



**BUDDHIST AND PALI UNIVERSITY OF SRI LANKA
POST GRADUATE DEGREES AND EXTERNAL EXAMINATIONS BRANCH**

CONSTITUTION ON THE CONDUCT OF EXAMINATIONS

1.0 REGULATIONS ON THE CONDUCT OF EXAMINATIONS

- 1.1 Candidates should approach the examination centre 15 minutes prior to the commencement of the prescribed question paper, and should enter the examination hall when informed by the supervisor of the examination centre.
- 1.2 The candidate should be seated at the desk bearing his/ her examination number as soon as he/she enter the examination hall.
- 1.3 The candidates should bring with them only the legally permitted instruments required by them for their use such as pens, pencils, pots of ink, erasers, rulers, geometrical implements, colouring pencils etc. A part from these, they should take proper precaution not to bring into the examination hall any document or note or instrument that can be used improperly at the examination, by themselves or through another person on their behalf.
- 1.4 No candidate will be allowed to enter the hall 30 minutes after the commencement of the examination. The candidates will not be permitted to leave the hall before 30 minutes have elapsed since the commencement of the examination as well as 15 minutes before the end of the examination.
- 1.5 All candidates should bring with them to the examination hall their Admission Paper, Students' Report Book, Identity Card or Identification Document. The University Student Report Book and the Identification Card/ Document should contain the candidate's photograph and signature, and should be certified by the Registrar or by any officer authorized by him. If there is some difference between the name given in the Student's Report Book/ Identity Card/ Identity Document and that given in the Examination Admission Paper, a certificate explaining that situation issued by the Registrar should be submitted, the National Identity Card or a recent photograph of the candidate certified by an authorized officer should be submitted.
- 1.6 The candidate should submit any document or object in his/her possession or lying near him/her to the supervisor when he makes a request to do so.
- 1.7 No candidate should obtain or exchange things from or converse with any other candidate; neither should he/she indulge in copying. He/she should not copy from another candidate or encourage or assist another candidate to copy.
- 1.8 The candidate should answer the specified question paper on booklets and papers issued for the purpose on that day.
- 1.9 Stationery needed to answer the question papers will be issued to the candidates as required. Candidates should not tear, scratch, fold, crumble or destroy in any other way any paper or booklet issued to him/her. They should use only the stationery issued by the Supervisor/Invigilator, and should keep all stationery (used or unused) issued to him upon their own desks before leaving; neither should they take such stationery away.
- 1.10 Before answering the question paper, the candidate should clearly write down in the specified spaces of the answer script the examination index number along with its code as well as the title of the examination. He/she should similarly indicate his/her examination index number in all papers that are used to answer the question paper. No candidate should write his/her name or any other identification marks on the answer scripts. The inclusion of any other examination index number on the answer script is considered as examination misconduct.
- 1.11 Papers and booklets used for rough work should be annexed to the answer script. However, those sections that are not required for the answer script should be neatly crossed out. The Admission Paper, Time Table or the question paper should not be used for rough work.
- 1.12 All candidates should behave themselves in a manner that will not obstruct or harass the supervisor of the examination, the Invigilators and the other candidates. They should keep silent within and outside the examination hall.
- 1.13 No candidate should submit any composition in its entirety or any portion thereof prepared by someone else, other than an answer script, a practical, field book, a programme or a composition written by himself/ herself.
- 1.14 No candidate should permit any other person on his or her behalf to sit for the examination. Neither has he/she permission to appear on behalf of another person.
- 1.15 The supervisor and the Invigilators are empowered to obtain a statement in writing from a candidate regarding any matter that may arise at the examination hall. He/she should not refuse to make such a statement or to sign it.
- 1.16 Every candidate must submit his/her answer-script to the Supervisor or to an invigilator by his own hand. Similarly, he/she should remain in his seat until the answer-scripts are collected. Your answer-script should not be delivered to other employees of the examination hall to any other person, for whatever reason.
- 1.17 Every candidate should take precautions not to have in his/her possession any document, note or implement that can be improperly used at the examination. Moreover, he/she should not attempt to use improperly any such implement to deter from all activities that would arouse suspicion that he/she is or was engaged in an examination misconduct.
- 1.18 Candidates should not keep in their possession cellular phones or such communication measure.

2.0 SUBMISSION OF MEDICAL CERTIFICATES REGARDING FAILURE TO SIT FOR THE EXAMINATION

- 2.1 The external candidates who do not appear at the examination in its entirety or part of it owing to ill-health should submit a medical certificate or part of it owing to ill-health should submit a medical certificate to that effect before the commencement of the examination or during the progress of the examination.
- 2.2 The candidates who are not able to act as above should submit a valid medical certificate obtained from the District Medical Officer of the region where he is resident or from a Consultant Doctor of a government hospital, within fourteen days after the commencement of the examination or the part of it. Medical Certificates issued by the practitioners of Western Medicine, Ayurveda or Homeopathy on a private capacity, will not be accepted.

3.0 EXAMINATION MALPRACTICES ARE GROUPED AS FOLLOWS:-

- 3.1 Keeping in one's possession documents etc. that have not been approved.
- 3.2 Copying

- 3.3 Fraud
- 3.4 Taking examination stationery etc. belonging to the University away from the examination hall.
- 3.5 Misbehavior
- 3.6 Engaging someone else to sit for the examination on behalf of the candidate.
- 3.7 Improper acquisition of Knowledge about the contents of an examination question paper or attempting to gain such knowledge.
- 3.8 Providing support or inciting to commit an examination malpractice or receiving encouragement to do so.
- 3.9 Exerting undue pressure on supervisors and other officials of the examination.
- 3.10 Any other malpractice considered by the Senate as an examination malpractice.

4.0 PROCEDURE ON THE INVESTIGATION OF EXAMINATION MALPRACTICES

The supervisor of the examination centre should report about examination malpractices to the Assistant Registrar (Examinations). The Assistant Registrar (Examinations) should report on the relevant malpractices along with the connected documents to the sub-committee that is appointed by each year and to submit recommendations to the Senate. Thereafter the sub-committee should submit its recommendation to the Senate for its approval. The punishments determined by the Senate will be imposed on the said candidates.

5.0 PUNISHMENTS IMPOSED ON EXAMINATION MALPRACTICES

5.1 KEEPING IN ONE'S POSSESSION DOCUMENTS ETC THAT HAVE NOT BEEN APPROVED.

The cancellation of the examination candidacy and invalidating examination candidacy up to the maximum of two years and any other punishments as determined by the Senate will be imposed.

5.2 COPYING

The cancellation of the examination candidacy and debarring the appearance at any examination conducted by the University for a maximum period of 3 years as well as punishments determined by the Senate.

5.3 FRAUD

The cancellation of the examination candidacy and debarring from University examinations for a certain period, minimum or maximum, as determined by the Senate, as well as imposing any other punishment.

5.4 TAKING EXAMINATION STATIONERY BELONGING TO THE UNIVERSITY AWAY FROM THE EXAMINATION HALL

The cancellation of the examination candidacy and debarring appearance at any University examination for a period of time as determined by the Senate.

5.5 MISBEHAVIOR

The cancellation of the examination candidacy and debarring appearance at any University Examination for a period not exceeding five years as well as any other punishment determined by the Senate.

5.6 ENGAGING SOMEONE ELSE TO SIT FOR THE EXAMINATION ON BEHALF OF THE CANDIDATE.

The cancellation of the examination candidacy and debarring appearance at any University Examination for a period of time not less than 5 years and not exceeding 10 years, and any other punishment as determined by the Senate.

5.7 IMPROPER ACQUISITION OF KNOWLEDGE ABOUT THE CONTENTS OF AN EXAMINATION QUESTION PAPER OR ATTEMPTING TO GAIN SUCH KNOWLEDGE.

5.8 PROVIDING SUPPORT OR INCITING TO COMMIT AN EXAMINATION MISCONDUCT OR RECEIVING ENCOURAGEMENT TO DO SO

The cancellation of the examination candidacy and any other punishment determined by the Senate.

5.9 EXERTING UNDUE PRESSURE ON THE SUPERVISOR AND OTHER OFFICIALS OF THE EXAMINATION.

The imposing of any punishment as determined by the Senate at its discretion.

5.10 REPETITION OF THE COMMITTANCE OF AN EXAMINATION MALPRACTICE.

The studentship of an examination candidate, who has been found fault with the committance an examination malpractice, will be cancelled.

6.0 MANDATORY PUNISHMENTS

Following are the mandatory punishments, imposed by the Senate in its discretion, in addition to the punishments decreed for the above mentioned malpractices:-

- 6.1 Refusal to grant a class pass
- 6.2 Restricting the marks to the maximum of 40, for answering again the question papers that have been annulled.
- 6.3 Not inviting for the ceremony on the convocation of Degrees.
- 6.4 Delaying the grant of the degree and the release of result by one year.
- 7.0 FOR ANY OTHER MISDEED, NOT MENTIONED ABOVE, BUT ACCEPTED BY THE SENATE AS EXAMINATION MALPRACTICE, PUNISHMENTS DETERMINED BY THE SENATE, IN ITS DISCRETION, WILL BE IMPOSED.