invigilator(s), Assistant(s), Hall Attendant(s), and Technical Assistant(s), as relevant. The DR/SAR/ FGS shall forward this information to the Examinations Branch.

The formative assessments will be conducted by the relevant course lecturer under the guidance and coordination of the respective Programme Coordinator.

## **1.7 Security**

### **1.7.1 Confidentiality**

Examinations are sensitive matters, and they must be carefully planned and conducted as high security operations according to accepted procedures of the university, in order to maintain the trust and confidence of students and the public. Therefore, every possible measure must be taken to ensure that the examinations are conducted in a fair and transparent manner. It is only through strictly following procedure, proper record keeping, attention to detail and eternal vigilance that examinations can be conducted satisfactorily over long periods.

### **1.7.2 Use of computers**

The use of computers has had a mixed effect on the conduct of examinations. On the one hand, the use of computers, the preparation of MCQ papers with large number of questions, computation of marks etc., has made possible the conduct of summative assessments for a

large number of students. On the other hand, the security and confidentiality could be compromised. Hence, it is very important that sufficient checks and balances are in place to prevent lapses in security, where confidential examination-related work is done using computers.

### **1.8 Maintenance of secrecy**

No employee of the university/ resource persons engaged in any type of work connected with examinations nor any other person whose services are utilized for examinations shall divulge to anyone any confidential information gained directly or indirectly in the performance of his/her duties. Every question paper set for any examination of the FGS, from the time the paper is set until the lapse of half an hour (30 minutes) from the time of commencement of answering of such paper by candidates at the examination, or any other document declared as secret, shall be deemed to be a confidential document.

Every employee of the university engaged in any type of work connected with examinations shall bring to the notice of the Dean /FGS if any close relative of him/her is sitting for the examination. For this purpose, the words “employee” of the university shall include any person in work connected with examinations.

## **2. Calendar of dates, examination and examination duty timetables**

### **2.1 Calendar of dates/Academic calendar**

The Calendar of dates is an important document of the FGS which outlines the dates of start and finish of academic terms, examinations etc.

Senate approval for the Calendar should be obtained well in advance. If it becomes necessary to revise the Calendar, such revision shall be made early and Senate approval sought. The Calendar of dates must be circulated amongst the academic staff and displayed on the student notice boards.

### **2.2 Examination time tables**

The respective Programme Coordinators shall prepare the draft Examination Time tables, in consultation with the DR/SAR and under the guidance of the Dean/FGS. The draft examination time table should be circulated among academic staff and displayed on student notice boards well in advance before the commencement of the examination period. The DR/SAR of the FGS shall send copies of the finalized timetable to DR/SAR/AR of the Examinations Branch, one week prior to the respective examination.

### **2.3 Examination duty list**

The examination duty list shall be prepared by the Dean's Office immediately after receiving this information from the respective Programme Coordinator. This duty list shall be sent to the Examinations Branch by the DR/SAR of the FGS, and circulated among relevant supervisors, invigilators, and assistants by the respective Programme Coordinator.

## **3. Registration of candidates for examinations and preparation of the attendance sheet**

### **3.1 Registration of candidates for examinations**

The Programme Coordinator, in consultation with the DR/SAR of FGS, will publish a notice for candidates to register for examinations, preferably four weeks before the first day of examination. This notice will indicate a date of closure of applications. The students are informed to apply through the SIS/LMS, where applicable or manually.

After the closing date, the applications shall be scrutinized. Any applications from ineligible candidates will be rejected.

### **3.2 Preparation of the attendance sheet**

The Attendance sheet for each examination paper shall be generated in triplicate, by the DR/SAR/AR Examinations prior to the examination.

The Attendance Sheet shall contain the index numbers of the registered candidates, the date and time of the examination, the title and course code of the paper and the examination hall. Two copies of the Attendance sheet for each subject/course unit must be given with the packet of question papers for the relevant subject. One copy of the Attendance Sheet shall be used to obtain the signature of each candidate sitting the examination and the candidates present and absent shall be marked with a tick (v) and "absent" respectively on the second copy by the Supervisor. Both copies must be checked carefully to ensure that the present and absent candidates are correctly denoted on the sheets by the supervisor of the examination and the signatures of the supervisor/s and invigilators must be placed on each page of the two Attendance sheets. At the end of the examination, the first copy with signatures of the candidates shall be returned under separate cover, to the DR/SAR/AR Examinations, while the second copy must be enclosed in the packet of answer scripts of each subject/course unit. Other copy of the Attendance sheet shall be sent earlier to the FGS office to make the hall arrangements.

Extra question papers, original question papers and leftover stationery shall be returned to the DR/SAR/AR Examinations at the end of the day's exams. A report on an examination offence if any, along with the relevant material should be handed over to the DR/SAR/AR after

the examination, confidentially in a sealed envelope. Examination Supervisors are advised to contact the Dean/FGS prior to the submission of the examination offence form to the DR/SAR/AR Examinations.

### **3.3 Admission cards**

The DR/SAR/AR Examinations shall, not later than one week before the first date of examination, issue the Admission Cards to all candidates.

It is important that the Admission Cards should be checked with the Examination Applicant List and the Attendance Sheet by the respective Programme Coordinator since a mistake in the entry of the index number on the Admission Card will affect the results of the candidate.

If a student comes to the examination hall without the admission card (not eligible, not collected, misplaced etc.), the incident/relevant forms have to be filled, signed and along with a written request from the student requesting to allow him/her to sit the examination may be allowed the student to sit for the paper. However, after the examination, the eligibility of the student needs to be verified, and necessary action needs to be taken.

## **4. Examination hall arrangements**

### **4.1 Examination halls**

FGS should have suitable examination halls that can accommodate their students. When such a dedicated examination hall is not available, alternate halls should be identified and reserved in advance. Due consideration should be given to ventilation, lighting, noise level and security when identifying halls to conduct examinations. Special attention should be given to accessibility to the examination halls and other special requirements of the candidates with special needs/students with disabilities. The FGS should have suitable infrastructure facilities such as public address systems in the large halls so that the announcements are heard clearly by all the candidates.

### **4.2 Arrangement of desks**

The desks and chairs shall be arranged in rows and columns. It is recommended that at least 2 ½ feet shall be left between the back of one candidate's chair and the front edge of the desk of the candidate seated immediately behind him/her. It is also recommended that the distance between two columns of desks should be at least four feet. Desks shall be numbered column-wise with index numbers of the candidates in the order shown in the attendance list. The index numbers shall be written clearly in chalk on each desk or written distinctly on a label and pasted on the desk.

Before admission of students for each paper, the supervisor shall inspect the hall and be satisfied that the hall has been swept, and the desks are arranged and numbered correctly.

Potential supervisors and invigilators are advised to peruse the Guidelines for Examination Supervision and Invigilation (**Annexure IV**).

## **5. Identifying and appointing examiners**

### **5.1. Identifying examiners**

The examiners must be selected from the members of the academic staff, visiting/extended lecturers, other qualified persons who are in the teaching staff of the study programmes of the FGS, or other suitable experts in the field of study (in case of the examination of research). The programme coordinators shall prepare a list of potential examiners, including setters/first examiners and moderators/second examiners.

Any teachers with known conflicts of interest should not be nominated as examiners. Teachers who have conflicts of interest should declare them and decline to be examiners. If there is doubt, the issue should be discussed with the Dean, before nominations are made. Sometimes, a conflict of interest may not have been there when the examiner initially undertook to do examination related work but may develop subsequently. In such instances the examiner should bring this to the attention of the relevant Programme Coordinator(s) as early as possible and seek guidance.

If for some unforeseen reason an examiner cannot perform the duties undertaken, this must be informed immediately to the Dean/FGS / Programme Coordinator and an alternate examiner should be appointed, or the work be redistributed amongst the existing examiners. If any new/change of examiners are nominated, their names must be submitted to the relevant Board of Study and the Faculty Board. The names of examiners are considered as confidential information.

### **5.2. Nomination of examiners**

The list of examiners shall be submitted to the relevant Board of Study by using the Confidential Examiner (CE) Form by the relevant programme coordinator. This shall be approved by the Board of Graduate Studies of the FGS and forwarded to the Senate of the University for approval.

### **5.3 Board of Examiners**

Board of Examiner are appointed for programmes with dissertation/thesis component as stipulated in the relevant By-Laws of each programme. The evaluation of the dissertation/thesis will be initially conducted by two examiners based on the guidelines given

by the FGS (**Annexure V**). If there is a discrepancy between the evaluation decisions of the two examiners, a third examiner will be appointed by the Senate on recommendation of the Board of Graduate Studies of the FGS. The discrepancy of evaluation among examiners could be in the form of marks (15 or more) or in decision (i.e. Major, Minor or other). Then, a viva voce examination will be conducted as directed in the By-Laws of each programme.

## 6. Planning the examination

The Coordinator shall inform the relevant examiners of the deadline for submitting questions and model answers and of the paper's structure and duration (**Annexure VI**): Guidelines for preparing examination papers). These question papers and model answers will be sent to the moderator along with the course structure (**Annexure VII**) by the Coordinator. The moderated question paper and comments/ suggestions will be sent back to the setter to revise and finalize the paper. The Coordinator shall hand over the final version of the question paper prepared according to the guidelines provided in (**Annexure VI**) with other relevant instructions/ details to the AR/SAR/DR, Examinations, at least one week before the examination.

In case of Online Examinations, the coordinator shall have a meeting with students in advance and make them aware about the guidelines and processes including the rules and regulations to be followed during the examination.

## 7. Scrutiny of question papers

The coordinator should take responsibility to scrutinize question papers to ensure quality, fairness, and effectiveness. Some of the main points to consider are clarity and precision, subject coverage, clarity of instructions for answering each question, any specific format or requirements.

## 8. Preparation of the final question papers

Preparation of examination papers should be done maintaining the highest level of secrecy and confidentiality. The Coordinator shall take responsibility to check the title, headings and instructions of the paper. As the responsibility of printing examination papers is with the Examinations Branch, the setter/coordinator of each subject/module/course unit is also responsible for typing the final version of the examination paper. The Coordinator should hand over the final version of the question paper to the DR or SAR/Examinations under confidential cover for printing and packing, no later than five working days before the scheduled date of the paper. The paper should be submitted with the template given in Handing over the Examination Papers for Printing (**Annexure VIII**).

## 9. Duplication, stapling and packing of question papers and MCQ answer scripts

### 9.1. Duplicating

The DR/SAR – Examinations shall take necessary action for duplicating and packing of examination papers.

### 9.2. Stapling

This will be done in the Examination branch.

### 9.3. Packing (Packeting)

This will be done in the Examination branch.

## 10. Supervision and Invigilation

Services of the members of the permanent staff members of UOC shall be utilized for supervision and invigilation duties at the FGS. When the permanent staff is not adequate, the services of temporary staff may be engaged.

### 10.2 Appointment of supervisors and invigilators

The supervisor will be in charge of the examination hall/centre and shall be responsible for taking all steps, before, during and after the examination to ensure the smooth and efficient conduct of the examination. The supervisor must ensure that the examination is conducted according to university and faculty guidelines. He/she will be assisted by the invigilators and hall attendants in conducting the examination. The supervisor will have the final authority in making on-site decisions to ensure satisfactory conduct of the examination and he/she needs to communicate with the Dean and/ DR/SAR of the Examinations if any exigencies or unexpected incidents occur.

The invigilators will assist the supervisor in conducting the examination and will be functioning under his/her direction. One of their main functions would be to keep an eye on the candidates and to prevent any form of examination offences being committed. The invigilators should also be familiar with the examination procedures of the FGS and the university.

Upon receiving the invigilation timetable, if any supervisor or invigilator becomes aware that he/she cannot be present that day (or session), he/she may find an appropriate replacement and indicate this change in writing to the Dean. When such changes are made it is important that the person replacing the supervisor should also be of parallel grade or above. This clause

applies to invigilators also. Supervisors should not be replaced by probationary lecturers or junior staff. Similar conditions apply for the non-academic staff also. Any change must have prior approval of the DR/SAR of the FGS.

### **10.3. Identifying supervisor/s and invigilator/s**

The supervisor of the examination must meet the minimum qualification of being a senior lecturer or above of the University of Colombo, ensuring their experience and expertise in examination and academic matters. The list of supervisors and invigilators prepared by the Dean's Office shall be submitted to the DR/SAR/AR Examinations by SAR/FGS for information, along with the scheduled examination dates.

### **10.4. Examination hall staff**

The staff on duty at each examination hall/ centre, shall consist of at least a supervisor, an invigilator and hall attendant. If the number of candidates at a centre is more than 40, there shall be an additional invigilator for every additional number of 40 or part thereof, exceeding 15. If the number of candidates at a centre is more than 75, there shall be an additional hall attendant for every additional 75 candidates or part thereof, exceeding 25. If the number of candidates exceed 180 at a centre, there shall be an additional supervisor for every additional 180 candidates or part thereof, exceeding 60, and shall form a separate unit with separate invigilators and hall attendants.

After the appointment of Examination Hall staff, no alternative arrangement shall be made except in consultation with the DR/SAR/ of the FGS. After the commencement of the examination, a hall staff finds that owing to unforeseen or unavoidable circumstances he has to be absent for a session or more he shall immediately contact the DR/SAR of the FGS, who shall make alternative arrangements in consultation with the Dean.

### **10.5. Duties of the supervisor**

#### **10.5.1 Attendance**

The supervisor at each hall (centre) shall call over at least half an hour before each session commences, at the office of the DR/SAR of the FGS and collect the examination papers and other material for his/her hall (centre) for each session or each day. During the examination, other than under exceptional circumstance, the supervisor shall not leave the hall. In the exceptional circumstance (Eg: falling sick/serious event in immediate family etc) where the supervisor must leave the examination centre, he/she must ensure that neither the invigilators nor the hall attendants leave the hall during the time.

### **10.5.2 Security**

No other person except the Dean or his/her representative, or the DR/SAR/AR/Examinations DR/SAR of the FGS, or the Programme Coordinator/ Examiners may visit the examination hall.

### **10.5.3 Documents to be taken and arrangements**

It is the sole responsibility of the Programme Coordinator/ supervisor/any other person authorized by the Dean to collect the examination paper packet from the Examinations Branch on the day of the Examination or last working day prior to the examination and store the packet under the custody of the DR/SAR FGS until the day of the examination.

The Supervisor shall check the examination paper packets with the examination timetable in order to make sure that the correct examination paper packet have been handed over, that no examination paper for the session/ day is missing and that the packets are properly sealed.

When collecting the examination paper packet from the FGS Office, the DR/SAR of the FGS and the supervisor shall check whether the correct examination paper packets and relevant documents for the particular session and venue have been taken by the supervisor.

The Supervisor shall be supplied with the following by the DR/SAR of the FGS:

Packet (packets) of examination papers for the session/ day.

- a) Packet (Packets) of MCQ answer scripts and any other relevant material.
- b) Attendance lists for each paper

The Hall Attendants should be supplied with the following by the DR/SAR/AR examination branch or DR/SAR FGS.

- a) Adequate numbers of stationery such as answer books and continuation sheets
- b) Adequate amounts of Printed envelopes or wrapping papers to packet the answer papers, etc.
- c) Labels / stickers for answer packets
- d) Guidelines to supervisors and invigilators
- e) Date stamp for stamping answer books and continuation sheets
- f) Miscellaneous stationery items such as gum, transparent adhesive tape, blade, scissors, thread, stapler etc.
- g) Other written instruction forms, where necessary (Ex: Examination Offences Report form)

### **10.5.4. Examination hall duties**

- a) Ensure that the correct examination paper packet has been brought by him/her before opening the paper packet.

- b) Check that the Hall has been swept and the desks have been properly arranged and numbered according to the attendance list provided.
- c) Ascertain that the Invigilators and hall attendants are present and assign specific duties for each of them. In the event of the full assigned staff not being present he/she shall make the best possible arrangements with the available staff and contact the DR/SAR of the FGS as early as possible if additional staff is considered necessary.
- d) For further information please refer to the **(Annexure IV)**

#### **10.5.5. Admitting candidates**

- a) The Supervisor shall ensure that candidates shall be allowed to enter the examination hall only through the authorized entrance (entrances) and directed to take their seats according to the Index numbers marked on the desks. A supervisor, however, may at any time during the examination and without giving any reason, change the place occupied by a candidate.
- b) Supervisor ensures that an Invigilator shall be posted at each entrance so that entry is orderly, and candidates do not bring any unauthorized material (i.e. everything other than admission card, Identity card, writing instruments and any permitted items) to the examination hall. The invigilators are required to check as each candidate enters whether he / she possesses his/ her Admission Card and Record Book or a Valid document to identify him/herself (University Identity card, driver's license or a passport)
- c) Candidates shall not be admitted to the hall earlier than 10 minutes before the time of commencement of a paper.
- d) If a candidate presents himself/ herself at a hall (centre) not allotted to him/ her, and if there is sufficient time, the candidate shall be directed to the correct venue. If there is insufficient time, the candidate shall be allowed to sit the examination with a written request from the candidate for that session only at the hall (centre). The answer script of such a candidate shall be packeted separately and the matter brought to the notice of the DR/SAR-Examinations.
- e) No candidate shall be admitted to an examination hall after the expiry of half an hour from the commencement of the examination
- f) If for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the paper and the fact brought to the notice of the DR/SAR-Examinations.

#### **10.5.6. Handling Candidates with Disabilities**

If the supervisor is informed of a candidate with disabilities by the Examination Branch, the supervisor must ensure that additional time is allocated to the candidate as per the decision of the Board of Graduate Studies and the Senate.

#### **10.5.7. Distribution of stationery**

The Supervisor shall ensure:

- a) That the date of the examination stamped answer books be issued.
- b) That Continuation sheets be issued subsequently by the invigilators and each sheet be stamped with the date of the examination.

#### **10.5.8. Preliminary Announcements**

Some examination halls are quite long and loudspeakers (or microphones) may not be available and the announcements made by the supervisor may not be heard by the candidates at the back. In such situations the supervisor shall announce from two or three locations in the hall and ensure that all the candidates heard the announcements.

- a. The Supervisor shall make the following announcements before the commencement of the examination:
- b. Strict silence has to be observed by candidates till the end of the examination.
- c. No candidate shall remove any answer books or continuation sheets or any other stationery or other material issued to him/ her from the examination hall.
- d. No candidate shall have with him/her books, notes, packets or files or any stationery or material other than those issued to him/her. If any such material has been brought into the examination hall by any candidate, he/she shall hand them over to the supervisor immediately. This includes any notes etc. written on materials authorized to be brought into the hall, such as admission card.
- e. No candidate shall have with him/ her any form of electronic device such as cellular phones, smart phones, pager or other communication equipment etc. They should be switched off and kept in a designated place instructed by the supervisor.
- f. No candidate is permitted to leave the examination hall during the first half an hour of the paper or during the last 30 minutes.
- g. Candidates who finish early may be allowed to hand over their answer scripts to the supervisor/invigilator and leave the examination hall without disturbing the other candidates.
- h. No candidate should however be allowed to leave the hall within the first 30 minutes and during the last 30 minutes of the examination.

#### **10.5. 9. Distribution of Examination papers**

- a) The supervisor shall make sure to the students that the paper packet is sealed.
- b) The Supervisor shall open the Examination paper packet (packets) in the presence of an invigilator and ensure that the examination papers are the correct papers for the session and that the special requirements if any, required according to the rubric are available.
- c) The supervisor shall instruct the invigilators to distribute the papers.
- d) The supervisor shall make an announcement about the details of the examination paper as per the instructions given.
- e) The supervisor shall make the following announcements after the distribution of the question paper:

- i. Please check whether you have received the correct question paper*
- ii. The question paper in .....(subject) contains .....(number) pages and .....(number) Questions.*
- iii. Please check whether you have got the full question paper.*
- iv. You are advised to read the instructions given in the question paper before answering the paper*

f) The supervisor shall make the following announcements during the examination as appropriately:

- i. Half an hour before the end of the paper, the supervisor shall announce — "Half an hour more"*
- ii. Fifteen minutes before the end of the paper the supervisor shall announce - "Fifteen minutes more."*

g) The Supervisor/ Invigilator shall not under any circumstances, give any clarification/ explanation with regard to the questions to any candidate. However, if any error or defect in a question paper has been notified to the Supervisor by a candidate, the supervisor shall contact setter of the paper and seek clarification.. Then, the supervisor shall announce such corrections. When such announcements are made the supervisor must ensure that all the candidates have heard it. Such correction should be marked on the examiner's copy of the examination paper.

#### **10.5.10. Attendance Sheets and Admission Cards**

- a) At the expiry of first half an hour from the commencement of the paper, the supervisor shall direct the invigilator to mark the attendance in the attendance sheet provided. The presence or absence of each candidate should be indicated by the sign [v or P (for present)] or the abbreviation (ab) respectively against each candidate's index number. At the time the attendance is marked the identity of each candidate will be verified. The only acceptable identity document is the university identity card.
- b) No candidates shall be permitted to appear for a paper if his /her index number has not been included in the attendance sheet for that paper. However, if a candidate makes a declaration that he/she has applied the relevant paper and if the supervisor is satisfied with the declaration, he/she may include the index number of the candidate concerned in the attendance list and allow him/her to sit the paper. While this is being done the supervisor will verify this matter with the DR/SAR Examinations. Every such case shall be reported to the DR/SAR Examinations.
- c) The invigilator should get the admission cards signed by the candidate and place his/ her signature at the relevant place. In the case of the last examination paper, the invigilator should collect all the admission cards and handover to the supervisor to be submitted to the examination branch.
- d) The invigilators shall get the Attendance Sheets signed by the candidates, prepare duplicates of the same, sign them and handover to supervisor for his/her confirmation and signature.

- e) The supervisor shall make sure that the number of candidates indicated in the Attendance Sheet, the number of those present for the examination (head count) and the number of answer scripts enclosed are the same.

#### **10.5. 11. Announcements at the end of the examination**

The supervisor shall make the following announcements at the end of the examination as appropriately:

- i. Please check whether you have entered the index number and the correct title of the paper".*
- ii. Tie up your papers according to the instructions. You may continue to write after doing so. No candidate shall leave the hall until the end of the paper"*
- iii. At the end of the paper — "Stop work and observe silence. Remain in your seats until your answer scripts are collected and instructed to leave".*
- iv. After the invigilators have collected the scripts and the checking process is completed - "the candidates may leave the hall without making noise"*

#### **10.5. 12 Collection of answer scripts**

- a) Collection of answer scripts will only be done by supervisors and invigilators.
- b) Answer scripts should be collected according to the instructions given in the question paper, arranged in order of the index numbers, counted, and checked with the Attendance Sheet before they are packeted. Where a candidate is absent for any paper an "Absentee Form" should be inserted in place of his/her script in the appropriate place.
- c) The supervisor should make sure the number of candidates and the number of scripts are the same.
- d) It is only after going through this exercise and ensuring that all the papers have been collected that the candidates can be asked to leave the hall.
- e) Until the Supervisor makes the announcement to candidates to leave the hall, no candidate shall be allowed to leave the hall.

#### **10.5. 13 Packeting of answer scripts**

- a. The supervisor shall, check that each invigilator has arranged the scripts in the order of index Numbers.
- b. The supervisor shall arrange the scripts to be packeted. The supervisor shall enclose in each packet: (a) Two copies of the question paper and, (b) Attendance Sheet.
- c. Each packet shall be taped securely and sealed. The supervisor shall ensure that all details on the label have been duly filled and matches the title of the paper

## **10.5. 14 Examination stationery**

- a. Custody of blank answer books and continuation sheets is the sole responsibility of the supervisor.
- b. Hall attendants should be allowed to handle examination stationery only under the careful supervision of the supervisor and the invigilators.
- c. The supervisor shall ensure that no blank answer books or continuation sheets are taken out of the examination hall by any student. A candidate should not be given more stationery than he/she requires at any one time and steps should be taken to recover any excess stationery 10 minutes before the examination is completed in order to prevent candidates misusing examination stationery.
- d. After the candidates leave the hall, the invigilator shall go round and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.
- e. All unused examination answer books and continuation sheets shall be finally returned the DR/SAR Examinations by the supervisor/Coordinator.
- f. All examination answer books, examination stationery, and date stamp shall be kept under lock and key by the DR/SAR FGS

### **10.5.15 Handing over answer scripts and other material**

The supervisor shall hand over to the DR Examination or DR/SAR of FGS the following materials at the end of each session or day and must obtain acknowledgment by signing a handover logbook/document (a) The packets of answer scripts (b) MCQ question papers and balance question papers etc. (c) The attendance Sheet (d) The Admission Cards (Separately packeted) (e) Balance stationery (f) Any other relevant documents.

## **10.6. Duties of the invigilators**

### **10.6.1 Responsibility and Attendance**

- a. The invigilator shall be responsible to the supervisor for the efficient discharge of the duties assigned to him/her. The supervisor and the invigilators are required to ensure the prevention of examination offences committed through their vigilance.
- b. The invigilators shall directly report to their respective examination halls at least 30 minutes before the commencement of each paper so that together with the supervisor they could make sure the hall arrangements are suitable for the conduct of the examination.
- c. Invigilators shall not leave the examination hall except with the expressed permission of the supervisor. Such permission should be granted only if the supervisor is satisfied that the cause of leaving the hall is urgent and that he/ she could ensure proper invigilation of the examination during the period of the invigilator's absence.
- d. The invigilator shall devote his/ her whole attention to the continuous invigilation of candidates.
- e. The invigilator shall place on each desk, the examination stationery before the commencement of the examination and he/she shall also distribute the date stamped

continuation sheets to the candidates, when called for. In date stamping the continuation sheets by the hall attendant, to avoid wastage of stationery, he/she shall ensure that not more than the required number for the session are date stamped. This duty should be performed under the direct supervision of the invigilator/supervisor.

f. The invigilator shall distribute the question paper to the candidates assigned to him/her. He /She shall return the balance question papers, if any, to the supervisor.

g. The invigilator shall not under any circumstances give any clarification, explanation with regard to the questions to any candidate. If an invigilator is asked such clarification the invigilator must direct it to the supervisor.

h. The invigilator shall at the expiry of the first half hour, with the approval of the supervisor, go round and mark the Attendance Sheet and get the candidates to sign the Admission Card. He/ She shall return the original attendance sheet to the supervisor.

i. No candidate shall be admitted to the hall after the expiry of half an hour from the commencement of the paper nor shall any candidate be permitted to leave the hall (centre) during the first half hour, or during last 30 minutes of the paper.

j. The invigilator shall collect the scripts of every candidate who leaves before the last 30 minutes.

k. As soon as the time allotted for the examination is over, the invigilator shall collect from every candidate his/her scripts whether answered or not. In doing so he/she shall check that the script bears the correct index number.

l. The invigilator shall check that the answer scripts have the index numbers of the candidates, part of paper/question number (when applicable) and handover the scripts to the supervisor. He shall check the collected scripts with the attendance sheet and if any candidate has failed to hand over a script he/she shall bring this matter to the notice of the supervisor.

m. The invigilator shall keep surveillance of any candidates wishing to make use of the toilet while the examination is in session.

n. After the candidates leave the hall, the invigilator shall go round and inspect the hall to ensure that all answer scripts and other examination stationary have been collected.

o. The invigilators shall, assist the supervisor in packeting and sealing answer scripts.

p. In case of any examination offences the invigilator shall bring that matter to the supervisor to file a compliant in the examination offence form.

#### **10.7. Examination offences**

a. After the commencement of the examination if any candidate is found to have with him/her any unauthorized documents (material) or if he/she breaks examination procedure or if he/she commits any of the offences listed as examination offences (**Annexure I**), the invigilator shall apprehend the candidate and take possession of any relevant documents and report the matter immediately to the supervisor.

b. The supervisor should note the time when the report is made to him/her and should take charge of the documents and record statements from the candidate

and the invigilators. Each statement should be signed by the person making such statement immediately after the examination... If any candidate refuses to give a statement made by him/her, the supervisor should record this fact. Examination Offence Form for reporting examination offences should be filled and submitted to the SAR/DR/Examinations by the Supervisor while keeping the Dean/FGS informed on the same incident.

- c. The supervisor shall not enter into argument with the candidate, but shall make in his/her report, the note that the candidate has refused to make a statement or sign a statement. The supervisor could also make a separate report of the incident giving his/her comments. All connected documents including the duly filled forms pertaining to examination offences should be serially numbered and submitted to the DR/SAR Examinations under sealed cover marked "Examination Offence"

#### **10.7. Duties of hall attendants**

- a. It shall be the duty of the hall attendants to carry out all instructions given to them by the supervisor/ invigilator
- b. Hall attendants shall call over at the examinations branch each session / day at least 45 minutes before the commencement of the session and assist the Supervisor/ Invigilator in collecting stationery and other equipment necessary for the examination.
- c. They shall clean the hall and arrange the furniture at least half an hour before the commencement of each session.
- d. They shall arrange and number the desks.
- e. They shall assist the Supervisor/ Invigilator in in the parceling and sealing of answer scripts. They shall not distribute continuation sheets.
- f. They shall carry parcels of answer scripts, stationery, and other equipment under the supervision of the Supervisor.
- g. They shall return the examination hall keys after each session/day and collect same from the DR/SAR FGS before the next session.
- h. They shall not leave the hall except with the specific permission of the Supervisor.

#### **10.8. Illness of candidates during the examination**

- a) In the event of a candidate falling ill while answering a paper, the supervisor, where possible shall seek the assistance of the Medical officer. However, if a Medical Officer is not available the supervisor may take whatever action he/she deems is necessary. If the candidate is compelled to discontinue answering the paper, the supervisor shall collect the answer script (while informing the candidate the appropriate action to be taken in such instances immediately – **Annexure IX**), mark the time at which it was collected and make his/her report to the DR/SAR Examinations.
- b) If the candidate is temporarily indisposed and is able to answer the paper after a period of time, the supervisor may at his/her discretion grant the candidate additional time to answer the paper. Under no circumstances shall the additional time granted exceed half an hour. In such case the supervisor shall make a report on every such case.

- c) In the case of candidates with disabilities, the supervisor shall ensure that the facilities allowed to such students are provided.

#### 11. Examination procedure (at the examination hall)

- a. 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.
- b. No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of an examination.
- c. Nor shall a candidate be allowed to leave the hall until half an hour has lapsed from the commencement of examination or during the last 30 minutes of the paper.
- d. On admission to the hall a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instruction of the supervisor.
- e. A candidate shall have his/her document of identification (Student ID card) and the admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper.
- f. Candidates should sign the admission cards in the presence of the supervisor or invigilator who shall witness each signature. The invigilators are required to check whether the candidates have signed the statement given in the admission card.
- g. Candidates shall bring their own pens, ink, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring.
- h. 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 by the students. The material will be collected by the invigilator/supervisor
- i. No candidate shall have on his/her person or in his/her clothes or on the Admission Card, any other object he/she is permitted to bring into the examination hall, any notes, signs and formulae or any other unauthorized material. Books, notes, parcels, handbags, cellular phones, smart devices, pagers and other communication equipment etc. which a candidate has brought with him/her should be kept at a place indicated by the supervisor or invigilator. The supervisor shall not take responsibility in case any of this material is lost. A candidate may be requested by the supervisor to declare any item in his/her possession or person.
- j. 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 in 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 candidates. A script that bears no index number or an index number which cannot be identified, is liable to be rejected by the examiner. No candidate shall write his/her name or any other identifying mark on the answer scripts.
- k. Candidates are under the direct supervision of the supervisor and shall assist him/her in carrying out his/her instructions and those of the invigilators, during the examination and immediately before and after it.
- l. Every candidate shall conduct himself/herself in the examination hall and its premises so as not to cause disturbance or inconvenience to the supervisor or his/ her staff or other candidates. In entering and leaving the hall, he/she shall conduct himself as

- quietly as possible. A candidate is liable to be excluded from the examination hall by the supervisor for disorderly conduct.
- m. Absolute silence shall be maintained in the examination hall and its premises. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the supervisor or invigilator. The attention of the supervisor or invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated.
  - n. After the examination has commenced no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the supervisor or invigilator shall grant him/her permission to do so but the candidate will be under his/her constant surveillance.
  - o. Candidates shall stop work promptly when ordered by the supervisor or invigilator to do so. If this instruction is not strictly followed the supervisor or invigilator has the authority to make an endorsement to this effect on the answer scripts and/or report to the authorities.
  - p. 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, or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answers with the intention of copying.
  - q. Any answer or part of the answer which is not to be considered for the purpose of assessment, shall be neatly crossed out by the candidate. 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.
  - r. Every candidate shall hand over the answer script personally to the supervisor or invigilator or remain in his 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. The MCQ question paper should also be returned to the invigilator or supervisor. It should not be removed from the examination hall by the student.
  - s. A candidate who has handed over his/her answer script shall under no circumstance be entitled to call it back.
  - t. No candidate shall remove his/her or any other candidate's answer script from the examination hall.
  - u. No candidate shall copy or attempt to copy from any book or paper or notes or similar material 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 so 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.
  - v. No candidate shall submit a practical or field book or research dissertation or project study or term paper or assessment or answer script which has been done wholly or partly by anyone other than the candidate himself/herself.
  - w. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
  - x. If circumstances such as unexpected disaster occur, which in the opinion of the supervisor necessitate cancellation or postponement of the examination, he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the authorities. However, the supervisor should be very cautious

in exercising this authority. In such instances it is always desirable that the Dean or the DR/SAR Examination is contacted before a final decision is taken.

## **12. Receiving and distribution of packets of answer scripts**

### **12.1. Receiving packets of answer scripts from the examination halls**

The DR/SAR shall make arrangements to remain in the faculty office undertaking examination work to receive the packets of answer scripts handed over by the supervisors. Receipt of the answer script packets shall be entered in a book maintained at the FGS Office. The number of packets and their identity will be entered and signed by the supervisor handing over and the officer taking over. The DR/SAR shall arrange for the packets of answer scripts to be kept locked in a safe or any other designated place. The DR/SAR shall check whether all the packets of answer scripts of a particular session, day or examination are received. If there are any deficiencies, he/she shall make inquiries and also keep the Dean informed.

The DR/ SAR should make arrangement to submit the answer script packets to the examination branch of UOC at the next working day.

### **12.2. Distribution of packets of answer scripts to the examiners**

The DR/SAR shall send the answer scripts to the examiners not later than one week of the examination date.

## **13. Responsibilities of examiners**

The examiners are responsible for the preparation and submitting examination papers (setting and moderating) with the marking scheme (including model answers)/ examiner reports (in case of research) and detailed and total mark sheets, comments and decisions (in case of examination of research) to the programme coordinator within the stipulated time. They are expected to maintain the highest level of secrecy and confidentiality.

### **13.1. Disclosure**

Those who have conflicts of interest<sup>1</sup> should declare them and decline to be examiners. If there is doubt, the issue should be discussed with the Coordinator of the programme and the Dean before nominations are made. Sometimes a conflict of interest may not have been there when the examiner initially undertook to do examination related work but may develop subsequently. In such instances the examiner should bring this to the attention of the relevant authorities as early as possible and seek guidance. If for some unforeseen reason

an examiner cannot perform the duties undertaken, this must be informed immediately to the Coordinator.

### **13.2. Confidentiality**

The names of examiners are considered confidential information. Therefore, examiners must maintain confidentiality at all times. Further, the process of setting the examination paper, the marking scheme (with the model answers), the content of the answer scripts and the marks given to individual students must be considered confidential before, during and after the conduct of the examination.

## **14. Duties of examiners**

After the end of the examination, examiners must collect their relevant answer scripts at the earliest possible date when the coordinator informs them about the availability of answer scripts to be collected<sup>1</sup>. Examiners must mark the answer scripts within the given time period and submit the detailed marksheets (**Annexure X**) with total to the coordinator in sealed envelopes separately, with the marked answer scripts.

### **14.1. Marking of essay questions**

The examination paper may contain essay-type questions which must be marked in accordance with the marking scheme by the examiner using a red pen. The examiners may explain (if needed) the reasons why a particular mark was assigned to the answer. It is important to maintain consistency throughout the marking processes in assigning marks.

### **14.2. Marking of MCQs**

In addition to the essay-type questions, some examination papers may also include MCQs, or the entire examination may be one that includes only MCQs. Examiners must adhere to the marking scheme in assigning marks.

### **14.3. Awarding marks in examinations**

The examiners shall check the attendance sheet of the candidates and award marks only to those who sat the examination. The marks allotted to each examination paper are decided based on the By-Laws of each programme.

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<sup>1</sup> If the examiners are unable to collect the answer scripts from the FGS by themselves, they may request the coordinator to make the answer scripts delivered to them.

#### **14.4. Awarding marks in viva voce examinations**

For those programmes where marks are allocated for a viva voce examination as prescribed by the By-Laws of the programme, the coordinator shall clearly communicate to the examiners the criteria of assessment well in advance of the viva voce examination. Marks awarded must remain confidential.

#### **14.5. Marking of practical examination**

In addition to final written examinations and viva voce examinations, programmes could include criteria for assessing practical examination as per the By-Laws of the programme. Similar to other modes of assessment, practical examinations must be assessed based on pre-determined criteria, clearly communicated to the student by the examiner and Coordinator. The details of how the assessment would be undertaken must be prescribed by the By-Laws of the programme.

#### **14.6. Marking of research projects and reports**

Examiners must be unbiased, guided by the evaluation criteria provided in marking research projects and reports. They must submit the marks/comments/decisions of their evaluation within the stipulated time to the Coordinator.

### **15. Processing of marks**

Processing marks is the responsibility of the Coordinator of the Programme.

#### **15.1. Preliminaries**

The Coordinator must first obtain the continuous assessment marks assigned to each student from the respective Teachers and publish these marks before the commencement of the examination. If there are any student concerns about the published marks, the Coordinator must mediate to rectify errors or omissions before the examination.

Once the examination is conducted, the answer scripts must be immediately collected by the coordinator from the Examinations Branch and inform the relevant examiners to collect them. If the examiners are unable to collect them by themselves from the FGS, the coordinator must make arrangement with the SAR/DR of FGS to deliver the answer scripts to the relevant examiners. At the point of distribution of answer scripts, the coordinator must inform the examiners the deadline for submission of marks (**Annexure XI**). Once the answer scripts have been distributed, the coordinator with the support of his/her Programme Assistant, must take

steps to follow-up and obtain the marked scripts from the first and the second examiner along with the marks sheets (**Annexure XII**) of the relevant course.

### **15.2. Initial processing**

The coordinator could obtain the assistance of the Programme Assistant to enter the continuous assessment marks of each candidate. However, the responsibility of processing of final marks rests with the coordinator and hence he/she must check all the marks assigned and clear all doubts before the marks are submitted to the pre-results board.

### **15.3. Releasing results**

The coordinator must take all necessary steps to release the results within three months of the examination. Adequate time needs to be given to the Examinations Branch to process the final marks (**Annexure XIII**) and arrange the final examination board with the consultation of the Dean/FGS. The coordinator shall attend the final results board of the particular examination.

## **16. Post-examination issues**

If marks have to be changed after the results are officially released, the relevant Coordinator/ Examiner shall request the change by submitting relevant form (**Annexure XIV**) with justifications through the Coordinator/Dean of the Faculty to the Vice Chancellor.

## **17. Examination offences and punishments**

All the examination offences (refer to **Annexure I**) of the students of the FGS are reported to the Examination Committee of the University. The decision of the Examination Committee is forwarded to the Senate and any appeal against the decision of the Senate shall be made to the Examination Committee, which shall then be considered by the Examination Committee and a recommendation, if any, made.

## **18. Examination offences committed by those other than candidates**

Examination offences committed by those other than candidates such as university staff and others involved in the examination process such as breaches of integrity, confidentiality, and responsibility will be forwarded to the Examination Committee of the University.

## **19. Issue of results to individual candidates**

Upon the release of examination results by the Examination Branch, the Faculty shall formally notify the candidates and disseminate the results via the Learning Management System (LMS)

and/or individual email correspondence. Candidates are expected to regularly monitor the LMS and their registered email accounts to receive official communications.

## 20 Payment for services in connection with examinations

Payments for services rendered in connection with examinations—such as paper setting, moderation, invigilation, marking, supervision, and other examination-related duties—shall be made strictly in accordance with the approved programme budget and prevailing financial regulations of the University of Colombo. These payments will be processed upon submission of duly completed claim forms, certified attendance, and any other documentation required by the University.

## 21. Maintenance of records

### 21.1. Custody of Examination Records

**After the conclusion of the examinations, all examination-related records, including but not limited to question papers, attendance sheets, marking schemes, answer scripts, and other confidential documents pertaining to the conduct of examinations, shall be securely maintained under the custody of the DR/SAR FGS both prior to the commencement of examinations and after their completion.**

Movement, receipt, or submission of all such examination records must be accurately documented by signing the official record book maintained at the Office of the DR/SAR FGS. This record shall serve as the formal log of accountability and will include the date, time, nature of the documents exchanged, and the signatures of both the handing-over and receiving parties.

Under no circumstances shall examination-related records be handled by unauthorized individuals or stored in unsecured locations. Any exceptions to this process shall require prior written approval from the DR/SAR FGS.

All examination-related records shall be duly sealed by the respective authorized personnel prior to submission. Under no circumstances shall the Deputy Registrar (DR) or Senior Assistant Registrar (SAR) accept or collect any records that are not properly sealed in accordance with the prescribed procedures. The integrity and confidentiality of all examination materials must be maintained at all times.

## 21.2. Marking-related documents

**All marking-related documents shall be securely maintained by the respective Programme Coordinator of the relevant postgraduate programme. It is the responsibility of the Coordinator to ensure that these documents are stored and handled with due confidentiality and care throughout the marking process.**

The preparation and processing of marking-related documents, including any word processing or formatting, shall be carried out exclusively by the respective Programme Coordinator. Under no circumstances shall Course Assistants or other administrative staff be permitted to handle or process these documents.

Upon the official release of results for the respective programme, the marking-related documents shall be duly sealed and handed over to the Deputy Registrar (DR) or Senior Assistant Registrar (SAR) for secure archiving. Only properly sealed and authorized documentation will be accepted.

**Question papers for the respective examinations shall be obtained from the Deputy Registrar (DR) – Examinations on the scheduled date of the examination.**

In exceptional circumstances where the Examination Division is not in operation on the day of the examination, the relevant Programme Coordinator or the designated Examination Supervisor may collect the question papers on the day prior to the scheduled examination. In such cases, the question papers must be securely sealed, duly signed by the authorized officer, and handed over to the Faculty DR or Senior Assistant Registrar (SAR) on the same day of collection.

It is the sole responsibility of the Programme Coordinator or Examination Supervisor to ensure the confidentiality, integrity, and security of the question papers while they are in their custody.

**Upon completion of the examination for each respective course of study, the Programme Coordinator shall submit two copies of the final question paper to the Deputy Registrar (DR) or Senior Assistant Registrar (SAR) of the Faculty.**

**The DR or SAR shall be responsible for promptly forwarding these question papers to the Faculty Library, thereby ensuring their proper archiving and availability for reference by prospective students.**

## 22. Duties of DR/ SAR/ AR FGS

1. Place the CE forms (**Annexure XV**) at Board meetings (BSPS/BSDS) and forward the approved CE forms with finalized timetable to the Examination Branch.
2. Send the examination duty timetable to the Examinations Branch and circulate among relevant supervisors, invigilators, and assistants by the Dean's Office.
3. Providing logistic support for conducting examination and delivering answer scripts if necessary.
4. Ensure the cleaning and desk arrangements are properly done prior to the examination

5. Prepare a timetable of supervisors, invigilators and hall attendants for the relevant examinations two weeks prior to the commencement of the examination.
6. Hand over sealed question paper packets to the respective supervisors/coordinators each weekend as per the examination schedule.
7. Provide supervisor the Packet of examination papers, answer books and continuation sheets, attendance list, labels, other stationery and guidelines issued by the DR/Examination.
8. Maintain a record on following materials at the end of each session or day handedover by the supervisor by signing a handover logbook/document (a) The packets of answer scripts (b) MCQ question papers and balance question papers etc. (c) The attendance Sheets (d) The Admission Cards (Separately packeted) (e) Balance stationery (f) Any other relevant documents.
9. Dissemination of the results via the Learning Management System (LMS) and/or individual email.

### 23. Interpretations

A person employed in the Commission or a Higher Educational Institution/Institute should avoid doing anything which will bring his private interests into direct or apparent conflict with his duties or which compromises his office at the Commission or Higher Educational Institution/Institute.

## Examination Offences and Punishments

|                                          | Offence                                                                                                        |                                                                                                                                                                                                                                                                    | Punishments                                                                                                                                                                                  |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Examination Offence Inside the Exam Hall |                                                                                                                |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                              |
| 1                                        | Possession of unauthorized notes/formulas/documents/equipment                                                  |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                              |
|                                          | 1.1                                                                                                            | Notes/formulas written on University material (Admission card/University Answer sheets etc.)<br>[Answer books/sheets, Admission Cards, Graph papers, Statistical Papers, Maps and any document provided by the University are considered as University Materials.] | Minimum of cancellation of the results of that particular paper and a maximum of the cancellation of the results of the semester/year end/stream examination, in which the offence occurred. |
|                                          | 1.2                                                                                                            | Notes/formulas written on a non-university material including paper, pencil case, calculator, clothes, own body etc.                                                                                                                                               |                                                                                                                                                                                              |
|                                          | 1.3                                                                                                            | Possession of electronic equipment such as mobile phone, tablets, note-books, data processing wrist-watches, etc.                                                                                                                                                  |                                                                                                                                                                                              |
| 2                                        | Copy or attempt to copy                                                                                        |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                              |
|                                          | 2.1                                                                                                            | Copy or attempt to copy from the script of another candidate.                                                                                                                                                                                                      | Results of the paper of that semester/year-end/stream examination, which the offence occurred, will be cancelled.                                                                            |
|                                          | 2.2                                                                                                            | Facilitating or providing opportunity to others in the hall to copy by keeping his/her answer scripts or any other document in such a way that the other candidate/s can see or by word of mouth or by signs and gestures.                                         |                                                                                                                                                                                              |
| 3                                        | Removing examination stationery or any other material provided for the examination out of the examination hall |                                                                                                                                                                                                                                                                    | Written warning by Vice Chancellor for the 1 <sup>st</sup> instance. Cancellation of the results of the exam paper for repetition of the offence.                                            |
| 4                                        | Writing name on the answer scrip                                                                               |                                                                                                                                                                                                                                                                    | Written warning by the Dean of the Faculty and Cancellation of results of the paper on repetition for the following years.                                                                   |

|                                           |                                                                                                                                                                                                                                             |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5                                         | Disorderly Conduct                                                                                                                                                                                                                          |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                           | 5.1                                                                                                                                                                                                                                         | Not carrying out the instructions of Supervisor/Invigilators (disorderly conduct) during the examination and immediately before and after it inside the exam hall. | Cancellation of the results of the paper or to expel the student from the Hall once he/she refuses to abide by the instructions given by the Supervisor in consultation with the Dean of the Faculty.                                                                                                                                                                                                                      |
|                                           | 5.2                                                                                                                                                                                                                                         | Disturbing supervisor or his/her staff, or to other candidates in the examination hall or its precincts.                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6                                         | Impersonation                                                                                                                                                                                                                               |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                           | 6.1                                                                                                                                                                                                                                         | Impersonating any candidate in the examination hall or attempt to do so before the commencement of the examination.                                                | Expel the impersonator from the Examination Hall and cancellation of the impersonator's (if impersonator is also a student of the university) entire year examinations in which the offence occurred and debar the impersonator from sitting any university examination in next three subsequent academic years.<br>If the impersonator is an outsider, the matter requires inquiry and informing appropriate authorities. |
|                                           | 6.2                                                                                                                                                                                                                                         | Allowing himself/herself to be impersonated by another person                                                                                                      | Cancellation of the candidate's entire year's examinations in which the offence occurred and debar from sitting any university examination in next three subsequent academic years.                                                                                                                                                                                                                                        |
| Examination Offence Outside the Exam Hall |                                                                                                                                                                                                                                             |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7                                         | Obtain or attempt to obtain prior knowledge of Examination papers/questions                                                                                                                                                                 |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                           | 7.1                                                                                                                                                                                                                                         | Obtain or attempt to obtain prior knowledge of Examination papers/questions                                                                                        | Cancel the results of the entire semester/year/stream examination and to be reported for disciplinary action.                                                                                                                                                                                                                                                                                                              |
|                                           | 7.2                                                                                                                                                                                                                                         | Aiding and abetting to the above by another candidate.                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8                                         | Plagiarism (Submitting Assignments/Term papers/Project reports/Extended essays/Dissertation/Thesis which has been done wholly or partly by anyone other than the candidate and quoting someone else's work without giving proper citation). |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                           | 8.1                                                                                                                                                                                                                                         | Assignments/Term papers/Project reports (considered as an assessment component of the subject/course unit).                                                        | Assign zero marks and written warning by the Dean of the Faculty.                                                                                                                                                                                                                                                                                                                                                          |

|   |                                                                                                                                           |                                                                                                          |                                                                                                                                                                                                    |
|---|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | 8.2                                                                                                                                       | Extended Essays/Dissertation (considered as a subject/course unit).                                      | Cancellation of results of the Extended essays/Dissertation and consider it as an exhausted attempt.                                                                                               |
|   | 8.3                                                                                                                                       | Thesis/Dissertation/Research paper (partial requirement of Postgraduate Degree).                         | Cancellation of the results of the Thesis/Dissertation/Research paper and suspension from the University for such period as the Senate decides on the recommendation of the Examination Committee. |
|   | 8.4                                                                                                                                       | Thesis/Dissertation (Full requirement of the Postgraduate Degree)                                        | Cancellation of his/her candidature and debarment for future registration for any postgraduate programme in the University.                                                                        |
|   | 8.5                                                                                                                                       | Aiding and abetting any of the above examination offence shall be deemed to have committed that offence. | If aiding and abetting is done by another candidate of the University, the same punishment as the person committing the offence is applicable.                                                     |
| 9 | Forging signature of any official of the University or Outsiders related to the Examination process and alteration of official documents. |                                                                                                          |                                                                                                                                                                                                    |
|   | 9.1                                                                                                                                       | In Dissertation/Thesis – by undergraduates.                                                              | Cancellation of result of the Dissertation/Thesis and consider it as an exhausted attempt.                                                                                                         |
|   | 9.2                                                                                                                                       | In other examination or official documents (such as transcript, testamur) – by undergraduates.           | Appropriate punishment recommended by the Examination Committee and decided by the Senate.                                                                                                         |

Note: Those who are punished for Examinations offence will not be eligible for Class or a Merit/Distinction pass. They are not eligible for any awards, prizes for scholarships, which are awarded for academic excellence.

### **Examination offences conducted by any person other than candidates<sup>6</sup>**

It is not only examination candidates who can commit examination offences, offences can also be committed by university employees who are involved in examinations in diverse ways.

The followings actions shall be deemed as offenses:

**1. Dishonest delivery or communications**

Delivery by any person, fraudulently or dishonestly, a secret document of part thereof, or communication relating to the contents of a secret document or part thereof, to any other person who is not a person to whom she/he is authorized to deliver such document or to communicate such information.

Fraudulent or dishonest delivery or transmission of any answer scripts, mark sheet, mark book or other document relating to an examination to any person who is not a person to whom she/he is authorized to deliver or transmit such document.

**2. Divulging of Marks**

Divulging by any examiner or any other person entrusted with filling up of marks sheets, Mark books etc. of any information relating to the answer scripts or mark sheets, or mark book to any other person who is not a person to whom he is authorized to divulge such information.

**3. Dishonest Marking**

The marking of an answer script fraudulently or dishonestly.

**4. Dishonest Alternation**

The marking of any erasures, interpolation or any other alterations in any mark book, mark sheet or answer scripts fraudulently or dishonestly.

**5. Dishonest Assistance**

Fraudulent or dishonest assistance directly or indirectly to any candidate to answer a question papers at the examination, by a Supervisor, Invigilator, Hall Attendant or other employees attached to an Examination Hall.

Fraudulent or dishonest erasures, interpolations or any other alternations in any answer script by Supervisor, Invigilator or other employee of the Examination Hall.

**6. Dishonest disposal and disclosure of secret document**

Fraudulent or dishonest secreting or making away with or disposal of such secret document or part thereof or making a copy of such secret document or part thereof,

by any person who is entrusted with the duty of typing, duplicating printing packeting / packing or making by manual or mechanical means any secret document relating to any examination, or by any person whose duty is to assist in the aforementioned duties.

**7. Theft or dishonest breaking of receptacle containing secret documents etc.**

Fraudulently or dishonestly breaking open or destroying any sealed packet, are or other receptacle containing any secret documents relating to the examination or taking out any such document or part thereof.

**8. Fraudulent Introduction of Answer scripts**

The introduction, insertion or exchange or another script in place of the script answered by the candidate.

**9. Dishonestly by Commission or Omission**

The commission or omission of any act relating to the conduct of an examination which is deemed by the president to be of a fraudulent or dishonest nature.

**10. Assistance or Connivance**

The abetment, assistance connivance with another person in the commission of one or more of the above offences.

**Procedure for disciplinary action**

Disciplinary action shall be taken against those who are alleged to have committed one or more of the above listed offences as follows;

In the case of the university employee action shall be taken in terms of the Disciplinary procedure of the University, including action by the police where necessary.

In the case of others, suitable action may be taken by the Vice Chancellor, depending on the nature of the offence and the circumstances.

**Application Form for Written Examination**



**University of Colombo**  
**Faculty of Graduate Studies**  
**Programme Name & Academic Year**  
**Application for the Written Examination (Semester I/II)**

**Index No:**

.....

1. Full Name (Rev./Mr./Mrs./Ms.): .....
2. Permanent Address : .....
3. Email Address : .....
4. Contact No : Res..... Office..... Mobile.....
5. Registration No : ..... / ..... / .....

**Subject**

**Papers Offered**

- 1.
- 2.
- 3.

|  |
|--|
|  |
|  |
|  |

I declare that the above statements are true and accurate to the best of my knowledge and belief.

Date: .....

.....

(Signature of Candidate)

**Note:** The closing date for the applications will be on .....

**FOR OFFICE USE ONLY**

### **Instruction to the Supervisors and Invigilators of the Examinations**

Supervision and invigilation form a very important function in the proper and efficient conduct of examinations. It is the duty of all employees of the University to assist in this important task.

- After the appointment of examination Hall Staff, no alternative arrangement shall be made except in consultation with the Dean of the Faculty. Where, however after the commencement of the examination, a member of the Hall Staff finds that, owing unforeseen or unavoidable circumstances, he has to be absent for a session or more, he shall contact immediately the Dean, who shall make alternative arrangements.
- The Supervisor shall be in- charge of the Centre. Invigilators and Hall Attendants shall assist him and work under his guidance and direction. The Examination Hall Staff shall be in attendance at the Centre at least 30 minutes before the examination is due to commencement.
- The Supervisor shall be responsible for taking all steps, before, during and after the examination to ensure both the smooth and efficient conduct of the examination.

#### **1) Collection of Examination Papers & Other Examination Materials**

- a) The Supervisor of each Hall / Centre shall call over, at least half-an-hour before the commencement of examination, at the office of the Senior Assistant Registrar /Centre for each session or each day as the case may be.
- b) Supervisors are advised to collect question paper packet/s and proceed to the Examination Hall instead of collecting them in advance and keeping with them. This is a precautionary measure to ensure the safety of the question paper/s.
- c) The Supervisor shall check the question paper packets with the Time table in order to make sure that the correct question paper packets have been handed over, that no question paper for the session / day is missing and that the packets are properly sealed.
- d) The Supervisor shall be supplied with the following by the Senior Assistant Registrar/Examinations:-
  - i. Packet / Packets of Question papers for the session / day.
  - ii. Packet / Packets of Material such as Maps etc.
  - iii. Attendance Lists for each paper
  - iv. Printed envelops for answer papers
  - v. Labels for Answer packets

- vi. Report form of Examination offences
- vii. The Seal/Stickers for sealing of answer script packets.
- viii. Date- stamp for stamping answer books/ sheets
- ix. Other written instructions where necessary

## **2. Duties on Arrival at the Examination Center/ Hall**

- a. Check whether the correct Question papers and relevant documents for the particular session have been brought by him.
- b. Check that the Hall has been swept and the desks have been properly arranged and numbered according to the attendance list provided.
- c. ascertain that the Invigilators and Hall Attendants are present and shall assign their duties. In the event of the full assigned staff not being present, be shall make the best possible arrangements with the available staff and contact the Dean of the Faculty as early as possible if additional staff is considered necessary.
  - i. Allot candidates for each Invigilator.
  - ii. Draw the attention of the Invigilators and the Hall Attendants to the duties assigned to them

## **3. Admitting Candidates**

The Supervisor shall ensure:-

- a. that candidates are allowed to enter the examination hall only through the authorized entrance / entrances, and directed to take their seats according to the Index Number marked on the Desk, A Supervisor, however, may at any time during the examination and without giving any reason, change the place occupied by a candidate.
- b. that an Invigilator shall be posted at each entrance to ensure that entry is orderly and candidates do not bring any unauthorized material to the examination hall.
- c. candidates shall not be admitted to the Hall earlier than 10 minutes before the time of commencement of the examination.
- d. that if a candidate presents himself at a center not allotted to him, and if there is sufficient time, the candidate shall be directed to the correct center. If there is not

sufficient time, the candidate shall be allowed to sit the examination for that session at that center. The answer script of such a candidate shall be packeted separately and the matter brought to the notice of the Senior Assistant Registrar of Examinations.

e. that no candidate is allowed to bring mobile phones or any other electronic devices to the examination hall. Supervisor shall make an announcement to students before the commencement of the examination to make sure that they do

not possess any unauthorized material/article.

f. that no candidate shall be admitted to an examination after the expiry of half an hour from the commencement of the examination.

g. that if for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the Paper and the fact brought to the notice of the SAR/Examinations.

h. that no candidate is permitted to leave the examination hall during the first half-an-hour or the last 30 minutes of the exam.

#### **4. Examination Offences**

##### **a. Possession of unauthorized documents/materials**

- Relevant /Non-relevant notes written on University material (Admission card/University Answer sheets)
- Relevant/Non-relevant notes written on non university material (paper, pencil case, calculator, body of the candidate)
- Possession of Mobile phone or any other unauthorized electronic devices
- Books, notes, maps or files or any stationery or material other than those issued to him at the examination hall and if any such material has been brought into the examination hall by any candidate he shall hand then over to the Invigilator immediately.

##### **b. Copying**

Copying or attempting to copy from any external resource (book, electronic media etc.) or from the script of another candidate.

##### **c. Removal of Stationery**

Detecting of removing examination stationery and other material provided for the examination

d. Disorderly Conduct

- Not carrying out the instructions of Supervisor/ Invigilators during the examination and immediately before and after it.
- Disturbing the supervisor or his staff, or other candidates in the examination hall or its precincts
- Answering the paper after supervisor ordering to stop writing

e. Impersonation

**5 Impersonating any candidate in the examination hall or before or after the examination**

If a candidate is detected with committing any of the above examination offences the Supervisor shall record it in the specific form which are provided and submit it to the SAR/Examinations at the end of the examination. If any candidate refused to give a statement, the Supervisor/Invigilator shall not get into argument with the candidate, but shall make in his report on the Form that the candidate has refused to give a statement. However, the answer script of that candidate should be packetted along with other answer scripts.

**6 Issuing Examination Material**

- a. The Supervisor shall ensure that the Answer books with the cover be issued initially and the Continuation sheets subsequently.
- b. The Supervisor shall ensure that the date-stamped answer books have been placed on each desk at least 15 minutes before the commencement of the examination.
- c. Continuation Sheets shall be issued by the Invigilators and each sheet shall be date-stamped before issue by the Invigilators.

**7 Opening of Question Paper Packets**

The Supervisor, shall open the question paper packet / packets one by one in the presence of an invigilator and check whether the question papers are the correct papers for the session, and that the special requirements if any, required according to the Rubric are available.

**8 Distribution of Question Paper**

- a. The Supervisor shall hand over the required number of question papers to each invigilator for distribution to the candidates allocated to each of them, together with any special requirements mentioned at 5.9 above.
- b. The balance questions papers, shall remain in the Supervisor's custody and he shall ensure that no question paper is allowed to be removed out of the hall before the expiry of the first half-hour.

## **9 Announcement**

The Supervisor shall make the following announcements after the distribution of the Question papers:-

- i. Please check whether you have received the correct Question paper.
- ii. The Question paper.....contains ..... pages and ..... questions. Please check whether you have got the full Question paper.
- iii. You are advised to read the instructions given in the question paper before answering the paper.

### ***Important***

***It is advisable the setter be present at the examination hall during the first 30 minutes of the paper in order to provide any clarification regarding the paper if required.***

***The Supervisor / Invigilator shall not under any circumstances give any clarification / explanation with regard to the questions to any candidate. However, if any error or defect in a question paper has been notified by the Setter or Senior Assistant Registrar/Examinations, the Supervisor shall announce such correction/modification as indicated by them.***

## **10 Supervising Invigilators**

He shall ensure that the Invigilators and Hall Attendants are attending to the duties assigned to them.

At the expiry of the first half-an-hour after the commencement of the paper, the Supervisor shall direct each invigilator to get the original of the Attendance lists signed by the

candidates, to mark the attendance in the duplicate and to check the Identity of the candidates.

## **11 Get Attendance Sheets signed**

Attendance lists shall be issued in duplicate. No candidate shall be permitted to appear for a paper if his Index Number has not been included in the attendance list for that paper. However, if a candidate makes a declaration that he was offering that paper and if the Supervisor is satisfied with the bona fide of the declaration, he may include the Index number of the candidate concerned in the attendance list and allow him to sit the paper. Every such case shall be reported to the Senior Assistant Registrar/Examinations.

Original : Every candidate present for the examination shall be required to place his signature against the relevant Index Number appearing in the original Attendance list/s. Candidates who are absent shall be marked by the Invigilator concerned. This copy shall be sent by the Supervisor under a separate cover to the Senior Assistant Registrar/Examinations.

Duplicate : The Invigilator concerned shall specify against each Index Number whether the candidate to whom it refers was present or absent for the examination. The candidates, shall not be asked to sign this copy. This shall be enclosed by the Supervisor in the relevant packet of answer scripts. Where present the mark (V) shall be inserted and where the candidate is absent 'ab' shall be inserted. Where parts or sections of answer scripts have to be packeted separately, a separate duplicate Attendance Sheet shall be prepared and enclosed in each packet.

## **12 Identity of Candidates**

In the performance of this exercise, the Supervisor / Invigilator shall satisfy himself of the identity of the candidate by reference to the Student Identity Card issued by the University which contains the Candidate's photograph as well as his signature.

### **a Failure to Produce Admission Card and/or Identity Card**

A specific form is provided by the SAR/Examinations to be filled by a candidate who fails to produce his Student Identity Card and/or Admission Card at the examination for purpose of identification. He shall be asked to fill this form. The supervisor shall submit them form to the SAR/Examinations at the end of the examination.

### **b Preparation for Packeting of Answer Scripts**

As soon as the attendance lists are marked, the Supervisor shall, collect the originals from the

Invigilators and proceed to prepare the relevant envelopes and labels for the packeting of answer scripts.

### **13 Announcements during the Examination**

The Supervisor shall make the following announcements at the appropriate times:

- (i) Half an hour before the end of the exam, the Supervisor shall announce "Half-an-hour more".
- (ii) Fifteen minutes before the end of the exam the Supervisor shall announce "15 minutes more. Please, check whether you have entered the Index Number, correct title of the paper and tie up your answer sheets together. You may continue to write after doing so. No candidate shall leave the Hall till the end of the exam"
- (iii) At the end of the exam - "Stop work and remain in your seats until all the answer scripts are collected and "
- (iv) After the Invigilators have collected the scripts - "the candidates may leave the Hall".

### **18 Collection of Papers**

- a. At the expiry of the session, the Invigilators shall collect the answer scripts of the candidates assigned to each of them and hand them over to the Supervisor who shall check against the duplicate Attendance Sheets.
- b. The Supervisor shall, check, that each Invigilator has arranged the scripts in order of Index Numbers.
- c. The collected answer script should not be returned to the candidate under any circumstances.

### **19 Checking Out of Candidates**

At the end of the examination an invigilator shall be placed at the exit to check that Examination materials are not being taken out of the Hall by the candidates.

### **20 Packeting of Answer Script**

a. The Supervisor will then arrange the scripts to be packeted. Each medium shall be packeted separately. The answer scripts in same medium can be packeted in more than one bundle if required.

b. Where it is required to packet the Scripts of each part / Section separately, they shall be packeted separately in the same manner. First the answer script bundle should be tied up using the a twine and then wrap them with a Brown Paper/s.

c. The Supervisor shall, enclose in each packet

(i) A copy of the attendance list.

(ii) Two copies of the question paper and,

(iii) Adequate detail Mark Sheets.

d. Each packet shall be tied securely, labeled and sealed. Before pasting the labels the Supervisor shall ensure that all details on the label have been duly filled.

## **21 Safe Keeping of Answer Books and Continuation Sheets**

In order to obviate the possibility of candidates bringing into the Examination Hall University answer books and continuation sheets on which answers may have been prepared previously and to prevent the wastage, the following precautions shall be taken:

(i) No examination stationery shall be permitted to be removed by candidates or Examination Hall Staff.

(ii) All unused Examination answer books and continuation sheets shall be returned to the Senior Assistant Registrar/Examinations by the Supervisor after the exam.

(iii) The Hall attendants shall be instructed to affix date stamp only on the required number of continuation sheets.

## **22 Handing Over of Answer Scripts Packets**

The Supervisor shall, hand over to the SAR/Examinations at the end of each session the following:

- (i) The packets of Answer Scripts.
- (ii) The original Attendance sheet. (The duplicate should be placed in the answer script packet)
- (iii) Balance question papers.
- (iv) The Original question paper
  
- (v) Balance stationery.
  
- (vi) A report on Examination offences if any, along with relevant material

### Instructions to Invigilators of Examinations

#### **1. Attendance**

- a. All invigilators shall be in attendance at the Examination hall 30 minutes before the examination is due to commence so that together with supervisor they could check on the hall arrangements.
- b. Invigilators shall not leave the examination hall except with the expressed permission of the supervisor.

#### **2. Examination Hall Duties and Invigilation**

- a. The invigilator shall place on each desk, the examination stationery before the commencement of the examination and he/she also distribute the date stamped continuation sheets to the candidates, when called for. When date stamping the continuation sheets, to avoid wastage of stationery, he/she shall ensure that no more than the required number for the session are date stamped.
- b. The invigilator shall distribute the question paper to the candidates assigned to him/her. She/he shall return the balance question papers, if any to the supervisor.
- c. The invigilator shall devote his/her whole attention to the continuous invigilation of candidates. He/she shall move amongst the desks without disturbing the candidates and attend on any needs of the candidates and also ensure that no examination offence takes place.

#### **Examination Offences**

(i) Possession of unauthorized documents/materials

- Relevant /Non-relevant notes written on University material (Admission card /University Answer sheets)
- Relevant/Non-relevant notes written on non university material (paper, pencil case, calculator, body of the candidate)
- Possession of Mobile phone or any other unauthorized electronic devices
- Books, notes, maps or files or any stationery or material other than those issued to him at the examination hall and if any such material has been brought into the examination hall by any candidate he shall hand them over to the Invigilator immediately.

(ii) Copying

Copying or attempting to copy from any external resource (book, electronic media etc.) or from the script of another candidate.

(iii) Removal of Stationery

Detecting of removing examination stationery and other material provided for the examination

(iv) Disorderly Conduct

- Not carrying out the instructions of Supervisor/ Invigilators during the examination and immediately before and after it.
- Disturbing the supervisor or his staff, or other candidates in the examination hall or its precincts
- Answering the paper after supervisor ordering to stop writing

(v) Impersonation

Impersonating any candidate in the examination hall or before or after the examination

d. The invigilator shall not under any circumstances given any clarification, explanation with regard to the questions to any candidate. If an invigilator is asked such clarification the invigilator must direct it to the supervisor.

e. The Invigilator shall at the expiry of the first half hour, with the approval of the supervisor, go around and get the candidates to sign the Attendance Sheet and the Admission Card.

Attendance lists shall be issued in duplicate. No candidate shall be permitted to appear for a paper if his Index Number has not been included in the attendance list for that paper. However, if a candidate makes a declaration that he was offering that paper and if the Supervisor is satisfied with the bona fide of the declaration, he may include the Index number of the candidate concerned in the attendance list and allow him to sit the paper. Every such case shall be reported to the Senior Assistant Registrar/Examinations.

**Original:** Every candidate present for the examination shall be required to place his signature against the relevant Index Number appearing in the original Attendance list/s. Candidates who are absent shall be marked by the Invigilator concerned. This copy shall be sent by the Supervisor under a separate cover to the Senior Assistant Registrar/Examinations.

**Duplicate:** The Invigilator concerned shall specify against each Index Number whether the candidate to whom it refers was present or absent for the examination. The candidates, shall not be asked to sign this copy. This shall be enclosed by the Supervisor in the relevant packet of answer scripts. Where present the mark (v) shall be inserted and where the candidate is absent 'ab' shall be inserted. Where parts or sections of answer scripts have to be packeted separately, a separate duplicate Attendance Sheet shall be prepared and enclosed in each packet.

f. In the performance of the above exercise, the Invigilator shall satisfy himself of the identity of the candidate by reference to the Student Identity Card issued by the University which contains the Candidate's photograph as well as his signature.

#### **Failure to Produce Admission Card and/or Identity Card**

If any candidate failed to produce the Student Identity Card/ Admission Card invigilator shall bring this matter to the supervisor.

g. The Admission Cards of the candidates who are sitting for their final paper of the examination should be collected by the invigilator. He/she shall return the attendance sheets and the admission cards to the Supervisor.

h. No candidate shall be admitted to the hall after the expiry of half an hour from the commencement of the paper, nor shall any candidate be permitted to leave the hall during the first half hour, or during the last 30 minutes of the paper.

i. The invigilator shall collect the scripts of every candidate who leaves before the last 30 minutes.

j. As soon as the time allotted for the examination is over the invigilator shall collect answer script from every candidate, assigned to each of them whether answered or not and hand them over to the Supervisor who shall check against the duplicate Attendance Sheets.

k. The collected answer script should not be returned to the candidate under any circumstances.

1. The invigilator shall check that the answer scripts have the index numbers of the candidates (and the correct part, e.g. Part A etc.) and hand over the scripts to the supervisor. He/She shall check the collected scripts with the attendance sheet and if any candidate has failed to hand over a script he / she shall bring this matter to the notice of the supervisor.

m. The invigilator shall keep surveillance of any candidates wishing to make use of the toilet while the examination is in session.

n. After the candidates leave the hall, the invigilator shall go around and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.

o. The invigilator shall, assist the supervisor in packeting and sealing the answer scripts.



**Faculty of Graduate Studies  
University of Colombo  
Programme Name & Academic Year  
Evaluation Form - Dissertation**

Name of Candidate :

Registration No. :

Title of Dissertation :

Name of Examiner :

**1. Recommendation** (Please initial in appropriate box)

After examination of the dissertation, I recommend that:

- (a) The candidate be awarded the Degree of.....**without further Corrections;**
- Or** (b) The candidate be awarded the Degree subject to **minor corrections** as Indicated in the annexed report.
- Or** (c) The candidate be **not awarded** the Degree, but be permitted to resubmit the dissertation in a revised form taking into account the comments in the annexed report.




**2. Evaluation**

In the allocation of marks for various aspects of the Dissertation, consideration will be given to the following:

|                                                              | <b>Maximum Marks</b>    |                    |
|--------------------------------------------------------------|-------------------------|--------------------|
|                                                              | <b>Examiner's Marks</b> | <b>Final Marks</b> |
| Relevant material used (information, facts and data)         | 35                      |                    |
| Methodology, Conceptual framework, Presentation and Analysis | 35                      |                    |
| Technical Aspects - Foot notes/end notes, Bibliography       | 20                      |                    |
| Overall assessment                                           | 10                      |                    |
| <b>Total</b>                                                 | <b>100</b>              |                    |



**Faculty of Graduate Studies**  
**University of Colombo**  
**Name of the Programme**  
**Marking Scheme for Independent Study**

**Student Name** :

**Registration Number** :

**Title of the Independent Study** :

**Guide for the Examiner:**

- The Independent Study is a student-centered learning activity which is conducted without guidance of a supervisor.
- The Independent Study Report can be an outcome of a Desk Research or Small-Scale Empirical Study.
- This component is meant to evaluate the extent of mastering the ability of scholarly communication of a student in the relevant area of study.
- **The pass mark is 60.**

The following marking scheme will be adopted in allocating marks for various aspects of the Independent Study:

|                                                                               | <b>Maximum Marks</b> | <b>Marks Assigned</b> |
|-------------------------------------------------------------------------------|----------------------|-----------------------|
| Relevant material used (information, facts and data)                          | 35%                  |                       |
| Methodology and conceptual framework (if relevant), Presentation and Analysis | 35%                  |                       |
| Technical Aspects - Foot notes/end notes, Bibliography                        | 20%                  |                       |
| Overall assessment                                                            | 10%                  |                       |
| <b>Total</b>                                                                  |                      |                       |

Overall Comment (justification for the overall assessment):

.....

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.....

.....

.....

Signature of the Examiner :

Name of the Examiner :

Date :

### Guidelines for Typing Question Papers

1. The camera-ready paper (ready to print) should be submitted 05 working days before the examination date (As per the UGC Circular No. 981 the responsibility of Typing of question papers lies on the teachers).
2. Please submit the duly filled form attached herewith along with the question paper.
3. Format of the paper

- i. The following details should be clearly mentioned at the top of the question paper or else use a separate page as a cover page.
  - a. Year of Examination and Semester
  - b. Course code and title
  - c. Time allocated for the paper
  - d. No. of questions in the paper
  - e. No. of questions to be answered
  - f. No. of pages in the paper
  - g. Any special instructions if needed
- ii. Font type & size
  - a. English : Calibri - 12
  - b. Sinhala : Iskoolapotha - 14
  - c. Tamil : 12

Example: In 3 page paper 1/3, 2/3, 3/3

- iii. Line space : 1.5
- iv. All pages should be numbered.
- v. Mention the marks allocated for each question.
- vi. Please use A4 size paper with 1" margins in all four sides.
- vii. Make sure all the diagrams/pictures are clearly printed and labeled.



### Format of Course Outline

|                                                    |  |                                  |                                                                                                     |
|----------------------------------------------------|--|----------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                                |  |                                  |                                                                                                     |
| <b>Course Code</b>                                 |  | <b>Notional Hours</b>            | ..... Hrs<br>(Lectures, Class<br>Discussions, Guided<br>Readings, Self-study,<br>Tutorials ... etc) |
| <b>No. of Credits</b>                              |  |                                  |                                                                                                     |
| <b>Pre-requisites<br/>Course Codes</b>             |  |                                  |                                                                                                     |
| <b>Course Type</b>                                 |  |                                  |                                                                                                     |
| <b>Course Description</b>                          |  |                                  |                                                                                                     |
|                                                    |  |                                  |                                                                                                     |
| <b>Learning Objectives</b>                         |  |                                  |                                                                                                     |
|                                                    |  |                                  |                                                                                                     |
| <b>Learning Outcomes</b>                           |  |                                  |                                                                                                     |
|                                                    |  |                                  |                                                                                                     |
| <b>Course Contents</b>                             |  | <b>Aligned Learning Outcomes</b> |                                                                                                     |
|                                                    |  |                                  |                                                                                                     |
| <b>Methods of Teaching and Learning</b>            |  |                                  |                                                                                                     |
|                                                    |  |                                  |                                                                                                     |
| <b>Assessment Method</b>                           |  | <b>Weight</b>                    |                                                                                                     |
| Continuous Assessments End<br>semester Examination |  | ..... %<br>..... %               |                                                                                                     |
| <b>Prescribed Text(s):</b>                         |  |                                  |                                                                                                     |
|                                                    |  |                                  |                                                                                                     |

Annexure VIII

**Form for Handing over the Examination Papers (Camera Ready Form)  
for Printing**



**University of Colombo  
Faculty of Graduate Studies**

Handing over the Examination Papers for Printing

---

Course Name .....

Year/Semester .....

Subject Code .....

Subject Name .....

Name of Setter .....

Signature.....

Tel. No. ....

Name of Moderator .....

Signature.....

Tel. No. ....

(Writing name of the moderator is sufficient in a case of difficulty to get his/her signature)

**Stationary required for the Examination**

Answer Books

Graph papers

Continuation sheets

Statistical Tables

Calculators allowed

Maps SL

Maps World

Any special remarks: .....

Date of Examination .....

---

Date of submission to Examinations Branch .....

This paper has been moderated.

Programme Coordinator's Signature .....

Date .....

## Submission of Medical Certificates in the Absence of Examinations

### University of Colombo Faculty of Graduate Studies Submission of Medical Certificates for Examinations

1. Name of Student:.....
2. Registration No of Student :.....
3. Course :.....
4. Semester:.....
5. Contact Number :.....
6. Details of Subjects corrected by the Medical certificate. (Mentioned in subject wise)

| Name of Subject | Subject Code | Date and Time of the Examination |
|-----------------|--------------|----------------------------------|
|                 |              |                                  |
|                 |              |                                  |

7. Details of the Medical Certificate

| Medical Certificate No. | Period of covered | Subject code of Course Units covered | Date and place the Medical Certificate issued |
|-------------------------|-------------------|--------------------------------------|-----------------------------------------------|
|                         |                   |                                      |                                               |
|                         |                   |                                      |                                               |

I certify the above information is correct to the best of my knowledge.

.....  
Signature of student

#### **Recommendation of Programme Coordinator**

Student's request is recommended/not recommended

.....  
Programme Coordinator

#### **FOR OFFICE USE ONLY**

#### **Recommendation of Board of Study for .....**

..... Board of Study for ..... held on ..... recommended / not recommended

#### **Recommendation of Board of Graduate Studies**

..... Board of Graduate Studies held on ..... recommended / not recommended

#### **Approval of the Senate**

..... Senate held on ..... approved and inform the student.

***Should be submitted within 14 days from the date of Examination with a covering letter***

## Detailed Mark Sheet

| <b>FACULTY OF GRADUATE STUDIES</b>                                                                                |       |    |    |    |       |    |       |
|-------------------------------------------------------------------------------------------------------------------|-------|----|----|----|-------|----|-------|
| <b>University of Colombo</b>                                                                                      |       |    |    |    |       |    |       |
| NAME OF THE PROGRAMME [ACADEMIC YEAR] - Semester (...)                                                            |       |    |    |    |       |    |       |
| Course Code & Course Title                                                                                        |       |    |    |    |       |    |       |
| <b>NOTES</b>                                                                                                      |       |    |    |    |       |    |       |
| 1) Please enter marks clearly in ink. Alterations should be initialized.                                          |       |    |    |    |       |    |       |
| 2) After Q put down the number of the question.                                                                   |       |    |    |    |       |    |       |
| 3) Marks for each paper should be entered on separate mark sheets.                                                |       |    |    |    |       |    |       |
| 4) The Marks per paper should then be transferred to the final mark return sheet.                                 |       |    |    |    |       |    |       |
| 5) Modifications to the Marks awarded by Internal Examiners should be initialed in red ink by External examiners. |       |    |    |    |       |    |       |
| 1st Marking / 2nd Marking                                                                                         |       |    |    |    |       |    |       |
| Ref.                                                                                                              | Index | Q1 | Q2 | Q3 | Q4    | Q5 | Total |
| 1                                                                                                                 |       |    |    |    |       |    |       |
| 2                                                                                                                 |       |    |    |    |       |    |       |
| 3                                                                                                                 |       |    |    |    |       |    |       |
| 4                                                                                                                 |       |    |    |    |       |    |       |
| 5                                                                                                                 |       |    |    |    |       |    |       |
| 6                                                                                                                 |       |    |    |    |       |    |       |
| 7                                                                                                                 |       |    |    |    |       |    |       |
| 8                                                                                                                 |       |    |    |    |       |    |       |
| 9                                                                                                                 |       |    |    |    |       |    |       |
| 10                                                                                                                |       |    |    |    |       |    |       |
| 11                                                                                                                |       |    |    |    |       |    |       |
| 12                                                                                                                |       |    |    |    |       |    |       |
| 13                                                                                                                |       |    |    |    |       |    |       |
| 14                                                                                                                |       |    |    |    |       |    |       |
| 15                                                                                                                |       |    |    |    |       |    |       |
| 16                                                                                                                |       |    |    |    |       |    |       |
| 17                                                                                                                |       |    |    |    |       |    |       |
| 18                                                                                                                |       |    |    |    |       |    |       |
| 19                                                                                                                |       |    |    |    |       |    |       |
| 20                                                                                                                |       |    |    |    |       |    |       |
| 21                                                                                                                |       |    |    |    |       |    |       |
| 22                                                                                                                |       |    |    |    |       |    |       |
| 23                                                                                                                |       |    |    |    |       |    |       |
| 24                                                                                                                |       |    |    |    |       |    |       |
| Examiner:                                                                                                         |       |    |    |    | Date: |    |       |

### Letter for Handing over Answer Scripts for Marking

Programme Coordinator  
 Programme Name with the Academic Year  
 Faculty of Graduate Studies

Date

.....  
 .....  
 .....  
 .....

Dear Prof./Dr./Mr./Ms. ....,

#### **Handing Over Answer Scripts for Marking**

Enclosed herewith are the Answer Scripts of **Semester I/II** examination of ..... programme of the Faculty of Graduate Studies held on ..... sending you for **First/Second** marking as noted below.

| Course Code and Course Title | Standard / Repeat | No. of Scripts |
|------------------------------|-------------------|----------------|
|                              |                   |                |
|                              |                   |                |
|                              |                   |                |

Please be good enough to return the marks and the marked Answer Scripts to me on or before (...../...../2024) so that I can finalize the results in due time.

The Marks Return Sheet is also attached herewith.

Thank you

Yours sincerely,

.....  
 Programme Coordinator

## Format for Processing Marks

| <b>Faculty of Graduate Studies</b><br><b>University of Colombo</b><br><b>Programme Name [Academic Year]</b><br><b>Semester (...) Examination (held in Month / Year)</b><br><b>Course Code and Course Title</b> |             |     |      |              |             |        |    |     |    |       |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----|------|--------------|-------------|--------|----|-----|----|-------|--|
| Ref.<br>No.                                                                                                                                                                                                    | Reg.<br>No. | M/F | Name | Index<br>No. | Course Code |        |    |     |    |       |  |
|                                                                                                                                                                                                                |             |     |      |              | 1st Ex      | 2nd Ex | Av | 60% | CA | TOTAL |  |
| 1                                                                                                                                                                                                              |             |     |      |              |             |        |    |     |    |       |  |
| 2                                                                                                                                                                                                              |             |     |      |              |             |        |    |     |    |       |  |
| 3                                                                                                                                                                                                              |             |     |      |              |             |        |    |     |    |       |  |
| 4                                                                                                                                                                                                              |             |     |      |              |             |        |    |     |    |       |  |
| 5                                                                                                                                                                                                              |             |     |      |              |             |        |    |     |    |       |  |
| 6                                                                                                                                                                                                              |             |     |      |              |             |        |    |     |    |       |  |
| 7                                                                                                                                                                                                              |             |     |      |              |             |        |    |     |    |       |  |
| 8                                                                                                                                                                                                              |             |     |      |              |             |        |    |     |    |       |  |
| 9                                                                                                                                                                                                              |             |     |      |              |             |        |    |     |    |       |  |
| 10                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 11                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 12                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 13                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 14                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 15                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 16                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 17                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 18                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 19                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 20                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 21                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 22                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 23                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 24                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 25                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 26                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 27                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 28                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 29                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 30                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 31                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 32                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 33                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 34                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 35                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |
| 36                                                                                                                                                                                                             |             |     |      |              |             |        |    |     |    |       |  |

## Final Mark Sheet Format for Results Board

| <b>Faculty of Graduate Studies</b><br><b>University of Colombo</b><br><b>Programme Name [Academic Year]</b><br><b>Semester (...) Examination (held in ...Month / Year)</b><br><b>FINAL RESULTS</b> |             |              |      |              |                   |      |      |      |      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|------|--------------|-------------------|------|------|------|------|
| Ref.<br>No.                                                                                                                                                                                        | Reg.<br>No. | M/F          | Name | Index<br>No. | Course Codes      |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              | 5205              | 5206 | 5207 | 5208 | 5209 |
| 1                                                                                                                                                                                                  |             |              |      |              |                   |      |      |      |      |
| 2                                                                                                                                                                                                  |             |              |      |              |                   |      |      |      |      |
| 3                                                                                                                                                                                                  |             |              |      |              |                   |      |      |      |      |
| 4                                                                                                                                                                                                  |             |              |      |              |                   |      |      |      |      |
| 5                                                                                                                                                                                                  |             |              |      |              |                   |      |      |      |      |
| 6                                                                                                                                                                                                  |             |              |      |              |                   |      |      |      |      |
| 7                                                                                                                                                                                                  |             |              |      |              |                   |      |      |      |      |
| 8                                                                                                                                                                                                  |             |              |      |              |                   |      |      |      |      |
| 9                                                                                                                                                                                                  |             |              |      |              |                   |      |      |      |      |
| 10                                                                                                                                                                                                 |             |              |      |              |                   |      |      |      |      |
| 11                                                                                                                                                                                                 |             |              |      |              |                   |      |      |      |      |
| 12                                                                                                                                                                                                 |             |              |      |              |                   |      |      |      |      |
| 13                                                                                                                                                                                                 |             |              |      |              |                   |      |      |      |      |
| 14                                                                                                                                                                                                 |             |              |      |              |                   |      |      |      |      |
| 15                                                                                                                                                                                                 |             |              |      |              |                   |      |      |      |      |
| 16                                                                                                                                                                                                 |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
| <b>Pre-results Board Members</b>                                                                                                                                                                   |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
| .....                                                                                                                                                                                              |             |              |      |              | .....             |      |      |      |      |
| Dean/Faculty of Graduate Studies                                                                                                                                                                   |             |              |      |              | Coordinator/..... |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
| .....                                                                                                                                                                                              |             |              |      |              |                   |      |      |      |      |
| Director of Studies/ FGS                                                                                                                                                                           |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
| <b>Courses:</b>                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    | Code        | Course Title |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |
|                                                                                                                                                                                                    |             |              |      |              |                   |      |      |      |      |

### REQUEST FOR CHANGING THE ORIGINAL MARKS SUBMITTED TO THE EXAMINATION BRANCH

Faculty:

Department:

Name of the Examiner proposing changes:

Designation of the Examiner

Code no. &amp; Title of the paper/Course Unit/Subject:

| Index No of the Candidate                         | Marks given originally |              |            |       |
|---------------------------------------------------|------------------------|--------------|------------|-------|
|                                                   | Assignment             | Mid-semester | Final Exam | Total |
|                                                   |                        |              |            |       |
|                                                   |                        |              |            |       |
|                                                   |                        |              |            |       |
| Proposed changes                                  |                        |              |            |       |
|                                                   |                        |              |            |       |
|                                                   |                        |              |            |       |
|                                                   |                        |              |            |       |
| Justification/reason for change                   |                        |              |            |       |
| Observation of the 2nd Examiner (If any)          |                        |              |            |       |
| Recommendation of the Head of the Department/Unit |                        |              |            |       |
| Recommendation of the Dean of the Faculty         |                        |              |            |       |
| Approval of the Vice-Chancellor                   |                        |              |            |       |

## Annexure XV

**Name of the Programme and the Academic year \***

**C. E. Form for Semester (I/II)**

| <b>Title of the paper</b> | <b>Setter/s</b> | <b>Moderator/s</b> | <b>First Examiner/s</b> | <b>Second Examiner/s</b> | <b>Date and Time</b> |
|---------------------------|-----------------|--------------------|-------------------------|--------------------------|----------------------|
|                           |                 |                    |                         |                          |                      |
|                           |                 |                    |                         |                          |                      |
|                           |                 |                    |                         |                          |                      |
|                           |                 |                    |                         |                          |                      |

**Note:** If the person is attached to the UOC or any other Government University of SL, mention its name in abbreviated form. If not mention his/her highest educational qualifications with university name (If it is a foreign university, mention with the country name).

Mr. P. M. K. Subaweera  
Deputy Registrar  
Faculty of Graduate Studies  
10.11.2025



## Faculty of Graduate Studies University of Colombo

☎ (+94)11 205 56 56

🌐 fgs.cmb.ac.lk

✉ office@fgs.cmb.ac.lk

📍 35/30, Prof. Stanley Wijesundara  
Mawatha, Colombo 07.

