

**THE OPEN UNIVERSITY OF SRI
LANKA
EXAMINATION RULES**

1. 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 the Supervisor.

2. A candidate shall occupy the seat allotted to him/her in the examination hall and shall not change it except on the specific instructions of the Supervisor.

3. A candidate is required to identify him/her self in the examination Hall by the producing his/her Admission Form and National Identity Card.

A Registered Student of the OUSL shall have his/her Student Record Book and the Admission Card with him/her in the examination hall on every occasion he/she presents him/her self 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 shall sign a declaration in respect of the examination for which he/she had not provided for it and produce the Record Book to the **Registrar/Supervisor** on the following day.

If a candidate loses his/his Record Book in the course of the examination he/she shall obtain a duplicate Record Book from the Assistant Director of Regional Center's or Study Center's to produce at the examination hall.

4. A candidate may be required by the Supervisor to declare any item in his/her possession or person. Should the Supervisor so require, every candidate is bound to declare everything he/she has on his/her person. Any violation of these requirements will be interpreted as an attempt at copying and dishonest practice.

5. No Candidate 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 least ***half-an-hour*** of the paper.

6. 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" of the Supervisor.

7. 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 that he/she is permitted to bring into the examination hall, any notes, signs formula or any other unauthorizes material. Books, notes, parcels, hand bags, hand phones etc. which a candidate has brought with him/her should be kept in a place indicated by the Supervisor/ Invigilator..

8. 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.

9. 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.

10. Candidates are under the authority of the Supervisor and shall assist him/her by caring out his/her instructions and those of his/her Invigilators during the examination and immediately before and after it.

11. Ever candidate shall conduct him/her self 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 candidate's in entering and leaving the hall, he/she shall conduct him/her self as quietly as possible. A candidate is liable to be excluded from the examination hall at the discretion of the Supervisor for disorderly conduct.

12. 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 to have any dealings with any person other than the Supervisor/ Invigilator. The candidate shall request the attention of

the hand Supervisor/ Invigilator by raising his hand, while seated at his/her desk.

13. 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. Such work should not be done on admission cards, time tables, question papers, record books or on any other paper. Log tables or any other material supplied shall be used with care and left behind on the desk. All materials supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.

14. Any candidate who disregards these instructions shall be considered as having written notes or outlines or answers with the intention of copying.

15. Every candidate shall hand over the answer script personally to the Supervisor/ Invigilator or remain in his seat until it is collected. On no account shall a candidate handover his/her answer script to any person other than the Supervisor/ Invigilator.

16. A candidate who has handed over his answer script shall under no circumstances be entitled to call it back.

17. No candidate is allowed to carry cellular phone or any other electronic equipment in to the Examination Hall.

Any candidate who commits the following offences are liable to be imposed with sever punishments,

therefore they are advised to refrain from committing such offences.

18. A candidate shall not,
- i. Have any unauthorized document/equipment on his/her person or in his/her possession.
 - ii. Copy or attempt to copy from any unauthorized material defined in section 07 above.
 - iii. Copy or attempt to copy from another candidate.
 - iv. Obtain help from another person.
 - v. Render improper assistance to another candidate.
 - vi. Conduct him/her self 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/her self.
 - viii. Impersonate a candidate at the examination or allow him/her self to be so impersonated by another person.
- Any candidate who violates any of the above requirements or conditions shall have committed an examination offence.

Recommended Punishments.

- 1) Cancellation of results of the relevant course of the programme **or**
- 2) Cancellation of results of the whole Examination of the programme **or**
- 3) Cancellation of results of the relevant course and suspension from the University for one academic year and

withholding of Certificate, if appropriate **or**

4) Cancellation of results of the whole Examination of the programme and suspension from the University for one academic year and withholding of Certificate, if appropriate **or**

5) Cancellation of results of the relevant course and suspension from the University for two academic years and withholding of Certificate, if appropriate **or**

6) Cancellation of results of the whole of the programme and suspension from the University for two academic years and withholding of Certificate, if appropriate

Examination Division
The Open University of Sri Lanka
Nawala, Nugegoda.