

## 21. Examination Offences, Punishments and Procedures

### 21.1 Offences

21.1.1 A candidate who violates any of the rules, regulations, requirements, or conditions stipulated in the Examination manual shall be considered as having committed an examination offence.

*Examination offences*

Examination offences are classified as follows:

*Classification of offences*

- i. Possession
- ii. Removal of examination material or keeping them
- iii. Copping or attempt to copy
- iv. Plagiarism
- v. Cheating
- vi. Disorderly conduct
- vii. Impersonation
- viii. Any other examination irregularity determined by the senate
- ix. Irregularities reported by the marking examiners and approved by the Senate
- x. Forge signature of any official of the university or outsiders related to the examination process and alteration of official documents.

21.1.2 In all cases of commission of examination offences detected by an invigilator, the Supervisor/Examiner shall obtain a statement from the candidate (Ex-22) and write his report on Ex- 22 and forward his/her report to the Registrar for further actions.

21.1.3 Any Examiner, Head of Department, Dean of Faculty or any other official of the University who detects an examination offence (even detected while marking of answer scripts), shall immediately report the matter in writing to the Registrar.

*Reporting examination offences*

21.1.4 Within a week of the receipt, the Registrar shall place all reports of examination offences submitted by the Supervisors/examiners, through Dean, for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further actions.

### 21.2 The Examination Disciplinary Committee

There shall be an Examination Disciplinary Committee, comprising not less than five members, appointed by the Senate to investigate into and make recommendations (including punishments) regarding examination offences referred to it. The recommendations of the Examination Disciplinary Committee shall be submitted to the Senate for the final decision. Recommendations related to any offense reported to the committee shall be sent to the vice chancellor within four weeks of time

*Examination Disciplinary Committee*

### 21.3 Punishments

- 21.3.1 A candidate who is found guilty of an examination offence is liable to one or more of the following punishments depending on the gravity of the offence, how strong the evidence and possible impact to the examination.
- i. Issuing a warning letter
  - ii. Cancellation of results or removal of his/her name from the results sheet
  - iii. Consider as a repeater.
  - iv. Cancellation of his/her candidature from whole or part of the examination.  
(Examination means relevant modular/ semester/ annual examination only)
  - v. Suspension from University examinations indefinitely or for a period of one to four years as the Senate may decide.
  - vi. Nullification of the Honorary pass at the overall examination
  - vii. Ban participation in the Convocation.
  - viii. Suspension from the University indefinitely or for a period as the Senate may decide.
- Any student found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.

*Punishments for  
examination  
offences*

- 21.3.2 Examination offences and punishments are broadly classified as follows and:  
Punishments would be dependent on the gravity of the offence, how strong the evidence and possible impact to the examination.

*Examination  
offences vs  
Punishments*

Offence		Punishment	
		Minimum	Maximum
<b>1</b>	<b>Possession of</b>		
	1.1 Unauthorized documents including any notes, signs, formula	<ul style="list-style-type: none"> <li>• Issuing a warning letter to the candidate with a copy to his/her parents or guardian.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of the all results or part of the results of the examination of the candidate where the offence incurred.</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Prohibition from sitting examination(s) held in the university for a period of one year (next consecutive two semesters)</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation</li> </ul>
	1.2 Unauthorized materials including books, Pictures  photographs,  blank papers,  parcels,  handbags, caps,  mobile phones,  any other communication and electronic devices that are capable of accessing internet, email or storing and retrieving data etc.		

	1.3 Authorized materials including admission cards, time table, body, cloths, permitted materials and documents which contain written notes, formulars, signs etc.		
	1.4 Examination stationaries that were not provided in the relevant session of the examination.		
<b>2.</b>	<b>Removal of examination material or keeping them</b>		
	2.1 Removing examination stationary or any other marital provided for the examination out of the examination hall and/or keeping them in his/her possession	<ul style="list-style-type: none"> <li>• Issuing a warning letter</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of the examination result(s) of the relevant candidate where the offence incurred.</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Ban participation in the convocation</li> </ul>
<b>3.</b>	<b>Copy or attempt to copying</b>		
	3.1 Attempt to copying	<ul style="list-style-type: none"> <li>• Issuing a warning letter</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of all the results of the examination where the offence incurred.</li> <li>• Prohibition from sitting examination(s) held in the university for a period of one year (next consecutive two semesters)</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Ban participation in the convocation</li> </ul>

<p>3.2 Copy from the script of another candidate</p>	<ul style="list-style-type: none"> <li>• Cancellation of the result(s) of the paper(s) of candidate where the offence incurred.</li> <li>• Consider as a repeater for sitting the relevant paper(s) that offence incurred.</li> <li>• Ban participation in the convocation.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of the all results of the examination of candidate where the offence incurred.</li> <li>• Prohibition from sitting examination(s) held in the University for a period of one to two years (next consecutive two to four semesters)</li> <li>• Consider as a repeater for sitting the examination that offence incurred.</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation.</li> </ul>
<p>3.3 Copying form unauthorized (refer 1.1 for unauthorized items and authorized (refer 3.4 or authorized items) documents or materials</p>	<ul style="list-style-type: none"> <li>• Cancellation of the result(s) of the paper(s) of candidate where the offence incurred.</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of the all results of the examination of candidate where the offence incurred.</li> <li>• Prohibition from sitting examination(s) held in the university for a period of one to two years (next consecutive two to four semesters)</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation.</li> </ul>

	<p>3.5 Facilitating or providing opportunity to other candidate/s in the hall to copy by keeping his/her answer scripts or any other documents in such a way that other candidate/s can see or by word of mouth or by signs and gestures or facilitating in any means to secure undue advantage.</p>	<ul style="list-style-type: none"> <li>• Cancellation of the result(s) of the paper(s) of candidate where the offence incurred.</li> <li>• Consider as a repeater for sitting the examination that offence incurred.</li> <li>• Nullification of the Honorary pass at the overall examination.</li> <li>• Ban participation in the convocation</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of the all results of the examination of the candidate where the offence incurred.</li> <li>• Prohibition from sitting examination(s) held in the university for a period of one to two years (next consecutive two to four semesters)</li> <li>• Consider as a repeater for sitting the examination that offence occurred</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation</li> </ul>
<b>4</b>	<b>Plagiarism</b>		
	<p>4.1 In assignment / reports/continuous assessments (considered as an assessment component of the subject/course unit)</p>	<ul style="list-style-type: none"> <li>• Rejection and issuing a warning letter</li> </ul>	<ul style="list-style-type: none"> <li>• Assign zero mark and consider as a repeater</li> </ul>

	<p>4.2 Independent study / essays / dissertation/ thesis/ when exceed the threshold level stipulated by the University (consider as a subject/course unit)</p>	<ul style="list-style-type: none"> <li>• Assign zero mark</li> <li>• Consider as a repeater for the relevant subject /course unit that offence occurred</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of all the results of the examination of the candidate where the offence incurred.</li> <li>• Prohibition from sitting the examination(s) held in the university for a period of two years (next consecutive four semesters)</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation.</li> </ul>
	<p>4.3 Submit an answer script, which has been prepared completely or partially by anyone other than the candidate</p>	<ul style="list-style-type: none"> <li>• Cancellation of the result(s) of the paper(s) of candidate where the offence incurred.</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of all the results of the examination of candidate where the offence incurred.</li> <li>• Prohibition from sitting examination(s) held in the university for period of two years (next consecutive four semesters)</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation.</li> </ul>
	<p>4.4 Thesis / Dissertation /research paper (Partial Requirement of Postgraduate Degree) when exceed the threshold level stipulated by the</p>	<ul style="list-style-type: none"> <li>• Rejection and issuing a warning letter</li> <li>• Asking to resubmit within a given timeframe</li> </ul>	<ul style="list-style-type: none"> <li>• Rejection</li> <li>• Cancellation of his/her candidature and deferment for future registration for any postgraduate program in the university.</li> </ul>

	University		
<b>5</b>	<b>Cheating</b>		
	<p>5.1 Using another candidate's index number or attempt to do so.</p> <p>5.2 either seek or obtain help from supervisor, invigilator(s), or any other person without any permission.</p> <p>5.3 either lend or borrow any material from another candidate.</p> <p>5.4 either submit forge documents for examination/assignment or attempt to forge documents relevant to examination/assignment.</p> <p>5.5 submit a continuous assignment, course work, field book, dissertation, report or other assignment, which has been done wholly or partly by anyone other than the candidate ( except where the examiner given prior permission for joint or collaborative work to be submitted.</p> <p>5.6 submit as</p>	<ul style="list-style-type: none"> <li>• Cancellation of the results of the Subject in which the offence occurred</li> <li>• Consider as a repeater.</li> <li>• Ban participation in the convocation.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of the results of the candidate where the offence incurred</li> <li>• Prohibition from sitting examination(s) held in the university for a period of one year (next consecutive two semesters)</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation</li> </ul>

	his/her own the reproduction of someone else work including material and ideas		
<b>6.</b>	<b>Disorderly conduct</b>		
	6.1 Not following the instructions given by the Supervisor /invigilators during the examination and immediately before or after the examination.	<ul style="list-style-type: none"> <li>• Issuing a warning letter</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of all the results of the candidate where the offence incurred</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation</li> </ul>
	6.2 Disturbing supervisor or his/her staff or to other candidate in the examination hall or its premises		
	6.3 Entering examination hall without permission		
	6.4 Leaving examination hall without permission or attempt to do		
	6.5 Improper behavior of disturbing the examination activities		
	6.6 Writing name on the answer script		
<b>7</b>	<b>Impersonation</b>		
	7.1 Impersonating any candidate in the examination hall or attempt to do so before the	<ul style="list-style-type: none"> <li>• Cancellation of the studentship</li> <li>• Declare that the candidate is not eligible to recruit to the staff of the University (either academic or non academic) as temporary or permanent</li> </ul>	

	commencement of the examination	
	7.2 Allowing himself/herself to be impersonate by another person	
9	Any other examination irregularity determined by the Senate	Appropriate punishment recommended by the committee and approved by the Senate depending on the irregularity.
10	Irregularities reported by the marking examiners and approved by the Senate	Appropriate punishment recommended by the committee and approved by the Senate depending on the irregularity.
11	Forged signature of any official of the university or outsiders related to the examination process and alteration of official documents.	
	11.1 In dissertation /thesis by undergraduate	Cancellation of the results of the dissertation and thesis and consider as a repeater.
	11.2 In other examination documents (such as transcript/testamur) by undergraduate	Appropriate punishment recommended by the committee and approved by the Senate and the Council
	11.3 In any documents (including dissertation/ thesis/ transcript / testamur) by postgraduate student	Cancellation of the candidature in the postgraduate degree

#### 21.4 Procedure

21.4.1 In all cases of violation of examination rules detected by the Supervisor, he/she shall take action as outlined in this section and forward his/her report to the Registrar.

*Procedure of punishments of offences detected by the Supervisor*

21.4.2 In cases of disorderly conduct, the Supervisor shall in the first instance warn the candidate to be of good behavior. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the Supervisor is considered as causing a disturbance in the conduct of the examination. Where the candidate persists in unruly or disorderly conduct and the Supervisor is of opinion that it creates a disturbance in the conduct of the examination, he/she shall exclude the candidate from the examination hall and issue

*Cancellation of candidature for disorderly conduct*

a letter cancelling his/her candidature from the examination. The Supervisor shall act with a due sense of responsibility when taking this action. Where however, a candidate's offence is only a disturbance, the Supervisor shall forward a report to the Dean after informing the candidate that the matter is reported to the Dean of the Faculty.

21.4.3 In all other cases of examination offences detected by the Supervisor she/he shall on the detection of the offence take possession of unauthorized documents if any, obtain a statement from the candidate (Ex-22) and write his/her report on Ex- 22. *Action by Supervisor*

21.4.5 The Registrar shall submit all reports of examination offences to the Vice Chancellor through the Dean. The Vice Chancellor shall decide whether they shall be referred to the Examination Disciplinary Committee for further action. *Further Action*

21.4.6 Any Examiner, Head of Department or other official of the University who detects an examination offence, shall report the matter in writing to the Registrar, who shall submit same to the Senate through the Vice Chancellor for necessary action.

## 21.5 Final Decision

21.5.1 The punishments recommendations of the Examination Examination Disciplinary Committee decision shall be submitted to the University Senate and the Council and the decision of the Senate and the Council shall be the final. Any appeal against the decision shall be made to the Vice Chancellor within one month (30 days) of the receipt of the notification. *Senate and Council – Final Authority*

## 21.6 Appeals Committee

There shall be an Examination Appeal Committee, comprising not less than **three senior academic members**, appointed by the Senate to investigate into and make recommendations regarding appeals against the decision relevant to the examination offences.

A candidate found guilty of an offence may make an appeal in writing to the Vice Chancellor through Head of the Department and the Dean of the Faculty within 30 days of the receipt of the letter and the candidate has no right to appeal after 30 days of receiving the letter.

After receiving the Appeal, the Vice Chancellor may forward to the Appeal Committee to reconsider the recommendations made by the examination disciplinary committee.

The Appeal Board convener should be the Registrar.

The recommendations of the Appeal Board shall be submitted to the approval of the Senate and the Council.

## 21.7 Prevention of Examination offences

All staff including supervisors, invigilators, examiners and the supporting staff who involve in examinations shall act to prevent possible examination offences. All staff shall be vigilant on the suspicious documents, suspicious movement and inappropriate positioning of candidates that may help them to get an undue assistance. *Suspicious items and activities*

Staff shall keep their attention on the examination and refrain from using mobile phones, computers, electronic devices, or making answer sheets, reading books or literature as well as communicating each other matters not related to the examination

## 22. Procedure Dealing with Examination Offences by Those Other than Candidates

- 22.1 Dishonest Delivery or Communication**
- 22.1.1 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. *Dishonest conduct*
- 22.1.2 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.
- 22.2 Divulging Marks**
- 22.2.1 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.
- 22.3 Dishonest Marking**
- 22.3.1 The marking of an answer scripts fraudulently or dishonestly.
- 22.4 Dishonest Alteration**
- 22.4.1 The marking of any erasures, interpolations or any other alternations in a mark book, mark sheet or answer script, fraudulently or dishonestly.
- 22.5 Dishonest Assistance**
- 22.5.1 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.
- 22.5.2 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.
- 22.6 Dishonest Secreting and Disclosure of Secret Document**
- 22.6.1 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.
- 22.7 Theft or Dishonest Breaking or Receptacle Containing Secret Document etc.**
- 22.7.1 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.
- 22.8 Fraudulent Introduction of Answer Scripts**
- 22.8.1 The introduction, insertion or exchange to another script in place of the script answered by a candidate
- 22.9 Dishonesty by Commission or Omission**
- 22.9.1 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.
- 22.10 Assistance or Connivance**
- 22.10.1 The abetment, assistance or connivance with another person in the commission of one or more of the above offences.
- 22.11. Maintenance of Secrecy**

22.11.1	No employee of the University involved with examinations or engaged in any type of work connected with examinations or any person/s whose service/s is/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>
22.11.2	For this purpose, they shall take the following Oath of Secrecy before their respective Head of Department/Registrar at the commencement of each year (Ex 28).	<i>Oath</i>
22.11.3	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>
22.11.4	Every employee of the University engaged in any type of work connected with examinations, shall bring to the notice 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.	<i>Close relative</i>
<b>22.12</b>	<p><b>Procedure for Disciplinary Action</b></p> <p>Disciplinary action shall be taken against those who are alleged to have committed one or more of the above listed offences as follows:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	<i>Disciplinary actions</i>