



## **UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING**

### **Master Degree Programmes** **Examination Procedure**

#### **Rules to be followed during Examination**

1. Students shall **present** at the Examination Hall at least 15 minutes before scheduled commencement of the examination. However, they shall not enter the examination hall until permission is granted by the Supervisor.
2. No Students shall be **admitted** to the Examination Hall **30 minutes after** the commencement of the examination. Any student who violates this rule will be considered as an unauthorized candidate of the examination. Students who have been admitted to the examination hall shall not leave the hall until the end of the examination, except under exceptional circumstances and with the permission of the Supervisor.
3. After entering the examination hall, students should occupy the **seat** assigned to them and shall not change seats without the approval of the Supervisor.
4. Every student shall produce the **Student Identity Card or National Identity Card** for each examination.
5. The identity of each student shall be verified by the Supervisor/ Invigilator using the information displayed in the student's Digital ID through the UCSC Examination Management System.
6. Students shall bring their own pens, pencils or any other approved equipment required for the examination
7. **All Examination stationery** including answer books, writing paper, graph paper, and supplementary sheets shall be supplied by the UCSC. Only the stationary provided by the UCSC may be used at the Examination. Answer books and other examination materials supplied to the students shall not be torn, mutilated or removed from the examination hall. All materials, whether used or unused, shall be left in the examination halls at the conclusion of the examination
8. Students shall not possess or use any unauthorised materials including notes, formulae, electronic devices or any other aids not expressly permitted for the examination. Personal belongings including books, bags and electronic devices shall be placed in the location designated by the Supervisor/Invigilator.
9. Every student shall write their **Index Number clearly** on the answer book and on every supplementary sheet. Students shall not write their names or any identifying marks on the answer script. Any answer script bearing another student's Index Number, or an Index Number that is missing or illegible, may be rejected. The Supervisor or Invigilator reserves the right to inspect answer scripts where necessary
10. Students shall remain under the **authority** of the Supervisor throughout the examination and shall comply promptly with all instructions issued by them.

11. Absolute **silence** shall be maintained within the Examination hall and in the vicinity of the examination hall. A student shall not communicate with anyone other than the Supervisor/Invigilator. If a student needs to draw the attention of Supervisor/Invigilator they can raise their hand. A student can be excluded from the examination hall for causing disturbance.
12. Once the examination has commenced, students shall not **leave** the Examination hall, even temporarily except in the event of an emergency and only with the permission of the supervisor. In case of an emergency, the Supervisor/ Invigilator will grant them permission under constant surveillance.
13. Students shall **stop writing** immediately upon being instructed to do so by the Supervisor/Invigilator. Failure to comply may result in the Supervisor/Invigilator recording the incident and initiating the disciplinary action. .
14. All calculations and **rough work** shall be carried out only on the paper provided for that purpose. Such work should not be done on question papers or on any other paper.. Failure to comply may be regarded as an attempt to prepare unauthorized notes.
15. Any answer or part of an answer that is not intended for assessment, shall be neatly crossed out. Where the same question has been answered in more than one place, the answers that are not to be considered shall be neatly crossed out.
16. Every student shall personally hand over the **answer scripts** to the Supervisor/Invigilator or remain seated until the script is collected. The answer scripts shall not be handed to attendants, minor employees or other students.
17. Once an answer script has been submitted, it shall not be returned to the student under any circumstances.
18. Students shall not remove answer scripts or any examination stationery from the examination hall.
19. Students shall not engage in any form of academic misconduct, including copying from unauthorized materials or from another student's work, assisting another student, or obtaining assistance from another student.
20. The Supervisor/Invigilator can request a student to make a statement in writing due to an incident occurred during the examination, he student shall sign the statement and shall not refuse to provide or sign such a statement when requested

#### **Examination Offences and Punishments**

1. Examination offences can be classified as follows:
  - (a) Possession of unauthorized documents or removal of examination stationery.
  - (b) Disorderly conduct.
  - (c) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
  - (d) Impersonation.
  - (e) Aiding and abetting the commission of any of these offences.
  - (f) Violation of any of the requirements or conditions stipulated in "Rules to be followed during Examination".

2. There shall be an Examination Committee to inquire into and make recommendations (including punishments) regarding examination offences.
3. Having prior knowledge of a question paper is an examination offence.
4. A student who is guilty of an examination offence is liable to following punishments.
  - (a) Removal of their name from the pass list.
  - (b) Cancellation of their candidature from whole or part of the examination
  - (c) Suspension from any University examination
  - (d) Suspension from the University for a period
5. Any student found helping to commit an examination offence will receive the same punishment as the offender.

**Students are prohibited to have any electronic device with communication and/or storage capabilities such as mobile phone, calculator, tablet PC, laptop, smart watch, portable audio/video/gaming devices etc. inside the examination halls irrespective of the fact that the above mentioned electronic devices are switched on or off.**

**The students note that the photo on your National Identity card must clearly match your appearance during the examination.**