



Manual of Procedure for Conduct of Examinations of the Ocean University of Sri Lanka

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This ***Manual of Procedure for Conduct of Examinations of the Ocean University of Sri Lanka*** shall be cited as ***Manual of Procedure for Conduct of Examinations of the Ocean University of Sri Lanka 2020*** and it replaces all previous Examination By-Laws and Examination Procedures of the Ocean University of Sri Lanka after coming into force on 30th September 2020.

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Sources for this Manual are based from the University Grants Commission of Sri Lanka and Examination related publications of other Government Universities.

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Chapter 01: Calendar of Dates and Beginning of Examination Procedures

1.1 Calendar of Dates		
1.1.1	<p>With the concurrence of the Dean, the Senior Assistant Registrar (SAR) shall draft the Academic Calendar which contains examination dates and approvals shall be obtained by the Faculty Board.</p> <p>The needs for any Special Repeat Examinations and their dates shall be decided by the Academic Council as recommended by the Faculty Boards. For such Special Repeat Examinations, the applicants shall make a payment recommended by the Academic Council.</p>	<i>Date of Preparation</i>
1.1.2	Approval shall be obtained for the Academic Calendar from the month prior to the commencement of the academic year.	<i>Obtaining Approval</i>
1.1.3	If it turns into essential to revise the dates of examinations, such revision shall be made no later than one month prior to the preliminary scheduled date of such examination.	<i>Revision of dates</i>
1.2 Coordination and Conduct of Examination		
1.2.1	The Dean shall take necessary actions to make all staff and students aware of the rules and regulations related to the conduct of examinations.	<i>Awareness of examination rules and regulations</i>
1.2.2	Under the direct supervision of the Dean and Heads of Departments (HoD), the SAR shall coordinate all examinations of the Faculty.	<i>Coordination of Examination</i>
1.2.3.	The Controller Chief of Examination shall be the Head of the respective Department. For the courses conducted by a Faculty Office, it shall be the Dean of the Faculty.	<i>Controller Chief of Examination</i>
1.2.4	All the rules and regulations described here shall be valid to all the student assessments of the Ocean University of Sri Lanka that become part of awarding the degree.	
1.3 Appointment of Module Coordinators		
1.3.1	At the beginning of each Semester, for each course module a senior academic who is an expert on that particular subject shall be appointed as the Module Coordinator. He/ she shall be the Chief Examiner of that particular module.	<i>Module Coordinators</i>
1.3.2	When a Course Module is conducted by a Visiting Lecturer, HoD or a permanent senior academic staff member of the	<i>Module Coordinator for</i>

	Department shall be appointed as the Module Coordinator.	<i>Visiting Lectures</i>
1.3.3	Approval shall be obtained for the Appointment of Module Coordinators from the Faculty Board and the Academic Council.	
1.4 Examination Timetables		
1.4.1	At least one month prior to the last date of the Academic Semester, the SAR shall prepare the draft Timetables for examinations, in consultation with the Dean and relevant HoDs.	<i>Drafting of time Tables</i>
1.4.2	The SAR shall finalize the examination Timetable (OCUSL EXM 01) and post them on notice boards and also send copies to the Dean and relevant HoDs, at least one week prior to the last date of the Academic Semester.	<i>Publication of Timetables</i>
1.5 Supervision and Invigilation Timetable		
1.5.1	Within a week of the Timetable being finalized, the SAR shall draw up the Supervision and Invigilation Timetable (OCUSL EXM 02) and allocate centers/halls for the examinations.	<i>Drawing up of Supervision and Invigilation Timetable</i>
1.5.2	The SAR shall send copies of the supervision and Invigilation Timetable not later than one week prior to the date of commencement of the examination.	<i>Distribution of Supervision and Invigilation timetables</i>

Chapter 02: Entries for Examinations and Preparation of Schedules

2.1 Application for Examinations		
2.1.1	The SAR shall call for applications for examinations from candidates those who have registered for respective course modules, at least six weeks prior to the last date of academic semester and close the entries after two weeks.	<i>Calling for Entries</i>
2.1.2	Applications shall be made available online through of the Faculty (OCUSL EXM 03). On submission, the applications shall be scrutinized carefully and all ineligible applications shall be rejected and such applicants shall be informed within a week.	<i>Scrutinization of eligible applications</i>
2.2 Schedules of Candidates		
2.2.1	The SAR shall prepare a list of candidates eligible to sit the examination within a week after the end of the academic semester.	<i>List of eligible candidates</i>
2.2.1.1	The schedule shall contain the following particulars; a) The title and the code of the papers b) The number of attempts the candidate has already made c) Eligibility for honours d) Any other relevant information such as suspension from examinations and withholding of results. e)	
2.3 Admission Cards		
2.3.1	The SAR shall issue Admission Cards (OCUSL EXM 04) to all candidates not later than one week before the commencement of examination drawing attention to the examination rules, offences and punishments.	<i>Issue of Admission Cards</i>
2.3.2	Admission Cards shall be checked with the schedule by another nonacademic staff of the Faculty to ensure accuracy of entries.	
2.4 Lists of Candidates for Each Paper		
2.4.1	The SAR shall prepare an Attendance List (OCUSL EXM 05a) including names and Index Numbers of candidates sitting for each paper separately. The Attendance List (OCUSL EXM 05a) shall be signed by the candidates at the time of the examination. The Supervisor shall mark the attendance on the second copy of the attendance sheet (OCUSL EXM 05b). The Attendance List shall be returned to the SAR and the second copy of the attendance sheet shall be enclosed with the answer scripts for First Marker and Second Marker.	<i>Attendance List</i>

Chapter 03: Appointment of Examiners and Moderators

3.1 Nomination of Examiners, Moderators and Second Markers		
3.1.1	At least three months prior to the last date of the academic semester, the SAR shall send a list of the scheduled dates of Examinations and request the HoDs to perfect and return the List of Examiners and moderators (OCUSL EXM 06) within two weeks.	<i>Request for List of Examiners and Moderators</i>
3.2 Approval of the Faculty Board and Academic Council		
3.2.1	<p>Within one week of the receipt of the form OCUSL EXM 06 from the HoDs, the SAR shall;</p> <p>a) Scrutinize and ascertain whether Examiners and Moderators have been appointed for each module/component of the examination.</p> <p>b) Check whether all the necessary information of the Examiners and Moderators have been given.</p>	<i>Scrutiny of list of Examiners and Moderators</i>
3.2.2	At least one month prior to the last date of the academic semester, the SAR shall obtain the approval from the Faculty Board and Academic Council for the appointment of Examiners and Moderators.	<i>Faculty and Academic Council approval</i>
3.3 Issue of Appointment Letters to Examiners and Moderators		
3.3.4	<p>The SAR shall, within one week of the receipt of the Academic Council approval, inform all Examiners and Moderators about their appointment and the duties assigned (OCUSL EXM 07). The Examiners and Moderators shall, within one week acknowledge the receipt of the appointment letter using the form appended to OCUSL EXM 07.</p> <p>It is extremely important that if an examiner or moderator is unable to accept the appointment, he/she should state this clearly in the acknowledgement form.</p>	<i>Appointment Letters to Examiners and Moderators</i>
3.4 Revision of the list of Examiners and Moderators		
	In case when a revision is needed to the List of Examiners and Moderators, the Dean can recommend an Examiner and Moderator on request made by the HoD subject to the covering approval of the Faculty Board and the Academic Council	<i>Revision of the list of Examiners and Moderators</i>

Chapter 04: Setting, Moderation and Scrutiny of Question Papers

4.1 General		
4.1.1	<p>Types of written examinations conducted by the University are;</p> <ul style="list-style-type: none"> a) End Semester Examinations b) Mid Semester Examinations c) Mid Programme Examinations d) Year End Examinations e) Final Year Examinations f) Continuous Assessments 	<i>Types of written examinations</i>
4.1.2	<p>In order to obtain an accurate estimate of a student's achievement, appropriate procedures need to be carefully followed at three stages of conducting examinations namely;</p> <ul style="list-style-type: none"> a) Setting question papers b) Answering question papers, and c) Marking answer scripts and processing marks 	
4.1.3	All the coordination with respect to preparation of question paper shall be the responsibility of the Chief Examiner.	
4.2 Request for Setting of Question Papers		
4.2.1	<p>Within one week of the receipt of the replies from the Examiners expressing their willingness to serve as Examiners, the SAR shall send the following documents to the Examiners enabling them to set question papers (OCUSL EXM 08);</p> <ul style="list-style-type: none"> a) A copy of the question paper of the previous examination b) Notes on setting question papers (Chapter 04 of the Manual) c) Question paper formats (OCUSL EXM 09a/ 09b/ 09c/09d) d) Format for Answer and Marking Scheme (OCUSL EXM10) Special requirements (OCUSL EXM 11) e) Examination envelopes to forward question paper (OCUSL EXM 12) f) Voucher (OCUSL EXM 13) 	<i>Request to set questions</i>
4.3 Receipt of Question Papers from Examiners		
4.3.1	The Examiner shall send on or before the date specified for the return of the question paper such question paper written/ typed on. He/ She shall handover the question paper (OCUSL	<i>Receipt of question papers from Examiners</i>

	EXM 09a/ 09b/ 09c/ 09d), on or before the specified date, together with the other documents duly completed where necessary, enclosed in the confidential envelope OCUSL EXM 12, addressed to the SAR.	
4.4 Marking Scheme		
4.4.1	Examiner shall prepare a prototype answer and marking scheme (OCUSL EXM 10) and be kept in a confidential cover until the marking commences. Marks allocated to each question and distribution of marks within an answer should be indicated clearly in the marking scheme (Please refer Chapter 14 for more details).	<i>Allocation of marks</i>
4.4.2	It should be indicated that when a candidate has answered more than the required number of the questions the last question or questions answered (or where the last questions or question are compulsory the immediately preceding answer or answers as the case may be), shall be disregarded.	<i>Answering more than the required no. of questions</i>
4.5 Parts of a Question Paper		
4.5.1	The question paper may be divided into parts in the following instances; a) When it is necessary for candidates to select questions from one or more sections, such section/s shall form a separate parts in the paper. b) When different sections or questions of the paper are marked by different Examiners	<i>Parts of questions</i>
4.6 Moderation		
4.6.1	Within one week of the receipt of question papers which require moderation, the Chief Examiner shall send the Question Papers and the marking scheme (OCUSL EXM 10) under confidential Cover (OCUSL EXM 12) to the Moderator indicating the time allocated for the moderation. The moderator shall comment on the Question Paper for changes and should fill and sign the Checklist for Exam Paper Moderation (OCUSL EXM 08b). The Moderator shall send the Commented Question Paper, signed Marking Scheme (OCUSL EXM 10) and the completed OCUSL EXM 08b to the Examiner under confidential cover. Addressing the comments and suggestions from the Moderator given on the Commented Question Paper and the OCUSL EXM 08b, the examiner shall Moderate the Question Paper. The examiner shall also fill and sign his/her section on the OCUSL EXM 08b.	<i>Moderation of question papers and Marking Scheme</i>
4.7 Handing Over Moderated Question Papers		
4.7.1	On receipt of the completion of the moderated question paper, the Chief Examiner shall handover it to the SAR in the form of electronic copy or paper form in a sealed envelope (OCUSL EXM	<i>Completion</i>

	<p>12). The examiner shall hand over the Commented Question Paper, Marking Scheme (OCUSL EXM 10) and the completed OCUSL EXM 08b Form in a sealed envelope (OCUSL EXM 12) separately to the SAR. The SAR shall receive the question paper one week before the date of examination.</p>	
4.7.2	<p>Confidentiality of the question paper shall be maintained by the Chief Examiner, Moderator and the SAR. The SAR shall deposit the Commented Question Paper, the marking scheme (OCUSL EXM 10) and the completed OCUSL EXM 08b Form in a separate folder.</p>	

Chapter 05: Typing, Proof Reading, Printing and Packeting of Question Papers

5.1 Procedure		
5.1.1	The SAR shall make necessary arrangements for typing, proof reading, printing and packeting of question papers which have been handed over by the Chief Examiner.	<i>Procedure</i>
5.1.2	The SAR shall maintain a schedule (OCUSL EXM 14) for this purpose.	
5.2 Typing of Question Papers		
5.2.1	Question papers shall be typed by a Clerk/Computer Application Assistant under the direct supervision of the Examiner in the Confidential Room provided for this purpose	<i>Type setting of question papers</i>
5.2.2	When an Examiner him/herself types the questions for printing or copying, he/she shall handover the same to the SAR under confidential cover.	
5.2.3	<p>The following particulars shall be inserted, on the top of the Question paper in the following order;</p> <ul style="list-style-type: none"> a) Ocean University of Sri Lanka b) The name of the Faculty c) The name, year and months of the examination d) The module number and title of the paper e) Duration of the paper f) The rubric which shall contain, the followings; <ul style="list-style-type: none"> I. The total number of the questions and number of pages II. The number of questions to be answered III. Compulsory questions, if any IV. Selection from different parts, where necessary V. Whether answers to any part should be handed in after a specified period of time VI. Whether separate books should be used for separate parts of the paper and handed over separately VII. Indicate if any special requirements are needed or not allowed <p>A specimen of a heading of a question paper is given in OCUSL EXM 09a/ 09b/ 09c/ 09d.</p>	<i>Information to be included</i>
5.3 Proof Reading		
5.3.1	The SAR shall make an arrangement with the Chief Examiner to have the proofs read.	<i>Reading of proof</i>

5.4 Printing and Packeting		
5.4.1	A list of the candidates sitting for various papers of the Examinations shall be prepared by the SAR and made available in the confidential room, where the printing of question papers is done.	<i>Number of copies required</i>
5.4.2	The SAR shall ensure that each paper is printed or copied and packeted and is ready not later than one day before the scheduled date of the paper.	<i>Packeted in time</i>
5.4.3	<p>The printing or copying and packeting of question papers shall be done under the direct supervision of the Chief Examiner and the SAR. The employees assigned to print or copy and packet shall ensure the following:</p> <p>a) The full material has been reproduced in each sheet or paper and where both sides of the paper are used. No sheet which is illegible or smudged has been included.</p> <p>b) When there are more than one sheet for a question paper, the sheets have been stapled together in the correct order.</p> <p>c) The name of the Examination, Code number and the title of the paper, number of question papers enclosed, the medium, the center, the date and the time of the paper are given on the packet. For this purpose, a printed label/ Envelop (OCUSL EXM 15) shall be used.</p> <p>d) The original of the question paper used for printing or copying and a sufficient number of papers (additional 5% or a minimum of 10 extra papers) for documentation have been included. The packets have been prepared according to the different centres, and that adequate number of question paper (i.e. one for each candidate plus an additional 5 or minimum of 10 extra papers) have been included in each packet.</p> <p>e) That all used carbon papers, spoilt stencils, spoilt question papers and other relevant confidential documents used for preparation of the question paper are burnt immediately after the packeting process is completed.</p>	<i>Packeting procedure</i>
5.4.4	The relevant entries in Form OCUSL EXM 16 shall be made at the various stages of the preparation of the question paper until packeting.	<i>Record of various steps</i>
5.5 Responsibility for Scrutiny and Correctness of Paper		
5.5.1	The SAR shall be responsible in seeing that the question papers have been printed and packeted under strict security. SAR shall ensure that the required number of question papers had been enclosed in the packets, and that the correct title, name of examination, date, time, medium and center have been entered on the envelope/label of the packet, before sealing the packet.	<i>Correctness of preparation and packeting of paper</i>
5.5.2	The SAR shall check with the Daily Schedule of Examination (OCUSL EXM 14) that the question papers and other relevant document for each section are ready in time.	<i>Checking</i>

	A specimen of a heading of a question paper is given in OCUSL EXM 09a/ 09b/ 09c/ 09d.	
5.3 Proof Reading		
5.3.1	The SAR shall make an arrangement with the Chief Examiner to have the proofs read.	<i>Reading of proof</i>
5.4 Printing and Packeting		
5.4.1	A list of the candidates sitting for various papers of the Examinations shall be prepared by the SAR and made available in the confidential room, where the printing of question papers is done.	<i>Number of copies required</i>
5.4.2	The SAR shall ensure that each paper is printed or copied and packeted and is ready not later than one day before the scheduled date of the paper.	<i>Packeted in time</i>
5.4.3	The printing or copying and packeting of question papers shall be done under the direct supervision of the Chief Examiner and the SAR. The employees assigned to print or copy and packet shall ensure the following:	<i>Packeting procedure</i>
	a. The full material has been reproduced in each sheet or paper and where both sides of the paper are used. No sheet which is illegible or smudged has been included.	
	b. When there are more than one sheet for a question paper, the sheets have been stapled together in the correct order.	
	c. The name of the Examination, Code number and the title of the paper, number of question papers enclosed, the medium, the center, the date and the time of the paper are given on the packet. For this purpose, a printed label/ Envelop (OCUSL EXM 15) shall be used.	
	d. The original of the question paper used for printing or copying and a sufficient number of papers (additional 5% or a minimum of 10 extra papers) for documentation have been included. The packets have been prepared according to the different centres, and that adequate number of question paper (i.e. one for each candidate plus an additional 5 or minimum of 10 extra papers) have been included in each packet.	
	e. That all used carbon papers, spoilt stencils, spoilt question papers and other relevant confidential	

	documents used for preparation of the question paper are burnt immediately after the packeting process is completed.	
5.4.4	The relevant entries in Form OCUSL EXM 16 shall be made at the various stages of the preparation of the question paper until packeting.	<i>Record of various steps</i>
5.5 Responsibility for Scrutiny and Correctness of Paper		
5.5.1	The SAR shall be responsible in seeing that the question papers have been printed and packeted under strict security. SAR shall ensure that the required number of question papers had been enclosed in the packets, and that the correct title, name of examination, date, time, medium and center have been entered on the envelope/label of the packet, before sealing the packet.	<i>Correctness of preparation and packeting of paper</i>
5.5.2	The SAR shall check with the Daily Schedule of Examination (OCUSL EXM 14) that the question papers and other relevant document for each section are ready in time.	<i>Checking</i>

Chapter 06: Examination Hall Arrangement

6.1 Examination Halls		
6.1.1	Every Faculty shall have a suitable examination hall to accommodate at least one batch of candidates. When selecting a hall, due consideration shall be given to the availability of ventilation, lighting and security to conduct examinations. Rooms that cannot accommodate at least 30 candidates should be avoided, except where the number of candidates is below 30.	<i>Examination Halls</i>
6.2 Arrangement of Desks		
6.2.1	Desks and chairs shall be arranged in parallel rows. A minimum of 125 cm distance should be maintained between two adjacent rows while a minimum of 75 cm distance should be maintained between two adjacent desks in a row. Desks shall be numbered in row wise with index numbers of the candidates in the order shown in the attendance list. The SAR shall ensure the examination hall is arranged as stipulated above.	<i>Arrangement of Desks</i>
6.2.2	<p>The allocation of index numbers on desks shall be as in the following example:</p> <div style="text-align: center;"> </div> <p>This arrangement shall be followed in small rooms as well.</p>	
6.2.3	The Index Number shall be indicated clearly on each desk or on a label and pasted on the desk. It may be preferable to use permanent plate or cardboards for writing the Index Numbers. Where a number gets effaced or becomes faint the Invigilator shall re-write it.	<i>Numbering of Desks</i>
6.3 Checking of Arrangement		
6.3.1	Before admission of students for each paper, the supervisor shall inspect the hall and be satisfied that desks have been arranged and numbered correctly, the examination rooms are clean and the examination stationery placed on the desks and a clock is available.	<i>Checking Arrangement</i>
6.4 Admission of Candidates		
6.4.1	There shall normally be 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, more entrances and exits may be used at the direction of the Supervisor.	<i>Admission of Candidates</i>

Chapter 07: Supervision and Invigilation

7.1 General		
7.1.1	Supervision and invigilation are crucial for the proper and efficient conduct of examinations. It is the duty of all employees of the University to assist in this work.	<i>Importance</i>
7.1.2	Services of the members of the permanent academic staff shall be utilized for supervision and invigilation duties. However, where permanent staff is not adequate the services of temporary staff may be engaged.	<i>Services of permanent staff</i>
7.2 Preparation of a list of Supervision Staff		
7.2.1	At the preparation of Supervision and Invigilation schedule, the SAR shall request all Head of Departments to indicate the names of the permanent academic staff whose services for any particular reason will not be available for examination duties.	
7.2.2	Two weeks prior to the examination, the SAR shall prepare the list of Supervisors and Invigilators for the various examinations.	<i>Preparation of lists of Supervision & Invigilation</i>
7.3 Appointments of Supervisors and Invigilators		
7.3.1	As far as possible, supervisors shall be selected from among the senior academic staff.	<i>Supervisors</i>
7.3.2	At least 2weeks prior to the examination, the Supervisors/ Invigilators shall be sent Letters of Appointments on Form OCUSL EXM 17, with provision for acknowledgement. The SAR, shall enclose with the Appointment Letter, the followings: <ul style="list-style-type: none"> a) A copy of examination Timetable (OCUSL EXM 01) b) A copy of Supervisors, Invigilators and Hall Attendants schedule (OCUSL EXM 02) c) Copy of the Instructions to Supervisors/ Invigilators/ Hall Attendants (Chapter 07 of the Manual) d) A copy of the Examination Rules (By-Law No.03 of 2020) e) Voucher (OCUSL EXM 18) f) Any other relevant documents 	<i>Appointments</i>
7.4 Examination Hall Staff		
7.4.1	The staff on duty at each examination hall shall consist of at least a Supervisor, an invigilator and a hall attendant. If the number of candidates at a center is more than 30, there shall be an additional Invigilator for every additional number of 30 or part thereof, exceeding 15. If the number of candidates at a Centre is more than 75, there shall be an additional Hall Attendant for every additional 75candidates or part thereof,	<i>Strength of examination hall Staff</i>

	exceeding 25. If the number of candidates exceed 180 at a center, there shall be an additional Supervisor for every additional 180 candidates or part thereof, exceeding 60, and shall form a separate unit with separate Invigilators and hall Attendants. However, this general pattern may vary depending on the number of candidates, papers, accommodation and other exceptional circumstances.	
7.4.2	After the appointment of examination hall staff, no alternative arrangement shall be made except in consultation with the SAR. However, after the commencement of the examination, a member of the hall Staff is unable to attend, owing to unforeseen or unavoidable circumstances, he/she shall immediately contact the SAR, who shall make alternative arrangements.	<i>Alternate arrangements</i>
7.4.3	Supervisors shall be in-charge of the examination hall. invigilators and hall attendants shall assist him/her and work under his/her directions. The examination hall staff shall be in attendance at the Centre at least 30 minutes before the commencement of the examination.	<i>Supervisors in-charge</i>
7.5 Composition of Invigilators		
7.5.1	The minimum number of invigilators per exam hall shall be two and out of that one should be female.	<i>Composition of Invigilators</i>
7.6 Duties of the Supervisors		
7.6.1	Supervisors shall be responsible for taking all steps, before, during and after the examination to ensure both the smooth and efficient conduct of the Examination.	<i>Responsibility</i>
7.6.2	Supervisors shall be present, at least half an hour before each examination commences, at the office of the SAR and collect question papers and other material for his/her Hall/ Centre for each examination as the case may be.	<i>Collection of question papers</i>
7.6.3	Supervisor shall check the question paper packets with the Timetable in order to make sure that the correct question paper packet have been handed over and that the packets are properly sealed.	<i>Checking correctness</i>
7.6.4	Supervisor shall be supplied with the following by the SAR; a) Packet/packets of question papers for the Examination. b) Packet/packets of material such answer books (OCUSL EXM 19a), continuing sheets (OCUSL EXM 19b) graph papers, maps, calculators etc. c) Attendance Lists (OCUSL EXM 05). d) Examinations Timetables (OCUSL EXM 01)	<i>Collection of other materials</i>

	<ul style="list-style-type: none"> e) Supervision and Invigilation Timetables (OCUSL EXM 02) f) Examination Envelop for the Answer Script Packet (OCUSL EXM 20) g) Examination Envelop for the Marked Answer Script Packet (OCUSL EXM 21) h) Reporting Form for examination Offences (OCUSL EXM 22) i) Supervisor’s report on examination (OCUSL EXM 23) j) Absentee forms (OCUSL EXM 24) k) Return/ Acknowledgement Form for answer packets (OCUSL EXM 25) l) The materials required for sealing of packets m) Date stamp for stamping answer books/ sheets n) Other written instructions where necessary 	
7.6.5	<p>On arrival at the examination Center, the Supervisor shall;</p> <ul style="list-style-type: none"> a) Check whether the correct question papers and relevant documents for the particular examination have been brought by him/her, b) Check that the hall has been swept and the desks have been properly arranged and numbered according to the attendance list provided, c) ascertain that the Invigilators and hall Attendants are present and shall assign their duties. In the event of the full assigned staff not being present, he/she shall make the best possible arrangements with the available staff and contact the SAR as early as possible if additional staff is considered necessary. d) Allot candidates for each Invigilator. e) Draw the attention of the Invigilators and the hall Attendants to the duties allocated them. 	<i>Duties on arrival at the examination Center.</i>
7.6.6	<p>The Supervisor shall ensure the following;</p> <ul style="list-style-type: none"> a) Candidate shall be allowed to enter the examination hall only through the authorized entrance/entrances, and directed to take their seats according to the Index Number marked on the desk. A Supervisor, however, 	<i>Admission of candidates</i>

	<p>may at any time during the examination and without giving any reason, change the place allocated for a candidate.</p> <p>b) 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.</p> <p>c) Candidates shall not be admitted to the hall earlier than 10 minutes before the commencement of examination.</p> <p>d) If a candidate presents him/herself at the examination hall not allotted to him/her, the candidate shall be directed to the correct place.</p> <p>e) No candidate shall be admitted to an examination hall after the expiry of half an hour from the commencement of the Examination.</p> <p>f) If for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the paper and the fact brought to the notice of the SAR.</p>	
7.6.7	<p>The answer books with the cover (OCUSL EXM 19a) shall be issued initially and the books without covers or continuation sheets (OCUSL EXM 19b) subsequently.</p> <p>a) The Supervisor shall see that the date-stamped answer books have been set out on each desk at least 15 minutes before the commencement of the Examination.</p> <p>b) Continuation sheets shall be issued by the Invigilators (and not by Attendants) and each sheet shall be date-stamped and signed before issuing by the Invigilator.</p>	<i>Distribution of answer Books</i>
7.6.8	<p>The Supervisor shall make the following announcements before the commencement of the Examination;</p> <p>a) Strict silence is to be observed by candidates till the end of the Examination.</p> <p>b) No candidate shall remove from the examination hall, any answer books, continuation sheets, any other stationery or other material issued to him/her.</p> <p>c) No candidate shall have with him/her books, notes, microcomputers, mobile phones, any electronic equipment or files, stationery or material other than those issued to him/her. If any such material has been brought into the examination hall by a candidate, he/she shall hand them over to the Invigilator</p>	<i>Announcements before distribution of question papers</i>

	<p>immediately. The candidates are authorized to bring Student Record Book, Timetable and admission card. Candidates are allowed to bring a bottle of drinking water and medications that are regularly taken.</p> <p>d) No candidate shall be permitted to leave the examination hall during the first half-an hour of the paper, or during the last 15 minutes.</p>	
7.6.9	The Supervisor shall open the question paper packet/s in the presence of an Invigilator and check whether the question papers are the correct papers for the Examination, and that the special requirements, if any, required according to the rubric are available.	<i>Opening of packets of question papers</i>
7.6.10	The Supervisor shall handover the required number of question papers to each Invigilator for distribution to the candidates allocated to them, together with special requirements, if any, mentioned at 7.6.4 above.	<i>Distribution of question papers</i>
7.6.11	<p>The balance question papers shall remain in the supervisor's custody. The supervisor shall make the following announcements after the distribution of the question paper:</p> <p>a) "Please check whether you have received the correct question paper".</p> <p>b) "The question paper incontains..... pages and.....questions. Please check whether you have received the full question paper"</p> <p>c) "You are advised to read the instructions given in the question paper before answering the paper"</p>	<i>Announcements</i>
7.6.12	The Supervisor/Invigilator shall not under any circumstances given any clarification/ explanation with regards to the questions to any candidate. However, if any error or defect in a question paper has been observed detected, the Supervisor shall announce such correction /modification as indicated in the original script.	<i>No clarification of question paper</i>
7.6.13	Supervisor shall ensure that the Invigilators and hall attendants are attending to the duties assigned to them.	<i>Supervision of Invigilators</i>
7.6.14	<p>At the expiry of the first half-an-hour after the commencement of the paper, the Supervisor shall direct each Invigilator to get the signature of each candidate on the Attendance List (OCUSL EXM 05) and to check the identity of the candidates. At the same time, the Admission Card issued to each candidate shall be signed by the Invigilator.</p> <p>a) No candidate shall be permitted to appear for an</p>	<i>Marking of attendance List</i>

	<p>examination if his/ her Index Number has not been included in the Attendance List for that examination. However, if a candidate makes a declaration that he has been offered that paper and if the supervisor is satisfied with the bonafides of the declaration, he/she may include the Index Number of the candidate concerned in the Attendance List, with an appropriate note and allow him to sit the paper. Every such case shall be reported to the SAR.</p> <p>b) The Invigilator should indicate on the Mark sheet (OCUSL EXM 18) against each Index Number whether the candidate was present or absent for the examination. The Supervisor shall enclose these Mark sheets (OCUSL EXM 18) in the relevant packet of answer scripts.</p> <p>c) For those present, the mark "V" shall be inserted and where the candidate is absent "AB" shall be used. Where parts or sections of answer scripts have to be packeted separately, separate duplicate Attendance Sheets shall be prepared and enclosed in each packet. For the candidates those who are absent for the examination, separate Absentee Forms shall be completed (OCUSL EXM 10).</p> <p>d) In the performance of this exercise the Supervisor/ Invigilator shall satisfy him/herself of the identity of a candidate by referring to the Student Identity Card/ Record Book issued by the University which contains the candidate's photograph as well as the signature.</p> <p>e) If a candidate fails to produce his/ her Student Identity Card/ Record Book at the examination, for the purposes of identification, he/she shall be requested to produce the Student Identity Card/Record Book in the next session or within the next working day whichever shorter.</p> <p>f) Meanwhile he/she shall be required to sign a declaration (via form OCUSL EXM 26) that he/she has been provisionally allowed to sit the paper, under the condition that he/she shall establish his identity by producing the Student Identity Card/Record Book at the next examination at which he/she sits for a paper. The Supervisor shall on production of Student Identity Card/Record Book at the next session, certify on the declaration that he/she is satisfied with the identity of the candidates for that paper.</p>	<p><i>Confirmation of presence of candidates</i></p> <p><i>Verification of identity</i></p> <p><i>Failure to produce Record Book</i></p>
7.6.15	As soon as the Attendance Lists are completed, the Supervisor, shall collect them from the Invigilators and proceed to prepare the relevant envelopes and labels for the	<i>Preparation for Packeting</i>

	packeting of scripts.	
7.6.16	<p>The Supervisor shall make the following announcements at the appropriate times;</p> <p>a) Half an hour before the end of the paper, the Supervisor shall announce - "Half-an- hour more".</p> <p>b) Fifteen minutes before the end of the paper the Supervisor shall announce- "15 minutes more. Please check whether you have entered the Index Number; correct title of the paper and the Module number. Tie up your papers together. You may continue to write after doing so. No candidate shall leave the hall till the end of the paper."</p> <p>c) At the end of the paper - "Stop work and remain in your seats until your answer papers are collected."</p> <p>d) After the Invigilators have collected the scripts and made sure that total number of answer scripts tally with the number of candidates attended - "the candidates may leave the hall now".</p>	<i>Announcement</i>
7.6.17	<p>At the expiry of the Examination, the Invigilators shall collect the scripts of the candidates assigned to each of them and hand them over to the Supervisor who shall check against the Attendance Lists. For the absent candidates, Absentee Form (OCUSL EXM 24) shall be placed in place of absentee in the answer script bundle. The Supervisor shall check that each Invigilator has arranged the scripts in order of Index Numbers.</p>	<i>Collection of Answer Scripts</i>
7.6.18	<p>At the end of the examination an Invigilator shall be placed at the exit to check that examination materials are not being taken out of the hall by the candidates.</p>	<i>Checking out of candidates</i>
7.6.19	<p>The Supervisor will then arrange the scripts to be packeted. The answer scripts shall be packeted in bundles of sixty, unless otherwise instructed. Where, however the number is over sixty, but less than 120, the main packet shall contain 60 and the other packet the balance. Where, however, the balance is less than 15, they shall be packeted together with the main packet, if it can be done so conveniently.</p> <p>When it is required to packet the scripts of each part/section separately, they shall be packeted separately in the same manner.</p> <p>The Supervisor shall, enclose in each packet:</p> <p>a) copy of the attendance list (OCUSL EXM 05) b) two copies of the question paper and,</p>	<i>Packeting of Answer Scripts</i>

	<p>c) adequate detailed Mark Sheets (OCUSL EXM 28a) d) Examination Envelop for the Marked Answer Script Packet (OCUSL EXM 21)</p> <p>Each packet shall be tied securely, labeled and sealed. Before pasting the Labels he/she shall ensure that all details on the Label have been duly filled.</p>	
7.6.20	<p>In order to obviate the possibility of candidates bringing University answer books and Continuation sheets into the examination hall on which answers may have been prepared previously, and to prevent their misuse, the following precautions shall be taken;</p> <p>a) No examination stationery shall be permitted to be removed by candidates or examination hall Staff.</p> <p>b) All unused examination answer books and Continuation sheets shall be returned to the SAR by the Supervisor.</p> <p>c) All examination answer books and examination stationery shall be kept under lock and key by the SAR.</p>	
7.6.21	<p>The Supervisor shall handover to the SAR at the end of each examination and obtain acknowledgement for the following;</p> <p>a) Packets of answer scripts b) Supervisor's report on examination (OCUSL EXM 23) c) Report on examination offences (OCUSL EXM 22) d) The Attendance List (OCUSL EXM 05) e) Balance question papers f) Balance stationery</p>	<i>Report for the examination and handing over of Answer packets</i>
7.7 Duties of Invigilator		
7.7.1	<p>The Invigilator shall be responsible to the Supervisor for the efficient discharge of the duties assigned to him/her.</p>	<i>Responsibility</i>
7.7.2	<p>The Invigilator shall devote his/her whole attention to continue supervision of candidates. He/she shall, move among the candidates at intervals without disturbing the candidates. If he/she notices a candidate having unauthorized documents/materials with him/her, he/she shall take possession of the same and report the matter immediately to the Supervisor.</p>	<i>Full attention on invigilation</i>
7.7.3	<p>The Invigilator shall, place on each desk, the examination stationery before the commencement of the examination and he/she shall also distribute the date-stamped continuation sheets to the candidates, when called for. In date-stamping continuation sheets, to avoid of stationery</p>	<i>Distribution of additional stationery</i>

	overuse, he/she shall ensure that no more than the required number for the examination are day-stamped. This duty should be personally attended by the Invigilator and should not be entrusted to the Hall Attendant.	
7.7.4	The Invigilator shall distribute the question paper to the candidates assigned to him. He shall return the balance question papers, if any, to the Supervisor.	<i>Distribution of question paper</i>
7.7.5	The Invigilator shall at the expiry of the first half an hour, go round and get each candidate to sign the Attendance List. He/she shall, also mark the Attendance on the Mark Sheets (OCUSL EXM 18) and certify all sheets in the space provided for. He/she shall, return the Attendance List to the Supervisor, but retain with him/her the Mark Sheets (OCUSL EXM 18)) to check when collecting the answer Scripts.	<i>Mark Attendance</i>
7.7.6	The Invigilator shall make sure to collect the Scripts of every candidate before candidates leave the examination hall.	
7.7.7	As soon as the time allotted for the examination is over, the Invigilator shall collect from every candidate, his/her Scripts whether answered or not. In doing so, he/she shall, check that the scripts bears the correct Index Number.	<i>Collection of scripts</i>
7.7.8	The Invigilator shall check that the answer scripts have the Index Numbers of the candidates and the title and the medium of the paper and thereafter, hand-over the scripts to the Supervisor. The Invigilator shall, check the collected scripts with the Mark Sheets (OCUSL EXM 18), and if any candidate has failed to hand-over a script, he/she shall bring this matter to the notice of the Supervisor.	<i>Check with attendance</i>
7.7.9	Written statements shall be obtained on Form OCUSL EXM 22, from candidates detected committing examination offences. If any candidate refuses to give a statement, the Invigilator shall not enter into argument with the candidate, but shall make in his/her detailed report on OCUSL EXM 22, indicating the fact that the candidate refused to give a statement.	<i>Obtained statements</i>
7.7.10	The Invigilator shall keep surveillance on candidates who need to use the washroom/toilet while the examination is in progress.	<i>Surveillance of candidates leaving hall for the toilet</i>
7.7.11	After the candidates leave the Hall, the Invigilator shall, go around and inspect the section allotted to him/her to ensure that all the answer scripts and other examination stationery have been collected and that personal belongings of the candidates have not been left behind.	<i>Inspection of hall at end of Examination</i>
7.7.12	The Invigilators shall, assist the Supervisor, in packeting and sealing Answer Scripts	<i>Assistance in packeting</i>
7.8 Duties of Hall Attendants		

7.8.1	It shall be the duty of the Hall Attendants to follow all instructions given to them by the Supervisor /Invigilator.	
7.8.2	Hall Attendants, shall, call over at the office of the SAR at least 45minutes before the commencement of each examination and assist the SAR/ Supervisor/ Invigilator in removing stationery and other equipment necessary for the Examination.	
7.8.3	Hall Attendants shall assist in arranging and numbering of desks at least 45 minutes before commencement of the examination.	
7.8.4	They shall, sweep and clean the hall and arrange the furniture at least 45 minutes before the commencement of each Examination.	
7.8.5	They shall, assist the Supervisor/Invigilators in distributing the stationery and in the packeting and sealing of answer scripts when they are called upon to do so. They shall, not distribute continuation sheets.	
7.8.6	They shall, carry packets of answer scripts, stationery and other equipment under the supervision of the Supervisor/Invigilator.	
7.8.7	They shall, not leave the hall without prior permission of the Supervisor	
7.8.8	Hall Attendant shall collect the keys of the examination hall from the SAR before the Examination commence under the instruction by the Supervisor.	
7.8.9	The Hall Attendant shall return keys of the examination hall to the SAR after completing the examination hall preparations 45 minutes before the commencement of the examination and at the end of the examination.	
7.9 Illness of Candidate in Examination Hall		
7.9.1	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 help the candidate to overcome his/her illness. If the candidate is compelled to discontinue answering the paper, the Supervisor shall, collect the answer script, note the time at which it was collected, and make a report on the incidence.	<i>Illness of candidates while answering a paper</i>
7.9.2	If the candidate is able to answer the paper after recovery from illness, the Supervisor may at his/her discretion grant the candidate additional time to answer the paper. Under no circumstances, shall, the additional time granted exceed half an hour. He/she shall, make a report on every such case.	
7.10 Students with Special Needs		
7.10.1	In the case of students with special needs the Registrar and the Supervisor shall ensure that the facilities allowed to such students are provided.	<i>Handicapped Students</i>

Chapter 08: Examination Rules

This chapter will be covered by the By-Law for Conduct at Examinations— By Law No: 03 of 2020 of the Ocean University of Sri Lanka (Please refer Annex 01)

Chapter 09: Examination Offences and Punishments

This chapter will be covered by the By-Law for Conduct at Examinations— By Law No: 03 of 2020 of the Ocean University of Sri Lanka (Please refer Annex 01)

Chapter 10: Maintenance of Secrecy

10.1 Maintenance of Secrecy		
10.1.1	No employee of the University involved with examinations or engaged in any type of work connected with examinations or any person whose services are utilized for examinations, shall divulge to anyone, any confidential information gained directly or indirectly in the performance of his/ her duties.	<i>Secrecy</i>
10.1.2	For this purpose, they shall take the following Oath of Secrecy before their respective Head of Department/ SAR at the commencement of each year (OCUSL EXM 27). <i>"being an employee of the Ocean University of Sri Lanka do hereby solemnly, sincerely and truly declare and affirm as follows"</i>	<i>Oath</i>
	i. I shall at all times conduct myself and do everything in my power in the performance of my duties connected with the conduct of examination such as preparation of question papers/setting, moderation and translation, typing, stenciling, duplicating and packeting, supervising and invigilation, marking of answer scripts, entry and maintenance of marks, release of results and any other related or ancillary process or activity whatsoever connected, there to so that the utmost secrecy shall be maintained in such matters.	
	ii. I shall not directly or indirectly procure or attempt to procure any information of confidential nature relating to examinations from any person whomsoever or convey to any other person whomsoever any information of confidential nature that I may receive or become of in the course of my duties connected with the Examinations of the University except as may be necessary for the due performance of my duties.	
10.1.3	Every question paper set for an examination of the University from the time the paper is set until the lapse of half an hour from the commencement of the answering of such paper by candidates at the Examination, or any other document declared as secret, shall be deemed to be a secret document.	<i>Secret document</i>
10.1.4	Every employee of the University engaged in any type of work connected with Examinations, shall bring to the notice	<i>Close relative</i>

	of the Vice Chancellor if any close relative of his/ her is sitting for the Examination. For this purpose the words "employee of the University" shall include any person engaged for work connected with Examinations. A close relation includes a child, spouse, sibling or descendent.	
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Chapter 11: Procedure Regarding Examination Offences Committed by Candidates

This chapter will be covered by the By-Law for Conduct at Examinations— By Law No: 03 of 2020 of the Ocean University of Sri Lanka (Please refer Annex 01)

Chapter 12: Procedure Dealing with Examination Offences by Those Other Than Candidates

12.1 Dishonest Delivery or Communication		
12.1.1	Delivery by any person, fraudulently or dishonestly, a secret document or part thereof, or communication or any information relating to the contents of a secret document or part thereof, to any other person who is not a person to whom he/ she is authorized to deliver such document or to communicate such information.	<i>Dishonest conducts</i>
12.1.2	Fraudulent or dishonest delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any person who is not a person to authorized to receive such document.	
12.2 Divulging Marks		
12.2.1	Divulging by any Examiner or any other person entrusted with filling up of mark sheets, mark books etc., of any information relating to the answer scripts, mark sheets, or mark book to any other person who is not authorized to know such information.	
12.3 Dishonest Marking		
12.3.1	The marking of an answer scripts fraudulently or dishonestly	
12.4 Dishonest Alternation		
12.4.1	The marking of any erasures, interpolations or any other alternations in a mark book, mark sheet or answer script, fraudulently or dishonestly.	
12.5 Dishonest Assistance		
12.5.1	Fraudulent or dishonest assistance, directly or indirectly, to any candidate while answering a question paper at the examination, by a Supervisor, Invigilator, hall Attendant or other employee attached to an examination hall.	
12.5.2	Fraudulent or dishonest assistance, directly or indirectly for erasures, interpolation or any other alternations in	

	any answer scripts by Supervisor, Invigilator or other employee of the examination Hall.	
12.6 Dishonest Secreting and Disclosure or Secret Document		
12.6.1	Fraudulent or dishonest secreting or making away with or disposal of such secret document or part thereof or making a copy of such secret document or part thereof, by any person who is entrusted with the duty of typing, stenciling duplicating, printing, packeting, or making by manual or mechanical means any secret document relating to any examination, or by any person whose duty is to assist in the aforementioned duties.	
12.7 Theft or Dishonest Breaking of Receptacle Containing Secret Document etc.		
12.7.1	Fraudulently or dishonestly opening or destroying of any sealed packet, safe or other receptacle containing any secret documents relating to the examination or taking out any such document or part thereof.	
12.8 Fraudulent Introduction of Answer Scripts		
12.8.1	The introduction, insertion or exchange to another script in place of the script answered by a candidate.	
12.9 Dishonesty by Commission or Omission		
12.9.1	The commission or omission of an act relating to the conduct of an examination which is deemed by the Vice Chancellor to be of a fraudulent or dishonest nature.	
12.10 Assistance or Connivance		
12.10.1	The abetment, assistance or connivance with another person in the commission of one or more of the above offences.	
12.11 Procedure for Disciplinary Action		
12.11.1	Disciplinary action shall be taken against those who are alleged to have committed one or more of the above listed offences as follows:	<i>Disciplinary actions</i>
	a. In the case of the University employee, action shall be taken according to the Disciplinary procedure of	

		the University, including action by the Police where necessary.	
	b.	In the case of others, suitable action shall be taken, by the Vice Chancellor, depending on the nature of the offence and the circumstances.	

Chapter 13: Receiving and Distribution of Answer Scripts

13.1 Receiving of Answer Scripts from the Examination Centers		
13.1.1	The Supervisor shall handover the packets of answer scripts to the SAR immediately after the Examination. The receipt of the answer packets shall be acknowledged in duplicate on Form OCUSL EXM 25. One copy of this form shall be handed over to the Supervisor and the other copy shall be kept by the SAR.	<i>Acceptance of Answer packets</i>
13.1.2	The SAR shall check whether all packets of answer scripts of the examination have been received.	
13.2 Distribution of Answer Scripts to Examiners		
13.2.1	The SAR shall make arrangements for the delivery of packets to Chief Examiner within two working days after the examination.	
13.2.2	Delivery by post is allowed only for Visiting Lecturers and academic staff who are on study leave abroad. This shall be dispatched only to the address provided by the Visiting Lecturer or the academic staff on leave abroad.	
13.2.3	The SAR and, where necessary, the Chief Examiner shall maintain a record of distribution of answer scripts.	
13.2.4	If any special requirement arises suitable alternative arrangement for the delivery of answer script packets can be made only with the approval of the Dean of the Faculty.	
13.2.5	The SAR shall deliver the following items to the Chief Examiner together with the packets of Answer scripts:	
	a. Instructions for Marking (Chapter 14 of the Manual)	
	b. Marks return form(OCUSL EXM 28/ 29/ 30)	
	c. Letter containing the number of scripts, the date by which the marks and the scripts should be returned (OCUSL EXM 31) and the acknowledgement	
13.2.6	After delivering of the packets of answer scripts to Chief Examiner, the SAR will notify to the relevant Head of the Department by sending a copy of log entry.	<i>Reminder to Chief Examiner</i>

13.2.7	After marking the scripts, the Chief Examiner shall return the followings to the SAR in charge of Examinations	
	a.	Answer scripts packets containing one copy of the mark sheet (OCUSL EXM 28)
	b.	Instructions for Marking
13.2.8	Chief Examiner shall complete and retain one copy of the mark sheet (OCUSL EXM 28) in a sealed envelope and the marks return form (OCUSL EXM 29).	
13.2.9	The SAR shall send a reminder to the Chief Examiner not later than one week before the due date. If the marks are not received on the date, the SAR shall report the matter to the HoD, who shall take appropriate action, with a copy to the Dean of the Faculty.	
13.2.8	Upon the receipt of the items stated in 13.2.7, the SAR shall make an arrangement to handover the followings to the second Examiner.	
	a.	Answer script packets
	b.	Instructions for Marking
	c	OCUSL EXM 08b form
	d.	Letter containing the number of scripts, the date by which the marks and the scripts should be returned (OCUSL EXM 31) and the acknowledgement
13.2.9	The Second Marker shall return the followings to the SAR in a sealed envelope.	
	a	answer script packet
	b	Instructions for marking
	c	completed mark sheet (OCUSL EXM 29).
	The SAR shall send a reminder to the Examiner not later than one week before the due date. If the marks are not received on the date, the SAR shall report the matter to the HoD, who shall take appropriate action, with a copy to the Dean of the faculty.	
13.2.10	SAR shall make necessary arrangements to handover the mark sheet (OCUSL EXM 29) received from the second Examiner to the Chief Examiner.	
13.2.11	Upon receipt of the item stated in 13.2.10, the Chief Examiner shall complete and return the final mark sheet (OCUSL EXM 29) to the SAR in a sealed envelope. The final mark sheet shall be signed by the Chief Examiner, at least one of the Second Examiners and be recommended by the Controlling Chief (HoD).	

14. Marking of Answer Scripts

14.1 Marking Scheme		
14.1.1	There shall be a prototype answer and marking scheme (OCUSL EXM 10) for each question paper.	<i>Marking Scheme</i>
14.1.2	The marking scheme shall give the important points that should be included in the expected answer i.e. how each point to be evaluated, and the breakup of the maximum possible mark according to different aspects of the answer (if different aspects such as subject matter, organization, expression etc. are to be evaluated separately).	
14.1.3	The marking scheme shall be studied carefully by the marking Examiners and the marks assigned for each question or part of a question accordingly.	
14.1.4	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 first marking Examiner shall therefore mark a few pilot scripts selected at random to consider whether the marking scheme requires modification. If he decides that it is necessary to modify the marking scheme, he/ she shall do so in consultation with the moderator and bring the matter to the notice of the Controller Chief.	<i>Modification of Marking scheme</i>
14.1.5	A copy of the finalized marking scheme shall be forwarded to all marking Examiners.	
14.2 Marking		
14.2.1	Marks shall be entered on the answer scripts, except in instance where the Examiner is specifically instructed not to do so.	<i>Marks to be entered on answer scripts Independent marking</i>
14.2.2	In the case of examinations where there are two markings of scripts, each marking shall be independent and the marks of one Examiner shall not be made available to the other Examiner.	

14.2.3	<p>On the detailed Mark sheet (OCUSL EXM 28a / 28c) the marks given to each candidate shall be entered for the particular question marked, and the same procedure shall be followed for the other questions. If a question has not been answered by a candidate, a dash (-) shall be entered in the relevant place in the Detailed Mark sheet.</p> <p>After all the questions have been marked and the marks have been entered on the Detailed Mark sheet, the number of questions for which marks have been entered in the sheet for each candidate shall be checked before entering the total mark for him/ her. If the number of entries is less than the number of questions that the candidate is required to answer, his/her answer script shall be checked to see whether the answer to any question has not been marked. If there has been such as omission, the answer shall be marked and the marks included in the Detailed Mark sheet. If a candidate has answered more than the required number of the questions the last question or questions answered (or where the last questions or question are compulsory the immediately preceding answer or answers as the case may be), shall be disregarded.</p>	<i>Entry of Marks on Detailed Mark sheets.</i>
14.3 Computation of Final Marks		
14.3.1	When Chief Examiner prepare the final marks sheet (OCUSL EXM 29) it should be considered that whether the differences between the marks assigned by the two Examiners to any individual candidate exceeds 10% of the maximum mark that can be awarded for the paper.	<i>Checking of Marks of the two Examiners</i>
14.3.2	Where the difference between the marks of the two Examiners assigned to any individual candidate does not exceed 10%, the mean of the two markings shall be reckoned as the final mark of the candidate.	<i>Computation of Final Mark</i>
14.3.3.	Where the difference between the marks of the two Examiners to any individual candidate exceeds 10% of the maximum mark that can be awarded for the paper, the Chief Examiner shall bring the matter to notice of the Controller Chief and the Controller Chief,	<i>Third Examiner</i>
	a. shall request the two Examiners to re-consider the assignment of marks to see whether the difference could be reduced to less than 10% of the maximum mark that can be awarded for the paper, and	

	b.	where it is not possible for the two Examiners to reduce the difference to below 10%, he shall nominate a 3 rd Examiner and shall request SAR to make arrangements to get the relevant script(s) marked independently by the 3rd Examiner. The average of the three marks shall be reckoned as the final mark for each candidate.	
14.3.4		As and when the final marks of a paper/ subject have been computed, the HoD shall satisfy him/herself that the entries, additions, calculations etc. are correct, and recommend the final mark sheet. Before handing over final mark sheet (OCUSL EXM 29) to the SAR, it is the responsibility of the Chief Examiner to get the recommendation of the HoD as the Chief Controller of the Examination.	
14.4 Duties of Marking Examiners			
14.4.1		If a person who has been appointed as a marking Examiner is unable to function, he/ she shall forth with inform the SAR who shall make arrangement as specified in Section 3.5.	<i>Inability to Mark</i>
14.4.2		On receipt of the Answer scripts from the SAR, the Examiner shall check with the Attendance Sheets whether he/ she has received the answer scripts of all those who had been present for the paper. If there are discrepancies he/ she shall notify the same to the SAR immediately. It is the responsibility of the Marking Examiner to keep all answer scripts in safe custody.	<i>Checking scripts received</i>
14.4.3		All scripts shall be marked personally by the Examiner and no assistance shall be obtained from others for marking.	<i>Mark scripts personally</i>
14.4.4		The Examiner shall, as soon as he/ she marks the scripts forward the same together with the Mark Sheets under sealed cover, to the SAR together with OCUSL EXM 32 subject to 13.2.7.	<i>Return of Marks</i>

Chapter 15: Performance Criteria and Determination of Results

15.1 Marks		
15.1.1	On receipt of the final mark sheets (OCUSL EXM 29) the SAR shall enter marks in the Mark Book, after considering medicals, offences, number of attempts etc. No entry shall be erased. Any error made shall be clearly crossed and the correct mark written correctly.	<i>Entry of marks</i>
15.1.2	The SAR shall ensure that valid continuous evaluation marks from previous attempts have been entered to the final marks sheet (OCUSL EXM 29) before handing over to the chief Examiner.	
15.1.3	The SAR shall ensure the marks are correctly entered, totaled, averaged, checked and re-checked under his supervision. At the end of the entries in the mark book for the particular examination, the staff engaged in this work shall certify to the accuracy of the entries.	<i>Responsibility</i>
15.1.4	A record of the steps relating to entry of marks, preparation of results sheets etc. shall be made on OCUSL EXM 33.	

Chapter 16: Publication of Results and Issue of Certificates

16.1 Results Sheets		
16.1.1	Results sheets are to be in the standard format approved by the Faculty Board and the Academic Council.	<i>Names and Index Numbers and Other particulars to be included</i>
16.1.2	The result sheets shall also include the following:	
	a. The name of the examination together with the year in respect of which the examination was held.	
	b. The month and the year when the examination was held	
	c. That the results are provisional and are subject to confirmation by the Academic Council	
	d. Name of course units	
	e. Signatures of the SAR, Dean and Vice Chancellor	
16.2 Publication of Results		
16.2.1	Steps shall be taken to release results of an examination within three months after the last date of the examination. The SAR shall be given a sufficient time to enter the results and shall call the Board of Examiners chaired by the Dean/ Vice Chancellor. After checking carefully, each page of the results sheet shall be initialed by the SAR and the respective Dean.	<i>Date of release of results</i>
16.2.2	Before the display of results, approval for the results sheets shall be taken by the Vice Chancellor.	<i>Publication of results</i>
16.2.3	All examination results shall be displayed on the notice board with copies send to the respective Deans.	
16.3 Confirmation of Results		
16.3.1	All provisional results shall be submitted to the University Academic Council for approval.	<i>Approval by the Academic Council</i>
16.4 Issue of Results		

16.4.1	Every candidate may be issued one or more of the following documents:	<i>Issuance of Results to candidates</i>
a.	Examination Certificate	
b.	Academic Transcripts with Grades	
c.	Degree Certificate	
	according to the stipulations given below. The candidates shall collect these statements personally.	
16.4.2	Candidate shall apply for such a certificate on Form OCUSL EXM 34 and Clearance Form. Certificate shall be issued on payment of the prescribed fee. No duplicate shall be issued except where satisfactory evidence has been produced to the effect that the original certificate issued has been damaged, destroyed or lost.	
16.5 Examination Certificate		
16.5.1	Every candidate shall be issued an examination Certificate on a printed format duly signed by the SAR. This Certificate will be issued after confirmation of results by the Academic Council and will serve as a temporary certificate.	<i>Issuance of Temporary Certificates</i>
16.6 Academic Transcripts		
16.6.1	Academic Transcript shall contain information as to the subjects, modules offered, grades and GPA obtained by the candidate.	<i>Issuance of Academic Transcripts</i>
16.7 Degree Certificate		
16.7.1	Every candidate who completes the degree programme shall be awarded the degree certificate at the Convocation. The format of the degree certificate shall be determined by the University Academic Council.	<i>Degree Certificates</i>
16.8 Issuance of Degree Certificate		
16.8.1	In order to obtain the Degree Certificate, every candidate who completes the degree shall pay the prescribed fees and submit dully completed application forms to the SAR before the Convocation.	

Chapter 17: Verification of Results

17.1 Application for Addition, Computation and Transcription (ACT) verification		<i>ACT verification</i>
17.1.1	All marks and grades obtained by a student at an examination shall be free of errors of addition, computation and transcription (ACT).	
17.1.2	Provisions shall be made for students to submit requests for verification of their examination marks and grades, if they wish to do so.	<i>Results shall be free of errors</i>
17.1.3	However Examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the pre-determined criteria and/or prototype answer shall not be undermined and hence the verification process shall be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts.	
17.1.4	The provision for requesting re-scrutinization of marks and grades shall be limited only during the 2-weeks immediately following the release of results of an examination.	
17.1.5	As the cost of re-scrutinization process shall be borne by the student, a non-refundable fee calculated on the basis of cost of re-scrutiny process shall be levied on the student.	<i>Cost of verification of marks</i>
17.2 Verification Procedure		
	Procedures described below shall be followed in the verification of results.	
17.2.1	The SAR 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 Dean's Office.	<i>Notification of verification</i>

17.2.2	A payment of Rs.500 (subject to revision) per course unit of an examination shall be charged for verification of the marks and grades and the issue of application form (OCUSL EXM 35) must be done only upon submission of receipt for the prescribed payment.	
17.2.3	The SAR, in consultation with the Dean shall convene the Results Verification Board meeting for verification of marks/ grade within three working days upon closure of the application.	
17.3 Composition of the Verification Board		
17.3.1	The Results Verification Board shall consist of the following persons	<i>Composition of the Verification Board</i>
	a. Dean of the Faculty (Chairman)	
	b. SAR (Convener)	
	c. Heads of the Departments (members)	
	d. Chief Examiner (observer)	
	e. Other Examiners in-charge of that paper (observers)	
17.3.2	When the Head is a Chief Examiner/ Examiner in charge of each examination/ subject/ paper, another member from the same Department can be called for the Results Verification Board.	
17.3.3	If the number of applications received is high, the Dean in consultation with the Chief Examiner can appoint Sub-Committees for the verification of marks and grades. In such instances verified results shall be tabled at the Results Verification Board for ratification.	
17.4 Release of Verification Results		
17.4.1	If there is no change of grades, the SAR shall inform the candidate(s) soon after the Results Verification Board meeting.	
17.4.2	A Special Results Board should be held within five working days to ratify the results if a revision of marks/grades is necessary and the decision of the Special Results Board shall be the final and no more requests shall be entertained thereafter.	<i>Special Results Board</i>
17.4.3	If the marks and grades are changed the outcome of the verification shall be notified to the candidate(s) following	

	the ratification of amended results by the Special Results Board of the Faculty. Whereas in the case of final examination, amended results ratified by the Special Results Board shall be further approved by the Academic Council of the University.	
17.4.4	The SAR of the Faculty shall maintain a record of all verification applications and the outcome of all applications and shall submit a report to the Faculty Board after completion of re-scrutiny process.	
17.4.5	Members of the Results Verification Board shall be remunerated as per the rates decided by the UGC for re-scrutinization of papers.	<i>Payments for verification</i>

Chapter 18: Duties of the Senior Assistant Registrar In-charge of Examinations

18.1	The SAR, shall under the general direction of the Dean of the Faculty be in charge of the conduct of all examinations.	<i>In charge of Examinations</i>
18.2	The SAR, shall be responsible for all arrangements in connection with the conduct of examinations.	
18.3	The SAR, shall, among other duties ensure that,	<i>Preparatory arrangement for conduct of Examinations</i>
	a. preparatory arrangements such as fixing of calendar of date, calling for examination entries, preparation of schedules of candidates, allocation of Index Numbers and ordering stationery required, are attended to in time.	
	b. He/she receives the list of Examiners from the HoD in time.	
	c. appointment letters and requests for setting question papers are sent by the due dates.	
	d. the examination Timetables and Invigilation time tables are prepared in time.	
	e. He/she receives all question papers in time and they are kept in safe custody.	
	f. the question papers have been moderated, translated where necessary, proof read by Examiners, printed, packeted and distributed to the Supervisors in due time.	
	g. all arrangements are made to have the stationery and other requirements ready in time for issue to the halls.	
	h. the seating arrangements of desks etc. in the examination halls are satisfactory.	
	i. Arrangements are made for the receiving of answer scripts from the Supervisors and for the distributions of same to the Examiners for marking.	
	j. He/ she receives final mark sheets and marked answer scripts.	
	k. He/ she sends a set of question papers to the Librarian for the reference.	
	l. the valid marks carried forward by the repeat candidates are provided to the chief Examiner through including them in the final mark sheet (OCUSL EXM 29).	

	m.	process all academic concessions (medicals etc.) and reflect them in the final mark sheets ((OCUSL EXM 29) handed over by the chief Examiners before entering the results in the marks book.	
18.4	The SAR shall maintain the following:		<i>Maintenance of Mark Book & other Records</i>
	a.	Mark Books and Mark sheets	
	b.	Schedule of steps in preparation of question papers on Form OCUSL EXM 16.	
	c.	Schedule in question papers in daily wise on Form OCUSL EXM 14	
	d.	Statistics relating to examinations	
	e.	Files of past question papers.	
	f.	Records of results sheets and confirmation of results.	
	g.	Other relevant documents.	
18.5	The SAR shall publish the results with the approval of the Vice Chancellor after having a Results Board.		<i>Publication of results</i>

Chapter 19: Payments for Services in Connection with Examinations

19.1 Rates of Payment		
19.1	Rates of payment for various services in connection with the conduct of examinations shall be in accordance with the relevant Circulars (e.g. UGC Circular 981 Rates of payments for Internal Examinations conducted by Universities issued on 23 rd April 2012).	<i>Rates fixed by ordinance</i>
19.2 Payment Vouchers		
19.2.1	Vouchers shall be carefully prepared and submitted by the relevant staff member in the examination unit and certified by the Controller Chief.	<i>Claims</i>
19.2.2	Form OCUSL EXM 18, shall be used as payment voucher.	
19.2.3	The SAR shall ensure that the payments are made promptly.	

20. Maintenance of Records

20.1 Release of Marks		
20.1.1	The marks scored by candidates shall be treated as strictly confidential and shall not be released except for official purposes within the University at the direction of the Vice Chancellor.	<i>Release of Marks</i>
20.2 Storing of Answer Scripts		
20.2.1	All answer scripts shall be kept under safe custody of the SAR for a period of five years from the date of the examination and thereafter destroyed or disposed of in such a manner so that their contents may not be revealed.	<i>Answer scripts storing and disposal</i>
20.2.2	All mark books shall be kept under lock and key and preserved. All the information in mark books shall be transferred to MIS gradually.	<i>Mark Books</i>
20.3 Question Papers		
20.3.1	At least two copies of every question paper shall be filed, in additions to the copies kept in the library.	
20.4 Stationary and Other Materials for Examinations		
20.4.1	The SAR shall draw and maintain, annually, an adequate stock of stationery and other materials required for examinations in order to ensure the smooth conduct of examinations.	<i>Examination stationary in stock</i>
20.5 Confidential Room		
20.5.1	Each faculty shall have a Confidential Room where confidential work such as entry of marks, typing, duplicating and packeting of question papers, preparation of transcript etc. shall be done.	<i>Security for confidential work</i>
20.5.2	All confidential documents in connection with examinations such as mark sheets, mark books shall also be kept in this room.	
20.6 Academic Record of Students		
20.6.1	The Academic Record of every student shall be entered in the MIS. They shall be arranged according to the course followed and the date of graduation. All entries in the MIS shall be authenticated by the SAR.	<i>Academic Record</i>

Annex 01
By-Law for Conduct at Examinations—By Law No: 03 of 2020

BY-LAW FOR CONDUCT AT EXAMINATIONS

This By-Law may be cited as By-Law No: 03 of 2020 of the Ocean University of Sri Lanka and shall supersede the Examination By-Law No: 03 of 2018 (of Ocean University of Sri Lanka) and its amendments after coming into force on 'date'

1.0		Rules Pertaining to the Conduct of Examinations	Scope
1.01		A Candidate shall be present at their respective Examination Centre 15 minutes before the Commencement of an examination and shall enter the Examination Centre at the request of the Supervisor.	<i>Attendance</i>
1.02		A Candidate shall be conversant with and adhere to the instructions regarding examinations displayed at the entrance to the Examination Centre and at the examination's division, prior to entering the Examination Centre.	<i>Examination Notice</i>
1.03		A Candidate shall adhere to all instructions given by the Supervisor or an Invigilator during the examination.	<i>Under Supervisor's and Invigilator's Authority</i>
1.04	a.	A Candidate shall prior to entering the Examination Centre, place any unauthorized material at a place or places designated.	<i>Unauthorized Materials</i>
	b.	A Candidate shall not have on one's own person, or in one's personal belongings or at one's designated place for the examination, or at any other place within the Examination Centre (except at places designated for such purpose) any unauthorized material during an examination.	
1.05		On admission to the Examination Centre a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the supervisor.	<i>Seating</i>
1.06		A Candidate shall bring his/her own writing instruments, mathematical instruments, drawing instruments and approved calculators and any other necessary items that are authorized. The Candidate will not be permitted to `borrow these or other items from any other candidate during the time of the examination	<i>Articles Candidates may Bring</i>
1.07	a.	A Candidate shall not enter the Examination Centre after the expiry of half an hour from the commencement of the examination, except as provided for under the clause 1.07c.	<i>Admission to Examination Centre</i>

	b.	A Candidate shall not leave the Examination Centre during either the first half-an-hour or last half-an-hour of the examination. A Candidate may not leave his/her seat without the permission of the Supervisor. This clause may not be applicable to in-class tests.	
	c.	A Candidate may be permitted provisional entry on account of an unforeseen event after the said expiry in clause 1.07a, if no candidate has left the Examination Centre (or any other Centre where the same assessment is concurrently conducted), at the sole discretion of the Supervisor. No extra time will be allowed for such candidates.	
	d.	A Candidate permitted under clause 1.07c shall make a written signed statement on the event, immediately on completion of the examination, and submit the same to the Supervisor who shall forward the same to the Dean of the relevant Faculty who in turn will report to the Academic Council for determination of the validity of such candidature.	
1.08	a.	A Candidate shall bring into the Examination Centre, the Examination Admission Card along with the University Identity Card or Student Record Book bearing one's photograph depicting the present appearance of the Candidate, as proof of identity. A valid National Identity Card or Passport may be used as proof of identity in the absence or deficiency of the identification documents mentioned above.	<i>Record Book as Identity</i>
	b.	A Candidate whose true identity is not depicted in the photograph as in clause 1.08a shall in addition produce a recent photograph depicting the present appearance, duly endorsed by the Registrar or the Dean of the relevant Faculty or the Head of the relevant Department.	
	c.	A Candidate whose name in the identification documents in clause 1.08a differs in any manner with that appearing in the candidature list for the subject, shall in addition produce either an affidavit or a certificate to the effect that endorsed by the Registrar that both names refer to one and the same Candidate.	
1.09	a.	A candidate may be required by the supervisor to declare any item in his/her possession.	<i>Declaration of Articles in Possession</i>

	b.	No candidate shall have on his/her person or in his/her clothes, or on the admission card, By-Laws or record book, any notes, signs or formula, etc. Books, notes, parcels, handbags, etc., which a candidate has brought with him should be kept at a place indicated by the supervisor or invigilator.	
1.10	a.	A Candidate shall neither seek nor obtain academic help from the Supervisor, an Invigilator, or any other person, unless specifically permitted.	<i>Copying/ Cheating</i>
	b.	A Candidate shall neither lend nor borrow any material from any other candidate.	
	c.	A Candidate shall neither help nor attempt to help another candidate or act negligently so that another candidate has the opportunity of copying.	
	d.	A Candidate shall neither communicate nor attempt to communicate in any manner with another candidate or any person other than authorized persons.	
	e.	A Candidate shall neither obtain nor attempt to obtain help from any other candidate.	
	f.	A Candidate shall neither copy from nor attempt to copy from any other candidate.	
	g.	A Candidate shall neither copy from nor attempt to copy from any unauthorized material. Presence of unauthorized material on one's desk or similar location near the candidate during a written examination will be deemed as an attempt to copy.	
	h.	A Candidate shall neither aid nor abet in the commission of an examination offence.	
	i.	If any candidate is found by the examiner to have copied from another candidate at the time of marking, he/she shall be treated as having committed a punishable offence.	
1.11	a.	A Candidate shall write only on the Answer Books or other stationery provided for the examination unless specifically allowed otherwise.	
	b.	Candidates shall not write/draw on any other documents in their possession or on their person during the examination. Such actions will be construed as having been written beforehand, with the intention of copying.	

	c.	A Candidate shall neither remove nor attempt to remove from the Examination Centre any material supplied (other than a question paper where no restrictions have been placed) or be in possession of examination stationery outside the Examination Centre.	
	d.	A Candidate shall use Tables, Charts or any other material provided, with care and return. A Candidate shall leave behind such material provided, on the desk or give them back to an authorized person, at or before the conclusion of the examination.	
	e.	A Candidate shall not tear, crumple, fold or otherwise mutilate examination stationery (such as Answer Books, Graph Papers, etc.) which are supplied as and when necessary.	
1.12	a.	Every candidate shall enter his/her Index Number on the Answer Book and on every continuation paper.	
	b.	Every candidate shall also enter all necessary particulars as indicated in the cover of the Answer Book.	
	c.	A candidate who inserts on his / her script and Index Number other than his own is liable to be considered as having attempted to cheat.	
	d.	A script that bears no Index Number or an Index Number which cannot be identified, is liable to be rejected.	
	e.	No candidate shall write his/her name or any other identifying mark on the Answer Script.	
1.13		All papers used for Rough Work as writing papers shall be attached to the Answer Script, but all material which does not form a part of the Answer Script, shall be cancelled by neatly crossing out such material.	<i>Rough Work to be Cancelled</i>
1.14		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 counted shall be neatly crossed out.	<i>Unwanted Parts of the Answers</i>
1.15	a.	A candidate shall conduct himself/herself in the examination hall in such manner as not to cause any obstruction or harassment to the Supervisor, Invigilator(s), office assistant and other candidates and shall observe silence both inside the Examination Centre and its vicinity.	<i>Conduct</i>
	b.	Absolute silence shall be maintained in the Examination Centre and its precincts. A candidate shall not be allowed to communicate with any person other than	

		the Supervisor/Invigilator, and a candidate shall draw the attention of the Supervisor/Invigilator by raising his/her hand from where he/she is seated.	
	c.	It shall be the responsibility of the candidate to refrain from any act that may lead to suspicion that he/she has committed any examination offence or is likely to commit such offence	
1.16		During the course of the examination, no candidate shall be allowed to leave the Examination Centre temporarily. However, the Supervisor/Invigilator may, in case of an emergency, permit a candidate to leave, but under the surveillance of the Supervisor/Invigilator.	<i>Leaving the Examination Centre</i>
1.17	a.	A Candidate shall not submit a Coursework, Field Book, Dissertation, Report or other Assignment for assessment which has been done wholly or partly by anyone other than the Candidate (except where the examiner has given prior permission for joint or collaborative work to be submitted).	<i>Plagiarism</i>
	b.	A Candidate shall not submit as his/her own the reproduction of someone else's work, including material and ideas.	
	c.	Any other form of plagiarism is also punishable examination offence.	
1.18	a.	A Candidate shall not be impersonated by any other person at the examination nor shall any Candidate allow him/her to be impersonated by another person. In such a situation, the person who impersonates and the candidate who is impersonated shall be guilty of an offence.	<i>Impersonation</i>
	b.	Candidate shall not submit an Answer Script, which has been prepared completely or partially by anyone other than the Candidate.	
1.19		If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of the examination necessary, the supervisor shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice Chancellor/Registrar.	<i>Cancellation/Postponement of Examination</i>
1.20	a.	The Supervisor, or an Invigilator on his/her behalf, is empowered to order any Candidate to make a statement in writing on any matter which may arise during the course of the examination and such statement shall be written and signed by the Candidate. No candidate shall refuse to make and sign such a statement. Such materials shall be sealed by the	<i>Making Statement and Recording the Incident</i>

		Supervisor in the presence of the candidate as the witness. Procedure as described in Clause 3.1 shall be followed by the candidate.	
	b.	A candidate shall not obstruct the recording of the detection in an appropriate manner as decided by the Supervisor.	
	c.	A Candidate shall hand over to the Supervisor, any unauthorized material detected with him. The Supervisor will take over such material in the presence of another authorized person as witness. The Supervisor and the witness will make a record of such material in detail and hold it securely and intact until the examination has been completed. Anything that may prevent a candidate from legitimately completing the examination should not be taken over until the examination has been completed.	
1.21		A Candidate shall stop writing, and stop any other activity related to the examination (such as organizing the Answer Script, tying, writing Index Number, writing Question Numbers, etc.) once the announcement has been made by the Supervisor to stop work, at the completion of the examination.	<i>Stop Answering</i>
1.22		A Candidate shall hand over to the Supervisor or an Invigilator all the Answer Scripts, tied as instructed, during or at the end of the examination.	<i>Handing over the Answer Scripts</i>
1.23		No candidate shall get in touch with any person other than the Dean of Faculty, the Academic Head of the section or department, or the relevant administrative officer in charge of examinations on matters concerning the examination.	<i>Contactable Officers for examination matters</i>
1.24		Every candidate who registers for an examination shall be deemed to have sat the examination unless he/she withdraws from the examination within the specified period or submits a Medical Certificate prior to the commencement of the examination. The Medical Certificate shall be from the university medical officer. If this is not possible, the Medical Certificate should be obtained from a Government Medical Practitioner and submitted to the University Medical Committee through SAR/Examinations at the earliest possible time.	<i>Withdrawal from an Examination</i>
1.25	a.	When a candidate is unable to present himself/ herself for the whole or part of an examination of a course or subject, he/she shall notify or cause to be notified of his/her inability and its cause to the Academic Head of	<i>Absence from Examinations</i>

		the section or department and the relevant administrative officer responsible for examinations.	
	b.	Any form of concession for Absence from Examinations may be considered only for reasons on medical grounds, compassionate grounds, serious unforeseen personal events, and selection to represent in Inter-University, National or International competitions. The Procedure for Academic Concessions is given in the Regulation 1 of By-Law No: 03 of 2020.	
1.26		A student who withdraws or absents himself/ herself from the examination shall not be eligible for classes unless the Academic Council decides otherwise.	<i>Eligibility for Classes</i>
1.27		No student shall sit an examination, if he/she has exhausted three number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Academic Council.	<i>Maximum Number of Examination Sittings</i>

2.0	Examination Offences & Punishments		
Non –adherence to the rules, pertaining to examination offence, listed in the foregoing clauses in section 1.0 may be classified as follows. [Numbers indicated under each category are guidelines corresponding to the category under which the clause is likely to be considered for punishment]			
2.1	Classification of Examination Offences		
	a.	Disorderly Conduct of a Minor Nature [clauses 1.03, 1.09, 1.10a, 1.11, 1.12e, 1.15, 1.16, 1.21]	
	b.	Cheating [clauses 1.04b, 1.09b, 1.10b, 1.10c, 1.10i]	
	c.	Disorderly Conduct of a Grave Nature [clauses 1.03, 1.10c, 1.10d, 1.10e, 1.10h, 1.11b, 1.12c, 1.15a, 1.15b,1.20]	
	d.	Copying [clauses 1.10f, 1.10g]	
	e.	Impersonation [clause 1.18]	
	f.	Plagiarism [clause 1.17]	
	g.	Rules for non-compliance with rules [clauses 1.01, 1.02, 1.07, 1.08, 1.12a, 1.22]	
2.2	Procedure for Inquiry and Determination of Punishment		
	Procedure for Inquiry and Determination of Punishment shall be as prescribed in Regulation 2 of By-Law No: 03 of 2020		
2.3	Punishments		
	2.3.1 The following schedules of punishments are applicable to each category of Examination Offence		
		Offence	Minimum Punishment
	a.	<i>Disorderly Conduct of a Minor Nature</i>	Severe Warning
	b.	<i>Cheating</i>	Cancellation of the candidature from the examination or assessment in which the offence was committed.
			Cancellation of the candidature from all the examinations pertaining to the Semester in which the

					offence was committed.
		c.	Disorderly Conduct of a Grave Nature	Cancellation of the candidature from all the examinations pertaining to the Semester in which the offence was committed.	Cancellation of the candidature from all the examinations pertaining to the Semester in which the offence was committed and suspension from the University for one additional semester including examinations.
		d.	Copying	Cancellation of the candidature from the examination or assessment in which the offence was committed and suspension from the University for one additional semester including the examination.	Cancellation of the candidature from all the examinations pertaining to the particular Semester in which the offence was committed and suspension from the University for additional two semesters including examinations.
		e.	Impersonation	Cancellation of the candidature from all the examinations pertaining to the particular Semester in which the offence was committed and suspension from the University for five additional semesters, including examinations.	Expulsion as a student of the University and/or appropriate legal action.
		f	1. Plagiarism-Continuous	Cancellation of the candidature from the examination or assessment in	Cancellation of the candidature from all the

		<i>Assessment Components</i>	which the offence was committed.	examinations pertaining to the Semester in which the offence was committed.
		2. Plagiarism- Other forms of examinations	Cancellation of the candidature from all the examinations pertaining to the particular Semester in which the offence was committed and suspension from the University for four additional semesters including examinations.	Expulsion as a student of the University and/or appropriate legal action.
	2.3.2	Cancellation from examinations and suspension from the University, in clause 2.31, shall be reckoned from the date on which the offence was committed. A Candidate who is alleged to have committed an examination offence shall be provisionally permitted to continue until the conclusion of the inquiry into the allegation. If convicted of the offence, the punishment will be backdated to the date on which the offence was committed.		
	2.3.3	The degree of punishment for a particular offence given in schedule in clause 2.31 shall be determined by the Academic Council based on the gravity of the particular offence and so as to make the punishment an effective one. [example: suspension from examinations during a period when no examinations are held is not deemed to be an effective punishment]		
	2.3.4	Punishment for any offence not directly covered in the schedule shall be decided by the Academic Council in keeping with the pattern of the schedule in clause 2.31.		
	2.3.5	The Academic Council may impose additional punishments or less severe or more severe punishment on any of the examination offences mentioned in the schedule in clause 2.31, whenever it deems it appropriate for specific reasons. Such punishment may include expulsion as a student of the University.		
	2.3.6	In particular for minor offences not involving cheating or attempted cheating of any kind, or for minor offences in continuous assessments, the Academic Council may decide to mitigate punishments given in the schedule in clause 2.31 even to a warning or a reprimand.		
	2.3.7	The Academic Council may consider extenuating circumstances, and decide that the punishment, in part or in entirety, be suspended, on condition that the Candidate does not commit another examination offence within a specified period.		

	2.3.8	The Academic Council would not normally award of any Class or Prize or Medal to which the Candidate may otherwise have been entitled, even when punishments are mitigated or suspended.
	2.3.9	Cancellation of candidature does not entitle a candidate for First Attempt Status for subjects where cancellation of candidature is effective.
3.0		Appeals
3.1		A student found guilty of an offence may make an appeal in writing to the Vice Chancellor through his/her Head of Department of study within 14 days of being informed of the punishment to be taken at the Faculty Board.
3.2		The Vice Chancellor, if he/she deems that there is a prima facie case for an appeal, shall refer the matter to the Academic Council for deliberation.
3.3		The Academic Council shall refer the Appeal to the Examination Offences Committee for the purpose for study and report.
3.4		The Examination Offences Committee shall deliberate on the appeal, together with extenuating circumstances if any, and inform the findings, together with recommendations for mitigation of punishment, if any, to the Academic Council.
3.5	a.	The Academic Council shall after deliberation of the Report, recommend any mitigation or suspension of the punishment to the Vice Chancellor, who shall act according to the recommendation.
	b.	However, the Vice-Chancellor may also consider extenuating circumstance and grant additional relief, usually not exceeding 50% of the punishment recommended by the Academic Council.
4.0		Definitions and Interpretations
		The following definitions and interpretations are given to reduce ambiguities in implementing the By-Law. In the event that the By-Law is silent on a particular offence or the interpretation is still not clear, the ruling of the Academic Council on the matter shall be determined to be final.
4.1		Answer Script
	a.	All Answer Books, including other stationery on which a Candidate has answered.
	b.	All calculations and rough work, which may have been attached.
4.2		Assessment
		Assessment and Examination are synonymous with respect to the rules and regulations in this By-law.
4.3		Authorized person
	a.	Duly appointed Supervisor and Invigilators.
	b.	Officer in charge of the conduct of examinations, or other person authorized by the Academic Council.

	c.	Head of Department corresponding to the module being assessed.
	d.	Examiners and Moderators of the Subjects being assessed.
	e.	Hall Attendants shall be permitted to be present at the Examination Center under the direction of the supervisor.
4.4		Conditions
		Conditions refer to the adherence to the rules and regulations.
4.5		Continuous Assessment
		The regular evaluation of coursework done during the course, which may or may not include an examination, but where the marks achieved are part and parcel of the overall result. Components of continuous assessment may include in-class test and evaluations of laboratory work. Project work, studio work, take home assignments, industrial visits. Camps and industrial training.
4.6		Board of Governors
		The Board of Governors of the Ocean University of Sri Lanka constituted according to the Ocean University of Sri Lanka Act No.31 of 2014.
4.7		Department
		A Department of Study of the Ocean University of Sri Lanka.
4.8		Examination
	a.	Evaluation of assignments both in-class and take-home in a particular subject or other continuous assessments.
	b.	Oral assessment; written evaluation; practical evaluation; project demonstration; computer-based assessments or other evaluation of knowledge, skills, analytical abilities, competencies, other learning abilities, or combinations thereof.
	c.	Examination of a single subject, or a group of subjects as applicable.
	d.	Examination at year-end, semester-end, or term-end.
	e.	Examination held in a particular subject or part thereof on a particular date and time slot of the day.
	f.	Evaluation of practical work, studio work, project work, industrial visits, camps, training and other similar work.
	g.	Any other form of evaluation not specifically described in sections a to f.
4.9		Examination Center
		An examination hall, designated classroom, laboratory or other designated place where the examination is held or scheduled to be held.
4.10		Examiner
		A teacher, duly appointed by the Academic Council, who evaluates the knowledge, ability, or proficiency of students through an examination. In the case of continuous assessment, the evaluation may be delegated by the examiner of the module.
4.11		Examination Offences Committee
		A Standing committee appointed by the Academic Council for the deliberation of appeals related to examination related punishments.
4.12		Faculty

		The specified Faculty of the Ocean University of Sri Lanka.
4.12		Invigilator
	a.	For written examinations, an academic staff member or a non-academic staff member who shall be appointed by the officer in charge of conducting the examinations.
	b.	For Continuous Assessments, staff member/s and instructors/s designated by the examiner of the module for the purpose of that assessment.
4.14		Module/Subject
	a.	Course unit in a modular semester examination.
	b.	Subject of a traditional year-end examination.
4.15		Module Assessment
		Comprises of both the continuous assessment component and the end-of-semester written examination.
4.16		Open book assessments/examinations
		Assessments/examinations declared as “open book” where authorized learning material is permitted to be brought into the examination center.
4.17		Plagiarism
	a.	Plagiarism is the reproduction of someone else’s work as one’s own, either partially or in whole, including material and ideas, whether it in published form or otherwise.
	b.	Submission of work done jointly as one’s own work (unless it is a group assignment), although students may discuss take-home assignments amongst themselves before making the individual submission.
4.18		Registrar means the Registrar, or any other officer authorized to act on behalf of the Registrar of the Ocean University of Sri Lanka.
4.19		Semester includes both the teaching period, and the examination period of the semester.
4.20		Academic Council means the Academic Council of the Ocean University of Sri Lanka constituted according to the Ocean University of Sri Lanka Act No.31 of 2014.
4.21		Supervisor
	a.	For written examinations a senior academic staff member or a senior non-academic staff member who shall be appointed by SAR/Examinations.
	b.	For Continuous Assessments, the examiner of the module or other staff member designated by him.
4.22		Term includes both the teaching period and the examination period of the term.
4.23		Unauthorized material
	a.	Learning material of any kind (including, books, notes, diagrams), which are not authorized, whether directly relevant to the particular examination or not, taken to an Examination Center.

	b.	Bags (other than containers for carrying writing instruments), file cover or other containers, which are not authorized, taken to an Examination Centre.
	c.	Programmable calculators, computers and other computing or storage devices, which are not authorized, taken to an Examination Center, other than those explicitly permitted.
	d.	Writing or sketches on one's person or personal belonging when participating at an evaluation at an Examination Centre.
	e.	Cellular phone s or other communication devices, taken to an examination center (other than those handed over to the Supervisor/Invigilator, prior to the commencement of the examination). In the case of continuous assessment components, exceptions may be specified by the examiner.
	f.	Other items (other than wallets and keys which may be left on the floor under the desk) as may be declared as unauthorized by the Academic Council.
	g.	Other items as may be declared as unauthorized for the subject under assessment by the Head of the respective department or the duly appointed examiner of the subject.
	h.	Food or drink (other than drinking water) unless prior permission has been obtained on account of a medical condition.
4.24		University means the Ocean University of Sri Lanka constituted according to the Ocean University of Sri Lanka Act No.31 of 2014.
4.25		University Medical Committee
		A committee appointed by the Academic Council consist of deans, SAR/Examinations, Student Councilors, and a medical doctor registered in Sri Lanka Medical Council. If the committee rejects any medical application, the applicant shall be decided as a repeat applicant for the particular subject and the Maximum Grade the applicant shall be granted for the particular subject shall be C+.
5.0		Regulations and Revisions
5.1		The provisions prescribed in this By-Law are subject to revision from time to time, whenever the Academic Council deems it necessary.
5.2		Regulations under this By-Law may be framed and/or revised independently of the By-Law, but in keeping within its provisions.
5.3		Revisions to the By-Law, and to Regulations framed under it, cannot be usually backdated and will be valid for use at examinations only after due notice has been given to the student community.
5.4		Changes, which do not involve any punishment, may be used as guidelines within the existing By-Law during the interim period.
5.5		All common regulations applicable to Universities in Sri Lanka, and to the Ocean University of Sri Lanka in particular, are also applicable for all registered students of the Ocean University of Sri Lanka.

Annex 02

Regulation 1 of By-Law No: 03 of 2020– Procedure for Academic Concessions

(Regulation framed under By-Law No: 03 of 2020 of the Ocean University of Sri Lanka, which will come into effect on ‘date’)

Any form of concession for Absence from Examinations may be considered only for reasons on medical grounds, compassionate grounds, serious unforeseen personal events and selection to represent in Inter-University, National or International competitions.

1.		Procedure for submission of documents on medical grounds
		The student or his/her guardian shall submit a valid Medical Certificate covering the period from either the University Medical Officer (UMO), or from a Qualified Medical Officer together with supporting documents to the SAR/Examinations as described in the following sections.
	1.1	For consideration of academic concession on medical grounds , the student/parent/ guardian should inform the SAR Examinations within 7 days that he/she is sick and unable to sit the examination by telegram, email, registered letter or a fax and submit a valid Medical Certificate covering the period of the examination within fourteen days after the last date of the examination.
	1.2	In case of a student missing more than one examination or the whole examination , the student should submit the following documents for consideration of absence from the examination on medical grounds.
		a. Submit the duly completed application form (OCUSL EXM 36) to the Head of the Department. Head of the Department with his observation will submit to SAR/Examinations to proceed through the Faculty Board to the Academic Council for the approval.
		b. Proof of informing the SAR/Examinations.
		c. Medical certificate issued by Government Hospital supported by the Diagnosis card, receipt of payment for the medical certificate, results of investigations carried out such as blood test etc. (if any) and prescription forms for drug treatment given. If no diagnosis card is available, other documents mentioned above are essential. OR In case the student was treated outside a Government hospital, a Medical Certificate issued by a qualified consultant supported by Diagnosis card, results of the investigations carried out and prescription forms for the drug treatment given are essential.
	1.3	In the case of a student missing only one paper , the Medical Certificate that the student must submit may be from the University Medical Officer or a Medical Officer registered with the Sri Lanka Medical Council supported by other documents as mentioned in 1.2.
	1.4	A student who is currently undergoing medical treatment for a mental disorder or his/her parent/guardian should inform in writing of the said condition to the SAR/Examinations before the commencement of the examination. Any student who fails to do so

		will not be eligible for any special concessions to be granted by the University on medical grounds.
	1.5	If a student develops a mental disorder during the term time or during the examination, the student or his/her guardian should inform the SAR/Examinations within 7 days of the last date of the examination. Further, the students who develops a mental disorder while doing an examination (without a history of previous mental illness) can be assessed by the University Medical Committee to provide academic concessions with referral to a Consultant Psychiatrist, if required.
	1.6	In the case of student missing continuous assessment components, on medical grounds the student should inform the relevant Lecturer that he/she is sick and unable to face the continuous assessment and submit a valid medical certificate covering the period of continuous assessment within two weeks of the event for consideration by the examiner of the module.
	1.7	In order to retain confidentiality of the student's medical certificates and other documents, the student must submit these documents to SAR/Examinations in a sealed envelope.
2.		Procedure for submission of documents on compassionate grounds
		The student shall submit authenticated documents covering the period, from either the Gramaseva Niladhari (GSN) certified by the Divisional Secretary or any other relevant authority acceptable to the University Academic Council, together with supporting documents, to the SAR/Examinations as described in the following sections.
	2.1	For consideration of academic concession on compassionate grounds, the student should inform the SAR/Examinations within 7 days that he/she is unable to sit the examination, by telegram, email, registered letter or a fax and submit authenticated documents covering the period of the examination within 14 days after the last date of the examination.
	2.2	In case of a student missing one or more examinations, or, the whole examination, the student should submit the following documents for consideration of absence from the examination on compassionate grounds.
		a. Submit the duly completed application form (OCUSL EXM 25) to the Head of the Department. Head of the Department with his observation will submit to SAR/Examinations to proceed through the Faculty Board to the Academic Council for the approval.
		b. Proof of informing the SAR/Examinations.
		c. In case a supporting document is a Medical Certificate, it should be a Medical Certificate issued by a Governmental Hospital. OR In case the relevant person was treated outside a Government hospital, a Medical Certificate issued by a qualified consultant.

		In order to retain confidentiality of the medical certificates and other documents, the student must submit these documents to SAR/Examinations in a sealed envelope.
	2.3	In the case of students missing continuous assessment components , on compassionate grounds, the student should inform the relevant Lecturer that he/she is unable to face the continuous assessment and submit authenticated documents, covering the period of continuous assessment within two weeks of the event for consideration by the examiner of the module.
3.		Procedure for submission of documents when selected to represent University, Inter-University, National or International events
		The student shall submit an authenticated document covering the period, from the Head/University Sport Directorate for Intra-university representation; Chief Organizer/ Director for Inter-university representation; and, the Director, Ministry of Sport in case of national representation, together with supporting documents to the SAR/ Examinations as described in the following sections.
	3.1	For consideration of academic concession on Representation grounds , the students should inform the SAR/Examinations that he/she is unable to sit the examination, and submit authenticated documents covering the period of examination 14 days before the first date of the examination for consideration.
	3.2	In case of student missing more than one examination paper or the whole examination , the student should submit the following documents for consideration of absence from the examination on representation grounds.
		a. Submit the duly completed application form (OCUSL EXM 36) to the Head of the Department. Head of the Department with his observation will submit to SAR/Examinations to proceed through the Faculty Board to the Academic Council for the approval.
		b. Proof of prior approval for Academic Concessions on Representation Ground to the SAR/ Examinations.
	3.3	In the case of students missing continuous assessment components , on representation grounds the student should inform the relevant Lecturer in advance that he/she is unable to face the continuous assessment and submit authenticated documents covering the period of continuous assessment for consideration by the examiner of the module.

Annex 03

Regulation 2 By-Law No: 03 of 2020 – Procedure for Inquiry and Determination of Punishment

(Regulation framed under By-Law 3 **No: 03 of 2020 of the Ocean University of Sri Lanka**, which will come into effect on 'date')

Procedure for inquiry and determination of Punishment due to those found Guilty of Examination Offences shall be as follows.

- a. Every alleged examination offence shall be reported in written together with sealed unauthorized materials collected under Clause 1.16a, by the Supervisor of the Examination Centre, through SAR/ Examinations and the Dean of the relevant Faculty, to the Registrar. The Registrar shall place such report for consideration by the Vice Chancellor.
- b. The Vice Chancellor shall appoint a Committee of Inquiry of three members of Academic Council to inquire into the examination offence or offences reported and authorized this Committee to inquire and report to the Vice-Chancellor.
- c. The Committee of Inquiry shall give the Candidate an opportunity to be heard after due notification in writing which should include the allegation. If the Candidate does not attend the inquiry without a valid reason, the hearing may proceed in his/her absence. The Committee of Inquiry shall decide whether an offence has been committed according to the By-Law and recommend a course of action including any necessary punishment according to the provision of the By-Law.
- d. The Committee of Inquiry shall inform the findings, together with recommendations, to the Vice Chancellor who shall report it the Academic Council. The Vice Chancellor and/or the Academic Council may refer the inquiry panel report to a Standing Committee (Examination Offences Committee) for further study and recommendation.
- e. The Academic Council shall after deliberation of the Report, determine the punishment if any, due to those found guilty of examination offences. Any previous offences by the same candidate may be taken into consideration in deciding on the punishment.
- f. The Academic Council may disregard a period of punishment in computing the maximum allowable period to complete a degree.

Annex 04
Forms Related to Conduct of Examinations

OCUSL EXM 01

B.Sc. ME/ B.Sc. CRM/ B.Sc. MTML/ / B.Sc. FMS/B.Sc. OCE/B.tec. AFT

Semester <.....> <...Batch...> Examination for Academic Year <...../.....> :Timetable



Exam Duration: **From** </Date/ Month/ Year/ **to** </Date/ Month/ Year/>

Date & Time	Module Code	Module Name	Number of Candidates								Exam Duration (Hrs.)	Total Candidates	Exam Centre		
			ME	MTML	CRM	FMS	OCE	AFT	Repeat	TOTAL					
4-June-2020 Thursday 9.00am	ME1822		40							5	45	2	204	Hall No.01	
	MTL2882			48						10	58	2			
	CRM2073				35					7	42	2			35
	FMS2022														
5-June-2020 Friday 9.00am	MTL2112													Hall No.02	
	FMS3122														
	CRM2079														

OCUSL EXM 02

B.Sc. ME/ B.Sc. CRM/ B.Sc. MTML/ / B.Sc. FMS/B.Sc. OCE/B.tec. AFT

**Semester <.....> <... Batch...> Examination for Academic Year <...../.....> :
Supervisors Invigilators and Schedule Hall Attendants Schedule**



Exam Duration:(05 June 17-19 June 17)

													Details of Supervisors, Invigilators Hall Attendants					
Date & Time	Module Code	Module Name	Number of candidates									Exam Centre	Name	Supervisor	Invigilator	Hall Attendants	Department	
			ME	MTML	CRM	FMS	OCE	AFT	Repeat	TOTAL	Exam Duration (Hrs)							Total Candidates
4-June-2020 Thursday 9.00am	ME1822																	Hall No.01
	MTL2882																	
	CRM2073																	
	FMS2022																	
5-June-2020 Friday 9.00am	MTL2112																	Hall No.02
	FMS3122																	
	CRM2079																	

Online Application Form

https://bit.ly/online_exam_application (Revised)

<https://forms.office.com/Pages/DesignPage.aspx#FormId=SOJYe-Ma00aYbIaEotnS4dsX4jFGFJNOg7fLIGcn3pJURFRHSzVFWFdZN1hZVDBOQUIYMVJHMTRVvy4u&Token=5a8a93368e3b4ccf94aca566d282f182>



Admission Card

Faculty of <Name>

Department of <Name >

Degree Program: < Name >

Examination: < Name >

Semester: < Name >

Batch: <Name>

Name with Initials: **Index No.**.....

General Conditions

- No candidate will be admitted to the Examination Hall without this Admission Card.
- A candidate who loses his/her Admission Card shall pay Rs. XXX/= to obtain a duplicate.
- Specimen signature must be clearly placed in ink in the Admission Card.
- Anything written on this document will be considered as an Examination Offence and Disciplinary Actions will be taken accordingly.
- The candidate shall get authentication of the Invigilator in the appropriate column against each paper at sitting.
- The candidate shall hand over his/her Admission Card to the Supervisor as he/she finishes his/her last paper relevant to the examination.
- Candidates should adhere to the Examination By-Laws of the Ocean University of Sri Lanka.

Declaration by the Candidate

Hereby, I certify that I have read carefully and understood the above conditions issued to candidates and agree to adhere with Examination By-Laws of the University.

.....

Candidate's Signature

Date of Issue:

Signature of SAR:.....

	Date	Time	Module Name	Candidate's Signature	Invigilator's Signature
01					
02					
03					
04					

	Date	Time	Module Name	Candidate's Signature	Invigilator's Signature
05					
06					
07					
08					
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15					
16					
17					
18					



Examination Attendance Sheet

Faculty of <Name.>

Department of <Name>

Degree Program: < Name >

Semester: < Name > **Batch** <Name>

Examination : < Name >

Module Code : < Code > **Date of Examination** : < Date. >

Module Name : < Name >

Examination Centre: < Name > **Time: *From*** < time> am/pm ***To*** < time> am/pm

** None-Eligible Students* should be clearly mentioned as “Under Protest”.

No	Index No.	Name	Signature
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No	Index No.	Name	Signature
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Supervisor : <Name>

Signature :

1. Invigilator <Name>

Signature :

2. Invigilator <Name>

Signature :

3. Invigilator <Name>

Signature :

OCUSL EXM 06

List of Course Offering Details, Examiners and Moderators



Department of <Name>

Semester: < Name > and **Batch:** < Name >

Degree Program: < Name >

To: < Name of the Semester Coordinator >

Through: < Name of the HoD>

Please be good enough to complete this schedule and return it to me personally or under confidential cover not later than <.....Date.....>

Note: 1. The module codes and names of papers should confirm with the wording as those given in the curriculum.

2. List of course offering details, examiners and moderators has to be submitted of a particular semester four weeks before the end of the previous semester.

SAR/ AR Examinations: < Signature >

No.	Module Code	Module Name	Exam Duration (hrs)	Names with contact details (Postal Address, Contact Numbers and email address)			
				Examiner	Moderator	First Marking Examiner	Second Marking Examiner
1							
2							

No.	Module Code	Module Name	Exam Duration (hrs)	Names with contact details (Postal Address, Contact Numbers and email address)			
				Examiner	Moderator	First marking Examiner	Second marking Examiner
3							
4							
4							
5							
6							

Date: <.....Date.....>

Head of the Department: < Signature >

Letter of Appointment as an Examiner



.....
.....
.....

Dear Sir/ Madam,

This is to inform that you have been appointed as an Examiner of the following Examination at theth Faculty Board subject to the approval of the Academic Council of the University.

You are requested to set the following Exam Paper (s).

- Degree Program:** <Name>
- Examination:** <Name of the Examination>
- Semester:** <Name>..
- Module Code and Name:** <Name>

You are requested to send following part of the letter to the SAR/AR of the Faculty on or before<Date>.....to inform the Acceptance or Non Acceptance regarding this appointment.

Sincerely,

.....

Deputy Registrar/Senior Asst. Registrar/Asst. Registrar
Faculty of

Deputy Registrar/Senior Asst. Registrar/Asst. Registrar
Faculty of

I hereby acknowledge the receipt of appointment as an Examiner of the paper of <Module Code and Name> for the Examination of<Name of the Examination>.....

Name: <Name>
Date: <Date>

Signature of the Examiner



Request to set the Examination Paper

.....
.....
.....

Dear Sir/ Madam,

This is to inform that you have been appointed as an Examiner of the following Examination at theth Faculty Board subject to the approval of the Academic Council of the University.

You are requested to Set the following Exam Paper (s).

Degree Program: <Name>

Examination: <Name of the Examination>

Semester: <Name>.

Module Code and Name: <Code> <Name>

When you submit your Question Paper, please clearly indicate special requirements in the OCUSL EXM 11 attached herewith.

Enclosed herewith are

1. The first page for the submission of questions (OCUSL EXM 09a, 09b, 09c, 09d)
2. Prototype Answer and Marking Scheme (OCUSL EXM 10)
3. Form for special requirements for the Question Paper (OCUSL EXM 11)
4. Copies of Past Papers
5. OCUSL EXM 15 to be used for the submission of Question Paper
6. OCUSL EXM 12- Examination Envelop for Internal Purpose.

Please submit your Question Paper to the nominated moderator. Obtain the *Commented Question Paper* from the Moderator together with the OCUSL EXM 08b form signed by the Moderator.

Please note that (a) the Moderated Question Paper and duly completed Form OCUSL EXM 11 for special requirements and (b) *Commented Question Paper* and the OCUSL EXM 08b form must be submitted by hand or by Registered Post to the SAR/ AR of the Faculty on or before<Date>..... in in two sealed envelopes (as a and b) printed “Confidential” (OCUSL EXM 12) which has been provided to you.

In addition to you, following Setters have been appointed for the Examination of this paper, please make necessary arrangements to discuss with them before submitting your questions.

1. <Name of Setter 01>
2. <Name of Setter 02>
3. <Name of Setter 03>
4. <Name of Setter 04>

I would be grateful for your kind support extended on this regard.

Sincerely,

<Name>

Deputy Registrar/Senior Asst. Registrar/Asst. Registrar,

Faculty of<Name of the faculty>.....,

Date :

Signature:

Copies

1.
2.
3.
4.



OCUSL EXM 08b

Checklist for Exam Paper Moderation

Faculty of <Name>

Department of <Name>

Degree Program: < Name >

Module Code: < Name > **Module Title:** < Name >

No.	Scope	Yes	No	Remarks
Examination Papers				
1.	Is the time allowed for the examination as same as what is stated in the Course Module Details / Curriculum?			
2.	Do the questions reflect the Learning Outcomes adequately?			
3.	Is the presentation and layout of the examination paper in the Faculty Approved Guidelines?			
4.	Does the examination paper provide clear instructions to the candidate?			
5.	Are the additional materials listed (charts, tables etc.) included in the question papers and referred to in the relevant questions?			
7.	Are the questions clear and unambiguous?			
8.	Are the marks allocation for questions appropriate?			
9.	Is numbering of pages and questions correct?			
11.	Are figures, tables, equations clear and correct?			
Model Answers				
12.	Model Answers submitted			
13.	Are the answers accurate including calculations?			
14.	Are the salient points described (or listed) for the answers to descriptive questions?			
15.	Are the solutions structured with breakdown of marks?			

- **General comments on the question paper and model answers:**

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Moderator's Name: <Name>

.....
Signature **Date**

- **Follow-up Action by Paper-Setting Examiner**

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Paper-Setting **Examiner's** **Name:**

.....

.....
Signature **Date**

Note: Should be submitted to the Examination Department along with the Question Paper



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Dear Sir/ Madam,

This is to inform that you have been appointed as a Moderator of the following Examination at theth Faculty Board subject to the approval of the Academic Council of the University.

You are requested to moderate the following exam paper (s).

Degree Program: <Name>

Examination: <Name of the Examination>

Semester: <Name>.

Module Code and Name: <Code> <Name>

Please moderate the question Paper by commenting on it and referring to the OCUSL EXM 08b. Complete and sign the OCUSL EXM 08b, and submit the *Commented Question Paper*, signed Marking Scheme (OCUSL EXM 10) and the completed OCUSL EXM 08b to the Examiner under confidential cover (OCUSL EXM 12).

Enclosed herewith are:

1. Relevent Question paper for moderation
2. Marking Scheme (OCUSL EXM 10) for the Question Paper
3. OCUSL EXM 08b- Checklist for Exam Paper Moderation
4. OCUSL EXM 12- Examination Envelop for Internal Purpose.

I would be grateful for your kind support extended on this regard.

Sincerely,

<Name>

Deputy Registrar/Senior Asst. Registrar/Asst. Registrar,

Faculty of<Name of the faculty>.....,

Signature:

Date :

Copies

- | | |
|---------|---------|
| 1. | 2. |
| 3. | 4. |



.....
.....
.....

Dear Sir/ Madam,

This is to inform that you have been appointed as a Second Marker of the following Examination at theth Faculty Board subject to the approval of the Academic Council of the University.

You are requested to Second Mark the following exam paper (s).

Degree Program: <Name>

Examination: <Name of the Examination>

Semester: <Name>.

Module Code and Name: <Code> <Name>

Please complete the second marking with your signature on the OCUSL EXM 28b- Checklist for Second Marking Examination Paper

Enclosed herewith are:

1. OCUSL EXM 28b-Checklist for Second Marking Examination Paper
2. OCUSL EXM 12- Examination Envelop for Internal Purpose.

I would be grateful for your kind support extended on this regard.

Sincerely,

<Name>

Deputy Registrar/Senior Asst. Registrar/Asst. Registrar,

Faculty of<Name of the faculty>.....,

Date :

Signature:

Copies

1.
2.
3.
4.



OCEAN UNIVERSITY OF SRI LANKA

Faculty of <Name >

Department of <Name>

<Name of the Degree Program>

Semester <Name> Examination

Subject: <Module Name> <Module Code>

Duration: <Time> hours

<Date Month in Letters Year>

GENERAL INSTRUCTIONS TO CANDIDATES

- This is a Closed-Book examination.
- For complex calculations, *Non-programmable Calculators* are allowed.
- You must ensure that your answers to Parts Of Questions are clearly labeled.
- All examinations are conducted under the Examination By-Laws of the Ocean University of Sri Lanka.
- This Paper accounts for <....%> of the Module Assessment.
- This paper contains two parts as Part I (Structured) and Part II (Essay)
- Candidates should answer for both Part I and Part II

PART II (ESSAY QUESTIONS)

- The *Total Maximum Marks* assigned and attainable for this paper is 100. The marks allocated for each question thereof are indicated in brackets.
- This paper contains <Number> questions in <No. of pages in letters> (<No. of pages in Numbers>) pages.
- Answer <No. of questions> questions.
- Use Answer Booklet provided to write your answers
- **Duration: <Time> hours**

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Question 01

With necessary diagrams, briefly explain the following systems

- a) Highly-stratified estuaries (05Marks)
- b) Highly-stratified lagoons (05Marks)
- c) Well-mixed estuaries / lagoons (05Marks)
- d) Partially-mixed lagoons (05Marks)
- e) Partially-mixed estuaries (05Marks)

[Total Marks 25]

~ End of PART II (ESSAY QUESTIONS) ~

Remarks: Question Paper should be typed in Times New Roman Font



OCEAN UNIVERSITY OF SRI LANKA

Faculty of <Name >

Department of <Name>

<Name of the Degree Program>

Semester <Name> Examination

Subject: <Module Name> <Module Code>

Duration: <Time> hours

<Date Month in Letters Year>

GENERAL INSTRUCTIONS TO CANDIDATES

- This is a Closed-Book examination.
- For complex calculations, *Non-programmable Calculators* are allowed.
- You must ensure that your answers to Parts Of Questions are clearly labeled.
- All examinations are conducted under the Examination By-Laws of the Ocean University of Sri Lanka.
- This Paper accounts for <.....%> of the Module Assessment.
- This paper contains two parts as Part I (Structured) and Part II (Essay)
- Candidates should answer for both Part I and Part II

PART I (STRUCTURED QUESTIONS)

- The *Total Maximum Marks* assigned and attainable for this paper is 100. The marks allocated for each question thereof are indicated in brackets.
- This paper contains <Number> questions in <No. of pages in letters> (<No. of pages in Numbers>) pages.
- Answer **all** questions.
- Use the given spaces on the paper itself to write your answers and handover this paper to the Invigilator in the end of the Examination.
- **Duration:** <Time> hours

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Question 01

(a) How do mangroves can protect coral reefs from turbid flood water ? (7 Marks)

-----1.5 Spacing-----

(b) Using the given information on the Figure 01, calculate the Flushing time of the given Lagoon? (6 Marks)

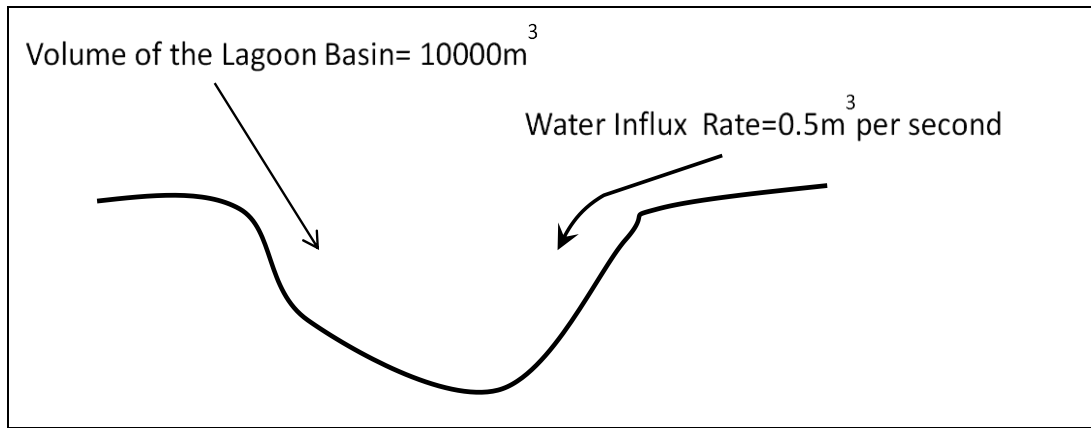


Figure 01: Water Influx Rate and Volume of the Lagoon Basin of a given Lagoon

(c) The **Table 01** classifies the Different Tidal Regimes in the world.

Tale 01: Different Tidal Regimes in the World

height difference between the High and Low tides	Tidal Regime
Grater than 6m	Hyper-tidal areas / systems
4m-6m	Macro-tidal areas / systems
m-4m	Meso-tidal areas / systems
0 to 2m	Micro-tidal areas / systems

Name one example Country / Area for each of those tidal regime (6 Marks)

Hyper-tidal: -----

Macro-tidal: -----

Meso-tidal: -----

Micro-tidal: -----

(d) Name **Six (06)** factors that result **positive soil elevation** around Lagoons and Estuaries? (6 Marks)

[Total Marks 25]

~ End of PART I (STRUCTURED QUESTIONS) ~

Remarks: Question Paper should be typed in Times New Roman Font



OCEAN UNIVERSITY OF SRI LANKA

Faculty of <Name >
Department of <Name>

<Name of the Degree Program>

Semester <Name> Examination

Subject: <Module Name> <Module Code>

Duration: <Time> hours

<Date Month in Letters Year>

GENERAL INSTRUCTIONS TO CANDIDATES

- This is a Closed-Book examination.
- For complex calculations, *Non-programmable Calculators* are allowed.
- All examinations are conducted under the Examination By-Laws of the Ocean University of Sri Lanka.
- This Paper accounts for <....%> of the Module Assessment.
- This paper contains two parts as Part I (MCQ) and Part II (Essay)
- Candidates should answer for both Part I and Part II

PART III (MULTIPLE-CHOICE QUESTIONS)

- The *Total Maximum Marks* assigned and attainable for this paper is 100. The marks allocated for each question thereof are indicated in brackets.
- This paper contains <Number> questions in <No. of pages in letters> (<No. of pages in Numbers>) pages.
- Answer **all** questions.
- Each Question is with four Answer Choices as (a), (b), (c) and (d). Underline the Correct Answer. Handover this paper to the Invigilator in the end of the Examination.
- **Duration:** <Time> hours

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Question 01

What is the term that is used to refer to the “Total Number of Eggs present in both ovaries of a female fish” ?
(1 Mark).

- (a) Total Fecundity (b) Total Fertility (c) Relative Fecundity (d) Viviparity

~ **End of PART III (MCQ QUESTIONS)** ~

Remarks: Question Paper should be typed in Times New Roman Font



OCEAN UNIVERSITY OF SRI LANKA

Faculty of <Name >

Department of <Name>

<Name of the Degree Program>

Semester <Name> Examination

Subject: <Module Name> <Module Code>

Duration: <Time> hours

<Date Month in Letters Year>

GENERAL INSTRUCTIONS TO CANDIDATES

- This is a Closed-Book/ Open Book examination.
- For complex calculations, *Non-programmable Calculators* are allowed.
- You must ensure that your answers to Parts of Questions are clearly labeled.
- All examinations are conducted under the Examination By-Laws of the Ocean University of Sri Lanka.
- This Paper accounts for <.....%> of the Module Assessment.

LABORATORY / PRACTICAL/FEILD EXAMINATION

- The *Total Maximum Marks* assigned and attainable for this paper is 100. The marks allocated for each question thereof are indicated in brackets.
- This paper contains <Number> questions in <No. of pages in letters> (<No. of pages in Numbers>) pages.
- Answer <No. of questions> questions.
- Use Answer Booklet provided to write your answers
- **Duration:** <Time> hours

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Question 01 (Allocated Time =..... minutes)

Observe the Five (05) specimens provided and answer the following questions.

- a.** Give the correct Scientific Classification for each of the above specimen (25 marks)
- b.** Write a short description on eachspecimen including their habitats, cellular structure, ecological and the economic importance. (25 marks)

[Total Marks 50]

~ End of LABORATORY / PRACTICAL PAPER ~

Remarks: Question Paper should be typed in Times New Roman Font

Prototype Answer and Marking Scheme



Degree Program: <Name>

Examination: <Name>

Semester: <Name>

Module Code and Name: <Code> <Name>

Duration of Paper: <Name>

No. of Questions to be answered: <Name>

Question No	No. of Marks allotted	Outline of answer expected / Salient points/ work Solution /other instructions

Question No	No. of Marks allotted	Outline of answer expected / Salient points/ work Solution /other instructions

Signature of the Examiner: **Date:**

Signature of the Moderator: **Date:**



Special Requirements for the Examination Paper

1. **Degree Program:**
- Examination:**
- Semester :**
- Module Code and Name:**
-
- Number of Papers:**
- Name of Paper-Setting Examiner:**

2. Indicate the Materials (Graph Sheets, Log Sheets, Drawing Papers, Diagrams, Maps, Special Tables, Statistical Tables, Samples, Instruments, Reagents, etc.) and number of copies/ items should be provided to the candidate for this paper in addition to the Answer Book.

	Material	No. of copies /Items	Enclosed/ Should be provided by SAR*
i.
ii.
iii.
iv.
v.
vi.

3. Indicate whether answers to any part/ section of the paper are to be packeted separately.
.....
.....

Date

Signature of the Paper-Setting Examiner

*State whether the requesting Material (s) should be enclosed in to / with the Examination Paper Pack or should be provided separately by the SAR to the Examination Centre/ to the Paper-Setting Examiner.

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Ocean University of Sri Lanka

Examination Question Paper



From:

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To:

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Degree Program:

Examination :

Module Code: **Module Name:**

Date:

The following documents are enclosed in the envelop

1. Question Paper

2. Marking Scheme

3.



1. Examination Details

Degree Program	
Examination	
Module Code	
Module Name	
Duration of Paper	
Paper Setting	
Type of Paper	<input type="checkbox"/> Essay <input type="checkbox"/> Structured <input type="checkbox"/> Essay and MCQ No. of MCQ <input type="text"/> <input type="checkbox"/> Essay and Structures <input type="checkbox"/> Practical
Paper Moderation	
Paper Marking	

2. Payment Details

Name of the Examiner/ Paper-Setter/ Moderator:

Bank Account Number:

Bank Name and Branch:.....

Contact Number:

Signature:

Date:

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Signature of HoD

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Date

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Signature of SAR

.....

Date



Daily List of Examinations

Date	Degree Program	Semester	Module Code	Module Name	No. of Packets	No. of Centers

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Ocean University of Sri Lanka

Question Papers



This is to be certify that this packet of Question Papers was opened at a.m./p.m. on at the Examination Centre and in the presence of the candidates.

Signature of Supervisor:

Signature of Invigilator:

Signature of Student:

Degree Program:

Examination:

Module Code:

Module Name:

Date:

Number of papers enclosed in packet:

Time:



Record of Examination Steps

Module Code	Module Name	Date of											
		Receipt of Question Paper	Sent for Moderation	Received from Moderation	Receipt of moderated paper	Printed	Packeted	Examination	Depositing				
									Moderator Commented Question paper	OCUSL EXE 08b	OCUSL EXE 28b	Marking Scheme	Printed Question Paper

OCUSL EXM 17 **Letter of Appointment as a Supervisor / Invigilator**



.....

Dear Sir/ Madam,

This is to inform that you have been appointed as Supervisor/Invigilator of the following Examination subject/s.

You are requested to Supervise/Invigilate following examination/s.

Degree Program : <Name>

Examination: <Name>

Date of Examination	Time	Venue	Batch	Semester	Module Name & Code

You are requested to send following part of the letter to the SAR/ AR of the Faculty on or beforeto inform the Acceptance or Non Acceptance regarding this appointment.

Date: <Date><Signature>.....

Deputy Registrar/Senior Asst. Registrar/Asst. Registrar

Faculty of

Deputy Registrar/Senior Asst. Registrar/Asst. Registrar

Faculty of

I hereby inform you the acceptance/non acceptance of Supervising / Invigilating the above examination /s

Name:

Signature of Examiner:

Date :

PAYMENT VOUCHER

	Voucher No. }		
	Cheque No }		General } 35

Station: **Ocean University of Sri Lanka**

Debit Particulars :

PAYABLE To*

Date	Detailed description of service rendered, work executed or goods Supplied and Certificate of Approving officer, where necessary	Rate	Amount	
			Rs.	cts
	Authority for payment and reference to file OU/2/3/18/			
Prepared by:..... Checked by:		TOTAL		

I certify from personal knowledge*/ from the certificates I n the relevant files*/ that the above supplies*/ services*/ works* were duly authorized and performed and that the payment of Rupees

.....

.....and cents.....

Is in accordance with regulations* / contracts*/ fair and reasonable.

Recommended

Approved

.....
Signature and Title of officer certifying Expenditure

Before certifying /paying, draw attention to F.R.R 135-140

Note- Strike out words inapplicable

Date

*Name with initials and address should be written.

P.T.O

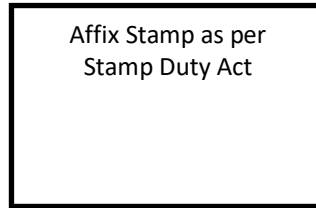
RECEIVED this

Day of20in payment of the Account overleaf the sum of Rupees

And cents

Witnesses}

-



.....

Signature of

Receiver

Signature of paying Officer and Date }

General / special warrant No.

Advance / Imprest warrant No

Authority No of 20



Ocean University of Sri Lanka

Supervisor’s Signature:.....

Date:.....

Answer Book

Not to be taken out of the Examination Centre

Index Number :

Name of the Examination (as given in the Question Paper):.....

Module Code and Name:

Part (if relevant):

Instructions to Candidates

1. Candidates must fill in the information required above before commencing the examination.
2. Use both side of the answer sheets. Candidates may use pages of this book for rough working, but such working must be clearly marked cancelled. When the book is over, answers could be written on additional sheets.
3. The number of the question should be written on the left margin in each page.
4. Additional answer sheets used, graph papers and outline maps, etc. must be attached in sequence to the back of the book and number the pages.
5. This book is a property of the Ocean University of Sri Lanka. Removing it from the Examination Centre is strictly prohibited.
6. Candidates must comply with the Examination Regulations, Rules and other instructions of the Ocean University of Sri Lanka.
7. This book should be handed over personally to the invigilator by the candidate, when he/she completes answering. It should not be left behind on the desk.

Question numbers in the order answered	For Examiner’s Use only

CONFIDENTIAL

Ocean University of Sri Lanka



Answer Scripts

This packet is to be opened only by the Examiner Entrusted to mark the Answers Scripts.

Name of Examiner:

.....

Address:

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Degree Program:

Examination:

Module Code:

Module Name:

Examination Date:

No. of Answer Scripts enclosed in packet:

Signature of the Supervisor:

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Ocean University of Sri Lanka

Marked Answer Scripts



Head of the Department:

.....

Address:

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This packet is to be opened only by the person officially entrusted with the issuance of Examination Results.

Degree Program:

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Examination:

Module Code:

Module Name:

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Date:

No. of Marked Answer Scripts enclosed in packet:

Signature of the Examiner:



Name of Candidate:		Index No.:
Examination:		
Module Code and Name:		Date:
Examination Center:		
Offence Committed:		
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Evidences Attached		Yes/ No
Time Detected:		
Signature of Supervisor/ Invigilator:		
Invigilator`s Statement Name of Candidate : Mr/Miss/Ms..... Index Number:		
Date	Name	Signature of Invigilator

Supervisor`s Statement

Name of Candidate : Mr/Miss/Ms.....

Index Number:

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Date

Name

Signature of Supervisor

Explanation by the Candidate

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Date

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Signature of Candidate

Observations of the Supervisor

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Date

.....
Name

.....
Signature of Supervisor



Supervisor's Report on Examination

Examination:		Date:	
Module Code:	Module Name:		
Time of Commencement:	am/pm	Time of Ending:	am/pm

1	Answer Scripts have been arranged in the serial order of the Index Number.	Yes / No
2	Index Nos. of absentees have been marked in the Attendance sheet.	Yes / No
3	Total Number of Candidates present for the Examination.	
4	The Answer Scripts have been counted and tally with the number of Candidates present for the Examination.	Yes / No
5	Index Numbers have been indicated on all Answer Scripts by Candidates. If not, indicate the Index Numbers of the candidates who have not numbered their Answer Scripts.	Yes / No
6	<p>The student/s who has/have following Index No/Nos has/ have not produced their Record Book/ Identity Card/ Admission Card. His/ Her /their signatures have been obtained on the Declaration. (Declaration attached).</p> <p>Index Numbers:</p>	
7	I) Examination Centre was opened on time.	Yes / No
	II) Examination Centre has been swept and cleaned.	Yes / No
	III) Desks are numbered according to the Attendance List.	Yes / No
	IV) Answer Books and Examination Material are available.	Yes / No
	V) Answer Books and Examination Material are adequate.	Yes / No
	VI) Number of assigned Invigilators, Hall Attendants	Adequate/ Not adequate
	VII) Name of Invigilators, Hall Attendants who are absent.	

	VIII) Name of Invigilators, Hall Attendants arrived late.	
8	Observations with regard to the Printing/ Duplicating Question Papers or any other defects regarding the Question Paper.	
9	Candidate/s who has/have detected committing examination offences. (Report on offences and statement/s attached). Index Numbers:	
10	Unauthorized documents found with candidate/s are sealed and submitted in a separate cover.	Yes/ No/Not Applicable
11	Whether any candidate fell ill during the session. How much additional time was given?	
12	Any other observations	

Name of the Supervisor:

Signature:



Examination Absentee Form

This form MUST be inserted in place of any Answer Script which is missing for any reason.

Examination and Semester :

Candidate's Index No:

Reason for Missing the Answer Script of the above Candidate is:

(a) The candidate was absence for the Examination.

(b) Any other reason:

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.....
.....

Date:

Signature of Supervisor:

OCUSL EXE 25

Receiving of Answer Scripts



Examination:

No.	Date	Time	Module Name	Module Code	No. of Scripts	Center	Name and Signature of Supervisor	Signature of Receiving officer



Declaration for not producing of Student Record Book / Student Identity Card / Admission Card

Examination:

Module Name:**Module Code:**

Date of Examination: **Time**

Name of the Student:

Index Number:

I hereby declare that I was unable to produce my Student Record Book / Student Identity Card / Admission Card for the above examination due to my failure to bring the same / due to loss of same.

I read and understood the Paragraph.1.08 of the Examination By-Laws of the Ocean university of Sri Lanka and hereby agreed to adhere the procedures laid down in these By-Laws. I acknowledged that I have been conditionally permitted to sit the examination subject to fulfilling due requirements.

.....

Signature of Student

Date

The above student has signed the declaration before my presence

.....

Signature of Supervisor

Date

(Please tick as appropriate)

The above student has produced his/her Student Record Book /Student Identity Card / Admission Card on<Date>.....

The above student applied for a duplicate as he/she losses the Student Record Book/Student Identity Card / Admission Card.

.....

Signature of SAR/AR

Date



Oath of Affirmation of Secrecy

I being an employee of Ocean University of Sri Lanka do hereby solemnly, sincerely and truly declare and affirm as follows:

(a) I shall at all times conduct myself and do everything in my power in the performance of my duties connected with the conduct of examinations such as preparation of question papers/ setting, moderation and translation, typing, stenciling, duplicating and packeting, supervising and invigilation, marking of answer scripts, entry and maintenance of marks, release of results and any other related or ancillary process or activity whatsoever connected thereto so that the utmost secrecy shall be maintained in such matters.

(b) I shall not directly or indirectly procure or attempt to procure any information of a confidential nature relating to examinations from any person whomsoever or disclose to any other person whomsoever any information of a confidential nature that I may receive or become aware of in the course of my duties connected with the examinations of the University except as may be necessary for the due performance of my duties

Date:

Signature of Employee

Counter signed by

Head of the Department/ Registrar



OCUSL EXE 28a

First Marking Sheet to be sent with the Marked Answer Script Packet

Degree Program:

Examination: **Module Code:**.....

Module Name:..... **Semester::** **Batch:**.....

No.	Index Number	Paper 1 / Q1	Paper 2 / Q2	Paper 3 / Q3	Paper 4 / Q4	Paper 5 / Q5	Paper 6 / Q6	Paper 7 / Q7	Paper 8 / Q8	Paper 9 / Q9	Paper 10 / Q10	Paper 11 / Q11	Paper 12 / Q12	Total Marks obtained (100%)	Exam Marks Obtained (60%)	Continuous Assessment/ Assignments /Practical Marks (40%)	FINAL MARK OBTAINED (100%)	GRADE
1																		
2																		
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No.	Index Number	Paper 1 / Q1	Paper 2 / Q2	Paper 3 / Q3	Paper 4 / Q4	Paper 5 / Q5	Paper 6 / Q6	Paper 7 / Q7	Paper 8 / Q8	Paper 9 / Q9	Paper 10 / Q10	Paper 11 / Q11	Paper 12 / Q12	Total Marks obtained (100%)	Exam Marks Obtained (60%)	Continuous Assessment/ Assignments /Practical Marks (40%)	FINAL MARK OBTAINED (100%)	GRADE
15																		
16																		
17																		
18																		
19																		
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30																		
31																		
32																		

No.	Index Number	Paper 1 / Q1	Paper 2 / Q2	Paper 3 / Q3	Paper 4 / Q4	Paper 5 / Q5	Paper 6 / Q6	Paper 7 / Q7	Paper 8 / Q8	Paper 9 / Q9	Paper 10 / Q10	Paper 11 / Q11	Paper 12 / Q12	Total Marks obtained (100%)	Exam Marks Obtained (60%)	Continuous Assessment/ Assignments /Practical Marks (40%)	FINAL MARK OBTAINED (100%)	GRADE
33																		
34																		
35																		
36																		
37																		
38																		
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46																		

No.	Index Number	Paper 1 / Q1	Paper 2 / Q2	Paper 3 / Q3	Paper 4 / Q4	Paper 5 / Q5	Paper 6 / Q6	Paper 7 / Q7	Paper 8 / Q8	Paper 9 / Q9	Paper 10 / Q10	Paper 11 / Q11	Paper 12 / Q12	Total Marks obtained (100%)	Exam Marks Obtained (60%)	Continuous Assessment/ Assignments /Practical Marks (40%)	FINAL MARK OBTAINED (100%)	GRADE
47																		
48																		
49																		
50																		
51																		
52																		
53																		
54																		
55																		
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57																		
58																		
59																		
60																		

.....

Date

.....

Name of Lecturer / Examiner

.....

Signature



Checklist for second Marking Examination Paper

Faculty of <Name>

Department of <Name>

Degree Program: < Name >

Module Code: < Name > **Module Title:** < Name >

No.	Scope	Yes	No	Remarks
Examination Papers				
1.	Marks have been given according to the Marking Scheme			
2.	Summation of marks are correct on all the answer scripts.			

• **General comments on Second Marking:**

.....

.....

.....

.....

Second Markers Name: <Name>

.....

Signature

.....

Date

• **Follow-up Action by Paper-Setting Examiner**

.....

.....

.....
.....

Paper-Setting Examiner's Name:

.....

.....

Signature

Date

Note: Should be submitted to the Examination Department along with the Question Paper



Ocean University of Sri Lanka

Faculty of Engineering and Management

B.Sc. in Maritime Transportation Management and Logistics

Detailed Mark Sheet



Module Code: MLT3042

Module: Port Agency Functions

Index No	Name	Detailed Marks of Exam										Exam Total	Continuous Assessments	
		1	2	3	4	5	6	7	8	9	10			100%
MTL/2018/001														
MTL/2018/002														
MTL/2018/003														
MTL/2018/004														
MTL/2018/005														
MTL/2018/006														
MTL/2018/007														
MTL/2018/008														
MTL/2018/009														
MTL/2018/010														
MTL/2018/011														
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MTL/2018/024														
MTL/2018/025														
MTL/2018/026														

.....
Date and Signature of Examiner

.....
Signature of Moderator



Ocean University of Sri Lanka
Faculty of Engineering and Management
B.Sc. in Maritime Transportation Management and Logistics
Detailed Mark Sheet



Module Code: MLT3042 **Module:** Port Agency Functions

Index No	Name	Detail Marks of Exam										Exam Total	Continuous Assessments
		1	2	3	4	5	6	7	8	9	10		
MTL/2018/027												100%	100%
MTL/2018/028													
MTL/2018/029													
MTL/2018/030													
MTL/2018/031													
MTL/2018/032													
MTL/2018/033													
MTL/2018/034													
MTL/2018/035													
MTL/2018/036													
MTL/2018/037													
MTL/2018/038													
MTL/2018/039													
MTL/2018/040													

.....
Date and Signature of Examiner

.....
Signature of Moderator



Ocean University of Sri Lanka
Faculty of Engineering and Management
 B.Sc. in Maritime Transportation Management and Logistics
Final Mark Sheet



[CONFIDENTIAL]

Module Code: MaTxxxx

Module: International Trade

Summary

Gr	Mode rated	Min imu	N	%
A		8	0	0
A		7	0	0
A		7	0	0
B		6	0	0
B		6	0	0
B		5	0	0
C		5	0	0
C		4	0	0
C		4	0	0
D		3	0	0
F			5	10
To			5	10
Continu				

Examiner`s Commnets

.....

Signature and Date

Moderator`s Commnets

.....

Signature and Date

Status	Index No	Name	Moderated Grade	Calculated Grade	Final Mark	Exam	Continuous Assessments
					100%	60%	40%
	MTL/2018/001						
	MTL/2018/002						
	MTL/2018/003						
	MTL/2018/004						
	MTL/2018/005						
	MTL/2018/006						
	MTL/2018/007						
	MTL/2018/008						
	MTL/2018/009						
	MTL/2018/010						
	MTL/2018/011						
	MTL/2018/012						
	MTL/2018/013						
	MTL/2018/014						

.....
Date and Signature of Examiner

.....
Date and Signature of Moderator



Ocean University of Sri Lanka
Faculty of Engineering and Management
B.Sc. in Maritime Transportation Management and Logistics
Final Mark Sheet



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Status	Index No	Name	Moderated Grade	Calculated Grade	Final Mark	Exam	Continuous Assessments
					100%	60%	40%
	MTL/2018/016						
	MTL/2018/017						
	MTL/2018/028						
	MTL/2018/019						
	MTL/2018/020						
	MTL/2018/021						
	MTL/2018/022						
	MTL/2018/023						
	MTL/2018/024						
	MTL/2018/025						
	MTL/2018/026						
	MTL/2018/027						
	MTL/2018/028						
	MTL/2018/029						
	MTL/2018/030						
	MTL/2018/031						
	MTL/2018/032						

.....
Date and Signature of Examiner

.....
Date and Signature of Moderator

OCUSL EXE 30



Ocean University of Sri Lanka

Faculty of Engineering and Management

B.Sc. in Maritime Transportation Management
and Logistics



Examination: <Name> <Year>

Semester <Name> **Batch** <Batch>

Results

Module Code:<Code>

Module Name: <Name>

Index No.	Grade

Index No.	Grade

Index No.	Grade

.....

Date and Signature of Examiner

OCUSL EXE 31



Letter Containing the Number of Scripts, the Date by which the Marks and the Scripts should be Returned

Degree Program: <Name>

Examination: <Name>

Semester: <Name>

Module Code and Name: <Name> <Code>

Number of Answer Scripts: <Name>

.....
.....
.....
.....

Dear Sir/ Madam,

Please be good enough to return the **Marked Papers** and **Final Mark Sheets** to me not later than.....<Date>.....

.....

Date

.....

SAR/ AR Examinations



Submission of Examination Results

Degree Program: <Name>

Department: <Name>

Examination: <Name>

Semester: <Name>

Module Code and Name: <Name> <Code>

Number of Answer Scripts: <Name>

Name of the Examiner: <Name>

I handed over the marks sheets to the SAR/AR.

.....

Signature of the Examiner

.....

Date

I received the mark sheets from the Examiner.

.....

Signature of the SAR/ AR

.....

Date



Record of Entry of Marks and Issue of Statement of Results

		Signature of the Registrar
Schedule of Entries	Prepared by:	
	Checked by:	
Mark Book	Prepared by:	
	Checked by:	
Entry of Marks	Prepared by: (1) (2)	
	Checked by: (1) (2)	
	Re-checked by A/R	
Results determined by	A/R According to	
	Alterations made by Board of ExaminersMinimum Marks added for the Examination as a whole and distributed to one or more papers. Maximum Mark added for a Class. Any other special consideration.....	
Statement of Results	Prepared by:	
	Checked by:	
Results Sheet	Prepared by:	
	Checked by:	

OCUSL EXE 34

OCUSL EXM 34 - Online Application for Obtaining a Temporary Result Sheet/ Academic Transcript

https://bit.ly/application_for_obtaining_academic_transcript_result_sheet



Application Form for Verification of Examination Marks and Grades

Faculty of <Name>

Department of <Name >

Degree Program: < Name >

1. Details of the Candidate

Name of the Candidate					
Index Number		Batch		Semester	

2. Examination(s) to be verified

Semester	Module Code	Module Name	Grade Received	Marks Received (if applicable)

Total amount paid: Rs (at the rate of Rs. **500Rs/-** Module): (Original receipt should be attached)

Date:

Signature of the Candidate:.....

FOR OFFICE USE:

Verification will be carried out by the Verification Board that include the Examiner or Moderator, HoD and the Semester Coordinator of the relevant Department.

Results after Verification

Semester	Module Code	Module Name	Grade Received	Marks Received	Changed/ Not changed

Verification Board Members:

Date of Verification:

Name	Designation	Remark	Signature



**Application Form for Academic Concessions on Medical Grounds,
Compassionate Grounds or Official Representation Grounds**

Name of the Candidate						Index Number									
Department															
Degree Program						Batch									
Semester		Examination													
Reason for Absence															
Name/s of missed Examination paper/s															
Leave Duration	From: <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												Leave Type Local <input type="checkbox"/> Overseas <input type="checkbox"/>		
List of supporting documents attached															

Declaration by the Candidate

I,.....of(address).....
understand, accept and agree to take the responsibility to
 cover any missed academic activities during my absence. I have reviewed my application and
 certify that the information mentioned above are true and correct.

.....

Candidate's Signature

Date

For office use only

All Supporting Documents	Attached <input type="checkbox"/>
	Not Attached. (Please mention missing Documents)

.....

Signature of SAR/ AR Examination

Date

Approval

Faculty Board Paper Number: <Number>	Decision:
	Date:
Academic Council Paper Number: <Number>	Decision:
	Date:

OCUSL EXM 37



Ocean University of Sri Lanka
Faculty of Engineering and Management
Examination Results Sheet - STUDENT'S COPY
Issued for Information Purposes Only

Student Registration Number:

Exam ID :

Name :

Degree Programme :

Semester :

Semester GPA:

Cumulative GPA :

Grade

Points

:

Code	Module Name	Credits		Grade
		Registered	Earned	

A+	4.2
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.5
D	1.0
F	0.0 (Fail)

Subject to confirmation by the University Academic Council

.....

Date

Ocean University of Sri Lanka
Faculty of Engineering and Management
Examination Results Sheet - EXAMINATION'S COPY
Issued for Information Purposes Only

Student Registration Number:

Exam ID :

Name :

Degree Programme :

Semester :

.....

ISSUED DATE/SEAL