
Chapter IX: Examination Rules

9.1. Entering and Leaving the Examination Hall

- 9.1.1. Candidates shall be present outside the Examination Hall at least 15 minutes before the commencement of the Examination and shall enter the Examination Hall only after the announcement made by the Supervisor. *Presence of Candidates*
- 9.1.2. No candidate shall be admitted to the Examination Hall for whatever reason after 30 minutes from the commencement of the Examination. *Entering & Leaving*
- 9.1.3. No candidate shall be allowed to leave the Examination Hall until the Examination is over, the papers are counted, and the numbers are verified.

9.2. Seating

- 9.2.1. On admission to the hall, a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instructions of the Supervisor. *Seating*

9.3. Identity of the Candidates

- 9.3.1. In a rare circumstance if a candidate fails to produce his Student Identity Card/Record Book and the admission at the examination for the purposes of identification, he/she shall be required to report to the SAR and produce a letter signed by the SAR of the relevant faculty to the supervisor concerned before the commencement of the exam. *Identity*

Meanwhile, the candidate shall be provisionally allowed to sit the paper, under the condition that he/she shall establish his identity by producing the Student Identity Card/Record Book to the SAR of the relevant faculty within the period defined by the SAR. The Supervisor shall ensure to attach the above-mentioned letter to the signed attendance sheet.

- 9.3.2. If a candidate loses his Student Identity Card/Record Book in the course of the Examination, he/she shall obtain a duplicate Record Book/Identity Card from AR/SAR/DR, of the relevant Faculty to take part in the rest of the examination.

9.4. What Candidate Should Not Bring to the Examination Hall

- 9.4.1. No candidate shall have in his possession, (e.g. in his clothes, on the Admission Card, Record Book or any other object he/she is permitted to bring into the Examination Hall), any notes, signs and formula or any other unauthorized material. Books, notes, parcels, handbags, electronic devices capable of storing, retrieving, communicating, capturing text and data, including mobile phones, smart watches, smart glasses etc. are not allowed. *Prohibited Materials*

9.5. Declaration of Articles on Possession

- 9.5.1. Candidates shall bring their pens, ink, mathematical instruments, erasers, pencils, or any other equipment or stationery which the candidates have been instructed to bring. *Materials allowed*
- 9.5.2. A candidate may be required by the Supervisor to declare any item in his/her possession. *Declaration of Articles*

9.6. Copying

- 9.6.1. No candidate shall copy or attempt to copy from any book, paper, notes, mobile phone, electronic devices and similar material or the scripts of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. *Copying*
- 9.6.2. A candidate shall neither conduct himself so negligently that an opportunity is given to other candidates to read anything written by him/her nor watch any practical examination conducted by him/her.
- 9.6.3. A candidate shall neither use any other unfair means nor seek/obtain/render improper assistance at the Examination.

9.7. Cheating

- 9.7.1. No candidate shall submit a practical or field book, dissertation, project study or answer scripts which have been done entirely or partly by anyone other than the candidate himself. *Cheating*

9.8. Use of Examination Stationery

- 9.8.1. Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, precis paper etc.) will be supplied to candidates whenever necessary. No sheet, paper or answer book supplied to a candidate may be torn, crumpled, folded, or otherwise mutilated. *Use of Examination Materials*

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- 9.8.2. No papers other than those supplied by the Supervisor or Invigilator shall be used by the candidates. All materials supplied, whether used or unused, shall be left on the desk and not removed from the Examination Hall.

9.9. Index Number

- 9.9.1. Every candidate shall enter the Index Number on the answer book and every continuation paper. The candidate 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, is liable to be considered as having attempted to cheat. *Index Numbers*
- 9.9.2. A script that bears no Index Number or an Index Number which cannot be identified or verified, is liable to be rejected. No candidate shall write his/her name or any other identifying marks on the answer scripts.

9.10. Rough Work to be Cancelled

- 9.10.1. All calculations and rough work shall be done only on papers supplied for the Examination and shall be cancelled and attached to the answer script. *Rough work on papers*
- 9.10.2. Such work should not be done on Admission Cards, question papers, Record Book or on any other paper. Any candidate who disregards these instructions will be considered as having written notes or outline of answers with the intention of copying.

9.11. Unwanted Parts of Answer to be Crossed Out

- 9.11.1. Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed off. If the same question has been attempted in more than one place, the answer or answers that are not to be counted shall be neatly crossed off. *Unwanted parts of answers*

9.12. Under the Supervisor's Authority

- 9.12.1. Candidates are under the authority of the Supervisor and shall assist him/her by adhering to the instructions of the Supervisor/Invigilators during the examination and immediately before and after it. *Authority of Supervisor*

9.13. Conduct

- 9.13.1. Every candidate shall conduct himself in the Examination Hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his staff or other candidates. In entering and leaving the Examination Hall, he/she shall conduct himself as quietly as possible. A candidate is liable to be excluded from the Examination Hall for disorderly conduct. *Disorderly Conduct*

9.14. Stopping Work

- 9.14.1. Candidates shall stop work promptly when ordered by the *Stopping Work* Supervisor/Invigilator to do so.

9.15. Maintenance of Silence

- 9.15.1. Absolute silence shall be maintained in the Examination Hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilators. *Maintenance of Silence*
- 9.15.2. In case of urgent necessity, a candidate may communicate with the Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by raising his/her hand from where he/she is seated.

9.16. Leaving the Hall

- 9.16.1. During the course of answering a paper, no candidate shall be permitted to leave the Examination Hall temporarily. In case of an emergency, permission shall be granted to leave the Examination Hall, but the candidate will be under the surveillance of the Supervisor/Invigilator. *Leaving the Examination Hall Temporarily*

9.17. Impersonation

- 9.17.1. No person shall impersonate a candidate whether in the Examination Hall or before or after the Examination nor shall any candidate allow him/herself to be impersonated by another person. *Impersonate*

9.18. Dishonesty

- 9.18.1. Serious notice will be taken of any dishonest assistance given to a candidate, by any person. *Dishonesty*

9.19. Cancellation or Postponement

- 9.19.1. If circumstances arise which, in the opinion of the Supervisor, render the cancellation or postponement of an examination, if necessary, he/she shall stop the Examination, collect the scripts already written and then report the matter in writing to the AR/SAR/DR, of the relevant Faculty and the Dean. *Cancellation / Postponement*

9.20. Making Statements

- 9.20.1. The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the Examination and such statements shall be signed by the candidate. No candidate shall refuse to make such a statement or sign it. *Statements*

9.21. Handing Over of Answer Scripts

- 9.21.1. Candidates shall hand over the answer scripts personally to the Supervisor or Invigilator or remain in the seat until they are collected. On no account shall a candidate handover his/her answer scripts to the Hall Attendant or another candidate. *Handing over the answer scripts*

9.22. Absence from an Examination

- 9.22.1. When a candidate is unable to present him/herself for any part/section of an Examination, he/she shall notify or make arrangements to notify this fact to the AR/SAR/DR, of the relevant Faculty immediately. This should be followed by a letter with supporting documents sent by registered post/e mail within two weeks of the incident. Candidates who did not attend the Examination for medical reasons shall submit the medical certificates. *Absence & Medical Certificate*

9.23. Number of Attempts

- 9.23.1. No student shall sit an Examination if he/she has exhausted the number of attempts that he/she is allowed to sit that particular Examination unless the student has been granted special permission to do so by the Senate. *Eligibility to retake*

Chapter X: Examination Offences and Punishments

10.1. Offences

- 10.1.1. A candidate who violates any of the requirements or conditions stipulated in the Examination Rules and Regulations shall be considered as having committed an Examination Offence. *Classification*

Examination irregularities are classified as follows:

- Possession of unauthorized documents or removal of examination stationery
- Possession of telecommunication or transmitting devices
- Plagiarism from the internet or any other sources
- Disorderly conduct
- Entering the Examination Hall without permission
- Leaving the Examination Hall without permission, or attempting to do so or helping such acts
- Copying (even detected while marking the answer scripts)
- Obtaining or attempting to acquire improper assistance or cheating or attempting to cheat
- Impersonation
- Aiding and abetting the commission of any of offences
- Violation of any of the requirements or conditions stipulated in Chapter 8.
- Other examination irregularities determined by the Senate

- 10.1.2. There shall be an Examination Disciplinary Committee, comprising members from each Faculty, appointed by the Senate to investigate into and make recommendations (including punishments) regarding Examination Offences referred to it. The recommendations of the Examination Disciplinary Committee shall be submitted to the Senate for the final decision. *Disciplinary Committee*
- 10.1.3. In all cases of commission of Examination Offences detected (even detected while marking the answer scripts), the Supervisor/Examiner shall take action as outlined below and forward his/her report to the Vice-Chancellor with a copy to SAR/AR/DR, Examinations for further action.
- 10.1.4. The SAR/AR/DR, Examinations shall place all reports of Examination Offences submitted by the Supervisors, for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.

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- 10.1.5. Any Examiner, HoD, the Dean or any other official of the University who detects an Examination Offence shall report the matter in writing to the Vice-Chancellor, with a copy to AR/SAR/DR, of the relevant faculty/unit, for necessary action. *Reporting*
- 10.1.6. A candidate who is found guilty of Examination Offences is liable to one or more of the following punishments. *Punishments*
- Removal of his/her name from the pass list
 - Cancellation of candidature from whole or part of the examination
 - Delaying the release of results of the final examination by one academic year
 - Cancellation of results of course unit/s and adjustment of maximum obtainable marks equivalent to an ordinary pass
 - Not to award classes
 - Suspension from university examinations indefinitely or for a period decided by the Senate
 - Ban participation in the Convocation
 - Suspension of studentship for a period decided by the Senate
 - Cancellation of studentship
- 10.1.7. Any candidate found aiding and abetting the commission of any Examination Offence shall be liable to the same punishment as that applicable to offences.
- 10.1.8. An appeal against the decision of the Senate shall be made to the Vice-Chancellor within three weeks of the receipt of the notification. *Appeals*