



THE OPEN UNIVERSITY  
OF SRI LANKA

**PROCEDURAL MANUAL  
FOR  
CONTINUOUS ASSESSMENT TESTS,  
FINAL EXAMINATIONS,  
GRADING TESTS, SELECTION TESTS AND  
PRACTICAL TESTS**

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**PROCEDURAL MANUAL  
FOR  
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FINAL EXAMINATIONS,  
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The Open University of Sri Lanka  
Nawala, Nugegoda

## **Procedural Manual for Continuous Assessment Tests, Final Examinations, Grading Tests, Selection Tests and Practical Tests and its Implementation**

Conducting examinations and certification are parts of the quality assessment system of the University. The Faculties, Academic Departments and Examination Division of the University shall take every effort to conduct examinations satisfactorily with responsibility and integrity to maintain the quality of the academic standards and to win public confidence.

This Procedural Manual for continuous assessment tests, final examinations, grading tests, selection tests and practical tests, explains the responsibilities of those who are involved in examination duties, the procedure for conducting assessments and examinations, and, the disciplinary procedure for examination offences.

In order to implement the Procedural Manual, it should be made available to all those who are involved in examination duties. Following shall be observed in the implementation of the Manual.

1. The SAR/Examinations shall print and make copies of the Manual available for all Faculties, Academic Departments and Regional/Study Centres, and release them on the request of the Deans, Heads of Departments and Director/RES.
2. The Deans, Directors and Heads of Departments shall ensure that all members of the academic staff and others who are involved in examination work receive a copy of the Manual. In addition, those members of the academic support staff who are involved in examination duties/activities should be able to access this Manual and this should be facilitated by the Heads of Departments and Officers-in-Charge of the centres. The SAR/Examinations shall have extracts of relevant part/s of this document available to staff of different categories from whom the University intends to obtain services in conducting examinations.
3. All Deans, Heads of Departments, SAR/Examinations, Assistant Directors/Officers-in-Charge of the Regional /Study centres, academics, all employees of the Examinations Division and all those who supervise/invigilate examinations shall be aware of the contents of this document.
4. The Deans and Heads of Departments and Assistant Directors/Officers-in-Charge shall enforce the practice of this Manual by their staff. Any member of the academic or academic support staff shall not engage in examination duties unless they are aware of the procedure, standards and guidelines stated in this Manual.
5. The SAR/Examinations and Director/RES shall be responsible in implementing the Procedural Manual within the Examinations Division and the Centres, respectively.
6. Persons who undertake examination duties shall be aware of his/her role according to the guidelines described in this Manual and understand that breach of the procedure stated in the Manual may be a culpable offence.

7. It is important that those who have no previous experience in supervising examinations shall study this Manual and also obtain training under experienced academics in an examination environment prior to undertaking examination duties officially.
8. The Director Staff Development Centre shall incorporate “OUSL Examination Procedure” into the training programmes of all new members of the Academic Staff, Regional staff and non-academic staff who are involved in examination duties.
9. Any serious violations of the Examination Procedure should be brought to the attention of the Senate for appropriate action.
10. The SAR/Examinations, Director/RES and Deans shall report to the Operations Committee about any procedures not covered adequately in this Manual and the cases of violations of the examination procedure with the intention of preventing such occurrences and continuous improvement of the standards of conducting examinations. Operations Committee may have an agenda item as “Monitoring Examination Procedure” which initiates corrective measures to be taken.
11. The Operation Committee may in consultation with the Faculties decide to make amendments to this Procedural Manual as and when necessary. Such amendments shall be ratified by the Senate and incorporated into the Manual.
12. Any amendments, once they receive the Senate approval, should be incorporated into the Manual within two months from the date of Senate approval and SAR/Examinations shall update the Manual in such instances. Whenever a new version is printed, a version identification number shall be maintained together with the date of Senate approval.

## PART A

### CONTINUOUS ASSESSMENT TESTS

PART A of the Manual confines to Continuous Assessment Tests (CAT). Continuous Assessment Tests are conducted to assess the performance of a student in a given course when he/she progresses through a given academic year.

A Continuous Assessment Test shall be considered as one of the following types:

- (a) **Open Book Test (OBT):** Tests conducted under the supervision of officially appointed staff. In these tests, the candidate is allowed to bring into the Examination Hall, and, use during the examination, specific material identified by the course administrators.
- (b) **Conventional Test (No Book Test [NBT]/Closed Book Test [CBT]):** Tests conducted in a conventional manner under the supervision of officially appointed staff. The candidate shall not bring and/or use any supporting documents/material or any device containing electronic material as an aid to answer the question paper during the test.
- (c) **Unsupervised Test/Assessment:** A test/assessment conducted without formal supervision to meet specific requirements. For example, a Home Assignment is an unsupervised test.

# **Part A**

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## **A.1 ADMINISTRATION OF CONTINUOUS ASSESSMENT TESTS (CATs)**

The overall responsibility of administration of the CATs shall fall on the Senior Assistant Registrar/Examinations (SAR/Examinations). SAR/Examinations shall delegate the authority to the individual Assistant Registrars (ARs) of the faculties. Therefore ARs in the faculties shall be directly responsible to the SAR/Examinations in carrying out duties related to CATs and the SAR/Examinations shall be accountable for the duties of ARs with regard to discharging their duties.

A Faculty AR shall consult the Dean/Heads of Departments offering programmes, whichever the case may be, with regard to any issues related to CATs.

### **A1.1 SAR/Examinations**

A1.1.1 Under the general direction of Vice-Chancellor/Deans/Registrar/Deputy Registrar be the Officer-in-Charge of the conduct of all CATs.

A1.1.2 Be accountable for the authority delegated to the ARs in conducting and administering CATs.

A1.1.3 Maintain the records of all continuous assessment (eligibility) marks.

Be responsible for:

A1.1.4 maintenance of the confidentiality of the marks, once the marks are entered into the database.

A1.1.5 facilitation of preparation, printing and packeting of question papers.

A1.1.6 providing all stationery required for conducting CATs at all Regional/Study centres.

A1.1.7 monitor, take preventive and corrective measures against any lapses, and maintain standards in the conduct of CATs.

### **A1.2 ARs in Faculties**

A1.2.1 Communicate calendar of dates to SAR/Examinations, Director/RES, Assistant Directors of Regional Centres and Study Centres.

A1.2.2 Send reminders to Heads of the Departments regarding the setting of question papers.

A1.2.3 In consultation with SAR/Examinations draw up printing schedules for question papers and communicate such schedules to Heads of Departments.

A1.2.4 Participate in monthly meetings held for allocation of examination halls for CATs and other examinations.

A1.2.5 Collect, arrange and safe keep packets of question papers and hand them over to the Director/RES for distribution among the outstation centres,

where tests are held, and to the supervisor/s in the case of Colombo Regional Centre.

- A1.2.6 Appoint supervisors, invigilators and hall attendants, in consultation with the Heads of Departments.
- A1.2.7 Ensure the availability of examination halls, organise opening and closing of examination halls and arrangement of desks and chairs, maintain halls for cleanliness and orderliness during the periods the CATs are conducted in Colombo Regional Centre.
- A1.2.8 Prepare signature sheets and other documents required and make them available at the examination centres.
- A1.2.9 Provide stationery at the examination halls in the Colombo Regional Centre.
- A1.2.10 Collect all unused question papers and store them until they are destroyed.
- A1.2.11 Collect all packets of answer scripts from the examination halls in the Colombo Regional Centre and make suitable arrangements for Officers-in-Charge of Regional and Study Centres to return the answer scripts to the Faculty, in the case of Regional/Study centres.
- A1.2.12 Distribute answer script packets to the Heads of the Departments.
- A1.2.13 Collect vouchers of those who claim payments for the services in conducting CATs and certify to the effect that the duties have been satisfactorily performed and submit such claims to the Bursar for payments.
- A1.2.14 Plan, organise, control and monitor all activities and take corrective measures to eliminate any lapses, deficiencies in the conduct of CATs in consultation of the Deans and SAR/Examinations.

### **A1.3 Deans of the Faculties**

- A1.3.1 Overall responsibility to ensure that the AR of the Faculty attends to relevant examination duties and adhere to operation schedules of the University in conducting CATs.
- A1.3.2 Make arrangement to set calendar of dates.
- A1.3.3 Oversee the activities of the CATs, and advise ARs and academic staff whenever necessary with regard to activities related to CATs.
- A1.3.4 Take appropriate action to resolve any problems with regards to CATs and address the relevant issues at the Faculty Board meetings, Operations Committee meetings and RES Board meetings.

### **A1.4 Heads of Departments**

- A1.4.1 Cooperate with the AR of the Faculty to administer and execute the function of CATs.



- A1.4.2 Recommend to the Faculty Boards the appointment of Chief Examiners, Setting Examiners, Marking Examiners, Moderators, Translators, etc.
- A1.4.3 Recommend supervisors and invigilators to be appointed, meeting the deadlines.
- A1.4.4 Organise question papers to be set, moderated, translated, etc., meeting deadlines in submitting papers for printing.
- A1.4.5 Release the staff for duties in examination halls at the request of the Faculty AR.
- A1.4.6 Make arrangements to examine and scrutinize the answer scripts and send marks to SAR/Examinations.
- A1.4.7 Ensure that eligibility marks are uploaded to the OMIS by the Chief Examiner/Academic Coordinator/ CA Unit, meeting the deadlines.
- A1.4.8 Ensure that confidentiality is maintained by the relevant staff in the Department in all matters concerning CATs.
- A1.4.9 Safe keep the hard copies of all CAT marks for a period specified by the Faculty.
- A1.4.10 Take up any issues related to CATs with the respective Deans.
- A1.4.11 Address any issues related to CATs at the Faculty Board meetings.
- A1.4.12 Ensure that all members of the Department adhere to this Procedural Manual when engaging in CAT duties and make arrangements to provide training as necessary in performing the said duties.

## **A1.5 Director/RES or Assistant Directors/RES**

All Assistant Directors and Officers-in-Charge in the Regional Centres and Officers-in-Charge in Study Centres shall be directly responsible to the Directors/RES in shouldering their responsibilities in conduct of tests conforming to the procedure stated in this Manual. Directors/RES shall be accountable for the duties carried out by the members of his/her staff at the Regional and Study Centres with regard to the conduct of CATs. Any operational difficulties/issues shall be resolved by him with the Deans at the RES Board meeting and at the Operations Committee meeting. They should liaise with the Faculty ARs to administer, organise and conduct all CAT activities at the Regional/Study centres.

- A1.5.1 Provide adequate halls to conduct tests and assist ARs in choosing suitable halls when the space in the centres are insufficient, or not available.
- A1.5.2 Provide examination halls in a satisfactory condition to the ARs and open the relevant examination halls at least one hour before the commencement of the test.
- A1.5.3 At the Regional and Study Centres to take over the packets of question papers, safe keep and deliver the same to the supervisor/s at least forty five minutes before the commencement of the tests on the dates of tests.

- A1.5.4 At the Regional and Study Centres to collect the packets of answer script, excess question papers and other relevant documents from the supervisor and return them to ARs in faculties within three days of each test.

Where relevant distribute packets of answer scripts to Marking Examiners who are attached to the regions and who have been previously identified by the academic Department concerned.

- A1.5.5 At the Regional/Study Centres to provide the stationery required to conduct CATs and replenish stocks of stationery.
- A1.5.6 Certify the vouchers to the effect that the services have been rendered at the centre, where he/she is the Officer-in-Charge and send the same to the AR in the Faculty.

## **A1.6 Supervisors**

- A1.6.1 Conduct CATs in conforming to the procedure described in this Manual.
- A.1.6.2 Report to the examination halls at least forty five minutes before the tests are due to commence and conduct tests in accordance with the Regulations for Examination Procedure under Final Examinations in Part B Section 22.1 of this Manual.
- A1.6.3 Hand over answer scripts and any other examination documents to ARs in Faculty in the case of the Colombo Regional Centre, or to the Officer-in-Charge of Regional/Study Centres before leaving the examination hall.
- A1.6.4 Fulfil academic obligation by undertaking the supervision in conducting tests; report to the relevant Head of the Department and inform the Faculty AR if unable to fulfil the responsibility due to unavoidable circumstances.
- A1.6.5 Supervise/administer the work of invigilators and examination hall staff and take measures to correct any drawbacks on the part of the invigilator and other staff.
- A1.6.6 Ensure that all examination documents are properly filled prior to handing them over to the AR of the Faculty or Officer-in-Charge in case of Regional/Study centre.
- A1.6.7 Report to the relevant Dean any shortcoming and issues in order to take corrective measures.

## **A1.7 Invigilators**

- A1.7.1 Be punctual in reporting for duties in the conduct of CATs, and if the assigned duties cannot be performed due to unavoidable circumstances, to inform the relevant Head of the Department and the Faculty AR at least one working day before the test with a suitable replacement.
- A1.7.2 Place the signature, write the name and the date, wherever necessary to affirm that he/she has performed the relevant duty/duties satisfactorily.

- A1.7.3 Perform duties entrusted by the supervisor in the examination hall.
- A1.7.4 Perform any other duties in the conduct of CATs as required by the University.
- A1.7.5 Strictly observe all guidelines stipulated in this Manual in the conduct of a test.

#### **A1.8 Hall Attendants**

- A1.8.1 Be punctual in reporting to the examination hall.
- A1.8.2 Maintain the cleanliness and orderliness in the examination hall during the period of test.
- A1.8.3 Arrange desks and chairs in the hall as directed by the AR or Officer-in-Charge in the case of the Regional/Study Centres.
- A1.8.4 Be in the examination hall as long as the tests are in progress and carry out the duties entrusted to him by the supervisor from time to time.

#### **A1.9 Chief Examiners, Moderators, Setting Examiners, Marking Examiners**

- A1.9.1 Chief Examiner shall be responsible for discharging the duties as described in Part B Section B.1.6.1.
- A1.9.2 Moderators shall be responsible for discharging the duties as described in Part B Section B.1.6.2.
- A1.9.3 Setting Examiners shall be responsible for discharging the duties as described in Part B Section B.1.6.3.
- A1.9.4 Marking Examiner shall be responsible for discharging the duties as described in Part B Section B.1.6.4.

#### **A2 SETTING CALENDAR OF DATES**

- A2.1 The Calendar of Dates for all CATs for an academic year shall be prepared by the Deans in consultation with the Heads of Department and the Programme Coordinators. Each Faculty shall incorporate calendar of dates for CATs into its academic activity schedules. The Director/Operation in consultation with the Dean shall decide the durations for conducting CATs.
- A2.2 The Calendar of Dates for CATs in each Faculty shall be sent by AR of the Faculty to the Senior Assistant Registrar/Examinations, Director/RES, Assistant Directors of the Regional Centres and Study Centres in consultation with the respective Dean.
- A2.3 If it becomes necessary, Deans shall advise ARs to revise the dates of tests and such revisions shall be made at least two weeks prior to the original date of the test. It is the responsibility of ARs to resolve any problems arising from such changes and to keep all relevant staff informed of the changes.

- A2.4 The AR shall inform the students at least two weeks before the commencement of CATs, the schedule of dates and times through a suitable channel.
- A2.5 Students shall be informed of any revisions made under exceptional circumstances giving time not less than two weeks through electronic/print media.
- A2.6 The Officer-in-Charge of each Regional/Study Centre shall use a white board or digital display or any other suitable means/s to display the CAT time tables at their centres. Relevant Officers-in-Charge shall maintain or update the display regularly.

### **A3 ATTENDANCE LISTS/SIGNATURE SHEETS, INDEX NUMBER & MARKS LISTS**

- A3.1 Attendance lists shall be provided by the ARs. As far as possible, such lists shall be generated from the OMIS. In case there are difficulties in implementing signature sheets obtained from the OMIS, the ARs shall generate blank signature sheets, so that the details such as name, registration number, signature etc., to be filled at the examination hall by the student under the close supervision of the invigilator checking accuracy.
- A3.2 A suitable index number system shall be introduced by the AR.
- A3.3 Each Faculty should have a mark sheet with a unique format to it. ARs shall make arrangements to distribute the blank mark sheet to the relevant Department in the Faculty. The mark sheets may also be generated from the OMIS by the academic staff in charge of the course.

### **A4 APPOINTMENT OF EXAMINERS**

- A4.1 Examiners shall be appointed conforming to the procedure, standards and guidelines described under Part B Section B5 of this Manual.

### **A5 HALL ARRANGEMENTS**

- A5.1 The AR of a Faculty shall meet the Director/RES or/and his/her senior officers once a month, to discuss and finalise the hall arrangements for the ensuing Continuous Assessment Tests. Hall reservations shall be made immediately after the Faculty academic activity schedule is finalized, but at least one month before the date of commencement of such tests.
- A5.2 CATs could be held in the examination halls only when it is not used for Final Examinations. If an examination hall for a test is not available, then any other hall/class room/laboratory space may be used, provided that they are not reserved for any other academic activity. Schools shall be used when accommodation in the buildings of the OUSL are not available.
- A5.3 ARs shall ensure that there are no clashes regarding the venue for tests.
- A5.4 Under exceptional circumstances, the academic activities may be re-scheduled by a Faculty. In such an instance, the re-scheduled tests will clash with the already scheduled examinations and inevitably there are problems with regard to the reservation of examination halls. The scheduled examination/test will get priority

over the re-scheduled examinations/tests. For example, if the re-scheduled examination is a Final Examination and the scheduled examination is a CAT, the CAT shall be given priority over the Final Examination.

- A5.5 It shall be the entire responsibility of Officers-in-Charge of Regional/Study Centres to provide halls/space to conduct such tests. When the rooms are not available to conduct CATs in the CRC or any other Regional/Study Centre, the Officers-in-Charge shall find suitable rooms to conduct such tests in schools or elsewhere within their respective regions. They shall continuously monitor the availability of halls to conduct examinations right throughout the calendar year in keeping with the calendar of dates.
- A5.6 The Regional Educational Services (RES) Division shall be responsible for providing the halls for the conduct of these tests in a satisfactory condition (dust free and clean, standard furniture, leak-proof roof, sufficient ventilation, etc.) maintaining a conducive environment to conduct tests.
- A5.7 It is necessary that AR or the Officers-in-Charge of Regional/Study Centres shall take suitable actions to maintain the cleanliness and orderliness in the examination halls throughout the period of tests.
- A5.8 The RES Division shall be mainly responsible for opening of the examination halls at least one hour prior to the commencement of the test. In the case of Colombo Regional Centre, if the above is not possible, the keys of an examination hall shall be handed over to the respective AR who shall return the keys to the Regional Services at the end of the day's work. In the case of other Regional Centres and Study Centres, it is the responsibility of the Officers-in-Charge of these centres to open and close the examination halls.
- A5.9 When outside halls are hired to conduct CATs, ARs in the case of Colombo Regional Centres, and, Officers-in-Charge in Regional/Study Centres, shall be responsible for hall arrangements.
- A5.10 The ARs shall make arrangements to number the desks. Numbers shall be displayed at least half an hour before the commencement of the tests. It is the responsibility of the supervisor to ensure that the numbering system is satisfactory.
- A5.11 A security officer shall be in the vicinity of the examination hall from the commencement to the end of the test. In cases where CATs are held in school halls outside the University, an OUSL security officer be made available in the vicinity.
- A5.12 The ARs shall appoint the hall attendants from among labourers/peons or laboratory attendants from Departments/Divisions. The hall attendant shall be under the command of the supervisor/s and they shall be responsible for arranging desks, distributing stationery (except question papers), maintaining the cleanliness of the hall during the test.
- A5.13 The ARs in the case of Colombo Regional Centre and Officers-in-Charge in the Regional or Study Centres, shall display the identification of halls arranged for the tests and sign boards, if necessary, showing directions on the day of the examination so that the students may conveniently find the location of the examination halls.
- A5.14 The supervisor in the examination hall/AR shall bring any shortcomings of the examination hall/s or any problems with regard to the conduct of CATs to the notice

of respective Dean, so that the Deans shall take up issues which concern the staff of the RES at RES Board meetings and the matters which concerns the academics in the Faculty Board Meetings.

- A5.15 There shall be toilet facilities for every examination centre and within the proximity of the examination hall.

## **A6 SETTING OF QUESTION PAPERS, MODERATION, PRINTING AND PACKETING**

### **Setting of Question Papers:**

- A6.1 It is the responsibility of Heads of Departments/Chief Examiners to make all arrangements with regard to setting of question papers for CATs. Faculty AR may send a reminder to all Heads of Departments in his/her Faculty one month ahead.

The Heads of Academic Departments/Chief Examiners shall ensure that all question papers of CAT shall be sent for printing at least two weeks prior to the date of commencement or before the scheduled date given by the SAR/Examinations.

- A6.2 All question papers shall be set by Setting Examiners whose appointments are made by the Senate with the recommendations of the respective Faculty Boards. Under exceptional circumstances, a member of the academic staff may be assigned to set a question paper, pending approval of the Senate, but the relevant Head of the Department is responsible for the question paper set in such an instance. He/she shall subsequently seek the approval of the Senate in the usual manner.

- A6.3 All Setting Examiners shall provide answers in full or guidelines to answers, wherever applicable, and, submit them to the Heads of Departments/Chief Examiner. Heads of Departments/Chief Examiner shall make these answers available for the Marking Examiners. The Heads of Departments shall make arrangements to store these model answers with the copy of the question paper for reference of the members of the staff.

### **Moderation of Question Papers:**

- A6.4 The CAT question papers as far as possible shall be moderated by a Moderator whose name has been approved by the respective Faculty Board.

### **Printing and Packeting of Question Papers:**

- A6.5 The SAR/Examinations in consultation with the relevant AR in Faculty shall send a printing schedule to the relevant Heads of Departments. The last date for printing is seven days prior to the commencement of a particular CAT. Heads of Departments shall enforce the completion of printing meeting the deadlines.

- A6.6 A question paper may be typed or word processed and printed or photocopied and packeted in the Division of Examinations. It also may be typed or word processed and printed or photocopied and packeted in a particular Department if facilities are available with the Department. However, it is most desirable that a question paper having typed or word processed at the relevant Department is printed or photocopied and packeted at the Division of Examination.

- A6.7 The AR of the Faculty shall collect the packet/s of question papers printed and packeted at the Examination Division or the academic Department and handover to the Director/RES for distribution among the relevant centres at least seven days prior to the date of the test, so that Director/RES has sufficient time for distribution.
- A6.8 The AR shall do the safe keeping of all packets of question papers of tests to be conducted at Colombo Regional Centre until they are distributed to the centres prior to holding the tests or to the supervisors/Heads of Departments on the date/or prior to the test. AR shall maintain a register showing the movement of question papers and printed question paper packets.
- A6.9 The maintenance of confidentiality of question papers is the responsibility of the Head of a Department, Chief Examiner and also of the SAR/Examinations when typing or word- processing and printing or photocopying and packeting are done in the Examination Division.
- A6.10 When the question paper is completely processed in a particular Department, it is the sole responsibility of the Head of that Department to ensure that the relevant members of the staff maintain confidentiality.
- A6.11 Maintenance of the standard of the question paper, the quality of print and the format of the question paper shall also be the responsibility of the Heads of Departments/Chief Examiner.
- A6.11.1 All question papers shall be typed or word processed with a suitable font size, suitable page set up and at least with 1.5 line spacing. It is desirable that a unique page set up is maintained by a particular Department for all question papers originated from it.
- A6.11.2 The Heading and all rubrics (instructions to candidates) must be clear and shall conform to the guidelines described in Part B Section 7.2. Any supplementary notes shall be precise and clear. Any diagrams related to the questions must be presented neatly and clearly.
- A6.11.3 If the Heads of Departments/Chief Examiner come across any errors in a question paper, which is already printed or photocopied, packeted and submitted, but examinations are not yet held, corrections to such question papers shall be immediately made by submitting a written document contained in a sealed envelop to the respective AR addressed to the supervisor by the relevant Head of the Department. If the test is conducted at several examination halls same number of copies shall be handed over to the AR. AR in turn shall communicate them to the supervisors while the sealed envelopes are intact.

### **Open Book Tests**

- A6.11.4 If a particular test is an open book test, the envelope/s of the question papers shall carry the identification “OBT” which means “Open Book Test” and “CBT” or “NBT” to indicate the question paper is for a ‘Closed Book Test’ or ‘No Book Test’.
- A6.11.5 Whenever there is an OBT, the relevant Head of Department in consultation with the Chief Examiner/Setting Examiner/Academic Coordinator shall specify clearly the books and any other material to be

used by the candidates at the test and a list of such books and material (preferably giving sample material and books) shall be made available to the supervisor.

A6.11.6 The supervisor shall allow only those materials which are specified by the Head of the Department/Chief Examiner/Setting Examiner/Academic Coordinator concerned. If not specifically instructed to the supervisor, he/she may allow the candidate to use any books. Electronic devices, which are capable of making communications with outside and data being stored, shall be prohibited in the examination, unless specifically mentioned.

A6.11.7 The Head of the Department/Academic Coordinator shall inform the relevant students about the books/material which are allowed to be brought into the examination hall.

A6.11.8 Any supplementary material to be provided to students at the examination hall shall be stated in the reverse side of the question paper packet.

## **A7 STATIONERY**

A7.1 The SAR/Examinations shall supply to Faculties and Regional/Study Centres, the standard stationery, such as, answers books, single sheets, graph papers, log book, etc., for CATs. It is also his/her responsibility to monitor, control and reduce wastage of such resources.

A7.2 The academic Department shall make a request to AR regarding any special requirements of stationery (eg. drawing papers, log-log graph papers, etc.) at least within one month prior to the commencement of the test.

A7.3 The Director/RES shall provide adequate numbers of Computers, Drawing Boards, T Rules etc., which are the properties of the Regional Centres, if required in the tests.

The academic Department shall make any such requests to Director/RES preferably at the time he/she is informed of the calendar of dates, or least one month prior to the commencement of the CAT.

A7.4 The Head of the Department shall make arrangement to prepare and supply any special supplementary material (steam tables, design charts, log-log papers, etc.) required for any test and hand them over to the AR of the Faculty who shall distribute them to the relevant examination halls.

In Regional Centre/Study Centres, the AR shall deliver the special supplementary material to the Officers-in-Charge of those Centres and the Officers-in-Charge shall deliver these material to the supervisors.

A7.5 It shall be the responsibility of the Assistant Directors/Officers-in-Charge of the centres to provide stationery to the respective Study Centres if tests are conducted in Study Centres.

A7.6 The Faculty AR/Officer-in-Charge of Regional/Study Centres shall ensure that sufficient stocks of stationery are available to conduct tests and replenish the stationery as and when necessary.



## **A8 APPOINTMENT OF SUPERVISORS & INVIGILATORS**

A8.1 The AR of the respective Faculty, shall, on the recommendation of the relevant Heads of Departments, appoint the supervisors and invigilators. He/she shall consult the Dean for any advice.

A8.2 Supervisors shall be appointed from among the academic staff, Lecturer Grade and above. Temporary Senior Lecturers and external persons in a capacity equivalent to Senior Lecturer Grade II may also be appointed as supervisors for CATs. The most senior academic among the team of persons who are on duty in that particular session shall be the supervisor in the particular test and all others shall be the invigilators.

In an instance, where it is not possible to appoint an academic to serve as a supervisor, in consultation with Dean/Head of Department, a Senior Education Assistant or Senior Engineering Teaching Assistant or Temporary Lecturer of OUSL may be appointed as the supervisor of the CAT. Temporary Demonstrators shall not be appointed as supervisors.

Under exceptional circumstance in consultation with the relevant Dean, administrative officers who are at least in par with Senior Assistant Registrar/Examination or Assistant Director RES may be appointed as a supervisor.

When appointing invigilators, the AR shall appoint them at the first instance from among the academic and academic support staff of the University, including Temporary Demonstrators. When sufficient numbers cannot be found from the University, external persons from among academics from other universities, teachers and persons of equivalent capacity may be appointed from among the pool of approved persons.

A8.3 The Officers-in-Charge in consultation with the Director/RES shall have a pool of supervisors and invigilators from the regions. They shall recommend the names of such persons with their qualifications and experience to the SAR/Examinations for approval, so that the ARs may obtain the services of such persons if necessary.

A8.4 The AR shall send letters of appointments to all those who are appointed as the supervisors or invigilators at least five working days before the commencement of the test.

## **A9 DISTRIBUTION OF THE PACKETS OF QUESTION PAPERS TO CENTRES/EXAMINATION HALLS**

A9.1 The SAR/Examinations shall keep ready the packets of question papers at least 7 days prior to the commencement of the test for distribution. If an academic Department undertakes to photocopy a question paper, the Head of the Department shall make the packeted question papers available to the AR at least 7 days before the date of the test.

A9.2 The ARs of the respective Faculties shall arrange the distribution of question papers to the centres, where the tests are conducted. The packets to be delivered to outstation centres shall be handed over to the Director/RES at least 7 days before the date of the test.

A9.3 The Director/RES shall make arrangements to deliver the packets of question papers to the outstation centres in consultation with the Assistant Registrar/General Administration. They shall jointly decide the best mode of delivery. Under exigencies, the Director/RES or the AR of the Faculty may deliver a packet of question paper through a responsible officer or special messenger.

A9.4 The Assistant Directors /Officers-in-Charge at the Regional/ Study Centres shall take charge of the packets of question papers when they are delivered to the Regional or Study Centres. Packets of question papers shall not be handed over to any person other than Assistant Directors or Officers-in-Charge in the Regional/Study Centres. If the packets of question papers reach a particular Regional/Study Centre after office hours, the packet shall be handed over to the Security Inspector on duty (not the private security) and the documentary evidence be maintained for it. A copy of the delivery note with the signature of the officer who received the packets of the question papers shall reach the AR. This does not apply in the Colombo Regional Centre.

The AR and Assistant Directors/Officers-in-Charge at the Regional/ Study Centres shall strictly enforce that under no circumstances the security guards, peons, labourers, clerks and any other unauthorized persons handle packets of question papers.

The AR shall be made aware whenever the Assistant Director authorizes any other responsible person to accept/handle question paper packets or/and answer script packets in a centre, and the AR shall not dispatch packets of question papers to a centre if there is no responsible person to receive them.

A9.5 All packets of question papers shall reach the Regional Centres at least 3 days before the date of commencement of the relevant CAT.

A9.6 The ARs in the case of Colombo Regional Centre and Assistant Director/Officer-in-Charge in the case of Regional/Study Centres shall deliver the packets of question papers to the examination centres at least 45 minutes prior to the commencement of the test and the supervisor shall personally take over the packets.

A9.7 Only those question papers which are to be held on a particular day/session shall be delivered to the supervisor who has been appointed for duty on that day/session.

A9.8 Any special instructions regarding the question papers shall be issued by the Heads of Department, clearly in writing and such document shall be made available to the AR, so that the AR shall provide them to the supervisor with the packet of question papers.

A9.9 Attendance lists shall accompany the packets of question papers.

#### **A10 RETURN OF ANSWER SCRIPTS & OTHER DOCUMENTS FROM THE CENTRE**

A10.1 All answer scripts and any supplementary materials, which are made available to the students at the test, shall be taken over by the supervisor at the end of the period of the test.

All answer scripts shall be counted, reconciled with signatures, and, a head count be taken, and any discrepancies shall be recorded by the supervisor.

- A10.2 Signature sheets shall be enclosed in the packet of answer scripts. The packet shall carry the label “Signature Sheet/s Enclosed”.

Each packet of answer scripts shall contain the answer scripts of those whose signatures appear in the signature sheet/s enclosed in that packet.

- A10.3 Supervisors shall arrange the packeting through the hall attendant under their strict supervision. The Assistant Directors and Officers-in-Charge shall collect the packets of answer scripts and other material from the supervisor of the centres, where as the ARs shall do it in the Colombo Regional Centre.

- A10.4 Supervisors shall also make arrangement to reconcile the balance question papers and any supplementary materials delivered to the students on use-and-return basis. They shall handover the packets of answer scripts, balance question papers and any other supplementary materials together with attendance list of the supervisor/s and invigilators to the AR/Officer-in-Charge/Assistant Director.

- A10.5 It is necessary to properly document with the relevant date, the name/s and signature/s of the person/s who take over and handover be recorded whenever packets of answer scripts move from one hand to another from the examination hall to the respective Department.

- A10.6 The Assistant Director or Officers-in-Charge shall send the packets of answer scripts, excess question papers and supplementary materials to the relevant AR as early as possible, at least not more than three working days from the date of the CAT. All blank answer books and sheets and any other stationery to be used in examinations and which is the property of the Examination Division should be stored safely and under the custody of the Assistant Director/Officer-in-Charge of the centre.

The AR shall make every effort to receive the documents stated above as early as possible, and if necessary shall consult Director/RES in order to expedite the matter.

- A10.7 The ARs shall hand over or deliver the packets of answer scripts to the Departments together with the supplementary material as soon as possible. He/she shall not store answer scripts packets in his/her office, unless he/she has to do so for a period not exceeding three days (this takes into account weekends/holidays).

- A10.8 The ARs/Heads of Departments/Academic Coordinators shall store the excess question paper packets under their custody until such time they are disposed of. They shall take action to dispose of the excess question papers once in two years.

- A10.9 Answer scripts in CATs shall be returned to the student where relevant or stored in the relevant Department for a period of two years.

## **A11 CONDUCT OF CATs**

CATs shall be conducted and administered conforming to the standards and guidelines described under Part B Section B22 of Final Examinations.

## **A12 MARKING OF ANSWER SCRIPTS AND PROCESSING CAT MARKS**

A12.1 The Head of Department shall hand over the packets of answer scripts to the relevant Chief Examiner. The Chief Examiner shall first of all count the number of answer scripts in a packet and assure that the number tallies with the number of signatures of the candidates.

A12.2 The answer scripts shall be marked, conforming to the requirements of the marking scheme by the Marking Examiners, and marks shall be entered in the mark sheet. The format of the mark sheet shall be decided by the respective Faculty.

A12.3 The Chief Examiner shall submit the mark sheets to the Head of Department or the Faculty CA Unit or the Programme/Course Co-ordinator, who will make arrangements to enter marks into the OMIS. The marks will be used in determining eligibility.

CAT Marks can be transferred from the mark sheets to the OMIS at the Department or Faculty and entering of data shall be carried out by any of the persons listed in Part B Section 31.2 of this Manual.

The Head of the Department/Chief Examiner/ Coordinator shall ensure the accuracy of records of marks.

A12.4 The Chief Examiner/ Course Co-ordinators/ Programme Co-ordinators shall reconcile the number of candidates sat in a particular test against the answer scripts received and number of entries made in the mark sheets.

A12.5 All mark sheets shall be signed by the Marking Examiner and Chief Examiner. The Head of Department shall not accept any mark sheet without the names and signatures of the Examiner/s and Chief Examiner/s.

A12.6 The Heads of Department shall make arrangement to inform the CAT marks to the students. Marks shall be displayed on notice boards in the relevant Regional/Study Centres and academic Departments; Marks can also be uploaded to MyOUSL, or/and Faculty/Department webpage.

A12.7 All mark sheets shall be in the safe custody of the Heads of Departments/Chief Examiner/s Programme/Course Co-ordinators. Marks shall not be stored in electronic media without hard copies secured.

A12.8 The Heads of Departments shall monitor the meeting of deadlines in uploading of marks to the OMIS and informing the students.

## **A13 OFFENCES**

Offences may be committed by the students or members of the academic, academic support staff, non academic staff or the staff of the Regional Services.

Offences and disciplinary actions against those candidates (students) who commit Examination Offences are governed by the Regulation No. 1 of 1996, "Examination Procedure, Offences and Punishment", under General By-law for Students Discipline No. 2 of 1996, as amended.

Disciplinary action against those candidates who commit offences at ‘Unsupervised Tests/Assessments’ shall be dealt by the Faculty as described in Part A Section A17 of this Manual.

The Offences committed by the University employees are dealt with according to the University disciplinary procedure.

#### **A14. VOUCHERS AND CLAIMS**

All vouchers shall be prepared accurately following the rates approved by the Council of the OUSL.

A14.1 The services rendered by the examination hall staff shall be certified according to the check-in time and check-out times. Those who provide their services in the examination hall shall duly fill clearly indicating the attendance with correct times.

A14.2 At the end of each and every session (one session is a duration in which one supervisor supervises the test) the supervisor certifies and submits the duly filled document/attendance to the relevant AR and the AR shall process these documents.

A14.3 At the completion of all examinations in a particular CAT, each supervisor/invigilator shall prepare a single voucher for the services rendered by them during the period of relevant Continuous Assessment Test.

A14.4 On checking the voucher against the attendance sheet, the claims of supervisors, invigilators and hall attendants shall be approved by AR/Dean or by the Director/RES/, where relevant, and the approved vouchers shall be forwarded to the Bursar for payment.

A14.5 Any authorized payments to be made to Examiners shall be certified by the Chief Examiner and recommended by the Head of the Department and approved by the AR or Dean, on ensuring the accuracy of details, such as student numbers and rates. If the Chief Examiner and the Head of the Department is the same person, then the claim shall be certified and approved by the AR/Dean in conforming to the list of Examiners approved by the Senate. The approved vouchers shall be forwarded to the Bursar for payment.

#### **A15 DISPOSAL OF EXCESS QUESTION PAPERS AND ANSWER SCRIPTS**

A15.1 The answer scripts of CATs, if not returned to students, shall be stored in a room maintained by the Department. The Head of the Department shall take action to destroy the accumulated answer scripts once in every two years.

The ARs in consultation with the respective Dean and Heads of Departments shall take action to dispose excess question papers once in every two years.

The method of disposal shall follow the university approved policy.

A15.2 The Heads of the Departments shall collect copies from each question paper and compile them in a repository. Course Coordinator/Chief Examiner/Head of Department shall hand over a defined number from the balance question papers to the Library for distribution to the regions.

## **A16 MAILING EXAMINATION DOCUMENTS TO CANDIDATES**

- A16.1 All documents/letters related to CATs to be posted to candidates shall be prepared and mailing label be pasted on them under the supervision of the Faculty AR.
- A16.2 All letters related to CATs shall be handed over to the Tappal Division at least three days before the dates of dispatch and the date of dispatch be the date that appears in the covering letter/document addressed to student.
- A16.3 The staff of the Tappal Division shall not take more than three days to process any letters connected to CATs and if they have any difficulty in adhering to these time targets, AR/General administration shall bring the delay to the attention of the Registrar.
- A16.4 Tappal Division shall post all letters connected to CATs at the Central Main Exchange of GPO within three working days from the date of the receipt of such letters.

## **A17 UNSUPERVISED TESTS/ASSESSMENTS**

Any form of evaluations, such as project reports, take home assignments, field work or any other forms of evaluations which are not supervised by a formally appointed supervisor in an examination hall, shall be considered as “Unsupervised Tests/Assessments.”. Each Faculty/Academic Department shall clearly define the Unsupervised Tests/Assessments.

- 17.1 The Academic Department which assesses students through unsupervised tests shall provide clear guidelines to students to follow when answering unsupervised assignments. The students shall be given clear instructions to avoid misuse of sources by acknowledging original sources accurately, fully and appropriately.
- 17.2 The Department shall instruct students not to engage in the following in an unsupervised test/assessment:
- a) copy or attempt to copy from another student
  - b) render improper assistance to another student
  - c) include any material from any other source without due acknowledgement and which inclusion amounts to plagiarism

### **17.3 Disciplinary Procedure for unsupervised tests/assessments:**

A student who is found to have engaged in committing an offence at an unsupervised test shall be dealt with as follows.

- 17.3.1 An Examiner who detects student/s alleged to have engaged in plagiarism or any form of an offence shall report it to the relevant Dean of the Faculty through his/her Head of Department. The Dean shall appoint a three member Committee, consisting of,
- Head of the relevant Department (Chairperson)
  - Head of another Department from the same Faculty
  - Chief Examiner and Marking Examiner/s
- AR of the Faculty shall function as the Secretary.  
If the Head of Department is the Examiner, Head from the other Department shall chair the meeting.

- 17.3.2 The Committee so appointed shall call the student who is alleged to have committed the offence to a formal inquiry. If the student fails to appear on the date stipulated, he shall be given the second and last chance to appear before the Committee.
- 17.3.3 The Committee shall report the findings to the Dean with recommendation for punishment, if found guilty, as per the punishments given in Section 17.4 below.
- 17.3.4 The Dean shall screen the report, consider the offence and approve the punishment or exonerate from the alleged offence if found innocent.

**17.4 Punishments for unsupervised tests/assessments:**

The following punishment/s may be considered for those who commit offences at unsupervised tests/ assessments.

Offence	Maximum Punishment
(i) Copying or attempting to copy from another candidate's assignment	a) Zero marks for the assignment, <u>or</u> ,  Cancellation of registration in the course with repeat status for the course, <u>and</u> ,  b) Severe warning and record of same in the student's personal file
(ii) Rendering improper assistance to another candidate	
(iii) Plagiarism	

## **PART B**

# **FINAL EXAMINATIONS**

Final Examinations are those examinations administered by the SAR/Examinations under the direction of the Faculties to assess the students performance at the end of an academic year/semester. For a specific course / programme, it is the Final Assessment of a given course. The prospective candidates in a final examination are those who obtain eligibility according to the criteria laid down by the Faculties and applied to sit for the examination in advance.

The SAR/Examinations shall administer all final examinations in adherence to the procedure given in this Manual which has been carefully considered and approved by the members of the Senate. The SAR/Examinations shall process the results conforming to the criteria deliberated by the Senate on the recommendation of the Faculty Boards.

The marks processed by SAR/Examinations shall be scrutinized by the respective Deans/Heads of Departments. Panel of Examiners shall finalize the results and the Board of Examiners shall recommend the results and awards to the Senate.

This part of the Manual does not cover matters related to the final assessment of Undergraduate Projects and Industrial Training.



## **Part B**

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## **B.1 ADMINISTRATION OF THE FINAL EXAMINATION**

The entire responsibility of execution of the final examinations falls on the SAR/Examinations (SAR/Examinations). SAR/Examinations shall not delegate his/her powers to any body without the knowledge of the Deputy Registrar/Registrar and the Vice – Chancellor. The Deputy Registrar shall directly oversee the “Examination” function and he/she shall continuously monitor the activities.

The SAR/Examinations shall entrust specific duties to various individuals of his/her Division. However, he/she is accountable for the action of such members of his/her staff in performing the duties entrusted.

## **DUTIES AND RESPONSIBILITIES OF VARIOUS AUTHORITIES**

### **B1.1 SAR/Examinations**

- B1.1.1 Under the general direction of the Vice-Chancellor/ Deans/ Registrar/ Deputy Registrar be the person-in-charge of the conduct of all final examinations.
- B1.1.2 Make all arrangements in connection with the conduct of final examinations.
- B1.1.3 Maintain all documents related to examinations, keep safe such document and issue certificates and transcripts in conforming to the guidelines decided by the Senate from time to time.
- B1.1.4 Schedule/reschedule, postpone or advance dates of examinations, under the instructions of Deans and/or Vice–Chancellor.
- B1.1.5 Be responsible for processing results of examinations, convening Panel of Examiners and Board of Examiners, and release results.
- B1.1.6 Be responsible for maintenance of the confidentiality of the question papers, answer scripts, marks, documents and decisions taken related the final examinations.
- B1.1.7 Facilitate staff to produce (printing, typing, etc.) the question papers, where necessary.
- B1.1.8 Convene or assist sub committees appointed to investigate any examination matters or examination offences as directed by the Vice–Chancellor/Senate.
- B1.1.9 Co-ordinate examination matters with the Dean/s, respective ARs, Officers-in-Charge, Heads of Department, etc.
- B1.1.10 Appoint supervisors and invigilators in consultation with Heads of Departments and respective Deans.
- B1.1.11 Make arrangements to deliver packets of question papers to examination centres and to collect packets of answer scripts from the centres and deliver the same to the respective Faculties/Departments.

- B1.1.12 Seek advice from the Vice-Chancellor, Deans, Registrar/Deputy Registrar if the need arises to resolve any problems with regards to final examinations.
- B1.1.13 Bring any short comings in the question papers detected at the time of examinations or otherwise any deficiency in the conduct of examinations by the academic staff and any inaccuracies of examination results, to the notice of the respective authorities.
- B1.1.14 Be responsible for approving the claims related to the final examinations.
- B1.1.15 Act on supervisors' reports and take preventive and corrective measures against lapses stated by supervisors.
- B1.1.16 Report lapses on the part of his/her staff in the Examination Division to the relevant authorities for further action.
- B1.1.17 Submit alleged examination offences and the reports of sub-committees appointed to investigate any examination offences, to the relevant authorities.
- B1.1.18 Arrange meetings of Panel of Examiners and Board of Examiners and act as the Secretary to these Panels and Boards.
- B1.1.19 Provide and arrange sufficient adequate space and necessary facilities to conduct examinations in all Regional Centres.
- B1.1.20 Call applications from students who are eligible to sit final examinations and process such applications to print admission cards and to determine the numbers of candidates sitting the final examination of a course.
- B1.1.21 Utilise human and physical resources available in his/her division effectively and efficiently in the conduct of examinations and be accountable for the actions of his/her staff.
- B1.1.22 Supervise all examination work in the confidential area of the Examination Division.
- B1.1.23 Approve payments to the staff involved in conducting examinations and maintain the documents related to such payments.

## **B1.2 ARs/Faculties**

- B1.2.1 Provide any assistance to the respective Dean of the Faculty and SAR/Examinations, when necessary.

## **B1.3 Deans of the Faculties**

- B1.3.1 Make arrangements with the Faculty to set calendar of dates for examinations and notify the same to the SAR/Examinations.
- B1.3.2 Monitor and take corrective action in conduct of final examinations so that examinations are satisfactorily held as scheduled.

- B1.3.3 Submit the list of Examiners (Chief Examiners, Setting Examiners, Moderators, Marking Examiners, Translators, etc.) to the Senate with the recommendations of the Faculty Boards.
- B1.3.4 Chair the meetings of Panel of Examiners and participate in Board of Examiners meetings.
- B1.3.5 Certify the results presented by the SAR/Examinations to the Boards of Examiners and the Senate.
- B1.3.6 Monitor the work of the Departments in the Faculty in meeting time schedules set for examination activities.
- B1.3.7 Take necessary remedial action to correct any lapses on the part of the academic staff, academic support staff and non academic staff in the conduct of examinations.
- B1.3.8 Make arrangements to provide “Faculty Specific Stamps” to be used by the supervisors in the examinations relevant to individual faculties.
- B1.3.9 Ensure that all academic and academic support staff in the Faculty observe the Procedural Manual in discharging their duties and responsibilities related to final examinations.

#### **B1.4 Heads of Academic Departments**

- B1.4.1 Submit recommendations to the Faculty Boards for appointment of Examiners (Chief Examiners, Setting Examiners, Marking Examiners, Moderators, Translators, etc.) for all courses conducted by his/her Department.
- B1.4.2 Submit supplementary lists of Examiners when necessary.
- B1.4.3 Submit schemes of assessments for each Course/Programme of Study to the Faculty of Board.
- B1.4.4 Initiate action for setting, moderation and translation, if necessary, of final examination question papers and shall monitor and ensure the confidentiality of the question papers.
- B1.4.5 Monitor the submission of question papers for printing to the Examination Division at least two weeks before the date of examination.
- B1.4.6 Recommend the names of persons for the appointment of supervisors, invigilators, etc.
- B1.4.7 Receive the packets of answer scripts and forward the packets to the Chief Examiner.
- B1.4.8 Participate in Panel of Examiners and Board of Examiners meetings and monitor the participation of the academic staff of his/her Department in the above meetings.

- B1.4.9 Implement the examination timetables and ensure the staff in their Departments adheres to deadlines in completion of examination activities.
- B1.4.10 Ensure that question papers are communicated from one place to another or one person to another confidentially and that question papers are not electronically transmitted in an unsafe manner.
- B1.4.11 Ensure that the staff in the Department maintains strict confidentiality of all examination marks and documents.
- B1.4.12 Ensure that all members of staff in the Department adhere to the Procedural Manual in discharging their duties and responsibilities related to final examinations and take action to provide training to his/her staff in this regard when necessary.
- B1.4.13 Report to the respective Deans of any shortcomings observed by him/her in conduct of any examination activity.

## **B1.5 Directors/RES or Assistant Directors/Officers-in-Charge of RES**

- B1.5.1 Provide adequate examination halls to conduct examinations at the request of the SAR/Examinations in conforming to the examination timetable. If the space in a centre is insufficient, they shall find schools or any other suitable buildings from outside organizations.
- B1.5.2 Ensure the availability of examination halls under their purview to SAR/Examinations in a suitable condition to conduct the examinations.
- B1.5.3 Maintain the cleanliness and the right environment to conduct examinations.
- B1.5.4 Provide resources (in terms of manpower, material, etc.) at the Regional and Study Centres to conduct examination, at the request of the SAR/Examinations.
- B1.5.5 Wherever appropriate, and as explained in this Manual, take over the packets of question papers personally, safe keep under their custody and hand over to the supervisor at the examination hall.
- B1.5.6 Collect the packets of answer scripts and other documents at the end of each examination session, safe keep and dispatch to the SAR/Examinations.
- B1.5.7 Assist the Deans of Faculties and the SAR/Examinations to find supervisors and invigilators from their regions.
- B1.5.8 Make “Regional Specific Stamps” available for supervisors to be used.
- B1.5.9 Maintain strict confidentiality of examination documents and any other matters related to final examinations.

## **B1.6 Chief Examiners, Setting Examiners, Moderators, Marking Examiners, Checking Examiners**

### **B1.6.1 Chief Examiner shall be responsible for:**

- Maintaining the standard of the question paper.
- Assuring the sufficient coverage of the syllabus in deciding questions by the setting examiners.
- Justifying the allocation of time for individual questions of the question paper.
- Assuring that the paper is free from errors (calculation, grammatical, spelling, etc.).
- Checking and assuring the weightage considered in allocation of marks.
- Getting the paper moderated.
- Submitting the master copy of the question paper in the correct format for printing, with any sketches neatly drawn, whenever appropriate, at least 2 weeks before the date of examination.
- Making arrangements to submit an erratum, if any, to a question paper and hand it over to the SAR/Examinations.
- Ensuring that the question paper is communicated from one place to another or one person to another confidentially and that the paper is not electronically transmitted in an unsafe manner.
- Being personally present in the Examinations Division for packeting of the question papers.
- Ensuring that correct number of answer scripts was received in the respective packets.
- Making arrangement to distribute the packet of answer scripts among the marking examiners.
- Ensuring that marking schemes are available for questions.
- Certifying that all answers has been corrected conforming to the marking scheme, all answers have been marked with accuracy and uniformity, marks have been correctly totalled and preparing the mark sheets.
- Maintaining strict confidentiality of examination papers and other examination documents, marks, etc., and any other matters related to final examinations.
- Perusing examination results to detect unusually high rate of failures or successes and taking appropriate action where necessary.
- Participating in Panel of Examiners and Board of Examiners meetings.

**B1.6.2 Setting Examiners shall be responsible for:**

- Preparation of the question paper covering the syllabus.
- Assigning appropriate marks to each question and preparing marking scheme/answer guide.
- Preparation of the question paper in accordance with the correct format, with any diagrams neatly drawn, labelled and numbered.
- Providing all instructions required in the rubric to enable the candidates to answer the question paper, fulfilling all requirements.
- Providing the marking scheme to the Moderator.
- Resetting or recasting any question/s in the question paper as requested by the Chief Examiner/Moderator prior to printing.
- Meeting the deadlines in submitting the question papers to the Moderator and to the Chief Examiner.
- Ensuring that the question paper is communicated from one place to another or one person to another confidentially and that the question paper is not electronically transmitted in an unsafe manner.
- Participating in Panel of Examiners and Board of Examiners meetings.
- Ensuring that the academic quality and standards are maintained in the examination.

**B1.6.3 Moderator shall be responsible for:**

- Ensuring that the question paper is set in keeping with the syllabus of the relevant course and within its coverage; a sufficient coverage is considered and that the question paper is set based on the learning outcomes of the course.
- Ensuring that the questions can be answered within the allocated times and questions are clear; appropriate diagrams and tables are available, and numbered and correctly referred to in the questions.
- Ensuring that the presentation of questions is unambiguous, grammatically correct, with no spelling mistakes.
- Ensuring that the marks allocated are in order with the expected answers to the questions and the time allocated.
- Ensuring that the academic quality and standards are maintained in the examination.



#### **B1.6.4 Marking Examiners shall be responsible for:**

- Checking the information written on the packet of answer scripts and counting the answer scripts in order to ensure that the number of scripts received is same as the number written on the packet.
- Marking the answer script in accordance with the marking scheme.
- Totalling up the marks accurately.
- Maintaining the accuracy of all entries related to examination marks.
- Reconciling the number of records of marks against the index numbers of those who have appeared in the examination and those who have not and the number of answer scripts received.
- Meeting the deadlines in submitting the marked answer scripts to the Chief Examiner.
- Participate in the Panel of Examiners and the Board of Examiners meetings.

#### **B1.6.5 Checking Examiners shall be responsible for:**

- Checking answer scripts for additions and verifying the accuracy of the totalled marks.
- Checking for any answers/parts of answers not assessed on the answer script.
- Verifying the accuracy of the marks and the percentages transferred from the script to the marks sheet against each index number.
- Verifying the total number of mark rows entered against the number of scripts available.

### **B1.7 Supervisors**

- B1.7.1 Be conversant with the Examination Procedure and conduct all examinations in the manner stated in this Procedural Manual.
- B1.7.2 Maintain punctuality in reporting to the examination hall for examination duties at least 45 minutes before commencement of the examination and remain in the examination hall till the end of examination session.
- B1.7.3 Attend to preliminary requirements for the examination, closely supervise the numbering of desks in the examination hall and ensure that all resources such as packets of question papers attendance sheets, mark sheets, etc., are available for the examination.
- B1.7.4 Assign duties to the staff engaged in the examination hall, supervise their work and ensure that they perform the duties assigned.

- B1.7.5 Do the documentation required by SAR/ Examination.
- B1.7.6 Make arrangement for all candidates to sign the signature sheets.
- B1.7.7 Reconcile the number of answer scripts against the number of candidates attended in an examination.
- B1.7.8 Supervise the packeting of answer scripts.
- B1.7.9 Report any examination offences following the laid down procedure.
- B1.7.10 Minimize the wastage of the material issued to candidates.
- B1.7.11 Ensure that the candidates do not remove answer books or sheets from the examination hall.
- B1.7.12 Hand over the packets of answer scripts, completed and signed supervisor's report, attendance sheets, signature sheets, etc., and other documents to the SAR/Examinations at the end of every examination session.
- B1.7.13 Recommend the claims of the invigilators and others in conforming to the attendance sheet signed by them.
- B1.7.14 Take appropriate decisions and manage situations prudently during the examinations.
- B1.7.15 Maintain strict discipline in the examination hall during an examination.

## **B1.8 Invigilators**

- B1.8.1 Be conversant with the Examination procedures and exercise utmost care in discharging the duties in the conduct of examinations.
- B1.8.2 Maintain punctuality in reporting to the examination hall at least 45 minutes before commencement for examination duties and remain in the examination hall till the end of examination session.
- B1.8.3 Stamp answer books and continuation answer sheets before they are delivered to students.
- B1.8.4 Sign in when taking over the duties and sign out when leaving the examination hall or when handing over the duties to the successor.
- B1.8.5 Be vigilant in the examination hall and make every effort to prevent candidates from indulging in examination offences. If any offences are detected, to report to the supervisor.
- B1.8.6 Assist candidates in matters such as finding his/her seat.
- B1.8.7 Oblige the request of candidates in matters such as stationery, drinking water, etc., and give prompt attention in case of sudden illness of a candidate.

- B1.8.8 Verify the student's identity, obtain the student's signature, check admission cards and fill the signature sheets appropriately.
- B1.8.9 Carry out any other duties at the request of the supervisor with respect to the examination activities.
- B1.8.10 Discipline themselves and maintain discipline in the examination hall during an examination.

## **B1.9 Hall Attendants**

- B1.9.1 Be punctual in reporting to the examination hall for examination duties at least one hour before the commencement of examinations and remain in the examination hall till the end of examination session.
- B1.9.2 Maintain the cleanliness of the examination hall.
- B1.9.3 Arrange desks and chairs before the commencement of the examination and keep them tidy and free of dust.
- B1.9.4 Perform any duty with respect to the examination entrusted by the supervisor or by the invigilators.
- B1.9.5 Act according to instructions given by SAR/Examinations.

## **B1.10 Deputy Registrar**

- B1.10.1 Convey the decisions of the Senate regarding the final examinations to all concerned within two weeks from the dates of confirmation of minutes.
- B1.10.2 Oversee all examination activities and monitor the smooth functioning of the Division of Examinations.
- B1.10.3 Advise and guide the SAR/Examinations, so that the SAR/Examinations administer Examination Division efficiently and effectively in relation to all matters related to examinations.
- B1.10.4 Initiate action to update the Procedural Manual for Examination as and when amendments are approved by the Senate.

## **B2 CALENDAR OF DATES**

- B2.1 The Calendar of Dates for final examinations for the ensuing academic year shall be prepared by the Deans in consultation with the Heads of Departments or/and Programme Coordinators. These dates shall be incorporated into the Faculty academic calendars and activity diaries.
- B2.2 The Deans shall send the Calendar of Dates to the Senior Assistant Registrar/Examinations who is responsible for the conduct of the examinations.
- B2.3 Copies of the Calendar of Dates shall be sent by the Senior Assistant Registrar/Examinations to the Heads of Departments, Director/Operations, Assistant

Registrars of Faculties, Director/RES, Asst. Directors/Officers-in-Charge of Regional and Study centres.

- B2.4 The SAR/Examinations, in consultation with the Director/Operations, shall publish the Calendar of Dates as a press notice on most suitable dates decided by him, or publish on the Faculty website and also in the OUSL News Bulletin. All such notices shall appear on prescribed media at least two months prior to the dates of commencement of the examination.
- B2.5 The SAR/Examinations, in consultation with Deans and the Vice-Chancellor, shall revise the dates of a particular final examination under exceptional circumstances giving at least two weeks notice to the students and shall make the announcement of the examination. Whenever he/she finds it difficult to do it adhering to two weeks period he/she shall consult the relevant Dean/s.
- B2.6 If a Faculty needs to change the dates already set for an examination, the Programme Coordinator/Head of Department shall decide the new dates (giving at least two weeks) in consultation with the relevant Deans and SAR/Examinations. The changes shall reach the SAR/Examinations in a written form before the dates are announced to students.

## **B2.7 Cancellation or Postponement of an Examination**

- B2.7.1 Only the Vice-Chancellor can decide, in consultation with respective Deans and Programme Coordinator/Head of Department, to cancel or postpone a scheduled examination. SAR/Examinations shall take necessary action to inform the students regarding such cancellations or postponements through the website or electronic media or print media.
- B2.7.2 Under *force majeure* conditions or if the examination cannot be held due to circumstances beyond the supervisor's control, the supervisor in consultation with the relevant Dean or/and Vice-chancellor may cancel an examination after the commencement, or just before the commencement of the examination. In such instance the supervisor shall submit a written report giving reasons as to why he/she deemed to do so to the Vice-Chancellor through the SAR/Examinations.

## **B2.8 Examination Times Tables**

- B2.8.1 At least 2 months prior to the date of commencement of the examination, the Deans shall prepare the draft examination time tables in consultations with the respective Heads of Departments or the Programme Coordinators.
- B2.8.2 At least 6 weeks prior to the commencement of the examination, SAR/Examinations shall display the draft examination time table on the Notices Boards, for the information of students and to seek their views on any clashes of courses and times. SAR/Examinations may entertain students' requests on possible changes, but shall make changes on the draft time tables with the consent of the respective Dean.
- B2.8.3 Clashes of examinations of two courses shall be avoided. However, there may be instances where such clashes are unavoidable and the examination schedules cannot be adjusted to suit the individual candidates. In such instances, the SAR/Examinations, in consultation with the Dean/Head of

Department, should make arrangements to quarantine the candidates, enabling the students to answer both question papers which are clashing.

- B2.8.4 At least 4 weeks prior to the commencement of the examination, the SAR/Examinations shall send the final time table to the respective Deans, Heads of Departments, Programme Coordinators and display the same on Student Notice Boards and Faculty website. He/she also shall send the copies of the time table to the Regional and Study Centres, where the examinations are to be held.

### **B3 HALL RESERVATIONS**

- B3.1 On receipt of the Calendar of Dates, the SAR/Examinations shall start scheduling examination halls, taking into consideration his/her past experience about the student numbers sitting examinations.
- B3.2 The SAR/Examinations, on foreseeing any dearth of examination halls in the OUSL buildings, shall inquire from Principals of Schools in Colombo district as to whether their schools could be released on the dates stipulated on the calendar of dates. Thereafter the SAR/Examinations shall obtain clearance from the Director of Education, Colombo district, for such schools on the dates specified.
- B3.3 The examination halls which are under the control of SAR/Examinations shall be reserved for final examinations.
- B3.4 SAR/Examinations shall discuss such schedules at the monthly meetings to be held for class room reservation and finalize such lists ensuring no clashes take place.
- B3.5 SAR/Examinations shall, send schedules of examination halls to relevant Regional/Study Centres where he/she intends to hold any examinations.
- B3.6 The SAR/Examinations, in consultation with the Heads of Departments, shall obtain even the laboratory space once the spaces elsewhere (main examination hall, class rooms etc.) are completely exhausted.
- B3.7 In the Regional and Study Centres, the Assistant Director and Officers-in-Charge shall at the first instance reserve halls from the centre itself, and then provide hall space from outside institutions or organizations in the same region under the direction of the Director/RES.
- B3.8 In case a final examination is re-scheduled, and the examination hall is not available for the same examination on the revised date, the SAR/Examinations shall make arrangements to hold such examinations elsewhere.
- B3.9 If a re-scheduled final examination clashes with an already scheduled final examination, the scheduled examination will get priority over the re-scheduled examination. For example, if the re-scheduled final examination and a scheduled Continuous Assessment Test clashes, the Continuous Assessment Test will be given priority over the Final examination.

## **B4 HALL ARRANGEMENTS**

B4.1 The SAR/Examinations, at his/her command, shall make all arrangements in the main examination hall.

B4.2 Assistant Director/Officer-in-Charge in Regional or Study Centres shall provide suitable hall space (dust free and clean, with standard furniture, leak-proof roof, sufficient ventilation, etc.) to hold examinations at the request of the SAR/Examinations.

Once the halls are handed over, the SAR/Examinations shall maintain these halls for cleanliness and orderliness throughout the examination period. For the buildings over which the SAR/Examinations has no authority, it is the responsibility of the Assistant Director/Officer-in-Charge of the Regional/Study Centre to make all arrangements for examinations.

B4.3 The RES Division shall be responsible for opening of the examination halls at least one hour prior to the commencement of the examination, other than the examination halls which are under the control of the SAR/Examinations, and should hand over the keys of those halls to the SAR/Examinations. SAR/Examinations shall ensure that the keys are returned to the RES Division at the end of the day's work.

B4.4 The hall attendants appointed by SAR/Examinations shall be under his/her command during the period which the appointments are made. They shall be responsible for arranging desks, cleaning the halls, remove dust on table and chairs or on any other furniture in the hall.

B4.5 SAR/Examinations shall make arrangements to number the desk under the personal supervision of the supervisor. Numbering shall be completed at least half an hour before the commencement of the examination. It is the final responsibility of the supervisor to ensure that the numbering system is satisfactory.

B4.6 A security officers shall be stationed in the vicinity of the examination hall from the commencement to the end of the examination. In cases where examinations are held in outside schools/halls, an OUSL security officer be made available in that vicinity.

B4.7 At each examination centre or each examination hall, a white board or black board shall be placed near the entrance, so that the supervisor or SAR/Examinations or Assistant Director/Officer-in-Charge of the Regional/Study centre can display any instructions to the candidate.

B4.8 There shall be toilet facilities for every examination centre and within the proximity of the examination hall.

## **B5 APPOINTMENT OF EXAMINERS**

B5.1 The Heads of Departments shall submit the recommendations on appointment of all Examiners (chief, setting, moderator, marking, etc.) as a Memo to the respective Faculty Boards through Deans at least four weeks prior to the commencement of the activities of the academic year.

The memo shall contain information such as the Faculty and Department, whether it is for Final Examinations/CATs/Selection Test, etc, Academic Year, Programme of Study, Level, Course codes and titles, Names and designations of OUSL Examiners, Names, designations and qualifications of external Examiners, type of examination function against the relevant course codes.

B5.2 The Faculty recommendations shall be tabled before the Senate within eight weeks from the date of the Faculty Board meeting.

B5.3 The Heads of Departments may submit Memos containing supplementary lists of Examiners to the Faculty Boards. All such Memos shall have cross reference to their previous Memos, and be submitted to the Senate for approval.

B5.4 The Chief Examiner shall be a Senior Lecturer Grade II or above of the respective academic Department. Whenever there is a difficulty in appointing a senior academic as the Chief Examiner for a particular course, the Head of the Department shall be the Chief Examiner for that course.

Lecturers may be appointed as Chief Examiners only for Foundation and Certificate Level courses.

B5.5 Setting and Marking Examiners shall be academics from among the internal staff or external staff or professionals from outside institutions/organisations acceptable to the Faculty Board and the Senate.

Setting Examiners for Degree and Postgraduate Degree Levels, shall be, as far as possible, Senior Lecturer Grade II or above, carefully selected to satisfy the Faculty Board and Senate. If the Setting Examiners are outside professionals or academics, their academic and professional qualifications shall be carefully considered by the respective Faculty Boards without any prejudice.

For courses in Foundation, Certificate and Diploma Levels, a member of the academic support staff may be also be appointed as Setting or Marking Examiners. For a course at Levels five or/and six too a member of the academic support staff may be appointed, provided that he/she is competent enough to set or examine the question paper and when a member of the academic staff is not available alternatively to perform these tasks.

Temporary Lecturers and Temporary Demonstrators in the OUSL may be appointed as Marking Examiners. For final examinations, Temporary Demonstrators may be appointed as Marking Examiners only in Foundation and Certificate Levels.

B5.6 Moderators shall be internal or external senior academics or professionals with appropriate academic/professional qualifications.

If the Setting Examiner is from among the internal staff, a Moderator from outside the OUSL shall be appointed for Degree and Postgraduate Degree level question papers. If a Setting Examiner is from an external organization, the Head of the Department shall appoint an internal member for moderation of the paper.

B5.7 Departments shall appoint Translators whenever necessary, and, arrangements shall be made to proof read the translated version by a competent person.

- B5.8 After the confirmation of minutes of the Senate Meeting where the Faculty recommendations are approved, the Deputy Registrar who is the convener to the Senate shall inform such approvals to the SAR/Examinations and others concerned.
- B5.9 The Heads of Departments shall take action to send the appointment letters to external Examiners with copies to the Dean of respective Faculty, Bursar, Internal Auditor, etc. Provisions shall be made to acknowledge the appointment within two weeks from the date of the receipt of the letter of appointment.

**Note:**

- Chief Examiner and Moderator: May or may not be the same person
- Setting Examiner and Marking Examiner: May or may not be the same person
- Setting/Marking Examiner and Moderator: Should be different persons
- Setting/Marking Examiner and Chief Examiner: May or may not be the same person
- Checking Examiner: Should not be the Marking Examiners
- Internal Examiners: Examiners appointed from among the members of the staff of the OUSL
- External/Outside Examiners: Examiners appointed from outside the OUSL

**B6 SETTING OF QUESTION PAPERS, MODERATION AND TRANSLATION**

**B6.1 Setting of Question Papers**

B6.1.1 Heads of Department shall make all arrangements through the Chief Examiners with regard to setting question papers for final examinations.

B6.1.2 All question papers shall be set by those Setting Examiners whose appointments are made by the Senate with the recommendation of the respective Faculty Boards.

Under exceptional circumstances, a member of the academic staff may be assigned to set the question paper by the Heads of Departments, pending the approval of the Senate, but the relevant Heads of the Departments are responsible for the question paper set in such an instance.

B6.1.3 All Setting Examiners shall provide answers in full or guidelines to questions together with marking schemes and submit them to the Chief Examiner/Head of Department. These answers shall be made available for the Marking Examiners. The Head of Department shall ensure that they are compiled for future reference.

B6.1.4 The Heads of the Departments shall direct the internal Examiners to attend to the question papers immediately after the Senate approves such appointments. Heads of Departments shall guide or give instructions to the Examiners whenever necessary.

B6.1.5 On the approval of the Senate, the relevant Chief Examiners shall communicate with the external Setting Examiners, if any, and provide



necessary assistance to set the question paper. If required, he/she shall provide the following examination material for the Setting Examiner.

- (i) Syllabus
- (ii) Course material
- (iii) Question papers of the previous three examinations
- (iv) Assignments, if necessary
- (v) Notes on setting questions
- (vi) Inner and outer envelopes to forward question paper
- (vii) Voucher form
- (viii) Special instructions, if any

- B6.1.6 The Chief Examiner shall scrutinise the question papers and marking scheme and make any changes necessary in consultation with the Setting Examiner and Moderator.
- B6.1.7 The Heads of Departments/Chief Examiners shall communicate with the External Examiners or Moderators with relevant information, so that the question papers are moderated and returned well ahead of the date of the final examinations.
- B6.1.8 All communications the Department makes with the external Examiners and vice-versa shall be as far as possible be through hand delivery or by registered post. The question paper shall be enclosed in a sealed envelope. Question papers shall not be communicated through electronic media in an unsafe manner.
- B6.1.9 All Examiners of a particular question paper, both internal and external, shall work closely with the Chief Examiner and it is the responsibility of the Chief Examiner to see that the external Examiners meet the requirement laid down by the Departments.

## **B6.2 Moderation of Question Papers**

- B6.2.1 The Chief Examiners shall make necessary arrangement for moderation by moderators whose names have been approved by the Senate on the recommendation of the Faculty Board.
- B6.2.2 The Moderator shall submit the moderated question paper to the Chief Examiner or Head of the Department.
- B6.2.3 Heads of Departments/Chief Examiners shall arrange the Moderators to provide a report giving his/her comments about the question paper.

The Chief Examiner shall ensure that the comments of the Moderator are attended to by the Setting Examiner.

The comments of the Moderator shall be discussed at the staff meetings with the intention of improving academic standards.

### **B6.3 Translation of Question Papers**

- B6.3.1 Whenever necessary, the Head of the Department shall make arrangement to translate a question paper by a Translator whose name has been approved by the Senate on the recommendation of the Faculty Board.
- B6.3.2 The Translator shall submit the original question paper and the translated question paper in a sealed envelope to the Chief Examiner/ Head of the Department.
- B6.3.3 Where the question papers are required to be set in multiple languages, the Head of Department or the Chief Examiners shall decide as to in which language the original question paper is set, and that question paper shall be translated to the other languages subsequently.

## **B7 PROCESSING OF QUESTION PAPERS**

### **B7.1 Typing/Word Processing**

- B7.1.1 The SAR/ Examination shall provide facilities for typing/word processing, photocopying or printing and packeting question papers.
- B7.1.2 SAR/Examinations in consultation with the Deans and relevant Heads of Departments shall prepare realistic schedules to undertake this task. The last date for printing question paper is the seventh day prior to the commencement of a particular examination. Academic Departments shall provide their fullest cooperation to SAR/Examinations by adhering to the printing schedules.
- B7.1.3 The hand-written or camera ready copy of the question paper shall be handed over personally to the SAR/Examinations, by the Setting Examiner or Chief Examiner or Head of Department concerned for photocopying or printing and packeting.

Academics shall enclose the question paper in a sealed envelope and label the envelope as “Confidential” in the top left hand corner with the instructions “For Printing and Packeting” or “For Typing, Printing and Packeting”, etc., when they handover question papers to the Examination Division.

- B7.1.4 The camera ready copy of the question paper shall be word processed in the academic Departments and the master copy of the question paper shall be submitted to the SAR/Examinations for printing. Head of the Department/ Chief Examiner shall be responsible for the confidentiality of the question paper.

Question papers set by external Setting Examiners shall also be typed or word processed by the respective Department under the supervision of Head of the Department or Chief Examiner.

- B7.1.5 In cases where the facilities to prepare camera ready copies are not available in an academic Department, or under exceptional circumstances, the question paper shall be typed or word processed by the confidential

Typist/Clerk/ Stenographer under the immediate supervision of the Setting Examiner/Chief Examiner in a confidential room provided for this purpose before it is handed over to SAR/Examinations. The SAR/Examinations shall provide all necessary facilities in the confidential area to the academic Departments.

- B7.1.6 No soft copies of question papers shall be stored in the computer hard disks. Any external storage devices used shall be kept under the safe custody of the Setting/Chief Examiner. If any academic wishes to use advance foolproof methods to enhance security of soft copies stored in computer storage devices, he/she may do so, however, the relevant Head of the Department/Chief Examiner/Setting Examiner shall take full responsibility for maintaining the confidentiality of the question papers.

## **B7.2 Heading and rubrics of the question paper**

- B7.2.1 The following particulars shall be inserted on the top of the question paper as the Heading in the following order:-
- (a) University emblem (right top corner)
  - (b) Name of the Faculty and academic Department
  - (c) Name of the Examination, Year and the Month in which the examination is held
  - (d) The Course Code and the Title of the course of the relevant question paper
  - (e) Starting and finishing times and the Duration of the paper
- B7.2.2 The rubric shall contain, the following information as appropriate:-
- (i) The total number of questions
  - (ii) The number of questions to be answered
  - (iii) Compulsory questions, if any
  - (iv) Selection of question from different parts/sections of the question paper, where necessary
  - (v) Whether separate answer book should be used for answering separate parts/sections of the question paper and handed over separately or otherwise.
  - (vi) Whether answer to any parts of the question paper should be handed over after a specified period of time.
  - (vii) Whether the examination is CBT/NBT or OBT type
- B7.2.3 The Examiner has the discretion to indicate the marks assigned or the time allocation for each question or parts of a question and such marks/time be indicated at the end of the question within square brackets.
- B7.2.4 All question papers shall be printed with a suitable font size, suitable page set up and at least with 1.5 line spacing. It is desirable that a unique page set up is maintained by a Department for all question papers produced by it.

- B7.2.5 All rubrics must be clear. Any supplementary notes shall be precise and clear.
- B7.2.6 Any diagrams and Tables related to the questions must be presented clearly, neatly and numbered following a standard number format.

### **B7.3 Proof Reading**

- B7.3.1 When a question paper is typed/word processed in the relevant academic Department, the Heads of the Department shall make the necessary arrangements for it to be proof read by the Setting Examiners/Chief Examiner prior to printing.
- B7.3.2 When the question paper is typed or word processed by the confidential Typist/Clerk/Stenographer, the SAR/Examinations shall make arrangement to have the question paper proof read by the respective Setting Examiners/Chief Examiner.
- B7.3.3 It is the responsibility of proof reader to ensure the accuracy of figures, words, sentences, etc., insertion of any symbols or special characters when the typewriter or the computer word processor has no facility for such symbols/characters and completing any figures, wherever relevant.
- B7.3.4 In the absence of the Setting Examiners and Chief Examiner to perform this activity, the Head of the Department shall do this work.
- B7.3.5 The academic staff shall bring only the moderated final copy of the question paper to the confidential area.
- B7.3.6 A question paper brought into the confidential area of the Examination Division for typing/word processing shall not be taken out for proof reading.
- B7.3.7 Any part/parts of a question paper used for proof reading shall be packeted with the moderated final copy of the question paper and sealed by the Examiner prior to leaving the Examinations Division.

### **B7.4 Printing, Photocopying, Printing and Packeting**

- B7.4.1 A list of the number of candidates sitting for the various papers of an examination at different examination centres shall be prepared by the SAR/Examinations.
- B7.4.2 The list shall be made available in the confidential room of the Examination Division, where question papers are printed/ photocopied/ packeted.
- B7.4.3 The SAR/Examinations shall decide on the number of copies of a question paper to be printed/photocopied. (He/she should ensure the minimizing of paper wastage by printing a suitable number of question papers). He/she also shall take into consideration the question papers required by libraries, the Departments, etc. for record purposes.

- B7.4.4 The SAR/Examinations shall ensure that each question paper is printed or photocopied and packeted, and is ready not later than seven working days before the scheduled date of that paper.
- B7.4.5 The photocopying and packeting of a question paper shall be done under the immediate supervision of the Setting Examiner/Chief Examiner/ Head of Department. He/she should certify that he/she checked the question paper for the accuracy and orderliness in conforming to the master copy of the question paper, and that the photocopying and packeting has been done in his/her presence.
- B7.4.6 The Setting Examiners/Chief Examiner shall ensure that any damaged copies of a question paper or parts of a question paper are properly packeted and sealed by the machine operator in his/her presence and the masters in case of digital printing be properly stored so that no one has access to such printed material.
- B7.4.7 In the absence of the Setting Examiners and Chief Examiner to perform this activity the Head of the Department shall direct the Marking Examiner, or another academic who is competent in the supervision of photocopying and printing.
- B7.4.8 The SAR/Examinations or a member of his/her staff directed by him/her shall photocopy/print and packet the question paper and ensure the following:-
- (a) Full material has been reproduced on each sheet of paper and where both sides of the paper are used.
  - (b) No sheet/s which is illegible or smudged or damaged has been included as a part of the question paper.
  - (c) Where there is more than one sheet of paper in each copy of a question paper, the sheets have been stapled together in the correct order.
  - (d) All question papers are serially numbered.
  - (e) The name of the examination, course code and the title of the paper, number of question papers enclosed, the medium, the centre, the date and time of the paper are given on the envelope. For this purpose the printed label or a printed envelope giving all these particulars could be used. In addition where necessary, separate labels to distinguish sessions Morning/Afternoon may also be used.
  - (f) A list of special requirements such as Charts, Maps, Tables, Graph Papers, etc., are packeted separately, where necessary, and such packets should be attached to the relevant packet of question papers in the presence of the academic who supervises printing and packeting. The label of the question paper shall also carry the list of additional material (eg. Graph papers, steam tables, statistical tables, etc.) required by a candidate to answer the particular question paper.
  - (g) Any supplementary instructions to be handed over to the supervisor shall also be attached to the relevant packet of question papers. (This

will enable the supervisor to check any requirement and changes to a question paper before the commencement of the paper).

- (h) The member of the academic Department who is present at the time of printing of question paper shall check first and second papers obtained from the machine before processing rest of the copies.
- (i) The original of the question paper be sealed in a separate packet and kept in the custody of SAR/Examinations.
- (j) The packets have been prepared according to the different languages and according to the different centres, and that an adequate number of question papers (i.e one for each candidates plus an additional 10 or a minimum of 5 extra question papers) have been included in each packet.
- (k) All spoilt question papers and other relevant confidential documents used for preparation of the question paper are packeted and sealed immediately after packeting process is completed.
- (l) Envelope of the question paper shall carry a label to indicate the medium when the question papers are printed in more than one medium.
- (m) Question papers are securely enclosed in an envelope or wrapped in to a parcel using wrapping paper and appropriately sealed. The SAR/Examinations shall ensure that good quality stationery is used for this purpose and he/she shall decide a suitable method to ensure the safety and the confidentiality of the question papers when the question papers are packeted/parcelled.

B7.4.9 Any question paper or part of a question paper shall not be left in the hands of the staff of the Examination Division without the supervision of the academic involved in printing/packeting of the question paper and before it is sealed off.

B7.4.10 Whenever the question paper is partially printed/processed inside the confidential area and attention of staff of Examination Division is required further, the paper shall be sealed in an envelope with the signature of the academic placed on it and shall be handed over to the SAR/Examinations until the printing is resumed. All printed copies shall be packeted and sealed.

B7.1.11 The maintenance of the confidentiality of the question paper is the responsibility of the Heads of Departments when typing/word processing or printing/photocopying and packeting are done in the Department itself and of the SAR/Examinations when typing/word processing or printing/photocopying and packeting are done in the Examination Division.

## **B8 OPEN BOOK TESTS**

B8.1 If a particular final examination is an Open Book Test type, the guidelines described in Part A Section A6.11 of this Manual shall be followed.

## **B9 REQUIREMENTS AND SPECIAL REQUIREMENTS OF QUESTION PAPERS**

Some question papers require additional information which cannot be given with the questions or appended to the question paper, because of its voluminousness. An Examiner expects such materials to be supplied by the supervisor at the time of examination. E.g. Design Hand Books, catalogues, etc.

- B9.1 The SAR/Examinations shall provide the standard stationery such as answer books, single answer sheets, graph papers, scrap papers, drawing papers, strings, log books, etc.

The Setting Examiner concerned shall instruct to provide the special material such as charts, tables, maps, steam tables, thermodynamic tables, design charts, statistical tables, etc. required for a particular question paper to the SAR/Examinations along with the question paper. All consumable material shall be provided by the SAR/Examinations. Any material reusable by candidates shall be sent by the academic Departments.

On the request of the Head of the Department, the SAR/Examinations shall collect and return these supplementary materials to the academic Departments.

- B9.2 Whenever a large numbers of copies of a particular chart or table are to be printed, a sample of it should be made available to the SAR/Examinations by the academic Department. Thereafter, the printed copies of this document will become the property of the Examination Division.
- B9.3 The proof reader shall indicate on the envelope of the packet of question papers, the kind of requirements or/and special requirements in line with the question paper so that the SAR/Examinations or his/her staff and the supervisor shall take note of such requirements.

## **B10 SAFE KEEPING OF PACKETED QUESTION PAPERS**

- B10.1 The SAR/Examinations shall record the details (course code and course title, date printed, number of copies printed, etc) of a question paper printed before he/she stores in his/her store house.
- B10.2 It shall be the responsibility of the SAR/Examinations to see that the question papers are stored under strict security conditions.
- B10.3 He/she shall update the records as and when packets are taken out from the store house.
- B10.4 The SAR/Examinations shall check the schedule of Examinations daily, to see that the question papers and other relevant documents for each session are ready beforehand.
- B10.5 The SAR/Examinations shall do the safe keeping of all packets of question papers from the time they are printed until they are distributed directly to the Assistant Directors of the Study/Regional Centres. It is the responsibility of the Assistant Directors/Officers-in-Charge of the Centres to safe keep the question paper packets

from the time they take over or receive packets from SAR/Examinations till they deliver the same to the supervisors at least 45 minutes before the commencement of the examination.

B10.6 The SAR/Examinations and Assistant Directors/Officers-in-Charge at the centres shall ensure that only those packets of question papers listed in the examination schedule (date and session) are taken out from the stores and delivered to the supervisor at the examination hall.

**B10.7 Errors detected in question papers before the examination is held**

B10.7.1 Heads of Departments/Chief Examiner, if come across any errors in the question papers which are already printed or photocopied, packeted and submitted to the Division of Examination, but examination of such question papers are not yet held, shall submit corrections (erratum) to those question papers immediately in the form of a written errata to the SAR/Examinations who shall take appropriate action to communicate them to the supervisors prior to the commencement of the relevant examination.

B10.7.2 The erratum shall be inserted in a sealed envelope and the envelope shall carry the signature of the Head of the Department/Chief Examiner, course code, title of the question paper, date and time of the question paper.

B10.7.3 SAR/Examinations shall ensure that the erratum is available to all supervisors who conduct the relevant paper.

**B11 OPENING OF A QUESTION PAPER PACKET BEFORE THE DATE OF EXAMINATION**

B11.1 Once packeted, a packet of question paper shall not be opened before the commencement of the examination. Under exceptional circumstances, it can be done so in the presence of the SAR/Examinations and the relevant Chief Examiner/Setting Examiner or the academic staff member who signed on the packet certifying that the question papers are in order.

B11.2 Under an exceptional circumstance, if a packet of question papers is opened, the envelope of the packet shall carry the written evidence to that effect with the date, time, names and signatures of both the academic and the SAR/Examinations.

**B12 CONFIDENTIAL ROOM OF THE EXAMINATIONS DIVISION**

B12.1 The University shall have an air-conditioned confidential room attached to the Examination Division, where confidential work related to examinations, such as handling of marks, word processing, proof reading, photocopying, packeting of question papers, preparation of transcripts, etc., shall be done. All packets of question papers shall also be stored in an area of this confidential room.

B12.2 Lockable file cabinets or any other form of lockable enclosures shall be made available in this confidential room to store question paper packets, record of marks, and any other records of confidential nature.



- B12.3 Examination Division shall provide separate lockable steel cabinets in the confidential area to temporarily store question papers or partially processed/printed documents related to the question papers.
- B.12.4 Only authorized persons from the Examination Division and authorized persons from the academic Departments shall be permitted to enter this confidential room.
- B.12.5 Those who enter into this room shall be recorded and the details of such persons, such as the name, designation, Department, purpose for entry and time of entry and departure, with the person's signature shall be maintained at the entrance to the confidential room.

### **B13 DISTRIBUTION OF THE PACKET OF QUESTION PAPERS TO CENTRES/EXAMINATION HALLS**

- B13.1 The SAR/Examinations shall be responsible for the distribution of packets of question papers to the centres, where the examinations are conducted.
- B13.2 The SAR/Examinations shall send the packets of question papers at least 7 days before the commencement of the examination to the Officer-in-Charge of Study centre or Regional Centre, where the examinations are held.
- B13.3 The SAR/Examinations in consultation with the AR/General Administration and Director/RES shall make arrangements for the transport of the packets of question papers to the Regional/Study Centres other than Colombo Regional Centre. The two officers may decide the most suitable mode of transport or delivery under the prevailing circumstances.
- B13.4 Records of handing over and the taking over of packets of question papers by various persons shall be suitably recorded by the SAR/Examinations.
- B13.5 Question paper packets shall not be mailed by ordinary mail or registered mail to any destination. Taking over and handling over shall be taken place from person to person.
- B13.6 If internal transport facilities are not available, the SAR/Examinations shall make arrangements to send the packets of question papers through a responsible officer or special messengers who are from among the permanent staff of the University, to Regional/Study Centres other than Colombo Regional Centre. These officers or messengers shall be allowed to travel in an uncrowded bus or coach or train in the public transport system.
- B13.7 The Assistant Directors at the Regional Centres or Officers-in-Charge at the Centres shall take charge of the packets of question papers personally when they are delivered to the Regional or Study Centres.

Question paper packets shall not be handed over to any person other than Assistant Directors or Officers-in-Charge in the Centres. This does not apply in the Colombo Regional Centre, where the packets of question papers are taken over by the supervisors personally from the SAR/Examinations at the Examination hall.

- B13.8 The SAR Examination at the Colombo Regional Centre and Assistant Directors/Officers-in-Charge at the other Regional centres shall deliver the particular

paper packets to the supervisor in the examination hall at least forty five minutes before the commencement of the examination.

## **B14 ELIGIBILITY MARKS, ADMISSION CARDS, SIGNATURE AND MARK SHEETS**

B14.1 Academic Departments/Faculties shall process the CAT marks according to the schemes of assessment approved by the Senate and generate eligibility lists using the OMIS.

The Departments/Faculties shall take action to enter to the OMIS, details of course schedule, course structure and the approved eligibility criteria for each course. The Director/Information Technology shall facilitate the use of OMIS to the relevant academics.

Departments/Faculties shall adopt a dual entry method when entering CAT marks and practice other suitable measures to eliminate errors. Chief Examiner or Programme/Course Co-ordinator shall ensure the accuracy of the eligibility list generated for each course.

B14.2 The deadlines for Eligibility marks in respect of each Programme of Study shall be decided jointly by the Faculties, Director Operations and SAR/Examinations. The deadline dates set should be at least one month before the commencement of the examination and the dates shall be announced by the respective Deans for the information of students, academic staff and SAR/Examinations.

B14.3 The eligibility marks shall be uploaded to the OMIS by the relevant academic Department/Faculty before the scheduled deadline dates.

It is the responsibility of the Heads of the Departments and Programme/Course Co-ordinators/ Faculty CA Unit to complete this activity one month before the commencement of the examinations. Deans shall monitor this activity in meeting the deadlines.

B14.4 A hard copy of the marks uploaded to the OMIS certified by the Head of the Department shall be forwarded to the SAR/Examinations and a copy should be secured in the Department/Faculty for record purposes.

B14.5 Heads of Departments/Faculty AR shall arrange to display the eligibility lists for each course at least two weeks prior to the date of final examinations, at the Department/Faculty notice boards and those at the Regional/Study Centres, and publish the same on the website/ MyOUSL.

B14.6 Those students whose marks do not appear in the eligibility lists shall not sit the examination under normal circumstances. The Academic Department shall exercise extreme care and ensure the accuracy of the eligibility marks, because the consequences of such errors may be serious.

B14.7 Under exceptional circumstances, a Head of a Department through the relevant Dean may submit to SAR/Examinations a correction to an eligibility mark which was previously submitted, provided that he/she is satisfied with the reason to do so and none of the CA marks are altered or misappropriated.

B14.8 Any student whose eligibility mark is not stated on the eligibility list, but has the confidence of gaining eligibility may decide to sit the final examination under the condition of “Under protest” at his/her own risk.

#### **B14.9 Admission Card**

B14.9.1 All students shall apply to sit final examinations before a stipulated date decided jointly by the Dean of the Faculty, Director/Operations and SAR/Examinations. The deadline dates set should be at least two months before the commencement of the examination and the dates shall be announced by the respective Deans for the information of students, academic staff and SAR/Examinations.

Faculties shall give adequate publicity to make all students aware of the need to apply for sitting the final examination. The prescribed application form to sit examinations shall be freely available and displayed on the OUSL website and notice boards of the faculties and the centres.

B14.9.2 The SAR/Examinations shall receive applications from students to sit the examination by registered post or by hand. The SAR/Examinations shall devise a suitable method to process them to find out the student numbers sitting different courses centre wise.

Any eligible student who fails to submit an application for the examination shall not be listed as a candidate for the examination.

B14.9.3 Admission cards shall be generated in concurrence with eligibility lists from the OMIS and the applications to sit the examination. Admission cards shall be posted to eligible candidates by the SAR/Examinations at least two weeks prior to the commencement of the examination.

One admission card to students for a particular examination is most desirable. However under exceptional circumstances not more than two admission cards shall be issued to a student for a particular final examination.

B14.9.4 If a candidate does not receive an admission card, he/she may request the issue of an admission card. Such a candidate who has gained eligibility and whose records are reflected on the signature sheets and marks sheet may be issued a duplicate of the admission card. The SAR/Examinations shall issue a duplicate of the admission card in the course of the examination and the word “DUPLICATE” shall be written there. The SAR/Examinations shall make arrangements to issue duplicate admission cards to such genuine candidates and once issued, candidate shall use it till the end of the entire examination.

B14.9.5 Clear instructions shall be given to candidates to retain and produce the admission card at each of the final examination papers he/she is sitting. The candidate shall be instructed to submit the admission card to the supervisor at the last question paper the candidate appears according to the admission card.

B14.9.6 After the admission card is used by a student for a particular examination, it shall be compiled by the SAR/Examinations. These records shall be kept safely for at least five years.

B14.9.7 The following shall be observed with respect to the medium in which the student can be admitted to sit an examination:

- (i) The admission card issued to a candidate shall have the medium in which the student is required to sit the examination.
- (ii) The medium which is indicated in the admission card shall be that in the student records.
- (iii) A student registered to follow a study programme in one medium shall not be permitted to sit an examination in a different medium, unless he/she changes the medium officially and gets the records updated accordingly.

#### **B14.10 Preparation of signature sheets and mark sheets**

B14.10.1 The Examination Division shall generate the hard copies of the signature sheets and Blank Final Mark sheets at least one week prior to the commencement of the examination. These records shall be consistent with the student's personal records and the eligibility lists.

B14.10.2 Signature sheets and the blank computer mark sheets enclosed in a separate envelope shall accompany the packets of question papers to the examination hall.

B14.10.3 Used signature sheets shall be safely kept in the Examination Division at least for subsequent five years before they are destroyed.

#### **B15 “UNDER PROTEST” AND “CENTRE – CHANGED” CANDIDATES**

A student is said to be an “Under Protest” candidate in an examination of a particular course when he/she satisfies both the following conditions:

- a) Eligibility for the particular course does not appear in the eligibility list or is not listed in the signature sheets /blank mark sheets
- b) Admission card is not received

(Since both eligibility lists and admission card are generated from the records of those eligible candidates, the record of candidates reflected on signature sheets and blank mark sheets shall not contain the records of those who are not eligible).

B15.1 If a candidate does not receive the admission card and, hence, does not know the Index Number, but whose particulars such as name, Registration No., Index No. are indicated correctly in the signature sheet or/and the mark sheet, or a student who has the genuine admission card issued by SAR/Examinations but whose particulars are not recorded in the signature sheet or/and marks sheet, shall not be considered as an ‘under protest’ candidate.

- B15.2 Any students who satisfy both conditions in above (a) and (b) may demand to sit the final examination under the condition of “Under Protest”. The supervisor shall allow the candidates to do so.
- B15.3 A candidate may wish to sit the final examination in Colombo Regional centre or vice-versa with an admission card issued to sit the examination at another Regional centre. The supervisor shall allow the candidate to sit the examination not as an “Under Protest” candidate, but as a normal candidate. Such a candidate is known as ‘Centre-Changed’ candidate.
- B15.4 The supervisor shall ensure the correct documentation relevant to ‘under protest candidates’. The answer scripts of such candidates shall be packeted separately. Each candidate shall fill a declaration note giving reasons as to why he/she should sit the examination as an ‘Under Protest Candidate’.
- B15.5 The signatures of such ‘Under Protest’ candidates shall be entered by the supervisor in the prescribed signature sheet for “Under Protest Candidates”. The supervisor shall not enter the records of such candidates in the blank mark sheet.
- B15.6 Candidates who are allowed to sit the examination as “Under Protest” shall be required to sit separately from those normal candidates.
- B15.7 The declaration note the candidate signs shall accompany the answer script. The answer script shall be corrected without any discrimination. The marks are entered in the space provided in the declaration note. The respective Head of the Department shall receive the declaration note, make his/her observations and direct it to the SAR/ Examination advising him/her the correct position of the candidates regarding eligibility in accordance with the records available in the Department.
- B15.8 The declaration note signed by the “Under Protest’ candidate/s is the only document which bears evidence of the attendance of such candidate/s to an examination.
- B15.9 The SAR/Examinations shall process the marks of “Under Protest Candidates’ only on the observations and directions given by the relevant Head of Department.

## **B16 NOTIFICATION OF EXAMINATION TIME TABLE**

- B16.1 The SAR/Examinations shall adhere to already agreed Calendar of Dates and shall be responsible for the accuracy of the dates in the Notice. He/she shall also be responsible for publishing the dates of examination during the month prior to the month in which an examination is held.
- B16.2 The SAR/Examinations shall display on the website and Notice Boards the dates of examination as scheduled without waiting for the final eligibility list.
- B16.3 The SAR/Examinations shall prepare the notice and obtain the consent of the respective Dean to display on the website and display on Notice Boards. The Dean ensuring the accuracy and the clarity of the information to be conveyed shall certify the notice by placing his/her signature and the date.

B16.4 The Notice for examination time table may be as follows:

The Open University of Sri Lanka  
Faculty of .....  
Final Examination in ..... 20...

The following examinations are scheduled to be held in .....and .... 20....

Name of Examination: .....

<u>Date</u>	<u>Time</u>	<u>Level</u>	<u>Course Code</u>	<u>Course Title</u>
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

Candidates who have not received their admission card seven days (07) prior to the dates of the examination should contact the SAR/Examinations.

SAR/Examinations Division  
The Open University of Sri Lanka,  
Nawala, Nugegoda  
Date: .....

## **B17 STATIONERY**

- B17.1 The SAR/Examinations shall be responsible for the supply of standard stationery such as answer books, single sheets, graph papers, logarithmic tables, for examination halls. It is also his/her responsibility to monitor, control and reduce wastage of such resources.
- B17.2 The Heads of Departments shall prepare a list of any special stationery and supplementary material required for any question paper and hand it over to the SAR/Examinations at least one month prior to the commencement of the examination so as to provide such stationery/material to the students at the examination hall.
- B17.3 The Director/RES shall be responsible to provide special requirements such as computers, drawing boards, T Rules, which are the properties of the Regional/Study Centres and under the control of the RES Division, as requested by the SAR/Examinations. Director/RES or Assistant Directors or Officers-in-Charge shall provide such facilities at the examination halls or elementary computer laboratories.
- B17.4 It shall be the responsibility of the Assistant Director/ Officer-in-Charge of a Regional Centre to provide standard stationery to the appropriate Study Centres, where the examinations are conducted. Verification of stocks available in the Regional/Study Centres should be done by the Assistant Directors once in three months time and they shall communicate with the stock position to SAR/Examinations, so that he/she shall take action to replenish stocks.
- B17.5 A copy of the Calendar of Dates shall also be sent to the Assistant Directors/Officers-in-Charge of the Centres at the beginning of the academic year, so that they could be aware of the stationery requirement for final examinations.

## **B18 APPOINTMENT OF SUPERVISORS AND INVIGILATORS**

B18.1 The SAR/Examinations shall inform relevant Heads of Departments/Deans and Officers-in-Charge of Regional/Study Centres, the number of supervisors and invigilators required for the examination centres based on requirement of each session, at least one month prior to the commencement of the examination.

B18.2 The Heads of Departments shall nominate supervisors and invigilators. They shall select and nominate the supervisors and invigilators based on the question paper/s to be held on a particular day. The Officers-in-Charge of Regional/Study Centres shall nominate supervisors and invigilators for the outstation centres, from within the OUSL or from among the pool of approved list.

The Heads of Departments/Deans shall ensure that the required number of supervisors and invigilators are nominated from among their staff for all examinations, including for those held during weekends and holidays.

B18.3 For final examinations, as far as possible, supervisors shall be appointed from among senior academic staff. They shall at least be Senior Lecturer Grade II and above. This same policy shall be followed in the Regional and Study Centres as well.

In an instance, where it is impossible to find a senior academic to serve as a supervisor, a Lecturer, a member from the Senior Educational Assistant or a Senior Engineering Teaching Assistant or a senior academic from another University may be appointed. When appointing a Lecturer or Senior Educational Assistant or Senior Engineering Teaching Assistant it is necessary to consult the respective Dean or the Head of the Department and also to consider the supervisory capability of that person.

The most senior academic among the team of persons who are on duty in that particular examination session shall be the supervisor, and all others shall be invigilators.

B18.4 Under exceptional circumstances, where it is impossible to find academic or academic support staff for supervision, the Senior Assistance Registrar/Examinations in consultation with relevant Dean or the Respective Head of the Department shall appoint an Administrative Officer as the supervisor from within the OUSL or from among the pool of approved persons. Such Administrative Officers shall be at least in the same grade as SAR/Examinations or Assistant Director/RES.

B18.5 Invigilators shall be appointed from among the academic and academic support staff, including Temporary Demonstrators and Temporary Lecturers. When sufficient numbers cannot be found from the University, external persons from among academics from other universities, teachers and persons of equivalent capacity in the pool of approved list may be appointed as invigilators.

B18.6 At least two weeks prior to the commencement of the examination, the SAR/Examinations shall send letters of appointment to the supervisors and invigilators with provisions for acknowledgement. If no acknowledgement is received within 3 working days from the date of the letter of appointment, alternative arrangements shall be made by the SAR/Examinations.

The SAR/Examinations shall enclose with the appointment letter the following:

- i) A copy of the Invigilation Time Table
- ii) A copy of the Examination Time Table
- iii) A copy of the Examination Rules
- iv) A copy of the Instructions to supervisors/ invigilators/ hall attendants
- v) Voucher form
- vi) Any other relevant document

- B18.7 Once acknowledged, it is the bounden duty of the supervisors and invigilators to attend the examination duties as given in the time table. A supervisor or/and invigilator, in case of an emergency if he/she is unable to undertake supervision/invigilation should inform the SAR/Examinations of his/her inability and recommend a suitable person to be appointed in his/her place or request the SAR/Examinations to appoint a person in his/her place.
- B18.8 A person who recommends a substitute for him/her shall assure that the substitute attends the examination duties and also that calibre of the substitute is not less of his/her.
- B18.9 The SAR/Examinations, once finalized the supervisors and invigilators shall send a list of names of supervisors and invigilators with the particulars of dates, times and examinations to the relevant Dean of the Faculty. The Dean may make changes to such appointments if deemed necessary and communicate to the relevant persons.
- B18.10 Assistant Directors/Officers-in-Charge shall nominate competent persons to conduct final examinations in Regional/Study centres as listed in this Manual. Under exceptional circumstances, if an Assistant Director is appointed as a supervisor of an examination, he/she shall be present full time in the examination hall and not engage in other administrative duties.

At the beginning of each year, Assistant Directors/Officers-in-Charge shall recommend the names with qualifications and experience, of academics from other universities, Principals and teachers of schools around the Centre, who could be appointed as supervisors or invigilators, conforming to the guidelines described in this Section (B18), to the SAR/Examinations through the Director/RES for approval. Once the names are approved, Assistant Directors/Officers-in-Charge may obtain services from this pool as supervisors/ invigilators, when necessary.

## **B19 ARRANGEMENT OF DESKS AND MEETING OTHER BASIC REQUIREMENTS IN EXAMINATION HALLS**

- B19.1 Desks and chairs in an examination hall shall be arranged in a matrix of rows and columns. At least  $\frac{3}{4}$  of a meter 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. The distance between two columns of desks shall be at least 1 meter. Desks shall be numbered along the columns with index numbers of the candidates in the order shown in the signature sheets.



B19.2 The allocation of Index Numbers on desks shall be as in the following example:-

A1	A30	B1	60	61	
2	29	2	59	62	
3	28	3	-	-	
4	-	-	-	-	
5	-	-	-	-	
-	-	-	-	-	
15	16	B45	46	75	76

This arrangement shall be followed in all examination halls.

B19.3 Under exceptional circumstances, a respective Head of Department shall inform the SAR/Examinations regarding any changes to be made in the arrangement of desks (for e.g. examination in Engineering Drawing course, which requires a special arrangement of desks), at least one week prior to holding of the particular paper.

B19.4 The Index Number shall be clearly written in chalk on each desk, or on a label which is to be placed on the desk.

B19.5 When there are more than one paper to be held in an examination hall, the hall shall be arranged identifiably for each paper and the configuration of the Index Number lay out shall be displayed just outside the examination hall, so that the students get an idea of the location of his/her seat before entering into the hall. The ~~main~~ examination halls shall have a white board or black board at the entrance for this purpose and to display any information to the candidates as the supervisor thinks may be necessary.

If a black board is not available, such information shall be written on a blank sheet of paper and displayed just outside the hall.

B19.6 A suitable area of the examination hall shall be demarcated for the office of the supervisor.

B19.7 A clock and a bell shall be made available for the examination hall.

B19.8 In a large examination hall, it is desirable to have a sound amplification system, so that a single message can be clearly transmitted to all candidates at the same time.

B19.9 In an examination centre where there is a cluster of halls, the SAR/Examinations shall display the layout of the halls with the range of Index Numbers at the entrance to the centre to facilitate the relevant candidates to locate the examination hall relevant to him/her.

B19.10 Every examination hall shall have a reasonable area assigned for candidates to leave their personal belongings. This area shall have sufficient security and shall be under a roof.

B19.11 Before examinations of a particular programme commences, the SAR/Examinations shall ensure that all lights and fans are in working order, no water leaks in to the hall from the roof or sides of the examination hall, all furniture are in good condition.

## **B20 EXAMINATION HALL STAFF**

B20.1 For every main examination hall in an examination centre, a supervisor shall be appointed. For an examination hall of 125 or less candidates there shall be one supervisor appointed. An invigilator shall be appointed for every 25 candidates or part thereof. A hall attendant shall be appointed for every 75 candidates or part thereof.

If the number of candidates exceeds 125 at a centre/hall, there shall be an additional supervisor for every additional 125 candidates or part thereof.

A centre may have one or more examination halls, where each hall shall have a supervisor satisfying the above conditions. When the number of candidates is more than that could occupy in a particular hall a separate Examination Hall with separate invigilators and hall attendants shall be organized.

B20.2 When there is more than one supervisor in one examination hall, the person who is the most senior among them shall assume the responsibility of the Chief supervisor, but all supervisors shall be equally responsible in conducting the particular examination.

B20.3 The hall attendants shall be required to carry out duties relevant to examinations at the command of the SAR/Examinations, supervisors or invigilators as described in Section B22.3 of this Manual.

B20.4 The Assistant Director / Officers-in-Charge shall provide hall attendants for the examinations held in their centres or outside schools taken as examination halls or centres in their Regions.

B20.5 After the appointment of examination hall staff, no alternative arrangement shall be made without consulting the SAR/Examinations. Where after the commencement of the examination, a member of the hall staff find that, owing to unforeseen or unavoidable circumstances, he/she has to be absent for a part of a session or more, he/she shall immediately contact the SAR/Examinations, who shall make alternative arrangements in consultation with the supervisor.

B20.6 The supervisor shall be the chief of the examination hall. Invigilators and hall attendants who are at the command of the supervisor shall assist him/her and work under his/her direction. The examination hall staff shall be in attendance at the examination hall at least 45 minutes before the commencement of the examination.

B20.7 If any supervisor is late or does not report for duty in the examination hall, it shall be brought to the notice of the Dean/Vice-Chancellor by the SAR/Examinations.

B20.8 If any invigilator is late or does not report to for examination duty, it also shall be brought to the notice of the Dean/Vice-Chancellor by the supervisor.

B20.9 The supervisor shall report to the relevant Dean regarding any shortcomings on the part of the duties by SAR/Examinations or any member of his/her staff assigned by SAR/Examinations.

B20.10 The supervisor shall in the Supervisor's Report document any unsatisfactory conditions in the examination hall and the SAR/Examinations shall take corrective action to eliminate such drawbacks at his/her earliest.

## **B21 ADMISSION OF CANDIDATES INTO THE EXAMINATION HALL**

- B21.1 Before admitting students for each paper, the supervisor shall inspect the examination hall and be satisfied that the hall has been swept and cleaned, the desks have been arranged and numbered correctly.
- B21.2 He/she shall also check whether a sufficient number of invigilators is available to supervise the number of candidates in the examination hall. If not, the supervisor shall contact the SAR/Examinations, to find additional persons, or he/she shall use his/her discretion to call for any other staff member for this purpose pending the formal appointment. When invigilators other than those appointed are called for examination duty, the supervisor shall inform the name/s of such person/s to the SAR/Examinations.
- B21.3 There shall be preferably one door for admission and one for exit. However depending on the nature of the hall, the number of candidates and the number of papers to be held, more doors for entrances and exits may be used at the discretion of the supervisor.
- B21.4 The supervisor shall call the candidates to enter into the hall and take seats according to the Index Numbers at least 10 minutes but not more than 15 minutes before the commencement of examination.
- B21.5 There may be instances where the supervisor may have to call the students earlier than 15 minutes on the instructions given by a particular Head of Department depending on the nature of the question paper. The supervisor shall follow such instructions in calling students.
- B21.6 Candidates shall carry only authorized documents/ materials with them when they enter into the area reserved for the examination.
- B21.7 Once entered into the examination hall, the students shall be required to observe silence, and shall not be allowed to move around without the permission from an invigilator.
- B21.8 Candidates shall be asked to leave all their personal belongings, other than the stationery allowed to bring into the examination hall, at the place reserved for such purpose in the examination hall. supervisor shall make this announcement as he/she calls in candidates into the hall.

## **B22 SUPERVISION AND INVIGILATION**

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 and provide fullest corporation in this work.

### **22.1 Supervision**

- B22.1.1 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. He shall lead a team of invigilators to achieve the academic standards of an examination.

- B22.1.2 The supervisor shall be required to be in the examination hall at least 45 minutes before the commencement of the paper.
- B22.1.3 The supervisor shall take over the packets of question papers from the SAR/Examinations or the Assistant Director/Officers-in-Charge. He/she also shall receive stationery and other relevant documents at the examination hall from the staff of the Examination Division or the staff of the Regional Office at least 45 minutes prior to the commencement of the examination.
- B22.1.4 Prior to the commencement of the examination, the supervisor shall check:
- (i) the individual packets of question papers against the time-table in order to ascertain whether the correct packets of question papers have been brought in, that no question paper for the session/day is missing, and that the packets are intact.
  - (ii) the list of requirements of stationery and ensure that all items required by candidates have been delivered to the examination hall.
  - (iii) whether sufficient numbers of question papers are available.
  - (iv) whether there are any errata to the question papers.
  - (v) whether signature sheets and blank mark sheets for every paper are available.
  - (vi) that the hall has been cleaned and the desks have been properly arranged.
- B22.1.5 The supervisor shall check and assure that he/she does not accept any packets of question papers which have not been scheduled on that particular session where he/she acts as the supervisor.
- B22.1.6 The supervisor shall be provided with the following items:-
- (a) Packet / Packets of question papers for the session / day
  - (b) Packet / Packets of material such as maps, Tables, Graph Paper, drawing paper, etc
  - (c) Attendance Lists and mark sheets for each paper
  - (d) Examination Time Table
  - (e) Invigilation Time Table
  - (f) Printed Envelopes / Brown Paper for packeting of answer scripts
  - (g) Labels for answer packets
  - (h) 'Under Protest' Candidates Forms
  - (i) Report Forms for examination offences
  - (j) Supervisor's Report Forms
  - (k) Declaration Form for candidates failing to produce Student Record Book
  - (l) Return / Acknowledgement form for answer script packets
  - (m) Other written instruction, where necessary
  - (n) Attendance register for the hall staff
  - (o) Clock, bell, twine, etc.

- B22.1.7 He/she shall collect the Faculty Specific / Regional Specific Stamps from the Faculty / Regional Office and those stamps shall be used for the purpose of certifying the answer books and the answer sheets for a particular paper.
- B22.1.8 He/she shall ascertain that the invigilators and hall attendants are present and have signed the attendance sheet. supervisor shall oversee their duties. In the event of the full quota of staff not reporting for invigilation he/she shall make the best possible arrangement with the available staff and contact the SAR/Examinations as early as possible if additional staff is considered necessary, or call at his/her discretion additional staff in place of those who are absent.
- B22.1.9 Assign each invigilator to a certain number of candidates.
- B22.1.10 Whenever possible, he/she shall walk to-and-fro to ensure whether the invigilators perform their duties.
- B22.1.11 He/she also shall do random checks on stationery available with the students and the student identity, or for any evidence of offences.
- B22.1.12 He/she shall draw the attention of the invigilators and hall attendants to the assigned duties and supervise them to ensure that the assigned duties are discharged appropriately.
- B22.1.13 The supervisor shall ensure that all “Under Protest” candidates are seated separately from normal candidates and “Centre-Changed’ candidates are seated separately from the other two categories of candidates.
- B22.1.14 The supervisor shall supervise the numbering of desks in conforming to those numbers given in the signature sheets.
- B22.1.15 The supervisor shall ensure on admitting the candidates:
- (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 Numbers marked on the desk.
  - (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). that candidates shall not be admitted to the hall earlier than 15 minutes before the time of commencement of the examination, unless admission earlier than this has been made exclusively for a particular paper and if the supervisor decides to admit candidates if the student number is sufficiently large.
  - (d). that no candidates shall be admitted to an examination hall after the expiry of first half an hour from the commencement of the examination. The supervisor could use his/her discretion, under an exceptional circumstance, to admit candidates to the examination hall after this time limit.

- (e). that if due to any unforeseen conditions/reasons, the examination commences later than the scheduled time, the time lost shall be given at the end of the paper and this matter be brought to the notice of the SAR/Examinations and the respective Dean.
- B22.1.16 A supervisor may at any time during the examination and without giving any reason, change the place occupied by a candidate.
- B22.1.17 The supervisor shall see that all answer books and continuation sheets are stamped with the date and Faculty Specific/Regional specific stamp and that such stamped answer books with about two continuation sheets have been set out on each desk at least 15 minutes before the commencement of the examination.
- B22.1.18 Answer books and continuation sheets shall be issued only by the supervisor or invigilators and not by hall attendants.
- B22.1.19 The supervisor shall ensure the following before the commencement of and during the examination.
- (a) Strict silence is observed by candidates until the end of the examination.
  - (b) No candidate has with him/her books, notes, files or any other stationery or material other than those issued to him or permitted to be brought into the examination hall. If any such material has been brought in to the hall, he/she shall hand them over to the invigilator immediately. These include any notes, diagrams, etc., written or drawn on authorized material such as the Student Record Book, Time table, Admission Card, etc.
  - (c) No candidate has with him cellular phones and/or Wi – Fi systems, or any other unauthorised equipment such as electronic data receiving, storage and retrieval devices, or any other device, if announced prohibited.
  - (d) No candidate comes to the examination hall with information relevant to the paper written on his/her person.
  - (e) No candidates removes answer books, continuation sheets, or any other stationery issued to him from the examination hall.
- B22.1.20 No candidate shall be allowed to leave the examination hall during the first half an hour from the commencement of the examination or during the last half an hour of the duration of examination.
- B22.1.21 The supervisor shall open the packet/s of question papers one by one in the presence of an invigilator having checked whether the question paper is the correct paper for the session and that the special requirements, if any, required according to the list stated on the envelope of the packet of the question paper are available. For each packet of question papers, the supervisor, an invigilator and a candidate appearing for that paper shall bear evidence by placing his/her signature on the packet to the effect that the packet of question papers is intact at time of opening it.

- B22.1.22 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 supplementary material.
- B22.1.23 The balance question papers shall remain in the supervisor's custody and he/she shall ensure that no question paper is allowed to be removed out of the hall before the expiry of the first half and hour.
- B22.1.24 The supervisor shall order the invigilators to distribute the question papers once the candidates are seated and immediately before the examination is commenced.
- B22.1.25 The supervisor shall make the following announcement immediately after the distribution of the question paper:
- i) The examination is about to commence. The question paper"....." is of three hours "....." is of two hours..... etc.
  - ii) Please check whether you have received the correct question paper and you are seated at the desk with the correct Index Number.
  - iii) Please check if your answer books are sealed with today's date stamp.
  - iv) The question paper" [course title]" contains "{number}' sheets of papers and altogether "[number]' questions and please check whether you have got the full question paper.  
  
If there is more than one question paper, for all question papers the supervisor has to make the announcement appropriately.
  - v) You are advised to read the instructions given in the question paper before answering the paper.
  - vi) You are informed that the possession of any unauthorized material in any form or under your desk or chair or on your body or any materials such as figures, numbers, letters relevant to the question paper written on the calculator, calculator cover, ruler, drawing instruments, etc., is a punishable offence.
  - vii) You are not allowed to keep in possession a cellular phone or any other electronic devices which are not permitted to be used in the examination.
- B22.1.26 The supervisor / invigilator shall not under any circumstances, give any clarification / explanation with regards to the questions to any candidate.
- B22.1.27 The supervisor may accommodate the Setting Examiner or the Chief Examiner during the first half an hour of the examination in order to announce any special instructions or correct any errors detected in the question paper. If any error is found in the question paper, the Setting Examiner or Chief Examiner shall announce the corrections at the centre, where he is present and all other centres in the island, where the same question paper is conducted.

However, if it is not possible to reach the centres other than that the Setting/Chief Examiner is present, no corrections to the question paper shall be made or announced but status –quo be maintained.

Whenever any error is detected at outstations, where the Setting/Chief Examiner is not available in that vicinity, the supervisor shall immediately contact the Setting/Chief Examiner for clarifications.

- B22.1.28 In the absence of the Chief/Setting Examiners, the supervisor may correct any error in the question paper only if he/she is competent and has the authority to do so, and he/she has the confidence in doing so. He/she shall record such errors appeared in the question paper and record correction/s made to the question by him/her on the supervisor's report. He/she shall attach a separate report to the answer script packets about the corrections announced.
- B22.1.29 At the expiry of the first half-hour after the commencement of the paper, the supervisor shall direct each invigilator to get the attendance sheets signed by the candidates after checking the identity of the candidates in conforming to the valid Student Record Book and admission card.
- B22.1.30 If the Index Number of a candidate is not included in both the Attendance sheet and blank Mark Sheet, and if he/she does not possess the Admission card for that paper, such a candidate should be treated as an "Under Protest| Candidate" and allowed to sit the paper at his/her request.
- B22.1.31 Every candidate other than those sitting the examination as "Under Protest" shall be required to place his/her signature against the relevant Index Number on the signature sheet. Candidates who are absent shall be so marked by the invigilator concerned on the signature sheet.
- B22.1.32 If a candidate fails to produce his/her Record Book at any paper, or valid temporary document issued by the SAR/Student Affairs, for the purpose of identification, he/she shall be requested to produce the Record Book to the supervisor within three days.

Meanwhile he/she shall be required to sign a declaration that he/she has been provisionally allowed to sit the paper, under the condition that he/she shall establish his/her identity by producing the Record Book to the supervisor within three days. The supervisor shall keep the declaration in his/her possession until such time the candidate appears before him/her.

The supervisor shall on production of the Record Book, certify on the declaration that he/she is satisfied with the identity of the candidate for that paper. The declaration shall be sent to the Examination Division.

If the candidate fails to turn up within three days, the supervisor shall return the declaration to SAR/Examinations having advised to withhold the results and further action.

- B.22.1.33 Whenever a student possesses his/her admission card, but his/her records do not appear in the signature sheet or/and the marks sheet, or does not possess the admission card but his/her records are found in the signature



sheet or/and marks sheet the student shall not be treated as an ‘Under Protest candidate’.

In the former case the student shall be allowed to sit the examination after checking his/her credentials and his/her records shall be entered by the supervisor himself on the signature sheet and marks sheet. In the latter case the student shall be allowed to sit the examination after he/she proves his/her identity.

B.22.1.34 No candidate shall be left out from signing the signature sheet and the invigilators under the guidance of the supervisor, shall reconcile the number who signed against a head count taken in the examination hall.

B.22.1.35 As soon as the Attendance lists are signed by the students and the same signed by the respective invigilators, the supervisor shall also make his/her signature appropriately. Signed and duly completed signature sheets shall be sent by the supervisor under separate cover to the SAR/Examinations at the end of the examination.

He shall take a head count against each paper and proceed to prepare the relevant envelopes and labels for the packeting of scripts.

B.22.1.36 The supervisor shall make the following announcements at the appropriate times:-

(a) Half an hour before the end of the paper: - Candidates have – “Half-an-hour-more”.

(b) Five minutes before the end of the paper: - “You have 5 minutes more. Please check whether you have entered your Index Number, written correct title of the paper, numbers of the questions answered by you on the cover page, etc. Tie up your papers together. You may continue to write after doing so”.

(c) At the end of the allotted time period- “Stop work, remain in your seats until your answer scripts are collected and you are told to leave your desk. No candidate shall leave the examination hall until you are told to do so.”

(d) After the invigilators have collected all scripts and assured that the numbers they collected tally with the head count – “Thank you, you may leave the hall now”.

B22.1.37 At the end of the examination, an invigilator shall be placed at the exit of the hall, to prevent candidates removing examination material from the examination hall.

B22.1.38 At the expiry of the session, the supervisor shall call the invigilators to collect the answer scripts of those candidates assigned to each of them.

B22.1.39 The supervisor shall check that each invigilator has arranged the scripts in order of Index Numbers and handed over the answer scripts and that the number of collected answer scripts tallies with the total head count.

Once the Attendance lists are signed, indicate presence or absence of candidate on mark sheet. Also tick if answer script has been packeted.

B22.1.40 The supervisor shall then arrange the scripts to be packeted. Each medium shall be packeted separately. Where it is required to packet the scripts of each part/section separately, they shall be packeted in that manner.

B22.1.41 The supervisor shall enclose in the packet:

- a) the answer scripts which tally the number written on the label of the answer script packet.
- b) two copies of the question paper and,
- c) Blank Mark Sheets duly filled and signed by the supervisor

Each packet shall be tied securely, labelled and taped. Before pasting the labels he/she shall ensure that all details on the label have been duly documented.

B22.1.42 The supervisor shall manually enter the registration numbers of those candidates who sat an examination under “Centre-Changed” in the mark sheets and against those numbers under remarks column write “Centre-Changed”.

B22.1.43 Answer scripts of candidates who have committed examination offences and those who have sat under protest shall be packeted separately. These separate packets shall carry the words “Under Protest Candidates” or “Examination Offences” as appropriate. The declarations of the “Under Protest Candidates” shall be enclosed with the relevant answer script packet, whereas the documents relevant to the examination offences shall be produced to the SAR Examinations with that answer script packet for necessary action.

B22.1.44 In order to obviate the candidates bringing into the examination hall the University answer books and continuation sheets, with answers/notes written on them previously, and/or prevent misuse of examination stationery the following precautions shall be taken.

- a) No examination stationery shall be permitted to be removed by candidates or examination hall staff.
- b) All unused answer books and continuation sheets shall be returned to the SAR/Examinations by the supervisor.
- c) All answer books and examination stationery shall be under the close watch of the supervisor.
- d) Any answer books or single sheets which have been used, but not submitted by the candidates, shall be collected before the candidates leave the examination hall and such papers shall be destroyed, and the hall attendant is instructed to do so.

B22.1.45 The supervisor shall, on the detection of an examination offence, take possession of the Student Record Book and any unauthorized documents/material. The supervisor shall also obtain a statement from the

candidate, which the candidate shall sign and he/she shall report the matter on the form provided for such purpose. The supervisor shall record a statement from an invigilator, who shall be the witness, on this form. The relevance of unauthorised material to the question paper shall also be recorded in the report.

If any of such candidates refuses to give a statement, the supervisor shall not enter into an argument with the candidate, but the supervisor shall state the candidate's refusal to make a statement in the form.

B22.1.46 The supervisor shall hand over to the SAR/Examinations at the end of each session/day, and obtain acknowledgement for the following:

- a) The packets of answer scripts.
- b) Supervisor's Report.
- c) A Report on examination offences.
- d) The Attendance Lists of candidates.
- e) Balance question papers after reconciliation of the total number.
- f) Balance stationery.
- g) Attendance list of the examination hall staff.

B22.1.47 Any invigilator who fails to report at least 15 minutes before the commencement of the examination shall be reported to the SAR/Examinations by the supervisor.

B22.1.48 Supervisor shall not allow an invigilator to write the Index Number on an answer script, nor shall him/herself write an Index Number on an answer script. Supervisors shall make an announcement to the candidates to write their Index Numbers appropriately on the answer book.

If any answer scripts are found without Index Numbers, the records of such marks shall not be released by the respective Head of Departments until the identities of the candidates are established.

B22.1.49 The Supervisor shall plan the activities at his/her discretion for examination sessions of short durations, that is one or one-and-half hour each. During the short durations, at his/her discretion, he/she may or may not allow the students to leave the examination hall until the full one or one-and-half hour period lapses.

B22.1.50 The supervisor, in addition to above, shall observe the following Regulations for Examination Procedure (as extracted from Part 1 of the Regulations No. 1 of 1996 under General By-Law for Student Discipline No. 2 of 1996, as amended) in conducting the final examinations.

## **REGULATIONS**

*These Regulations may be cited as the Examination Procedure, Offences and Punishment Regulations No. 1 of 1996 under General By-Law for Student Discipline No. 2 of 1996, as amended.*

### **Part 1 – Examination Procedure**

1. Evaluation of student performance by the University shall consist of final examinations, continuous assessments tests, oral examinations, viva-voce examinations, practical examinations, online examinations, project reports, dissertations, take home assignments, field work, and any other form of evaluation as may be determined by the University.
2. Examinations and any other form of evaluation as may be determined by the University shall be conducted in accordance with the procedure set out below.
3. The provisions in this part which seek to regulate primarily the procedure relating to the conduct of final examinations shall mutatis mutandis be applicable to continuous assessments tests, oral examinations, viva-voce examinations, practical examinations, online examinations, project reports, dissertations, take home assignments, field work, and any other form of evaluation as may be determined by the University.
4. Examinations shall be conducted at venues and on dates and at times as determined by the University.
5. A student who intends to sit for the final examination shall submit a duly completed application form before the stipulated deadline.
6. Candidates are required to be at the examination hall at least fifteen minutes before the commencement of each examination but shall not enter the hall until they are requested to do so by a supervisor.
7. No Candidates shall be admitted to the examination hall for any reason whatsoever after the expiry of half-an-hour from the commencement of the examination, nor shall a candidate be allowed to leave the hall until half-an-hour has lapsed from the commencement of the examination or during the last half an hour of the paper.
8. A candidate shall occupy the seat allotted to him in the examination hall and shall not change it except on the specific instructions of the supervisor.
9. A candidate shall have his/her Student Record Book and the Admission Card with him in the examination hall on every occasion he/she presents him/herself for an examination. His/her candidature is liable to be cancelled if he/she does not produce the Record Book, when requested to do so. If he/she fails to bring his/her Record Book on any occasion, he/she shall sign a declaration in respect of the examination for which he/she had not produced the Record Book in the form provided for it and produce the Record Book to the Registrar/ SAR, Examination/ Supervisor/ Assistant Director/ Officer-in-Charge within three days. If a candidate loses his/her Record Book in the course of the Examination, he shall obtain a duplicate Record Book from Registrar, for production at the examination hall.

10. A student with valid registration for the course for which the examination is conducted and who does not possess an admission card may sit such an examination “Under Protest” at his/her own risk, but at the discretion of the supervisor.
11. Every candidate shall sign the attendance sheet provided by the University in the presence of the supervisor /invigilator on each occasion when he/she sits an examination.
12. Candidates shall bring their own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which they have been instructed in writing by the University to bring into the examination hall.
13. Examination stationery (i.e. answer books, writing paper, graph paper, drawing paper, ledger paper, precise paper, etc.) will be supplied by the supervisor/ invigilator as and when necessary. No sheet of paper or answer book so supplied to a candidate may be torn, crumbled, folded or otherwise mutilated.
14. No papers other than those supplied to him/her by the supervisor / invigilator shall be used by a candidate. Log tables or any other material supplied shall be used with care and left behind on the desk. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.
15. At the commencement of the examination or during the examination, no candidate shall have on his/her person or in his/her clothes, or on the Admission Card, Time Table, Record Book or any other object/document he is permitted to bring into the examination hall, any notes, signs, formula or any other unauthorized material. Books, notes, parcels, hand bags, cellular phones, electronic devices, etc., which a candidate has brought with him should be kept in a place indicated by the supervisor/invigilator before the commencement of the examination. The envelope in which the Admission Card/Time Table has been posted to him should not be brought into the examination hall.
16. A candidate may be required by the supervisor to declare any item in his/her possession or person.
17. 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 on the cover of the answer book. A candidate who inserts on his/her script an Index Number other than his/her own shall be considered as having attempted to cheat. The supervisor/invigilator has the authority to check the answer scripts of the candidates. A script that bears no Index Number or an Index Number which cannot be identified may be rejected. No candidates shall write his/her name or any other identifying mark on the answer scripts unless requested to do by the University.
18. Candidates are under the authority of the supervisor and shall assist him by carrying out his/her instructions and those of his/her invigilators during the examination and immediately before and after it.
19. Every candidate shall conduct him/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his/her staff or to other candidates. In entering and leaving the hall, he/she shall conduct him/herself as quietly as possible. A candidate is liable to be excluded from the examination hall at the discretion of the supervisor for disorderly conduct.

20. Absolute silence shall be maintained in the examination hall and its precincts by all candidates. A candidate is not permitted for any reason whatsoever to communicate or have any dealings with any person other than the supervisor/invigilator. The candidate shall request the attention of the supervisor/invigilator by raising his/her hand, while seated at his/her desk.
21. After the examination has commenced, no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the supervisor shall grant him/her permission to do so but in such circumstances the candidate will be under the constant surveillance of the supervisor/invigilator.
22. Candidates shall stop work promptly when ordered by the supervisor to do so. If this instruction is not followed, the supervisor has the authority to make an endorsement to this effect on the relevant answer script/scripts.
23. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script or left on the desk for collection by the invigilator. Such work should not be done on admission cards, time tables, and question papers. Record books or on any other paper.
24. Any candidate who disregards these instructions shall be considered as having written notes or outlines or answers with the intention of copying.
25. 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.
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 any person other than the supervisor /invigilator.
27. A candidate who has handed over his/her answer script shall under no circumstances be entitled to call it back.
28. A candidate shall not remove his/her answer script or any other candidate's answer script and any examination stationery from the examination hall.
29. A candidate shall not,
  - (i) have any unauthorised documents or material on his/her person or in his/her possession
  - (ii) copy or attempt to copy from any unauthorised documents or material defined in Section 15 above
  - (iii) copy or attempt to copy from another candidate
  - (iv) obtain help from another candidate
  - (v) render improper assistance to another candidate
  - (vi) conduct him/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to observe any practical examination performed by him/her

- (vii) submit an answer script which has been done wholly or partly by anyone other than the candidate him/herself
  - (viii) impersonate or attempt to impersonate or allow him/herself to be impersonated by another person
  - (ix) offer any gratification to any person, internal or external, entrusted with examination work, as an inducement or reward to obtain improper assistance or undue benefit to him/herself or to any other candidate or to cause detriment to another candidate
  - (x) conduct him/herself in contravention to the instructions given by the supervisor/ invigilator
30. If circumstances arise which, in the opinion of the supervisor, render the cancellation or postponement of the examination, he/she shall stop the examination, collect the answer scripts already written and then report the matter as soon as possible to the Vice-Chancellor/ Registrar.
31. The supervisor 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.
32. If the candidate refuses to make such statement or to sign such statement, this fact shall be recorded by the supervisor.

## **B22.2 Invigilation**

- B22.2.1 The invigilator shall report to the supervisor at least 45 minutes before the commencement of the examination.
- B22.2.2 The invigilator shall be required to sign in at the time of reporting and sign off at the end of the each examination session.
- B22.2.3 The invigilator shall be responsible to the supervisor in discharging the duties assigned to him.
- B22.2.4 The invigilator shall pay his/her attention on the candidate's behaviour and be vigilant at all the time. In doing so he/she shall,
- (i) move among the candidates at intervals without disturbing them and if he/she notices a candidate having with him any unauthorized documents/material he/she shall report the matter immediately to the supervisor.
  - (ii) respond to the calls from candidates.
  - (iii) take preventive measures so that the candidates do not attempt to violate the examination rules and regulations.
- B22.2.5 The invigilator shall place on each desk the examination stationery before the commencement of the examination and he/she shall also distribute the continuation sheets on which Faculty Specific Stamp is placed to the candidates, when requested. This duty should be performed by the invigilator and should not be entrusted to the hall attendant.

- B22.2.6 The invigilator shall distribute the question papers to the candidates assigned to him/her. He/she shall return the balance question papers, if any, to the supervisor.
- B22.2.7 Upon receiving instructions from the supervisor, the invigilator at the expiry of the first half-hour shall move from one candidate to another, check the identity against the student record book, and eligibility to sit examination against admission card and obtain the signature of the candidates assigned to him/her. He/she shall also sign the candidate's admission card.
- B22.2.8 No candidate shall be admitted to the hall after the expiry of first half-an-hour from the commencement of the paper, nor shall any candidate be permitted to leave during the first half-hour, or during the last 30 minutes of the paper without the permission of the supervisor.
- B22.2.9 The invigilator shall collect the script of every candidate who leaves before the last 30 minutes ensuring that the answer script bears the correct Index Number.
- B22.2.10 As soon as the time allotted for the examination is over, and the supervisor indicates the completion of the time, the invigilator shall collect answer scripts from the candidates.
- B22.2.11 The invigilator shall check that the answer scripts to have the Index Numbers of the candidates and the title and the medium (if applicable to the paper) and, thereafter, hand over the scripts to the supervisor. He/she shall check the collected scripts with the signature sheet and, if any candidate has failed to hand over a script, he/she shall bring this matter to the immediate notice of the supervisor.
- B22.2.12 The invigilator shall report any examination offence/s detected to the supervisor. The invigilator shall record a statement and be a witness in such examination offences.
- B22.2.13 No candidate shall be allowed to leave without his/her answer script being handed over.
- B22.2.14 Before the candidates leave the examination hall, the invigilator shall inspect the section allotted to him/her to ensure that all examination stationery have been collected.
- B22.2.15 The invigilators shall assist the supervisor to administer the packeting of answer scripts and sealing of answer script packets at the end of the examination.
- B22.2.16 An invigilator under any circumstances shall not write the Index Number when he/she finds answer scripts with unwritten index numbers.
- B22.2.17 An invigilator shall not leave the examination hall during the examination session.



### **B22.3. Duties of Hall Attendants**

- B22.3.1 The hall attendant shall be required to be in the examination hall at least one hour before the commencement of the examination.
- B22.3.2 It shall be the duty of the hall attendant to carry out all instructions /assignment given to them by the SAR/Examinations/supervisor /invigilator.
- B22.3.3 The hall attendant shall be at the command of the supervisor during the examination period and of the SAR/Examinations otherwise. He/she shall perform examination duties accordingly.
- B22.3.4 He/she shall arrange desks in the examination halls.
- B22.3.5 He/she shall clean the hall and arrange the furniture at least on hour before the commencement of each session.
- B22.3.6 He/she shall number the desks under the supervision of the supervisor/invigilator.
- B22.3.7 He/she shall date stamp the answer books and continuation sheets.
- B22.3.8 He/she shall not distribute question papers, answer books or continuation sheets.
- B22.3.9 He/she shall packet answer scripts and seal packets of answer scripts under the direct Supervision of the supervisor.
- B22.3.10 At the end of the session the hall attendant shall collect all scrap papers lying on the floor or desks and dispose or destroy them immediately.
- B22.3.11 He/she shall carry parcels of answer scripts, stationary and other equipment under the Supervision of the supervisor /invigilator to a destination indicated to him by the supervisor.
- B22.3.12 He/she shall fill up any water bottles in the examination hall before each session commences.
- B22.3.13 He/she shall not leave the hall except with the specific permission of the supervisor.

### **B22.4 Presence of Setting Examiner or Chief Examiner in the Examination Hall**

- B22.4.1 The Chief Examiner or the Setting Examiner may be present in the Examination hall for the first 30 minutes after the paper has been distributed among candidates. He/she may/may not respond to any clarifications raised by candidates.
- B22.4.2 He/she may be available in his/her office or premises of the University, or Regional Centre and/or contactable over the phone or otherwise, for the supervisor to clarify any issues the candidates may raise.
- B22.4.3 The Chief /Setting Examiner, when announcing any corrections or changes to a question paper in one centre, he shall ensure that the same message

reaches other examination centres, where the same examination is held. If there is a difficulty in communicating of such changes, he/she shall refrain from making any corrections/changes to the question paper.

### **B23 SERVICES OF STAFF OF THE REGIONAL EDUCATIONAL SERVICE DIVISION**

- B23.1 The Assistant Directors/Officers-in-Charge shall provide all support services at their centres to conduct examinations when they are requested to do so by the SAR/Examinations.
- B23.2 The Assistant Director/Officer-in-Charge shall be present or be personally available on the days the examinations are held in his/her Regional/Study Centre.
- B23.3 The Assistant Director/Officer-in-Charge shall be personally present at the centre to take over the packets of question papers and the stationery from the SAR/Examinations or staff of the Examination Division. Only Assistant Director/Officer-in-Charge shall deliver the packets of question papers to the supervisor at the examination hall.
- B23.4 They shall facilitate the effective and efficient conduct of examinations by releasing the resources available to them at the centre.
- B23.5 They shall give fullest cooperation to the supervisors and invigilators to conduct the examinations without any hindrance.
- B23.6 They shall take over the packets of answer scripts from the examination halls, keep them under their custody, until they are returned to the SAR/Examinations. They shall also collect the balance question papers and the other returns from the supervisor and keep them under their custody. They shall return any supplementary material of the question papers to the relevant Departments.
- B23.7 Once the supervisor in an Examination hall hands over the answer script packets to the Assistant Director/Officer-in-Charge of a Centre, he/she shall take action within three days to dispatch them to the SAR/Examinations. Prior to dispatch, the packets shall be securely tied with additional wrapping over and above the first enclosure ensuring that the bundles do not become loose when they reach the destination. Assistant Directors/Officers-in-Charge shall personally inspect the packets before they are dispatched from the centres to SAR/Examinations.
- B23.8 They shall maintain records of handing over to and taking over from other individuals the packets of question papers and answer scripts packets.
- B23.9 They shall not deliver any packets of question papers to any person other than the SAR/Examinations or his/her representative without written instructions from the SAR/Examinations. They shall ensure that the packets of answer scripts reach the destination. They also shall see that no packets of answer scripts are left unattended.
- B23.10 They shall send excess question papers safely to the SAR/Examinations from time to time on convenient days whenever a suitable transport is available to them.

**B24 ILLNESS OF A CANDIDATE IN AN EXAMINATION HALL AND DIFFERENTLY ABLED CANDIDATES**

- B24.1 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 necessary to facilitate treatments. If the candidate is compelled to discontinue answering the paper, the supervisor shall collect the answer script, mark the time at which the answer script was collected, and make his/her report on the matter. This report shall accompany the answer script enclosed in a separate envelope.
- B24.2 If the patient is a female candidate it is desirable that the supervisor shall call a female invigilator or a female member of staff to attend to her.
- B24.3 If the candidate recovers and is able to answer the paper after a period of time, the supervisor shall at his/her discretion grant the candidate additional time to answer the paper.
- B24.4 If the patient requires treatments from a hospital, the SAR/Examinations shall find transport and dispatch the patient to the nearest hospital.
- B24.5 In the case of a differently abled candidate, the supervisor shall ensure that the facilities required by the candidate shall be met as far as possible.
- B24.6 The respective Dean or the Head of the Department in consultation with SAR/Examinations shall decide and make prior arrangements to meet the requirements of a differently abled candidate if the student concerned has made a request.

**B25 CONDUCTING EXAMINATIONS IN CENTRES WITH SPECIAL APPROVAL**

A candidate may request the university to conduct an examination at a centre other than usual examination centres of the university. The candidate may make such a request to conduct an examination at a centre which is convenient to him only under special circumstances depending on his/her health condition or security condition or because the candidate is temporarily living abroad. Such an unconventional examination centre decided by the candidate him/herself shall require special approval to hold the examination.

The University may consider conducting examinations at specially approved centres located within the country or overseas.

- B25.1 The following procedure shall be followed to conduct examinations in specially approved centres within the country.
- B25.1.1 A candidate who seeks such a facility shall write to the Vice-chancellor who takes a decision him/herself or in consultation with the Senate to provide the facility or otherwise.
- B25.1.2 The University shall entertain such requests and provide the facility if the candidate is in a hospital and in a condition to appear for examination as recommended by his/her doctor. The University shall also do so if the

candidate is in a prison or custody provided that the law enforcing officers have no objections for obliging to the request of the candidate. Army or Navy or Air Force or Police personnel may also make such requests to the University based on security reasons.

B25.1.3 The University shall conduct examinations at a specially approved examination centre on a request from a single candidate or a group of candidates.

B25.1.4 The University shall consider to conduct the examination at these specially approved examination centres within the country only if the location is accessible by road and is a public place.

B25.1.5 When the University decides to conduct the examination in a specially approved examination centres within the country, the SAR/Examinations shall make all other necessary arrangements to conduct the examination in conforming to the rules and guidelines drawn up for examinations.

## **B25.2 Conducting Examinations Overseas**

B25.2.1 A candidate who is temporarily domiciled in a foreign country may request to sit an examination overseas.

B25.2.2 The request by a candidate to conduct an examination overseas, should at the first instance reach the SAR/Examinations at least two months prior to the date/s of examination/s.

B25.2.3 The overseas examination centre shall be a University or the Sri Lankan Embassy in that country. The most convenient centre may be decided in consultation with the candidate.

The candidate may only propose an examination centre giving the information of the institution and the particulars of the Chief Executive Officer of the Institution.

B25.2.4 On receipt of a request, the SAR/Examinations shall forward it to the relevant Dean of the Faculty to decide whether the request can or cannot be approved in principle. The Dean shall deliberate each and every request prior to making a decision and shall specifically consider whether the candidate is eligible to sit the examination of the particular course.

B25.2.5 Once the Dean of the Faculty approves the request in principle to conduct an overseas examination, the Vice-Chancellor shall officially communicate with the proposed overseas examination centre to reach a mutual agreement to hold the examination.

B25.2.6 On the request of the Vice-Chancellor, the Chief Executive Officer of the particular overseas centre shall nominate a suitable person to the OUSL to supervise and conduct the examination.

B25.2.7 Person/s nominated to supervise/invigilate the examination shall not be immediate relatives or close friends of the candidate. The candidate shall submit a declaration informing the names of immediate family members or

relatives or close friends employed in the overseas examination centre where the examination is to be held.

- B25.2.8 The SAR/Examinations shall communicate with the examination centre under the direction of the Vice-Chancellor and organize the examination.

It shall be the responsibility of the SAR/Examinations to communicate to the overseas examination centre all relevant information required to conduct the examination conforming to the academic standards and guidelines described in this Manual.

An examination may be organized by the OUSL through the Foreign Ministry if the examination centre is the Sri Lankan Embassy or through direct contacts if it is to be held in any other institution.

- B25.2.9 An examination of a course shall be conducted at the same time that it is conducted in Sri Lanka, notwithstanding the time difference between Sri Lanka and the country in which the examination is held.

- B25.2.10 The packet of question papers and all other relevant documentation should be sent under confidential cover through the Foreign Ministry to the Embassy or by courier service to any other examination centre, addressed to the supervisor who is officially appointed by the OUSL.

The SAR/Examinations shall obtain an acknowledgement for the receipt of the packet of question papers and all other relevant material.

- B25.2.11 SAR/Examinations shall also make arrangements to immediately call for the return of the answer script and all examination material belonging to the OUSL after the examination and immediate action shall be taken to handover the answer script to the relevant academic Department without delay.

- B25.2.12 The University shall request for a breakdown of costs for conducting the examination from the overseas Institution prior to conducting the examination.

All costs incurred in the conduct of examination at an overseas centre shall be borne by the candidate. The SAR/Examinations shall assess all costs, including costs to be incurred by the OUSL, and inform the candidate to make the payment to the OUSL in local currencies, prior to the delivery of the question paper/s to the overseas examination centre.

The SAR/Examinations shall obtain approval from the Finance Committee when required, and make the relevant payments to the overseas centre.

- B25.2.13 A candidate answering a question paper at an overseas centre shall be informed to abide by all examination rules and regulations that apply to candidates sitting at any other OUSL examination centre, and violations of such rules and regulations shall be severely dealt with in accordance with the University examination disciplinary procedure.

## **B26 SCHEMES OF ASSESSMENT**

- B26.1 The Scheme of Assessment in respect of each course shall be decided by an academic Department in consultation with the course teams or otherwise and approved by the Faculty Board and the Senate.
- B26.2 The scheme of assessment shall be communicated to the SAR/Examinations and the Director/IT by the Deputy Registrar, once the Senate approves it. Any amendments to the existing scheme of assessment shall also be approved by the Senate on the recommendation of the Faculty Board. In such instances the whole scheme of assessment as one document shall be submitted to the Senate by the relevant Faculty Board.
- B26.3 SAR/Examinations and the Director/IT shall process the examination marks only according to the document whereon the approval is given by the Senate.
- B26.4 The SAR/Examinations shall compile in the chronological order the schemes of assessments and their amendments subsequently made in a traceable manner. He/she shall arrange a systematic filing, storing and documentation system with regard to the scheme of assessments as approved by the Senate.

## **B27 MARKING SCHEME**

- B27.1 There shall be a marking scheme along with the model answers or solutions or guidelines, whichever relevant for each question paper, prepared by the Setting Examiner and moderated by the Chief Examiner/Moderator.
- B27.2 The marking scheme shall be prepared giving weightages to the important points that should be included in the expected answer. The breakup of the maximum possible marks according to different aspects of the answer (if different aspects such as subject matter, organization and expression are to be evaluated separately) or according to the several elements of the answer, shall also be indicated.
- B27.3 The marking scheme shall be studied carefully by the Marking Examiners in consultation with the Chief Examiner and the marks assigned for each question or part of a question is to be weighed against the expected answer before the commencement of correction of answer scripts.
- B27.4 Since there may be various reasons why the answers of the candidates do not measure up to the marking scheme, a modification of the marking scheme may become necessary. The Marking Examiner shall therefore mark a few pilot scripts selected at random to consider whether the marking scheme requires modifications. If he/she decides that it is necessary to modify the marking scheme, he/she shall bring the matter to the notice of the Chief Examiner who shall take necessary action after going through the model answers to reallocate the marks.
- B27.5 In conference marking, the Chief Examiner shall monitor the uniformity of the Examiners engaged in script marking in keeping with the marking scheme. Whenever the uniformity cannot be maintained, the Chief Examiner may modify the marking scheme and advise the Examiners accordingly.
- B27.6 Whenever many Examiners correct scripts of the same question paper independently, it is necessary to maintain the uniformity, consistent with the marking scheme. Chief

Examiner shall call a meeting with all Examiners to go through the marking scheme and consider their concerns for the scheme. Each Examiner will first mark a few pilot scripts selected at random in keeping with the marking scheme. The Chief Examiner shall correct the same answer script of individual Examiners independently without following the marks given by the Examiners and justify the uniformity of corrections. He/she shall advise the Marking Examiners regarding any anomalies. The Marking Examiners, thereafter, will continue to mark the rest of the answer scripts.

- B27.7 Whenever modifications are to be effected, a copy of the finalized marking scheme shall be forwarded to all Marking Examiners by the Chief Examiner.
- B27.8 For some question papers, the Setting Examiner and the Marking Examiner may be the same person although it may be different in some others. However, in both cases preparation of model answers and marking scheme are necessary.
- B27.9 The Heads of Departments shall maintain a suitable system to secure the model answers for future reference.

## **B28 MARKING OF ANSWER SCRIPTS**

- B28.1 The SAR/Examinations shall deliver the answer scripts to the relevant Head of the Department or the Chief Examiner as early as possible. He/she shall not wait until the whole examination is over, but deliver the answer scripts as and when he/she receives answer scripts packets after each or several examination papers are over.
- B28.2 The Chief Examiner /Head of the Department shall receive the answer scripts from the SAR/Examinations with the check list. Upon receipt of the answer scripts the Chief Examiner shall check if the number recorded on the label tallies with the number of answer scripts and arrange for marking of scripts according to the mechanism evolved.
- B28.3 For lower Level examinations, evaluation by the First Marking Examiners and Chief Examiner are sufficient. In case of Level 5 and above examinations, a first marking and a second marking of each script is recommended.
- B28.4 In case of Examinations where there should be two markings of each script, each marking shall be independent and the marks of one Examiner shall not be made available to the other Examiner. In such instances marks shall not be entered by the first Examiner on the answer scripts unless the first Examiner is specially instructed to do so.
- B28.5 Computer generated mark sheets should be made available to both the first Marking Examiner and the second Marking Examiner, so that the both Examiners enter marks independently in mark sheets.
- Such mark sheets should carry a title '*First Marking*' or '*Second Marking*', depending on the case may be.
- B28.6 When the number of scripts is less than 200, a single Examiner may be entrusted to mark the scripts.

- B28.7 If the total number of answer scripts is more than 200, conference marking may be practiced. In the case of conference marking, the number of Examiners will depend on the total number of answer scripts to be marked.
- B28.8 Although each Examiner is expected to mark not more than 200 answer scripts, it may not be possible to adhere to this condition under different circumstances. The Chief Examiner then exercises his/her discretion to allocate a manageable higher number to each Marking Examiner in consultation with the Dean and Head of the Department.
- B28.9 In the case of conference marking or otherwise, the following way of recording of marks shall be adopted:
- a) A break-down of the part marks for each question shall be indicated on the right hand column, whereas the total marks earned by each question shall be indicated in the left hand column of the answer script within a circle.
  - b) The Chief Examiner shall randomly draw answer scripts, one out of 10 answer scripts and examine the accuracy, uniformity and other discrepancies in the marking.
  - c) All marking shall be preferably done using an ink which is different from that used by the student to write the answer.
  - d) The Marking Examiner shall write the marks scored by each answer against the question number on the front page of the answer book.
- B28.10 The Chief Examiner is answerable to the Senate regarding the credibility of the Examiner/s with regard to the marking of answer scripts.

The First and Second Marking Examiners, Checking Examiners and Chief Examiner are responsible for discharging the duties as given below with regard to marking of answer scripts.

### **B28.11 Duties of First and Second Marking Examiners**

- B28.11.1 If any person appointed as a First or Second Marking Examiner is unable to function as such, he/she shall forthwith inform the Chief Examiner or SAR/Examinations, who shall make alternative arrangements in consultation with the Head of the Department concerned.
- B28.11.2 On receipt of the answer scripts from the SAR/Examinations, the Examiner shall check with the mark sheets whether he/she has received the answer scripts of all those who had been present for the paper. If there are any discrepancies he/she shall notify same to the SAR/Examinations immediately. It is the responsibility of the Marking Examiner to keep all answer scripts in safe custody until he/she finishes correction and submits the marks.
- B28.11.3 Some answer scripts are required to be marked by both the First Examiner and the Second Examiner, whereas the others only by one Examiner. Whenever first and second marking is specified, each Examiner shall mark a script and give marks independently and enter marks separately on First Examiner's mark sheet or Second Examiner's mark sheet. Chief Examiner



shall receive the mark sheets from first Marking Examiner as “First Marking” and the second Examiner as “Second Marking”.

- B28.11.4 All scripts shall be marked personally by the Examiner/s whose appointment are approved by the Senate. They shall prepare and sign mark sheets appropriately.
- B28.11.5 Marking Examiners shall mark all scripts in conforming to the answers and marking scheme prepared by Setting Examiner.
- B28.11.6 A Marking Examiner shall as soon as he/she marks the scripts forward the same together with the Mark Sheets duly filled to the Checking Examiner.
- B28.11.7 The Marking Examiner/s shall not use any erasable fluid to erase marks in answer scripts or marks entered in the rows and columns of the mark sheets.
- B28.11.8 If the Marking Examiner or Chief Examiner requires altering a mark in a cell or cells he/she shall visibly delete the mark by ink and write the correct mark by ink. He/she shall initial against such changes.
- B28.11.9 The Chief Examiner shall coordinate between the First Marking Examiner and the Second Marking Examiner.

#### **B28.12 Duties of the Checking Examiner**

The Checking Examiner is a member of the staff of the Department selected by the Chief Examiner/Head of Department for the purpose of checking entries of marks in the answer script and the mark sheets for discrepancies and inaccuracies as described in this Manual.

- B28.12.1 All answer scripts and mark sheets shall be checked by one or more Checking Examiners and place their signatures to the effect that they have checked the results.
- B28.12.2 It is desirable that a Checking Examiner does not check marks of more than 200 candidates. The Checking Examiner shall place his/her short signature on each of the script he/she checks.
- B28.12.3 A Checking Examiner shall verify the accuracy of the marks totalled in a script, any answers/part of answers not assessed, and marks transferred from the script to the mark sheet and the totals and percentages appearing on a mark sheet and the total number of mark rows against the number of scripts available. The Checking Examiner shall satisfy him/herself that all marks checked by her/him are in order before he/she signs a mark sheet.
- B28.12.4 Checking Examiners shall draw the attention of Marking Examiner or Chief Examiner on any discrepancies or/and any inaccuracies of marks.

Checking Examiners shall not alter the marks given to an answer by the Marking Examiner.

### **B28.13 Duties of the Chief Examiner**

The Chief Examiner shall hold the overall responsibility for the work of the Setting Examiner, Moderator, Marking Examiner /s, and Checking Examiner/s.

B28.13.1 The Chief Examiner shall check several scripts selected randomly (at least 1 out of 10 when there are large numbers of answer scripts and 1 from 5 when there are small numbers of answer scripts) to assure whether scripts have been marked as required, check all entries along rows and along columns before he/she signs the mark sheets to the effect that they are in order.

B28.13.2 When two Marking examiners (First and Second) have to mark the answer scripts, he/she shall submit the average of the two marks to the SAR/Examinations.

However, if there is a significant difference of over 20% or more between the marks given by the first Examiner from that given by the second Examiner, the Chief Examiner shall get the services of a third Examiner. The final mark shall then be an average of the two closest marks.

B28.13.3 He/she shall ensure the meeting of target dates in submission of the mark sheets to the SAR/Examinations.

B28.13.4 He/she shall ensure the academic standards and uniformity of marking, no errors in the mark sheets, no arithmetical errors in adding marks on the scripts, no errors on the mark sheet occurred in transferring marks from the scripts to the mark sheet , totalling up marks along rows of the mark sheet , etc.

B28.13.5 He/she shall also make the Moderator's or the external Examiner's comments available to the Head of the Department and initiate action to rectify the lapses.

B28.13.6 He/she shall ensure that the Examiner/s have performed the duties to the requirements laid down by the Senate.

### **B29 PROCEDURE FOR ENTERING AND CHECKING MARKS**

B29.1 The Marking Examiner shall transfer the marks by filling the cage of the cover page of answer book and total up the marks. The standard practice is to indicate the total mark for each question out of 100. Unless it is specified in the scheme of assessment, the final total mark of a script is also considered to be out of 100.

B29.2 All marks carried by individual answer script shall be entered in the marks sheet by filling its respective columns and totalled up along the rows to result the total marks on the mark sheet. The mark against each Registration Number/Index Number in the last column shall be out of 100.

B29.3 However, this may not be applied to question papers of short duration and for multiple choice questions given in large numbers. In such cases, the Marking Examiner shall enter the final mark of the script as out of 100.

Some courses have two papers in the final examination, for example, Paper I and Paper II. The assessment criterion directs, for example, paper I to contribute 70% and paper II contributes 30% towards the total final examination mark. Therefore, the marks in the percentage column in the mark sheet shall be always out of 100, and the academic Department shall note this point when proposing assessment schemes.

- B29.4 The Marking Examiner shall ensure that marks in a particular answer book are entered on the row against the relevant Index Number. He/she shall ensure that the marks of those who are present and submitted answer scripts are not inadvertently entered against the Index Numbers. of those who are absent. He/she also shall tally the total number of records in the marks sheet against the total number of scripts available.
- B29.5 The Marking Examiner shall, as soon as he/she completes the scripts, forward the same together with the Mark sheets to the Checking Examiner, through the Chief Examiner. Checking Examiner shall verify the correctness of the marks on the script, marks transferred from each answer script to the mark sheets against the relevant Index Number and the additions along the rows, etc. He/she shall also verify the total number of records against the total number of scripts.
- B29.6 Checking Examiner shall then submit the scripts and mark sheet to the Chief Examiner. Where relevant, the Chief Examiner shall send the scripts with the blank mark sheets bearing the title “Second Examiner” to the Second Marking Examiner. The Second Examiner shall correct the scripts, enter the marks in the marks sheet, and hand them over to the Chief Examiner. First examiner shall not write the marks on the script, but on the marks sheet if the script is required to be marked by the second examiner.
- B29.7 Once the Chief Examiner receives the marks from the Second Examiner he/she shall arrange for the Checking Examiner to check the marks on the mark sheet.
- B29.8 If there is a requirement for moderation by a Moderator or external Examiner, the Chief Examiner shall send the selected number of scripts with the mark sheets to the External Examiner or Moderator whoever appropriate. The External Examiner or the Moderator shall moderate the marking and comment on the answers and markings.
- B29.9 The Chief Examiner shall receive from the Checking Examiner one set of mark sheets when there is one Marking Examiner or two sets of mark sheets when there are two Examiners. When there are two Examiners as first and second, the Chief Examiner shall perform his/her duties as stated in B28.13.2.
- B29.10 If there are any answer scripts without Index Numbers or candidate’s Student Registration Numbers written on them, the Chief Examiner shall not process the marks unless he/she is fully satisfied with the candidate’s identity.

### **B30 SUBMISSION OF MARKS TO DIVISION OF EXAMINATION**

- B30.1 The Chief Examiner after satisfying him/herself that the entries have been correctly made, shall get the Marking Examiners/Checking Examiners to sign before he/she him/herself signs.
- B30.2 The mark sheets shall be enclosed in a sealed envelope and sent to the SAR/Examinations by the Chief Examiner / Head of the Department.

- B30.3 The marking scheme, the answer scripts, and the summary form (if any) shall also be handed over to the SAR/Examinations by the Chief Examiner, or the Programme Coordinator or the Head of the Department.
- B30.4 The Head of the Department/ Chief Examiner shall take every effort to submit the mark sheets to the SAR/Examinations within one month from the date of the examination of a particular question paper. Such a deadline may be extended only if the relevant Dean takes the responsibility for the consequences of delaying the results.
- B30.5 The SAR/Examinations shall not receive any mark sheet which is not signed by all Marking Examiners, Checking Examiners and Chief Examiner. He/she shall also deny acceptance of mark sheets if he/she finds any marks written obscurely or illegibly or marks altered in an irresponsible manner.

**B31 PROCESSING MARKS**

- B31.1 On receipt of the mark sheets, the SAR/Examinations shall take action to transfer the marks from the final mark sheets to the OMIS at the Examination Division.
- B31.2 Marks may also be transferred from the final mark sheet to the OMIS at the Department or Faculty if such facilities are available. In this situation, entering data shall be carried out by any of the following persons.
  - Chief Examiner
  - Setting Examiner
  - Marking Examiner
  - Course Coordinator
  - Data Entry operator under the strict supervision of Course Coordinator or Marking Examiner or Chief Examiner
- B31.3 The SAR/Examinations shall ensure the accuracy of data entering and adopt a dual entry method or any other suitable method to eliminate human errors.
- B31.4 The SAR/Examinations shall make arrangements to enter the assessment criteria to the OMIS and process the marks.

In processing the marks he/she should strictly adhere to the final examination assessment criteria approved by the Senate. Director/IT shall cooperate with SAR/Examinations in fulfilling the requirements of computer data processing.

- B31.5 No entry in the mark sheets shall be erased or altered. All entries to the computer database shall be in conformity to the mark sheet.
- B31.6 The SAR/Examinations shall ensure the correctness of the marks entered accordingly by doing random checks of the processed results. He/she shall maintain the records of his/her staff who are involved in entering marks as given below.

	NAME	SIGNATURE
Entered by (1)		
Entered by (2)		
Checked by		

- B31.7 The SAR/Examinations shall arrange an independent person to check the marks taking several processed marks randomly.
- B31.8 The SAR/Examinations shall submit a draft results sheet processed conforming to the scheme of assessment to the Head of the Department within five working days from the date he/she received raw marks to verify the accuracy of processed marks before such marks are tabled at the Panel of Examiners Meeting.
- B31.9 The Chief Examiner/ Course Coordinator/Head of the Department shall make arrangements to check the results for accuracy, and resubmit the same to the SAR/Examinations within next three working days.

The SAR/Examinations shall table the processed results at the Panel of Examiners Meeting only if accuracy is found to be satisfactory.

## **B32 DETERMINATION OF RESULTS**

Results are determined by the Panel of Examiners and consequently the awards by the Board of Examiners.

### **B32.1 Panel of Examiners**

B32.1.1 The SAR/Examinations shall fix a time and a date in consultation with the relevant Dean and convene the meeting for Panel of Examiners. The composition of the Panel of Examiners for a particular course shall be as follows:-

- Dean of the relevant Faculty
- Head of the relevant Department of study
- Chief Examiner
- Setting Examiners/s (Internal & External)
- Marking Examiner/s ((Internal & External)
- Course coordinator
- SAR/Examinations (Convener)

The SAR/Examinations shall make arrangements for the meeting to be held at each Faculty.

- B32.1.2 The Panel of Examiners shall determine the borderline cases, any issues related to the question paper and verify the accuracy of the results. Any changes in the mark sheets shall be authenticated by the respective Dean by placing his/her signature. Once the results are approved, the Dean and the members shall place their signatures on the documents containing results.
- B32.1.3 The amendments made in the results sheets shall be corrected in the Computer Database by the SAR/Examinations.
- B32.1.4 Marks lists approved by the Panel of Examiners shall be submitted to the Senate for confirmation.
- B32.1.5 Marks lists of a particular examination once approved by the Senate shall not be altered thereafter, unless under special circumstances, with

reconvening the Panel of Examiners. Any mark thus changed at a Panel of Examiners shall be re-submitted to the Senate for confirmation.

## **B32.2 Board of Examiners**

The SAR/Examinations in consultation with the Vice-Chancellor and the Dean shall fix up a time and convene the Board of Examiners to determine the results for awards and degrees. The venue for the meeting is the office of the Vice-Chancellor under normal circumstances.

B32.2.1 The composition of the Board of Examiners shall be as follows:-

- Vice Chancellor – (Chairman)
- Dean of the respective Faculty
- Head/s of the relevant Departments of Study
- Chief Examiner/s
- Setting Examiner/s
- Marking Examiner/s
- SAR/Examinations (convener)

B32.2.2 The SAR/Examinations shall table the following documents:

- a) By-Laws relevant to the Programme of Study
- b) Amended version of the mark sheets after the Panel of Examiners meeting
- c) Assessment criteria for awards
- d) Draft Awards List

B32.2.3 The Dean shall submit a list of Awards, of Honours, Prizes, Medals etc., with the relevant criteria.

B32.2.4 The SAR/Examinations shall provide all the necessary information to the Dean of the respective Faculty in performing the above functions.

B32.2.5 The Chairman of the Board of Examiners shall seek ratification from the members for any decisions taken at the meeting on the request of a particular member or a group of members with regard to the marks and awards.

B32.2.6 Only provisional marks, subject to Senate approval, may be altered at the Board of Examiners. Marks of an examination of a particular academic year, if already approved by the Senate, shall not be altered at a subsequent Board of Examiners, without reconvening the Panel of Examiners.

B32.2.7 The Board of Examiners shall verify the accuracy of all awards according to the Senate approved By-Laws. Any changes to the marks/Awards shall be authenticated by the Vice-Chancellor by placing his/her signature. The approved list of awards shall be signed by the Vice-Chancellor and the members of the Board.

B32.2.8 A list of Awards and Gold Medals/Prizes, if any, approved by the Board of Examiners, and, the Resolutions for the conferment of Awards at the Convocation, shall be submitted to the Senate and Council approval.

### **B33 PUBLICATION OF RESULTS**

B33.1 Depending on the nature of the Examination, the SAR/Examinations shall be given sufficient time to release the provisional results after the determination of the results by the Panel of Examiners, subject to the approval of the Senate.

The period shall however, not exceed 3 working days from the date of determination of results, except with the specific approval of the Vice-Chancellor to postpone it.

B33.2 All provisional results shall be submitted to the Senate for confirmation. The SAR/Examinations shall submit the results to the Senate, conforming to the format as determined by the Senate.

B33.3 All examinations results approved by the Senate or pending Senate approval shall be displayed on the Notice Boards at all Regional Centres and copies of the results lists shall be made available to the Dean of the respective Faculty, Heads of the respective Departments, Assistant Directors/Officers-in-Charge of Regional Centres. In addition, the marks lists shall be made available on the website.

B33.4 Whenever provisional results are released to students, it is necessary to indicate "*Provisional Results Subject to Senate Approval*".

B33.5 It is imperative that all results in a particular academic year be made available to the students and Heads of the Departments within one and half months from the last date of Examination.

Academic staff of the Departments shall make every effort to complete submission of marks to the SAR/Examinations within a month after the last date of Examinations, and the SAR/Examinations shall not take more than two weeks to process and table marks at the meeting of Panel of Examiners.

B33.6 The SAR/Examinations may also make arrangements to publish the Award results approved by the Senate through a Press Notice within two months from the Board of Examiners. He/she shall select suitable news agencies named by the University. Alternatively the results shall be published on the Web/MyOUSL.

B33.7 Once results are approved by the Senate each student shall also receive his/her results individually with a copy to his/her file as described in B34.

### **B34 DOCUMENTS AND CERTIFICATES RELATED TO EXAMINATION RESULTS**

B34.1 Only the following documents and certificates shall be issued related to the results in final examinations and awards:-

- a) Published statements of results of the Examination on the students' notice boards (either provisional or with Senate approval) as described in Section 33.
- b) Results Sheet/Statements of Results to the individual student, with a copy to student's file
- c) History Sheet to individual student, with a copy to student's file
- d) Transcript of Academic Record issued to external bodies after completion of a Programme of Study
- e) Certificate issued to students at an exit level of study programmes

## **B34.2 Statements of Results**

B34.2.1 Every candidate shall be issued with a statement of his/her results, with a copy to his/her personal file duly signed by the SAR/Examinations. This statement of results will be issued immediately after confirmation of results by the Senate and will serve as a proof of his/her performance in the different courses in the most recent final examinations conducted for the particular academic year. No fee shall be charged for a results sheet. The statement of results shall be posted to the candidate to his/her permanent address.

The Statement of Results shall contain the following information: The name “Open University of Sri Lanka”, name of the Examination together with the effective academic year in respect of which the Examination was held, month and the year when the Examination was held, course results confirmed by the Senate, and the signature of and the SAR /Examinations.

The SAR/Examinations shall take action to issue the Results Sheet to each student without undue delay.

B34.2.2 A detailed statement of results duly signed by the SAR/Examinations shall also be issued on the request of students.

This detailed results sheet shall contain information of all the final examinations the candidate has sat and the grades obtained.

The detailed results sheet issued after the completion of the Programme of study shall contain information relevant to the final award obtained by the candidate. The format of the detailed results sheet issued on completion of a Programme of Study shall be as that decided by the Senate.

B34.2.3 No duplicates of statements of results shall be issued except where satisfactory evidence has been produced to the effect that the original statement of results has been damaged, destroyed or lost. A fee for the duplicate copy of a statement of results may be charged as decided and revised from time to time by the Finance Committee.

## **B34.3 History Sheet**

B34.3.1 Once the results are approved by the Senate, a History Sheet, on a suitable format is generated by the Director/IT in respect of every student. SAR/AR Students Affairs shall make arrangements to issue this History Sheet to students at each re-registration and insert a copy in the student file.

The information in the history sheet shall guide the academic counsellors and students at the time of registering students to the successive years. However, if registration is to take place in advance of the release of results of a course, a history sheet will be generated providing only the eligibility status of the particular course. A complete history sheet shall be issued after the release of results.



#### **B34.4 Transcript of Academic Record**

B34.4.1 Transcripts shall contain information as to the courses considered for the award and the grades and marks obtained by the candidate. A transcript shall be issued only after completion of a Programme of Study and shall be issued only to an external body and shall not be issued to the student.

Transcripts shall be issued on a request and on the payment of the prescribed fee. The fee shall be decided and revised from time to time by the Finance Committee.

Duplicate Transcripts may be issued on request and on payment of the prescribed fee.

B34.4.2 The format of the Transcript of Academic Records shall be as that decided by the Senate.

#### **B34.5 Certificates**

B34.5.1 A Certificate shall be issued only at an Award Ceremony in the case of Certificate and Diploma Programmes, and at the Convocation in the case of Bachelor's Degree or higher degrees. Such a Certificate is issued at a fee and after supplication.

B34.5.2 Those candidates who complete the Stand Alone courses having satisfied the examination requirements shall be issued a certificate carrying the title "Stand Alone Courses". It shall be signed by the Registrar and the relevant Dean of the Faculty.

B34.5.3 No other certificates other than the above shall be issued by the SAR/Examinations to students. A duplicate of any certificate shall be issued with the identification "*DUPLICATE*" and on the payment of a fee.

B34.5.4 The Finance Committee shall revise the fee for issue of certificates on the recommendations of Deans from time to time.

#### **B35 RELEASE OF RESULTS/MARKS TO EXTERNAL BODIES**

The marks scored by candidates and those approved by the Senate shall be treated as strictly confidential and shall not be released except as provided below.

B35.1 A Transcript with the results/marks of a student, shall be released by SAR/Examinations for a specific official purpose at the request of the student or academic institutions or any other recognized body within the country or outside the country.

B35.2 All responses to such requests shall be sent direct to the respective institute or organization by post not by fax or electronic media, nor hand delivery but in the form of a letter under a confidential cover.

B35.3 Registrar/Deputy Registrar shall sign the letters containing results of students to external bodies, and SAR/Examinations shall prepare such letters having results or marks carefully checked.

### **B36 RE-SCRUTINISATION OF MARKS AND GRADES**

- B36.1 Provisions shall be made for undergraduate students to submit requests for verification of their examination marks and grades if they wish to do so, particularly for the final examinations.
- B36.2 The verification process shall be limited only to check for accuracy of additions, computation and transcription and not for re-marking of scripts.
- B36.3 The provision for requesting re-scrutinisation of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination.
- B36.4 The cost of re-scrutinisation process must be borne by the student and a non-refundable fee, calculated on the basis of actual cost of re-scrutiny process shall be levied on the student.
- B36.5 The results issued to the student/s following the re-scrutiny of marks and grades shall be the final and no more requests shall be entertained thereafter.
- B36.6 The Dean of the Faculty in consultation with the Chief Examiner of the Examination shall convene the Results Verification Board, and verification of results must be conducted in accordance with the procedure given below.

#### **B36.7 Procedure for re-scrutinisation of marks and grades**

- B36.7.1 The AR of the Faculty shall notify the students of the relevant examination, the period during which the requests for verification of results are entertained by displaying a notice in the Notice Board of the Deans' Office and at all relevant Regional/Study Centres.
- B36.7.2 The prescribed payment per course of an examination shall be charged for verification of the marks and grades. The prescribed application form must be issued only upon the submission of the receipt for the payment.
- B36.7.3 The Dean shall convene the Results Verification Board meeting for verification of marks/ grades within 3 working days upon closure of the applications.
- B36.7.4 The Results Verification Board shall consist of the following persons:  
a. Dean of the Faculty (convener)  
b. Head/s of Department/s  
c. Chief Examiner  
d. Examiners in-charge of each course/paper

When the Head is a Chief Examiner or Examiner in charge of each examination course/paper, another member from the same Department may be called for the Results Verification Board.

- B36.7.5 The Head of the Department in-charge of the relevant course/s shall present the individual marks/grades sheets for different components of the examination/s (i.e. written, oral, laboratory, continuous assessment, etc.) and the answer scripts for scrutiny of the Results Verification Board.

All necessary information required to perform the above functions shall be provided by the SAR/Examinations to the Results Verification Board on the request of the Dean/Head of Department/Chief Examiner.

- B36.7.6 The Results Verification Board shall proceed to check the accuracy of additions, computation and transcription of results.
- B36.7.7 If the number of applications received is too large, the Dean of the Faculty in consultation with the Chief Examiner may appoint relevant Sub-Committees for verification of marks and grades. In such instances, the verified results should be tabled at the Results Verification Board for ratification.
- B36.7.8 If there is no change of grades, the Dean of the Faculty through the AR shall inform the candidate/s soon after the Results Verification Board meeting.
- B36.7.9 A Special Panel of Examiners meeting shall be held within five working days to ratify the results if a revision of marks /grades is necessary and the decision of the Special Panel of Examiners shall be the final.
- B36.7.10 If the marks and grades are changed, the amended results ratified by the Special Panel of Examiners shall further be approved by the Senate before it is released to the candidate/s.
- B36.7.11 The AR of the Faculty shall maintain records of all verification applications and the outcome of all applications and shall submit a report to the Faculty Board after completion of each re-scrutiny process.
- B36.7.12 Members of the Results Verification Board shall be remunerated as per the rates decided by the UGC for re-scrutinisation of papers.

### **B37 MARK SHEETS AND MARK BOOKS**

- B37.1 All final examination results sheets shall be bound in the form of books after the marks are approved by the Senate. A mark book of which the pages are numbered shall contain results of final examination of a programme in a given year. A content page shall be attached to each book to identify the course code, course description, etc. against the page numbers.
- B37.2 All mark books shall be kept under lock and key and shall be under the custody of the SAR/Examinations. All such mark books shall not be disposed of, but secured them for a period of 25 years.

### **B38 DISPOSAL OF ANSWER SCRIPTS AND QUESTION PAPERS**

- B38.1 The answer scripts shall be preserved for 5 continuous years. Until then they shall be kept under the safe custody of the SAR/Examinations.
- B38.2 After the lapse of the specified period, the SAR/Examinations shall dispose of the answer scripts by adopting a suitable method. However, he/she shall consult the relevant Deans/ Heads of the Departments before doing so.

B38.3 All excess question papers shall reach the SAR/Examinations from all centres. The SAR/Examinations shall distribute a definite number from the balance question papers to the Libraries and Departments within two months from the last date of a particular final examination.

Deans and academic Departments shall advise the SAR/Examinations as to which question papers should not be kept in the library for the perusal of students.

B38.4 At least two copies of every question paper shall be filed in the Examination Division, in addition to the copies kept in the library. The Examination Division shall have a repository for this purpose.

## **B39 EXAMINATION OFFENCES COMMITTED BY CANDIDATES**

### **B39.1 Examination Offences**

*The Examination Offences as extracted from Part II of the Examination Procedure, Offences and Punishment Regulations No. 1 of 1996 under General By-Law for Student Discipline No. 2 of 1996, as amended, are given below .*

#### **Part II – Examination Offences**

1. Any candidate who violates any of the requirements or conditions stipulated in Part I of these Regulations (as given in Section 22.1.50 of this Manual) shall have committed an examination offence.
2. Examination offences shall be classified as follows:
  - (a) Prior knowledge of a question paper or part thereof;
  - (b) Bringing in or having unauthorised documents or materials (e.g., programmable calculators, cellular phones, Wi-Fi devices and any other form of electronic devices that enable student to have any communication with outside) on his/her person or in his/her possession;
  - (c) Copying or attempting to copy;
  - (d) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat;
  - (e) Rendering improper assistance to another candidate;
  - (f) Impersonating or attempting to impersonate or allowing him/herself to be impersonated by another person;
  - (g) Removing of examination stationary or attempting to remove stationery;
  - (h) Removing answer scripts or part thereof from the examination hall;
  - (i) Disorderly conduct;
  - (j) Offering any gratification to any person, internal or external, entrusted with examination work, as an inducement or reward to obtain improper assistance or

undue benefit to him/herself or to any other candidate or to cause detriment to another candidate;

- (k) Acting contrary to the instructions given by the supervisor/ invigilator;
  - (l) Aiding and abetting the commission of any of the offences specified under 2(a), 2(b), 2(c), 2(d), 2(e), 2(f), 2(g), 2(h), 2(i), 2(j), and 2(k) above;
  - (m) Violation of any of the requirements or conditions stipulated in Part I of the Examination Regulation.
3. In respect of all evaluations, other than those conducted in accordance with the provisions of this “Examination Procedure”, no student shall,
- (i) copy or attempt to copy from another student’s project reports, dissertations, take home assignments, field work or any other form of evaluation, which may be determined by the University.
  - (ii) render improper assistance to another student in his/her project reports, dissertations, take home assignments, field work or any other form of evaluation, which may be determined by the University.
  - (iii) in his/her project reports, dissertations, take home assignments, field work or any other form of evaluation which may be determined by the University, include any material from any other source without due acknowledgement and which inclusion, in the opinion of the University authorities, amounts to plagiarism.

## **B39.2 Disciplinary Procedure**

*Reporting procedure for investigation and appointment and function of disciplinary committee are given below as extracted from Parts III of Regulations No.1 of 1996 under General By-Law for Student Discipline No.2 of 1996, as amended.*

### **Part III – Disciplinary Procedure**

#### **1. Reporting Procedure**

- (i) In all cases of examination offences detected, the supervisor shall, on the detection of the offence, take immediate possession of the student’s record book and unauthorized documents/material, if any. The supervisor shall then obtain a statement from the candidate, inclusive of his/her contact mailing address, which the candidate shall sign and he/she shall report the matter on the form provided for such purpose. The supervisor shall record a statement from an invigilator who shall be the witness to the case on this form. The relevance of unauthorized material to the question paper shall also be recorded on the report.
- (ii) If the candidate refuses to make such statement or to sign such statement, this fact shall also be recorded by the supervisor.
- (iii) In cases of disorderly conduct, the supervisor shall in the first instance, warn the candidates to be of good behaviour. Where the candidate persists in unruly or disorderly conduct the supervisor may exclude the candidate from the

examination hall and issue him a letter cancelling his/her candidature from the examination and forward a report to the Registrar. Where a candidate's offence is only disobedience, the supervisor shall warn the candidate and forward a report to the Registrar for further action.

- (iv) Any Examiner, Head of the Department Dean of a Faculty or any other official of the University who detects an examination offence, shall report the matter in writing, with any relevant documents, to the Registrar.
- (v) The Registrar shall place all reports of examination offences submitted by the supervisor/s and any allegations regarding the commission of offences from whomsoever, for the consideration of the Vice-Chancellor.
- (vi) The Vice-Chancellor shall decide whether the allegations shall be referred to the Examination Disciplinary Committee for inquiry and report.

## 2. **Examination Disciplinary Committee**

- (i) The Vice-Chancellor shall appoint an Examination Disciplinary Committee of 3 members of the Senate to inquire and make recommendations, including punishments, regarding alleged examination offences referred to it.
- (ii) The Vice-Chancellor shall appoint the Secretary to the Examination Disciplinary Committee. The Secretary shall function as the prosecuting officer and shall present the case against the student respondent/s.
- (iii) The Examination Disciplinary Committee shall frame the alleged charges on the student respondent and the Secretary shall convey under registered post such charges with a list of documents and witnesses and give at least fourteen days notice of the date of inquiry. The respondent shall have the right to inspect the documents referred to in such list.
- (iv) In the proceedings before the Examination Disciplinary Committee, the respondent shall appear in person, or be represented by a registered student of The Open University of Sri Lanka who has been nominated in writing by the respondent. Such nomination should be forwarded to the Examination Disciplinary Committee at least seven days before the date of the inquiry.
- (v) If the respondent appears before the Examination Disciplinary Committee and pleads guilty, the Disciplinary Committee shall record the plea of guilt and proceed to deal with such a respondent. If the Respondent pleads not guilty, the Disciplinary Committee shall proceed to inquiry.
- (vi) If the respondent fails to appear before the Examination Disciplinary Committee in the first instance he is called to do so, he/she shall be given one more chance to appear before the Disciplinary Committee, and shall be notified a new date by registered post. If on the second date fixed, the respondent does not present him/herself for the inquiry without a valid cause, the Disciplinary Committee shall proceed for ex-parte inquiry.
- (vii) The Examination Disciplinary Committee may call as a witness, the supervisor and or invigilator who detected the offence and any other prosecuting witnesses, as necessary.

- (viii) The Examination Disciplinary Committee shall, within thirty days of the reference, forward to the Vice-Chancellor their findings, the recommended punishments/s as set out in the Schedule of Punishments and the reasons thereof.
- (ix) The findings and the punishment/s recommended by the Examination Disciplinary Committee shall be submitted to the Senate and the Senate shall impose an appropriate punishment.
- (x) The Vice-Chancellor shall take appropriate action to communicate under registered post to the respondent the punishment imposed by the Senate within thirty days of the Senate decision.
- (xi) The student has a right to appeal against such decision.
- (xii) SAR/Examinations shall withhold the result of the relevant examination of the respondent student until such time the inquiry is complete.

### **B39.3 Appeals Procedure**

*Appeals procedure is given below as extracted from Parts IV of Regulations No.1 of 1996 under General By-Law for Student Discipline No.2 of 1996, as amended.*

#### **Part IV – Appeals Procedure**

1. Any appeal against the decision of the Senate shall be made to the Council through the Vice-Chancellor within thirty days of the receipt of such decision by the respondent.
2. The Council shall appoint an Examination Appeals Committee of three of its members who shall not be members of the senate.
3. The Council shall nominate the Chairman of the Examination Appeals Committee.
4. The Council shall appoint the Secretary to the Examination Appeals Committee on the recommendation of the Vice-Chancellor.
5. On an Appeal being made to the Council, the Vice-Chancellor shall submit to the Council the record of the proceedings of the Examination Disciplinary Committee. The decision on the Appeal by Examination Appeals Committee shall be made by considering the proceedings of the record.
6. In a fit case Examination Appeals Committee may require the Examination Disciplinary Committee to record further evidence on certain specific matters and forward the record early to the Examination Appeals Committee through the Vice-Chancellor.
7. The Examination Appeals Committee shall, within sixty days of the reference, forward to the Council through the Vice-Chancellor, its report containing the findings, the recommended punishments as set out in the Schedule and the reasons thereof.
8. The Council shall make the decision on the report of the Examination Appeals Committee at its next meeting.

9. When the Council considers the report of the Examination Appeals Committee of the Council, the three members of the Appeals Committee of the Council shall not participate in such proceedings.
10. The Vice-Chancellor shall communicate under registered post to the appellant student/s the decision of the Council which shall be final and conclusive.

### **INTERPRETATION**

*The Open University of Sri Lanka includes the Headquarters at Nawala, Regional Centre, Study Centres and Teaching Centres and any other examination centres used by the University for any purpose defined in the Universities Act No.16 of 1978, as amended.*

#### **B39.4 Punishments for Examination Offences**

*Schedule of Punishments for examination offences is given below as extracted from Schedule II of Regulations No.1 of 1996 under General By-Law for Student Discipline No.2 of 1996, as amended.*

### **Schedule II** **EXAMINATION OFFENCES** **Schedule of Punishments**

<b>No.</b>	<b>Offences</b>	<b>Recommended Maximum Punishment</b>
(i)	Prior knowledge of question paper or part thereof	a) Cancellation of results of the Whole or Part Examination, <u>and</u> , b) Suspension from the University for two academic years and withholding of Certificate, if appropriate
(ii)	Bringing in or having in possession unauthorised documents or materials	a) Cancellation of results of the Whole or Part Examination, <u>and</u> , b) Suspension from the University for two academic years and withholding of Certificate, if appropriate
(iii)	Copying or attempting to copy	c) Cancellation of results of the Whole or Part Examination, <u>and</u> , d) Suspension from the University for two academic years and withholding of Certificate, if appropriate
(iv)	Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat	a) Cancellation of results of the Whole or Part Examination, <u>and</u> , b) Suspension from the University for two academic years and withholding of Certificate, if appropriate



(v)	Rendering improper assistance to another candidate	a) Cancellation of results of the Whole or Part Examination, <u>and</u> , b) Suspension from the University for two academic years and withholding of Certificate, if appropriate
(vi)	Impersonating or attempting to impersonate or allowing to be impersonated by another person	a) Cancellation of results of the Whole or Part Examination, <u>and</u> , b) Suspension from the University for two academic years and withholding of Certificate, if appropriate, <u>or</u> c) Expulsion from the University
(vii)	Removal of examination stationery or attempting to remove examination stationery	a) Severe warning and record of same in the student's personal file, <u>or</u> b) Suspension from the University for one academic year, and withholding of Certificate, if appropriate
(viii)	Removal of answer scripts or part thereof from the examination hall	a) Severe warning and record of same in the student's personal file, <u>or</u> b) Suspension from the University for one academic year and withholding of Certificate, if appropriate
(ix)	Disorderly conduct	Severe warning and record of same in the student's personal file
(x)	Offering any gratification to any person, internal or external, entrusted with examination work	a) Cancellation of results of the Whole or Part Examination, <u>and</u> , b) Suspension from the University for two academic years and withholding of Certificate, if appropriate, <u>or</u> c) Expulsion from the University
(xi)	Plagiarism	a) Cancellation of results of the Whole or Part Examination, <u>and</u> , b) Severe warning and record of same in the student's personal file, <u>or</u> Suspension from the University for one academic year and withholding of Certificate if appropriate
(xii)	Acting contrary to the instructions given by the supervisor/ invigilator	Severe warning and record of same in the student's personal file
(xiii)	Aiding and abetting the commission of any of these offences specified above	<b>a)</b> Cancellation of results of the Whole or Part Examination, <u>and</u> , <b>b)</b> Suspension from the University for two academic years and withholding of Certificate, if appropriate

(xiv)	Violation of any of the requirements or conditions stipulated in Part I of the Regulations	Imposition of any of the punishments mentioned above, depending on the gravity of the offence
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For any offence not defined under these Regulations, and for which no punishment has been set out in the Schedule above, the punishment shall be a severe warning or as determined by the Senate.

For all the offences defined above, a lesser punishment than the recommended maximum could be considered by the Examination Disciplinary Committee and the Senate as appropriate, with valid reasons given.

### **INTERPRETATION**

Whole examination:– All examinations, including the continuous assessments, conducted for that Programme of Study in that particular academic year.

Part Examination:– All examinations, including the continuous assessments, conducted for the particular course.

Maximum Punishment:– Punishment to be imposed shall not exceed the specified as maximum.

## **B40 EXAMINATION OFFENCES COMMITTED BY VARIOUS INDIVIDUALS OTHER THAN CANDIDATES**

Offences may be committed by the members of the academic and academic support staff or non academic staff in the Examination Division or staff of the Regional Services or any other staff of the University in performing their duties with respect to examinations.

### **B40.1 Unauthorized communication**

B40.1.1 Divulging the contents of a secret document/s or a part or parts thereof. Secret documents are question papers or parts thereof, any supplementary material related to question papers, mark sheets, any documents, papers, etc. used to prepare question papers, details of inquiry reports of examination offences, Senate decisions related to examinations, and any other materials or documents which directly or indirectly falls into the category of examination documents.

B40.1.2 Delivery or transmission of a question paper or part thereof, any answer script, mark sheet, mark book, computer storage device, masters of digital copy printers, computer software or hardware, waste documents from a printing source with regard to a question paper, etc., relating to any examination to any person to whom he/she is not authorized to deliver or transmit such material or documents.

B40.2 Unauthorized divulging of marks

B40.2.1 No Examiner or person entrusted with filing up of mark sheets, mark books, or processing marks in the Examination Division shall divulge any information relating to the marks on answer scripts or marks on mark sheets, or mark book to any unauthorized person.

B40.3 Dishonest marking

B40.3.1 No unauthorized persons other than Marking Examiner whose appointment has been approved by the Senate shall mark an answer script.

B40.3.2 The Chief Examiner, Marking Examiners and Checking Examiner, whose appointments have been approved by the Senate shall be completely honest in marking answer scripts or handling marks in answer scripts.

B40.4 Dishonest alterations

B40.4.1 Every erasure or cancellation, interpolation or any other alternation in any mark book, mark sheet or answer scripts, shall be done by any person who is authorised to do so (Marking Examiner or Chief Examiner) and he/she shall authenticate the alterations by placing his/her signature. No correction fluid shall be used for alternations. Any deletion shall be crossed with visibility by one line; change should be clearly written and initialed against such changes.

B40.4.2 No alternations shall be made to the Registrations Numbers or Index Numbers on sheets generated by the student database. Any discrepancy of such numbers shall be immediately brought to the attention of the SAR/Examinations and AR/Students affairs.

B40.4.3 Completely missing records of students in an examination documents may be added to that document, if appropriate, only by the SAR/Examinations or an authorized supervisor who conducts the examination. SAR/Examinations or the supervisor shall establish the cause to enter a missing record of a student.

B40.5 Dishonest disposal and disclosure of secret documents

B40.5.1 Fraudulent disposals and disclosure of secret documents or part thereof, making a copy of such secret document or part thereof, by any person. No person entrusted with the duty of typing, word processing, photocopying, printing, packeting or making by manual, mechanical or electronic means any secret document relating to any examination, or by any person whose duty is to assist in the aforementioned duties shall dispose or disclose any examination document. No person shall store or attempt to store such details with the motive of divulging examination information considered as confidential to others.

B40.5.2 Transmission of question papers by facsimile or in any other unsecure manner.

- B40.6 Theft or dishonest breaking of a receptacle containing secret documents
- B40.6.1 Fraudulently or dishonestly breaking open or destroying of any sealed packet, safe or other receptacle containing ant secret documents relating to the examinations or taking out any such document or part thereof.
- B40.7 Fraudulent introduction of answer scripts
- B40.7.1 The introduction, insertion or exchange of another script or part of it in place of another script or part of that script answered by a candidate.
- B40.8 Dishonesty by commission or omission
- B40.8.1 The commission or omission of any act relating to the conduct of an examination which is deemed by the Vice-Chancellor to be of a fraudulent or dishonest nature.
- B40.9 Assistance or Connivance
- B40.9.1 The abatement, assistance or connivance with another person in the commission of one or more of the above offences.
- B40.10 Supervisors and invigilators evading responsibilities
- a) Evading or shirking responsibilities in discharging duties in examination.
  - b) Absence from reporting to examination duty and lack of punctuality in conducting examination activities.
  - c) Invigilators not discharging duties to the satisfaction of the supervisors.
  - d) Negligence and carelessness in documentation and managing the examinations.
- B40.11 Chief Examiner, Setting Examiners, Moderator and Marking Examiners evading responsibilities
- a) Negligence to act responsibly in carrying our duties or inability to fulfil obligations with respect to assessment of student performances.
  - b) Failure to adhere to the assessment procedure
  - c) Failure to maintain the accuracy, confidentiality, in marking answer scripts, adding marks.
  - d) Failure to hold responsibility as an academic in discharging duties in examination matters.
- B40.12 Administrative Officers evading responsibilities
- a) Failure to provide examination halls
  - b) Failure to maintain the cleanliness of the examination halls
  - c) Negligence of handling packet/s of question papers
  - d) Failure to take charge of packet/s of question papers
  - e) Failure to maintain the confidentiality of packet/s of question papers.
  - f) Failure to send packets of answer script to the Division of Examination as requested by SAR/Examinations.

- g) Failure to see that the examinations are conducted satisfactorily and to provide the necessary assistance and support services in executing the examination function.

**B40.13 Non-academic staff who violate the examination procedures**

The members of the non academic staff in the Division of Examinations or Division of Regional Services or Regional Centres or any other University employee, if fails to follow the examination procedures shall be reported to the Registrar by the their Supervisory Officers concerned or SAR/Examinations.

Disciplinary Inquiry shall be held and punishments shall be imposed against those who are found guilty according to the Establishments Code of the University Grants Commission and the Higher Education Institutions.

- B40.14** The SAR/Examinations, Director/RES, Assistant Director/RES, Officers-in-Charge, etc. may delegate duties to their subordinate staff. Such Officers are accountable for the duties delegate to their subordinate. Failure of these Officers to hold accountability is a punishable offence.

**B40.15 Academic and academic support staff who violate the examination procedures**

It is the responsibility of the Heads of the Departments and Deans to oversee such functions executed by the Chief Examiners, Setting Examiners, Marking Examiners, Moderators, Checking Examiners, etc., and take action against those who violate the procedures and evade or shirk responsibilities. Failure of Heads of the Departments and Deans to supervise the members of academic staff under them is an offence.

**B41 QUARANTINE PROCEDURE**

There can be instances where a time table clash occurs when there is an overlap of the scheduled times of two examination papers, in spite of extreme care exercised in ~~setting~~ preparing examination time tables. This situation should arise only in cases of a few candidates. The following quarantine procedure should be followed by the SAR/ Examinations and the examination hall staff to deal with the problem.

- B41.1** A clash of time tables of a candidate is first noticed by the candidate him/herself. The candidate shall inform the relevant Head of the Department/Dean of the Faculty about the clash in writing. The Head of the Department/Dean of the Faculty shall inform SAR/Examinations for further action.
- B41.2** The SAR/ Examinations shall call the candidate and obtain his/her consent to sit for both question papers of which the times clash, under quarantine conditions and shall obtain the student's consent in writing.
- B41.3** If the candidate is neither willing to sit both papers under the above conditions, nor does he/she give in writing his/her consent he/she shall be informed to sit one of the question papers as he wishes.
- B41.4** Once the candidate gives his/her consent, the SAR/Examinations shall consult the relevant Dean/Head of the Department and with their agreement arrange the candidate to sit for both papers under quarantine conditions.

B41.5 He/she shall inform the supervisor/s who are on duty on the day the examination papers are to be conducted.

#### **B41.6 Conducting Examinations under Quarantine Conditions**

B41.6.1 The supervisor shall call the candidate and explain the procedure and inform him/her to answer one of the question papers first, submit the answer script and then commence the second question paper.

B41.6.2 The supervisor shall make arrangements to isolate this student from the others for the purpose of easy identification and to prevent communication with other candidates.

B41.6.3 The supervisor shall distribute the first question paper which the candidates wishes to answer, for, and at the end of the period, collect the answer script before he collects the answer scripts of others.

B41.6.4 The supervisor shall assign an invigilator to take care this particular candidate so that he/she has no dealings whatsoever or communication in any form with other candidates.

B41.6.5 Once other candidates leave the examination hall, the supervisor shall make arrangements for the quarantined candidate to have a meal and attend to other basic needs, under the supervision of the invigilator. The candidate shall be given a rest of one hour interval or less time interval, as the candidate wishes, before he/she starts the second examination paper.

B41.6.6 After the interval, the candidates shall be asked to sit for the second paper and the supervisor shall distribute the question paper.

B41.6.7 At the end of the period, the supervisor shall collect the answer script and packet it separately, as the other answer scripts of this question paper are already packeted. The envelope of this answer script or scripts shall carry a title "Quarantined Candidate/s."

#### **B42 PAYMENTS FOR THE SERVICES RELATED TO FINAL EXAMINATIONS**

Rates of payment for the various services in connections with the conduct of examinations and evaluation of student performances shall be determined by the Finance Committee and approved by the Council in line with the current UGC Circulars.

##### **B42.1 Vouchers and Claims**

B42.1.1 Claims for services in examinations shall be prepared in the vouchers of the OUSL.

All claims shall be made by preparing a voucher by the applicant. The applicant shall clearly write the dates and the description of the services rendered by him/her before submitting it the relevant authority.

B42.1.2 A claim prepared by the supervisor/invigilator/hall attendant for his/her services shall be submitted to the SAR/Examinations. On checking the

voucher against the attendance sheet, the SAR/Examinations shall approve the claim.

- B42.1.3 Any authorized payment to be made to the Examiners of a particular examination shall be certified by the Head of the Department. In the case of Marking Examiners, the claim shall clearly reflect a list of Index Numbers of the students examined on the reverse side of the voucher, in addition to the other details required in the voucher. The SAR/Examinations shall approve the claim, on ensuring the accuracy of student numbers, rates and other relevant details.

If the Chief Examiner and the Head of the Department is the same person, then the claim shall be certified and approved by the SAR/Examinations in conforming to the list of Examiners approved by the Senate.

- B42.1.4 The SAR/Examinations shall submit the approved vouchers to the Bursar for payment.

### **B43. DECLARATION OF RELATIONSHIPS**

It is the responsibility of those involved in examination work to declare any close relationship/s they have with candidates. When a relative of a member of staff sits an examination, the staff member should refrain from relevant examination functions and not accept examination duties on his/her part.

- B43.1 The Head of Department/Dean of Faculty shall ensure that all academic and academic support staff members annually declare any relationships they have with candidates.

The external Examiners are also expected to make a declaration in this effect.

Such declarations shall be forwarded to the SAR/Examinations through Head of Department and Dean of Faculty. SAR/Examinations shall compile all such declarations.

- B43.2 Heads of Departments shall avoid appointing such staff as Examiners, where a relative is expected to sit the examination.
- B43.3 The SAR/Examinations shall avoid appointing such persons who have declared to have relatives as candidates as supervisors and invigilators in those examinations. Such persons shall be permitted to enter the confidential room of the Examination Division, only with permission of the SAR/Examinations.
- B43.4 The SAR/Examinations shall not have any members of staff working in the Examinations Division if they are registered students for any OUSL study programme, where Examinations Division is involved in conducting tests/examinations, or those who have relatives sitting examinations conducted by the Examination Division of the OUSL.
- B43.5 The Senate shall specify the form of relationship that should be declared for this purpose.

## PART C

# GRADING TESTS, SELECTION TESTS AND PRACTICAL TESTS

**Grading Tests (GR):** These are the tests conducted by the Assistant Directors/Officers-in-Charge of Regional and Study Centres under the guidance of a particular Faculty/Academic Department to grade prospective students who wish to register for a given academic programme/s. For example, English Grading Test to grade the students who intend to enrol in an academic programme conducted by a Faculty. These tests are normally conducted before the registration commences, so that the student has the opportunity to obtain exemption in a course or courses, or grade their knowledge in a particular subject/discipline depending on the marks they gain at the Grading Test.

**Selection Tests (ST):** These are the tests conducted by the Assistant Directors/Officers-in-Charge of Regional and Study Centres to select a specified number of students from a prospective population of students for a given academic programme. For example, the selection test conducted to select students from a large number of applicants who wish to register for the Law programme.

**Practical Tests (PT):** Some academic programmes and courses require the candidates to appear for a test which tests their abilities in the real world applications. Such tests are components of the final examinations of the relevant course or programme and these tests are usually conducted by the respective academic Departments with limited involvement of the SAR/Examinations.



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## **C1 RESPONSIBILITIES OF VARIOUS AUTHORITIES IN GRADING TESTS AND SELECTION TESTS**

The overall responsibility for the administration of the Grading Tests (GT) and Selection Tests (ST) shall fall on the SAR/Examinations. The SAR/Examinations shall delegate the authority to the individual Assistant Directors/Officers-in-Charge in the Regional and Study Centres.

### **C1.1 Assistant Directors and Officers-in-Charge in the Regional and Study Centres**

- C1.1.1 Issue admission cards to the prospective students for GT and ST along with the application form.
- C1.1.2 Inform the numbers of applications sold in each centre in respect of the programme for which the GT or ST is to be held to the Director/Operations.
- C1.1.3 Negotiate with authorities of school in the regions, reserve and arrange examination centres to conduct GTs or STs.
- C1.1.4 Give fullest co-operation to the Director/Operations to arrange the tests. Assistant Directors/Officers-in-Charge shall appoint supervisors, invigilators and hall attendants from the respective regions.
- C1.1.5 Make hall arrangements, appoint supervisors/invigilators and hall attendants to conduct tests.
- C1.1.6 Conduct tests according to the examination procedure given under Part B of this Manual.
- C1.1.7 Utilize the resources available to them at their respective centres in order to conduct these tests efficiently and effectively.
- C1.1.8 Dispatch packets of answer scripts to the Examination division or in consultation with the Faculty/Programme Coordinator/Head of the Department to distribute answer scripts to Examiners.
- C1.1.9 Approve payment vouchers of those who were involved in examination duties and sending them to the Bursar.
- C1.1.10 Be responsible to the SAR/Examinations in carrying out duties related to Grading Tests and Selection Tests.

### **C1.2 Director/Operations**

- C1.2.1 Consult Programme Coordinators and relevant Head of the Department/Dean of the Faculty and finalize the dates/times to conduct such tests.
- C1.2.2 Inform SAR/Examinations on the number of prospective candidates in each Regional / Study Centres for the purpose printing correct number of question papers.

### **C1.3 Head of the Department /Programme Coordinators**

- C1.3.1 Assist SAR/Examinations and Director Operators in finalizing the dates for the tests, examination centres and candidates in each centre.
- C1.3.2 Prepare question papers in conforming to the requirements of relevant programmes/Departments and submit the same to the SAR/Examinations for printing.
- C1.3.3 Assign academics to be present at the time of printing and packeting of the question papers in the Examination Division.
- C1.3.4 Provide supervisors and invigilators to conduct tests on the requests of Assistant Directors/Officers-in-Charge.
- C1.3.5 Receive the packets of answer scripts from the Assistant Directors/Officers-in-Charge /SAR Examinations, mark them, enter marks in the mark sheets and submit to the SAR/Examinations, meeting the deadlines.
- C1.3.6 Recommend Examiners to the Faculty Board and approval of the Senate.

### **C1.4 SAR/Examinations**

- C1.4.1 Be the person-in-charge for the administration of GTs and STs.
- C1.4.2 Be accountable for the authority delegated to the Assistant Directors/Officers-in-Charge of Regional/Study Centres.
- C1.4.3 Give approval to appoint supervisors, invigilators and hall attendants to conduct GTs and STs.
- C1.4.4 Printing question papers and distribution of the same to examination centres. Same procedure given under Part B shall be followed in this case.
- C1.4.5 In consultation with the relevant Programme Coordinator/Head of the Department to distribute the packets of answer scripts to the Marking Examiners and collection of the same from them once marking is over.
- C1.4.6 Submit the corrected answer scripts with the mark sheets to the relevant Head of the Department/Programme Coordinators.
- C1.4.7 Publish the results once the approval is given to do so, with assistance of Director/IT.
- C1.4.8 Approve payments to the staff involved in conducting examinations and maintain the documents related to such payments.

## **C2 PROCEDURE FOR CONDUCTING GRADING TESTS AND SELECTION TESTS**

- C2.1 Assistant Directors/Officers-in-Charge shall issue admission cards for GTs and STs along with the application forms. Each admission card shall be issued to the candidate's name and his/her NIC number. The admission card should carry the name of the candidate, NIC Number, Index Number and the centre. This data should be maintained in the computer database.

The candidates shall be given clear instructions to retain and produce the admission card at the test.

Assistant Directors/Officers-in-Charge shall prepare attendance sheets for the test based on the information in the database with the NIC number, name of the applicant and the assigned Index Number and centre.

- C2.2 The Director/Operations shall determine the number of applications sold at various Regional/Study Centres and by Public Information Office and provide such information to SAR/Examinations so that the SAR/Examinations shall arrange printing and packeting of the question papers in correct numbers required by different centres.

- C2.3 The relevant Heads of the academic Departments/Chief Examiner shall arrange the question paper to be set and moderated and deliver to the SAR/Examinations for printing. The SAR/Examinations shall print the question papers conforming to the sold application numbers given by Director/Operations.

- C2.4 Director/ RES and his/her staff at the Regional and Study/Centres shall negotiate with the authorities to obtain schools as examination centres or any other suitable halls to conduct tests.

- C2.5 In consultation with the SAR/Examinations, Director/RES or Assistant Directors/Officers-in-Charge shall appoint internal or external persons to supervise and invigilate the tests. Assistant Directors/Officers-in-Charge shall ensure that they appoint supervisors and invigilators who are competent to discharge duties as supervisors and invigilators.

Assistant Directors/Officers-in-Charge of Regional/Study shall have a pool of supervisors and invigilators from the respective regions conforming to the guidelines described in this Manual, and obtain prior approval from the SAR/Examinations to appoint persons from the approved pool, as and when necessary.

Supervisors/invigilators shall first be appointed from among the academic and academic support staff of OUSL.

Over and above of the OUSL academic and academic support staff, the services of administrative staff and visiting academics of the OUSL shall be obtained if the need arises.

When supervisors/invigilators are required over and above the numbers that can be found from OUSL and visiting academics, services of teachers from among the approved pool shall be obtained.

Under exceptional circumstances, when an Assistant Director assumes the duties of a supervisor for a test, he/she shall be completely free from his/her duties and responsibilities as the Assistant Director and be in the Examination hall during the period of the test.

- C2.6 Assistant Directors/Officers-in-Charge shall appoint hall attendants selecting from suitable persons from the OUSL and outside.
- C2.7 Printing of question papers shall take place at least seven days before the date of the test. Printing and packeting of question papers shall conform to the requirements as stated in Part B of this Manual.
- C2.8 The SAR/Examinations shall deliver the packets of question papers to the Regional and Study centres at least two days before the date of the test and thereafter the Officers-in-Charge of the centres shall take action to deliver the packets to the supervisors as stated in Part B of the Manual.
- C2.9 Supervisors shall conduct tests in accordance with the guidelines that apply to the conduct of Examinations as explained in Part B of this Manual.

The Assistant Director/Officer-in-Charge shall make arrangements to number the desks and the supervisor shall check the numbering of desks in conforming to the attendance sheets.

- C2.10 The Assistant Directors/Officers-in-Charge shall take action to deliver the packets of answer scripts within three days to the SAR/Examinations or relevant academic Department or the Examiners according to the instructions given by the Faculty/Academic Department.

The Director / RES shall closely monitor the distribution of the packets of answer scripts to the relevant destination without delay.

- C2.11 The relevant Dean in consultation with the Head of the Department and Programme Coordinator shall set deadlines to complete marking of answers scripts and submit the marks properly documented to SAR/Examinations.

The SAR/Examinations shall follow the scheduled dates and work towards releasing results of a test. He/she shall make the results available for registration/ orientation, in the case of a GT.

- C2.12 The SAR/Examinations shall make arrangements to feed the marks to the OMIS. Marks may also be entered to the OMIS by Assistant Directors/Officers-in-Charge under the supervision of SAR/Examinations/Chief Examiner/Head of Department.
- C2.13 The SAR/Examinations shall publicise the results on the website in the case of ST with the assistance of the Director/IT or make the marks available in the OMIS to be used by the academic counsellors at the time of registration in the case of GT.
- C2.14 SAR/Examinations shall make all the GT marks available to the Faculty at least three days before the commencement of the registration/counselling of the programme concerned.

### **C3. PRACTICAL TESTS**

A practical test is usually conducted as a component of a Final Examination of a given course. The nature of the test varies from one course to another or one programme to another and this variation requires the respective Department to play independent roles in designing their own methods on how to conduct such tests. It is the usual practice to break the whole batch of students into small groups of around forty candidates or less for convenience of conducting practical tests. Examiners are appointed to examine each group. These tests are conducted in standard laboratories for some courses and in class room spread all over the country for some other courses.

However, there are certain matters which shall be considered in conformity with the examination procedures.

#### **C3.1 Examiners and Coordination of the work of Examiners**

- C3.1.1 All Examiners shall be appointed by the Senate on the recommendations of the Faculty Board.
- C3.1.2 The programme Coordinators and Chief Examiners shall closely monitor the work of the individual Examiners and provide necessary guidelines to Examiners who may or may not be the members of the academic staff of the OUSL.
- C3.1.3 Programme Coordinators shall coordinate the work of individual Examiners, check number of students in a group against the number of entries.
- C3.1.4 Programme Coordinators shall ensure the accuracy of marks, transferring marks from the answer scripts to mark sheets.
- C3.1.5 Programme coordinators or course coordinators shall maintain copies of record of marks with them.

#### **C3.2 Submission of Marks**

- C3.2.1 Checking Examiners shall check entries of marks. They shall use their discretion and adapt their own methods to check the accuracy of the marks. Each Checking Examiner shall not check more than 200 entries.
- C3.2.2 Chief Examiners are accountable for the work of the Marking Examiners and the Checking Examiner.
- C3.2.3 All mark sheets shall be duly filled and signed by the Chief Examiner, Marking Examiner/s and Checking Examiners.
- C3.2.4 SAR/Examinations shall not accept any mark sheet without being properly documented.
- C3.2.5 Once the mark sheets are submitted to the Examinations Division they shall not be withdrawn or changes shall not be effected unless the respective Dean certifies such changes.

- C3.2.6 All other guidelines applicable to the final examinations shall appropriately apply to the practical tests as well.
- C3.2.7 When the practical test is a component of the final assessment or the final examination, the SAR/Examinations shall process the marks of all components in conforming to the Senate approved assessment criteria. A draft result sheet shall be sent to the respective academic Department in order to verify the accuracy of the processed results.
- C3.2.8 The respective academic Department shall manually check the results taking records randomly. The Chief Examiners shall verify the number of student records against the number of signatures obtained in the test.

#### **C4 SUBMISSION OF VOUCHERS**

- C4.1 The Assistant Director/Officer-in-Charge of Regional/Study Centre shall approve the payment vouchers of the supervisors, invigilators and hall attendants involved in a GT or ST, on checking the voucher against the attendance sheet. The SAR/Examinations shall approve the claims made by the supervisors, invigilators and hall attendants involved in PTs.
- C4.2 All Examiners shall submit the vouchers carefully filled and shall write the student numbers examined by each individual Examiner. A list of Index Numbers of the students examined shall be reflected on the reverse side of the voucher.  
  
The Head of Department shall certify and recommend the claims of Examiners to the SAR/Examinations. On ensuring the accuracy of student numbers, rates and other relevant details, the SAR/Examinations shall approve the claims.
- C4.3 The SAR/Examinations and Assistant Directors/ Officers-in-Charge of Regional/ Study Centre shall forward the vouchers to the Bursar for payment.