

## Rules and Regulations Governing Examinations in the Faculty of Medicine

### -Examinations and clinicals

#### Nature of the Curriculum

Medical curriculum has different learning components. Pre and para-clinical components which are conducted over the first four years and have a semester-based examination system which also incorporates the Second MBBS and Third MBBS examination systems. Clinical training programme is conducted over three and a half years including full time clinical program in the fifth year. The examination system is comparable with other Medical Faculties ending with Final MBBS Examination.

#### Types of examinations

The examinations leading to MBBS Degrees shall be as follows:

- I. Second Examination for MBBS Degrees
- II. Third Examination for MBBS Degrees
- III. Final Examination for MBBS Degrees

#### Pre and para clinical components

Teaching/learning activities of the pre and para-clinical components of the curriculum take place during semesters as modules. Each academic year consists of two semesters and one semester is equivalent to 14 to 16 weeks of course work. Each semester is identified by the year and semester number. E.g., Year one semester one (Y1S1), year two semester two (Y2S2).

Subject matter in the pre and para-clinical parts of the curriculum is arranged as modules within a semester.

Each module has a credit value which is proportional to the amount of work done in that module. One credit = 15 hours of lectures or small group discussions/tutorials or 30 hours of practical work or 45 hours of clinical work.

#### End semester examination

Most of the modules are tested by an end semester examination, at the end of the semester that the module is taught in. These examinations use a variety of assessment methods, e.g., Multiple Choice Questions (MCQ) (including true/false type, single best response and extended matching items), Structured Essay Questions (SEQ), Short Answer Questions (SAQ), Essay Questions, Objective Structured Practical Examinations (OSPE), Objective Structured Clinical Examinations (OSCE), Viva voce, Portfolios, Reports, Presentations and Assignments.

## Grades

The grades obtainable for a module are on a scale of A+ to E and C is the pass grade. Any student obtaining a grade of C- or less in any module is considered as failed in that module and should sit the examination for the same module at the repeat examination for the second MBBS modules or next available examination for the third MBBS examination modules. The maximum possible grade obtainable in any subsequent attempt is C.

At any module examination if a student obtained a C- grade and in the subsequent repeat examination she/he obtained a D+ for the same module, the highest grade (C-) will be carried out for future examination results.

At the end of the 2nd MBBS and 3rd MBBS, if a student has obtained a "C minus (C-)" grade for one module and C or higher grades for all the other modules, that C minus grade will be upgraded to a C.

## Grade Point Average

The Grade Point Average (GPA) is calculated at 2nd MBBS and 3rd MBBS results, as shown below. The Grade Point, for each grade, is as follows:

<b>Grade</b>	<b>Point</b>
<b>A+</b>	<b>4.00</b>
<b>A</b>	<b>4.00</b>
<b>A-</b>	<b>3.70</b>
<b>B+</b>	<b>3.30</b>
<b>B</b>	<b>3.00</b>
<b>B-</b>	<b>2.70</b>
<b>C+</b>	<b>2.30</b>
<b>C</b>	<b>2.00</b>
<b>C-</b>	<b>1.70</b>
<b>D+</b>	<b>1.30</b>
<b>D</b>	<b>1.00</b>
<b>E</b>	<b>0.00</b>

The Grade Point Average (GPA) is calculated as follows:

Total number of points a student has obtained in all the modules = GPA  
Total number of credits for all those modules

The mathematical formula is expressed viz. 
$$\text{GPA} = \frac{\sum c_i g_i}{\sum c_i}$$

$c_i$  &  $g_i$  are the numbers of credit units and grade points of the  $i^{\text{th}}$  course unit respectively.

### Second MBBS Barrier

Only students who have obtained a minimum grade of C in all modules in Y1S1, Y1S2 and Y2S1 are allowed to proceed to third MBBS programme and clinical training. This functions as a 'barrier', prior to the commencement of the third MBBS program. .

The GPA and summary of results released at this point shall be referred to as the results of the Second MBBS examination.

### Third MBBS

GPA is calculated in the same way for 3rd MBBS programme too (i.e., Y2S2, Y3S1, Y3S2, Y4S1, Y4S2). The GPA and summary of results released at this point shall be referred to as the results of the third MBBS examination.

A minimum grade of 'C' should be obtained for all modules of Y2S2, Y3S1, Y3S2, Y4S1 and Y4S2 and should have successfully completed all the clinical appointments to be qualified to sit for the final MBBS examination.

### Classes

The award of classes at examinations will be based on the GPA and will be according to the format below

<b>GPA</b>	<b>Class Awarded</b>
<b>3.70-4.00</b>	<b>First Class</b>
<b>3.30-3.69</b>	<b>2<sup>nd</sup> Class Upper</b>
<b>3.00-3.29</b>	<b>2<sup>nd</sup> Class Lower</b>

### **Attendance and Repeat**

#### Attendance

There should be 80% attendance for the total of lectures, small group discussions, practical classes and other teaching-learning activities of any particular module necessary for a student to be eligible to sit for the semester examination.

A student who becomes ineligible to sit for an exam due to inadequate attendance should complete all the missed SGDs/tutorials and practical classes/museum classes to become eligible to sit for the repeat exam or the next available exam. The student may have to join the junior batch for this purpose.

## Repeating Examinations

A student getting a grade of “C minus” or less in any module should sit for the same module again to obtain a C grade. The subsequent attempts available are as follows: for the 2nd MBBS modules, the Y2 repeat exam; for Y2S2, Y3S1 and Y3S2 modules, the next available exam and for Y4S1 and Y4S2 modules, at the Y4 repeat exam.

Since 2nd MBBS is a barrier exam, those who are unsuccessful in Y2 repeat exam will have to join the junior batch to complete the modules before progressing to Y2S2.

All the modules of 3rd MBBS and all the clinical appointments should be completed before sitting for the final MBBS examination.

A maximum of four attempts are allowed for each exam. Please see below for conditions for termination of studentship.

## **Award of Distinctions, Prizes & Medals**

The preclinical and paraclinical departments (Anatomy, Biochemistry, Physiology, Pathology, Pharmacology, Microbiology, Parasitology, Community Medicine and Forensic Medicine) will award distinctions, prizes and medals for the relevant subjects on the basis of marks obtained for the relevant subjects (please refer Chapter 22 for more details). The minimum requirement for a distinction is 70% on a scale of 0 to 100.

A student who misses the first available exam and takes the repeat exam or the next available exam as the first attempt due to a valid approved reason will be eligible for distinctions and classes, but not eligible for prizes and medals.

Award of distinctions, medals and prizes will be announced with the 2nd MBBS and 3rd MBBS GPA results.

## **Clinical Training and the Final MBBS Examination**

### Subjects

The training in clinical subjects begins after the successful completion of the 2nd MBBS examination. The subjects are Medicine, Surgery, Gynecology & Obstetrics, Pediatrics and Psychiatry.

### Training & Attendance

Training is largely hospital based and supplemented with lectures. Clinical training is divided into clinical appointments. Attendance at all the clinical appointments are considered compulsory. A certification of

attendance and satisfactory work in respect to every appointment must be obtained in the form of a signature in the student record book, from the supervising consultant. If the student fails to do so for any single appointment, he/she would not be eligible to sit the final MBBS examination. In addition, there should be 80% attendance at lectures in each clinical subject as a requirement to sit the final MBBS examination.

#### Nature of the Examination

The marks for the final MBBS in each subject comprise marks from the following components:

- Continuous assessment
- Theory - Common MCQ and structured essay questions (SEQ)
- Clinical - Long case, short cases
- Viva voce in some subjects
- Spots / Objective Structured Clinical Examination (OSCE)/
- Objective Structured Practical Examination (OSPE)

The “Common MCQ Examination” is common to all faculties of medicine and is held on the same day at the same time. This said examination is composed of five MCQ papers based on Medicine, Gynecology & Obstetrics, Paediatrics, Surgery and Psychiatry.

The Common MCQ Examination is held twice a year. When a student has completed the five-year MBBS course the said student should sit the next available common MCQ examination and take all five subjects at the first encounter.

#### Format of the final MBBS Examination

Final MBBS Examination format decided by the UGC Standing Committee on Medical and Dental Sciences should be used.

#### Pass

The pass mark with respect to each subject is described in the Final MBBS Examination format decided by the UGC Standing Committee on Medical and Dental Sciences.

#### Distinction

A mark of 70% or above in a subject is necessary for the award of a distinction. The Distinctions are awarded only to those completing an examination in the first attempt sitting for all five subjects in one exam.

#### Prizes & Medals

Prizes and medals are awarded on the basis of endowments made and are governed by the condition of the endowment. These are awarded only to those completing an examination in the first attempt sitting for all five subjects in one exam.

## Classes

With respect to the final MBBS, classes are awarded on the basis of the average overall mark as shown below.

Average Mark per subject	Class
70 and above	First Class
65-69	Second Class Upper
60-64	Second Class Lower

The candidates must pass all subjects in one sitting at the first available examination is eligible to obtain a class.

### **Referred and Fail**

Students will have to successfully complete the Final MBBS Examination within ten academic years from the date of entry to the University. In any given attempt, the student is required to take all the subjects in which he/she needs a pass to complete the examination.

student who has passed in at least one subject and has obtained a minimum of 25% marks in another subject/s shall be considered to be referred in the latter subject/s.

If a student gets less than 25% in one subject of an examination/part he or she fails the whole examination.

A student who has passed four subjects at the final examination will have to pass the other subject within the maximum period allowed to complete the course.

A student who has passed any three subjects will have to complete the final examination by passing the other two subjects within the next three scheduled attempts following a pass in the second subject. Failing this, he/she will have to re-sit the whole examination.

A student who has passed any two subjects will have to complete the final examination by passing the other three subjects within the next three scheduled attempts following a pass in the second subject. Failing this, he/she will have to re-sit the whole examination.

A student who has passed only one subject at the final examination will have to pass at least one other subject within the next three scheduled attempts. Failing this, he/she will have to re-sit the whole examination.

## **University policies, rules, regulations and by-laws**

All other university examination policies, rules, regulations and by laws with respect to the Examination procedure and submission of medical certificate will mutatis muntadis apply to the Faculty of medicine .

## **Award of the Degree of Bachelor of Medicine & Bachelor of Surgery.**

The degree of MBBS is awarded to a student who has successfully completed the final MBBS examination, the third MBBS examination and the second MBBS examination within ten years of registration while adhering to all the rules and regulations laid down by the University of Peradeniya and the Faculty of Medicine with respect to examinations.

Subject to these regulations, a student shall be awarded the MBBS Degree, only if he /she

- i. has been admitted and registered as an internal student of the Faculty of Medicine and the University, and
- ii. has completed to the satisfaction of the Senate, courses of study as prescribed by the University By-Laws, Rules and Regulations made there under, and
- iii. has passed the Second Examination for MBBS Degrees, and
- iv. has passed the Third Examination for MBBS Degrees, and
- v. has passed the Final Examination for MBBS Degrees within ten consecutive academic years following registration and
- vi. has paid such fees or other dues as may be prescribed by the University, and
- vii. has fulfilled any other conditions or requirements as may be prescribed by the University.

## **Cancellation of the Studentship**

### Cancellation of studentship due to failure to complete the MBBS course

The studentship will be terminated if a student is unable to pass a module/s with a maximum of 4 attempts at the 2nd MBBS barrier.

If a student is unable to complete the final MBBS examination within ten (10) years of registration to the MBBS programme his/her studentship will be terminated.

A student cannot be a candidate for the final MBBS examination if a period of ten academic years has lapsed since his/her registration.

The exceptions to this rule are:

- a. When the university is closed for administrative reasons.
- b. Medical leave is obtained with prior approval up to a period of two years. Such periods of time will be excluded from the ten-year limitation.

## Common regulations

Second, Third and Final examinations leading to MBBS Degrees prescribed by these regulations shall be conducted by a Board of Examiners constituted for the conduct of that examination.

A candidate shall present himself / herself for each examination leading to MBBS Degrees at the earliest scheduled examination after completion of the relevant course work, on the first occasion at which he / she is required to do so, provided that it shall be within the power of the Senate to declare that he / she is eligible to appear for that examination.

A candidate must have evidence of satisfactory completion of the relevant mandatory course work / clinical rotations in order to be eligible to appear for that examination.

A candidate who does not have evidence of satisfactory completion of the relevant mandatory course work and clinical rotations, must complete such course work and clinical rotations by attending extra classes. Once course work and clinical rotations have been satisfactorily completed, the candidate is eligible to sit for the next scheduled examination.

A student must sit the first available examination unless a valid excuse has been submitted to the faculty and accepted by the senate.

The first available attempt is the examination in respect to a module, for which a student has been assigned to and is held at the scheduled end of the module, course or subject.

If an excuse submitted to the Faculty for failure to sit an available examination is accepted by the Senate, that examination shall not be considered as an attempt.

A candidate may submit a valid excuse for being absent at any examination and such a valid excuse shall be

- a) an illness or
- b) a personal problem

procedure for submission of valid medical certificate to support the absence from course work or examination due to illness have been mentioned under the regulations approved for the acceptance of medical certificate submitted by students for course work and examination

In case of a personal problem involving an immediate family member, the student should contact the Dean/Medicine or Assistant Registrar/Senior Assistant Registrar / Deputy Registrar immediately via telegram/telephone or electronic media followed by a letter indicating the circumstances leading to his/her absence from the relevant examination. His/her excuse will be considered by the Senate. Grounds for consideration would be:

- a) Death of an immediate family member (parents / brother / sister / if married, spouse or children)

- b) Serious illness, requiring personal attention by the student, certified by a medical practitioner specified in the Senate rules and regulations governing medical certificates
- c) Student participation in a university, national or international level activity for which prior permission has been obtained from the University
- d) Any other cause such as a natural disaster certified by a competent authority clearly precluding a candidate from attending relevant examination

If the candidate's absence from mandatory course work and clinical rotations is covered by a valid excuse accepted by the Senate, the candidate is required to sit the next scheduled examination and that would be considered as the first scheduled attempt of the said candidate at the said examination, and therefore he / she will be eligible for classes and distinctions.

If the candidate's absence from course work and clinical rotations is not covered by a valid excuse, this would be considered as a subsequent scheduled attempt and therefore he / she will not be eligible for classes, distinctions, prizes and medals.

A candidate must be eligible to appear for all assessment units / subjects that comprise an examination before he / she is admitted to that examination. A candidate will be allowed to appear for a separate component / subject in a particular examination only if he / she has been referred in that component / subject at a previous examination.

In the absence of an excuse acceptable to the Senate, failure to sit any due or scheduled examination shall be considered as an unsuccessful attempt at that examination.

A candidate must pass all components of a given examination at the first attempt and at the same examination, in order to be eligible for classes, distinctions.

A candidate shall not be eligible for prizes and medals unless he / she has taken the examination on the earliest occasion on which he / she is qualified to do so irrespective of any other reason, provided that it shall be within the power of the Senate to declare, for some specified reason, that he / she is eligible for prizes and medals at a subsequent examination.

If a candidate is absent for the entire examination at the first scheduled attempt, and

he / she has a valid excuse accepted by the Senate, the candidate may sit for the next examination as his / her first attempt. Therefore, he / she will be eligible for classes and distinctions.

he / she does not have a valid excuse acceptable to the Senate, the candidate must sit for the next examination as his / her second attempt, and therefore he / she will not be eligible for classes and distinctions.

If a candidate is absent for an assessment unit / subject that comprises a given examination leading to MBBS Degrees, and he / she has a valid excuse accepted by the Senate the candidate may select one of the following options:

- i. The candidate may request in writing that the whole examination is considered null and void, and take all the assessment units / subjects at the next scheduled examination, which would be considered as his / her first attempt. Therefore, the candidate will be eligible for classes and distinctions.
- ii. The candidate may request in writing to sit at a next scheduled examination only for the subjects for which he / she was absent. Such an attempt will be considered as the second attempt and so on. The results of the component/subject that the candidate sat for would be withheld until the results of all the components/subject can be released. The maximum grade the candidate will be given for that particular component/subject at the said next scheduled examination will be 'C' in respect of Second and Third Examinations leading to MBBS Degrees and '50 %' in respect of Final Examination leading to MBBS Degrees. Therefore, the candidate will not be eligible for classes, and distinctions.
- iii. When the candidate does not have a valid excuse acceptable to the Senate, the candidate must sit for the relevant assessment unit / subject at the next scheduled examination as his / her second attempt, and therefore he / she will not be eligible for classes and distinctions.

If a candidate is absent only for some sub components of the components/subjects of Second and Third examination leading to MBBS Degrees (e.g.; SAQ, essay, viva, practical, clinical examination) with a valid excuse acceptable to the Senate the candidate should select one of the following options;

- i. The candidate will be eligible to sit the particular sub component/subject of the examination at a subsequent attempt. The results of the component/subject that the candidate sat for would be withheld until the results of all the components/subjects can be released. The maximum grade the candidate will be given for that particular component/subject at the said next scheduled examination will be 'C'. Therefore, the candidate will not be eligible for classes and distinctions.
- ii. The candidate could request the whole examination to be considered null and void and sit for all the components/subjects at the next examination, which would be considered as his/her first attempt. The candidate would therefore be eligible for classes, distinctions.
- iii. When the candidate does not have a valid excuse acceptable to the Senate, the candidate must sit for the relevant assessment unit / subject at the next scheduled examination as his / her second attempt, and therefore he / she will not be eligible for classes and distinctions.

If a candidate is absent only for some sub component/s of a subject of Final examination leading to MBBS Degrees [e.g.; structured essay questions (SEQ), clinical examinations such as long case and short case, viva voce, objective structured clinical examination (OSCE), objective structured practical examination (OSPE)] with or without a valid excuse, the candidate should sit for the all sub components of the relevant subject at the next scheduled examination as his / her second attempt, and therefore he / she will not be eligible for classes and distinctions.

In the event that a student submits medical certificates more than once as reason for postponement of a scheduled attempt at a given examination, the student shall be required to appear before a medical board appointed by the Faculty Board of Medicine. Such a student shall be permitted to sit for the examination only upon ratification of the recommendation of the medical board by the Faculty Board of Medicine.

If a student is unable to sit for a specific module during a particular examination and submits a medical, the next available attempt will be considered as his/her first attempt for that particular module.

If a student has sat a component of a module (e.g.,- SAQ/MCQ paper) but submitted a medical for another component of the same module and failed, the next available attempt will be considered as his/her 2nd attempt

In final MBBS examination, if a student is unable to sit for all five subjects during a particular final MBBS examination and submit a medical for the subjects he/she was unable to sit, there are two options.

a. He/she can submit a letter to the Dean by mentioning that the said candidate is willing to do the entire exam in next available attempt as a whole as first attempt if the medical certificate is accepted by the University authorities. In such instance, the subjects he/she already done will be not valid for the next examination.

b. He/ she can take only the subjects that the said candidate was unable to do due to the illness in next available attempt, hence the next available attempt will be considered as his/her 2nd attempt. A candidate who has been successful at the, Second, Third and Final Examinations leading to MBBS Degrees may be awarded First Class Honours or Second-Class Honours (Upper division) or Second-Class Honours (Lower division) or a pass, as the case may be.

### **Interpretation**

Other academic distinctions mean .....

Any question regarding the interpretation of these regulations shall be referred to the Senate of the University. The interpretation of the senate on the question/s shall be final.

### **Miscellaneous**

Amendments to these regulations may be amended on the recommendation of the Faculty Board by the Senate.

These regulations shall be reviewed periodically by the Faculty Board and amendments if required need to be proposed to the Senate

The decisions under these regulations should be approved by the senate. Once communicated to the student the decision of the Senate by the Registrar of the University shall be final.

the findings under these regulations with regard to the award of the Degree and other distinctions shall be taken by the examination board and shall referred to the senate for final recommendation.

## Regulations relating to examination procedure, offences & punishments for examinations conducted under the semester-based course system

Regulations made by the Senate of the University of Peradeniya and approved by the Council under section 136 read with sections 29, 45 of the Universities (Amendment) Act No. 7 of 1985.

Examination of a course/course unit may consist of several assessment components (quizzes, within semester and end-semester examinations, term papers, assignments, etc.)

### Regulations

These regulations may be cited as the Examination Procedure, Offences & Punishment Regulation No. 1 of 2008, effective from 23.01.2008.

#### Part I – Examination Procedure

1. A candidate is expected to be outside the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until he/she is requested to do so by the supervisor.
2. 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.
3. For examinations which have a duration of one or more hours, a candidate shall not be admitted to the examination hall after the expiry of half an hour from the commencement of the examination. A candidate shall not be allowed to leave the hall until half an hour has elapsed from the commencement of the examination or during the last 15 minutes of the paper.
4. However, under exceptional circumstances or in cases where examinations have a duration of less than one hour, the supervisor in consultation with the Dean of the Faculty concerned may use his discretion in the enforcement of rule 3.
5. A candidate shall have his/her student record book/student identity card/admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/Her candidature is liable to be cancelled if he/she does not produce the student record book/student identity card/admission card, he/she shall sign a declaration in respect of the paper for which he/she had not produced the student record book/student identity card/admission card in the form provided for it, and produce the student record book/student identity card/admission card to the Registrar or the relevant Senior Assistant Registrar/Assistant Registrar within the next three working days. If a candidate loses his/her student record book/student identity card/admission card during the examination period, he/she shall obtain a duplicate of student record book/student identity card/admission card as the case may be, from the Registrar or relevant Senior Assistant Registrar/Assistant Registrar for production at the examination hall.
6. A candidate shall not have on his/her person or in his/her clothes or on the admission card, time-table, student record book/student identity card, any notes, signs or formulae etc.,

except those items that are permitted. All unauthorized items which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/Invigilator.

7. A candidate may be required by the supervisor to declare any item in his/her possession or person.
8. 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. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. A candidate shall not conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. No candidate shall use any other unfair means or obtain or render improper assistance at the examination.
9. If any candidate was found to have copied from another candidate by an examiner at the time of marking, he/she would be treated as having committed a punishable offence.
10. No candidate shall submit a practical book or field book or dissertation/thesis or project study or answer script or assignment which has been prepared wholly or partly by anyone other than the candidate himself/herself.
11. A candidate shall bring his/her own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which he/she has been instructed to bring. The use of a calculator will be permitted only for papers that contain a rubric to that effect.
12. Examination stationery (i.e., writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied at the examination hall as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumbled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/Invigilator shall be used by candidates. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.
13. Every candidate shall enter his/her Index Number/Registration Number on each answer book and on every continuation paper. He/ She shall also enter all necessary particulars as required. A candidate who inserts on scripts an index number/registration number other than his/her own is liable to be considered as having attempted to cheat.

A script that bears no Index Number/Registration Number, or has an index number/registration number which cannot be identified, is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer script unless otherwise authorized.

14. All calculators and rough work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer script. Such work should not be done on any other material. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying.

15. Any answer or part of an answer, which is not to be considered for the purpose of assessment, shall be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.
16. Candidates are under the authority of the supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilator during the examination and immediately before and after it.
17. Every candidate shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
18. Candidates shall stop work promptly when ordered by the supervisor/invigilator to do so.
19. Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealing with any person other than the supervisor /invigilator. The attention of the supervisor/invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated.
20. During the course of answering a question paper, no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the supervisor/invigilator may grant him/her permission to do so but the candidate will be under his/her surveillance.
21. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
22. Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence.
23. If circumstances arise which, in the opinion of the supervisor, render the cancellation of postponement of the examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Dean of the relevant faculty.
24. The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it. If such a candidate refuses to make such a statement or refuses to sign it, the supervisor/invigilator shall make his own statement and report the matter to the Dean of the faculty.
25. No candidate shall contact any person other than the Vice-Chancellor, Dean, Head of the Department, the Registrar or the relevant Senior Assistant Registrar regarding any matter concerning the examination.
26. Every candidate shall hand over the answer script personally to the supervisor/invigilator or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee or another candidate.

27. Every candidate who registers for a course/course unit shall be deemed to have sat the examination of that course/course unit unless he/she withdraws from the course/course unit within the prescribed period for dropping courses/course units. He/she should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination, a candidate shall inform of his/her inability to attend the examination to the Dean of the faculty within a week after the commencement of the examination. The medical certificate shall conform to the senate regulations. (See Appendix I).
28. When a candidate is unable to present himself/herself for any part/section of an examination of a course/course unit, he/she shall notify or be caused to notify this fact to the Dean of the faculty and the relevant Senior Assistant Registrar or Assistant Registrar immediately. This should be confirmed in writing with supporting documents and mailed by registered post within two weeks.
29. A student will be eligible for honours if all requirements for the award of honours are met with, within the prescribed period for the degree. However, candidates found guilty of an examination offence shall not be eligible for honours.
30. No student shall sit an examination of a course/course unit, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination for, unless he/she has been granted special permission to do so by the Dean of the relevant faculty.
  - 30.1 Students are prohibited from carrying cellular phones during the course of written, oral, clinical or practical examinations.

## **Part II – Examination Offences and Punishments**

### **1. Offences**

- 1.1 Any candidate who violates examination rule 6 shall be deemed guilty of the offence of possession of unauthorized documents/items, and his/her candidature for the examinations of that semester shall be cancelled, and he/she shall be prohibited from sitting any examination of this university for a period varying from 1 – 5 semesters.
- 1.2 Any candidate who violates examination rule 8 or 9 shall be deemed guilty of the offence of copying, and therefore his/her candidature shall be cancelled from the examinations of that semester, and he/she shall be prohibited from sitting any examination of this university for a period of five semesters.
- 1.3 Any candidate who violates examination rule 10 shall be deemed guilty of the offence of having cheated at the examination, and his/her candidature for the examinations of that semester shall be cancelled, and he/she shall be prohibited from sitting any examination of this university for a period varying from 1 – 9 semesters.
- 1.4 Any candidate who is detected removing examination stationery and/or any other material provided for the examination (Rule 12) shall be deemed guilty of an examination offence, and

his/her candidature for the examinations of that semester shall be cancelled, and he/she shall be prohibited from sitting any examination of the university for a period of three semesters.

- 1.5 Any candidate who violates any one or more of the rules in 7, 16, 17, 18, 19 and 20 shall be deemed guilty of the offence of disorderly conduct, and his/her candidature shall be cancelled from the examinations of that semester, and he/she shall be prohibited from sitting any examination of this university for a period of three semesters.
- 1.6 Any candidate who violates Examination Rule 21 shall be guilty of the offence of impersonation, and his/her candidature for the examinations of that semester shall be cancelled, and he/she shall be prohibited from sitting any examination of this university. Impersonator/s may also be liable to any punishment under the Penal Code/Criminal Law. In the event that the impersonator is found to be a graduate of this university, his/her degree shall be withdrawn.
- 1.7 Any candidate who violates Examination Rule 22 shall be guilty of an examination offence, and his/her candidature for the examinations of that semester shall be cancelled, and he/she shall be prohibited from sitting any examination of this university for a period of 1 – 5 semesters.
- 1.8 Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be punished in respect of the offence in accordance with the provisions of the relevant section.
- 1.9 Any other offence which is not covered in the above sections alleged to have been committed by a candidate and reported to the relevant authority by a supervisor or examiner shall be inquired into and appropriate action be taken.

### **Part III – Procedure Regarding Examination Offences Committed by Candidates**

1. There shall be an Examination Disciplinary Committee of not less than 3 members of whom at least one member is from outside the faculty, appointed for each case by the Dean of the relevant faculty to inquire into and make recommendations (including punishments) on examination offences referred to it. Member(s) outside the faculty shall be selected from a panel of members appointed for this purpose by the Vice Chancellor.
2. *Classification of Offences*  
Examination offences may be broadly classified as follows:
  - 2.1 Possession of unauthorized documents/items
  - 2.2 Copying
  - 2.3 Cheating
  - 2.4 Removal of stationery
  - 2.5 Disorderly conduct
  - 2.6 Impersonation
  - 2.7 Unauthorized assistance
  - 2.8 Aiding and abetting in the commission of above offences
  - 2.9 Other offences
3. *Punishments*  
(As specified in Part II-1.1-1.9)

#### 4. *Procedure*

- 4.1 In all cases of violation of examination rules detected, the supervisor shall take action as outlined below and forward his/her report to the relevant Dean/Senior Assistant Registrar or Assistant Registrar.
- 4.2 In case of disorderly conduct, the supervisor shall in the first instance warn the candidate to be of good behavior. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the supervisor is considered as causing a disturbance in the conduct of the examination. Where the candidate persists in unruly or disorderly conduct, the supervisor may exclude the candidate from the examination hall and issue him a letter with a copy to the relevant Dean/Senior Assistant Registrar/Assistant Registrar, cancelling his/her candidature from the examination.
- 4.3 In all cases of examination offences detected, the supervisor shall send a report to the relevant Dean along with any material taken into custody. Material taken into custody should be authenticated by placing the signatures of the candidate and the supervisor/invigilator and the date, time and place of detection. A supervisor should give particulars of any incriminating material of which he/she cannot take possession. The supervisor's report should be countersigned by one of the invigilators.
- 4.4 The Dean after preliminary inquiry shall place all reports of examination offences submitted by supervisors, under the supervision of the relevant Examination Disciplinary Committee for further action.
- 4.5 A supervisor, examiner, Head of Department or any other official of the university, who detects an examination offence shall report the matter in writing to the relevant Dean, who shall after preliminary inquiry submit his findings to the relevant Examination Disciplinary Committee for further action.
- 4.6 Any allegations regarding the commission of examination offences from whosoever received shall be submitted by the Dean, after preliminary inquiry, to the relevant Examination Disciplinary Committee, for further action.

#### 5. *The Decision*

- 5.1 The punishment recommended by the Examination Disciplinary Committee shall be submitted to the relevant faculty board for a decision, and the decision will be reported to the Senate.

Senior Assistant Registrar/Assistant Registrar of the relevant faculty shall be the Convener/Secretary of the inquiring committee on examination offences.

#### 6. *Appeals Board*

- 6.1 There shall be an appeals board, consisting of three members, appointed by the Vice Chancellor to consider appeals regarding the decision referred to in 5.1 above. Any student on whom a punishment has been imposed, may within a period of two weeks

from the date of communication to him/her of such punishment, appeal against such punishment to the Vice Chancellor.