

UNIVERSITY OF MORATUWA, SRI LANKA



BY-LAW
FOR THE
CONDUCT AT EXAMINATIONS

AT THE

INSTITUTE OF TECHNOLOGY, UNIVERSITY OF MORATUWA

Prepared under Section 11 (h) of Institute of Technology University of Moratuwa Ordinance No. 03 of 2000 established under the Universities Act No: 16 of 1978, as amended.

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INSTITUTE OF TECHNOLOGY, UNIVERSITY OF MORATUWA (ITUM)

BY-LAW FOR CONDUCT AT EXAMINATIONS

[Prepared under Section 11 (h) of Institute of Technology University of Moratuwa Ordinance No. 03 of 2000 established under the Universities Act No: 16 of 1978, as amended]

This By-Law may be cited as By-Law No: ITUM/02 of 2021 and shall supersede By-Law No: ITUM/02 approved by the Council at its 261st meeting held on 04.09.2002 for the intake 2017/2018 admitted on 02.01.2018 with retrospective effect and intakes thereafter.

The By-Law No. ITUM/01 of 2000 shall however continue to be applicable in respect of students who were admitted under such By-Law.

Definitions and Interpretations are given in Section 4.0.

1.0 Rules pertaining to Conduct at Examinations – Offences & Academic Concessions

A. Rules Pertaining to Conditions and Offences

- 1.01 a. A Candidate shall enter the Examination Centre only when requested to do so by the Supervisor but shall be present the precincts of the Examination Centre at least 15 minutes before the commencement of each assessment.
- b. A Candidate shall be conversant with and adhere to the instructions regarding Examinations, displayed at the entrance to the Examination Centre and at the Examinations Division, prior to entering the Examination Centre.
- 1.02 a. A Candidate shall adhere to all instructions given by the Supervisor or an Invigilator during the Examination.
- b. A Candidate shall prior to entering the Examination Centre, place all unauthorized materials and/or devices in his/her possession, at place(s) designated, and proceed directly to the seat or other place allocated to that Candidate.
- 1.03 a. 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 materials and/or devices during an Examination.
- b. A Candidate in the case of an in-class test shall not use any unauthorized materials and/or devices during the assessment, but the Supervisor may permit the personal belonging to be within the Examination Centre.
- 1.04 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 Clause 1.04c.
- 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 1.04 a, 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 1.04c 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 Director who in turn will report to the Board of Studies for determination of the validity of such candidature.
- 1.05
- a. A Candidate shall bring into the Examination Centre, the Student Identity Card or Student Record Book issued by the Institute 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 in the above paragraph.
 - b. A Candidate whose true identity is not depicted in the photograph as in Clause 1.05 a shall in addition produce a recent photograph depicting the present appearance, duly endorsed by the Deputy Registrar, or the Head of the relevant Division.
 - c. A Candidate whose name in the identification documents in Clause 1.05 a differs in any manner with that appearing in the candidature list for the module / subject, shall in addition produce either an affidavit or a certificate to the effect that is endorsed by the Deputy Registrar that both names refer to one and the same Candidate.
- 1.06
- A Candidate shall disclose any items in one's possession or person if requested by the Supervisor or Invigilator(s) or any other person permitted by the Supervisor.
- 1.07
- a. A Candidate shall neither seek nor obtain academic help from the Supervisor, Invigilator(s), or any other person, unless specifically permitted.
 - 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 and/or devices. Presence of unauthorized material and/or devices on one's desk or similar location near the Candidate during a written Examination will be deemed as an attempt to copy, except as provided for in Clause 1.03 b.
 - h. A Candidate shall neither aid nor abet in the commission of an Examination offence.
 - i. A Candidate shall neither submit forge documents for Examinations/ Assessment nor attempt to submit forge documents relevant to Examinations/ Assessment.

- 1.08 a. Candidate shall write only on the answer books or other stationery provided for the particular date and session of the Examination unless specifically allowed otherwise.
- b. Candidates shall not write / draw on any other documents, other than authorized materials, 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 not start writing on the answer books until either implicitly or explicitly permitted.
- d. 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.
- 1.09 a. A Candidate shall neither remove nor attempt to remove from the Examination Centre any material supplied (Answer books, or any other Examination materials, used or blank, or any part thereof, other than a question paper where no restrictions have been placed). A Candidate shall not be in possession of Examination stationery outside the Examination Centre.
- b. 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.
- c. A Candidate shall not tear, crumple, fold or otherwise mutilate Examination stationery (such as answer books, graph paper etc.) which are supplied as and when necessary.
- 1.10 a. Candidate shall enter one's Index number on each and every answer book and every continuation sheet, before using such answer book or continuation sheet.
- b. A Candidate shall hand over to the Supervisor or Invigilator(s) all answer scripts, tied as instructed, during or at the expiration of the Examination.
- c. A Candidate shall neither write his/her name nor any identifying mark on the answer script other than the index number unless specifically allowed otherwise. However, this may not be applied in the case of Continuous Assessment.
- d. A Candidate shall not submit an answer script, which has been prepared completely or partially by anyone other than the Candidate.
- 1.11 All calculations and rough work shall be done only on paper supplied for the Examination and shall be cancelled and attached to the answer script.
- 1.12 a. A Candidate shall conduct himself in the Examination Centre and its precincts so as not to cause disturbance or inconvenience to the Supervisor, any staff on Examination duty or to other Candidates. A Candidate is liable to be expelled from the Examination Centre for disorderly conduct on the discretion of the Supervisor.
- b. A Candidate, while entering and leaving the Examination Centre, shall conduct in an orderly manner. A Candidate is liable to be excluded from the Examination Centre for disorderly conduct on the discretion of the Supervisor.
- c. A Candidate shall remain in his/her seat in silence at the end of the Examination, until allowed to leave by the Supervisor.

- 1.13 a. A Candidate shall not submit a continuous assessment, 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).
- 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.
- 1.14 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.
- 1.15 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.
- 1.16 a. The Supervisor, or Invigilator(s) 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 statement shall be sealed by the Supervisor in the presence of the Candidate as the witness. Procedure as described in Regulation 2.2 shall be followed.
- 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 materials and/or device detected with him. The Supervisor will take over such material and/or devices in the presence of another authorized person as witness.

The Supervisor and the witness will make a record of such material and/or device 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.

B. Rules Pertaining to Academic Concessions

- 1.17 a. A Candidate, who is currently undergoing medical treatment for a mental disorder, or his/her guardian shall inform the said condition to the Medical Officer of ITUM before the commencement of an Examination.
Any Candidate who fails to do so may not be eligible for any special concessions to be granted by the Board of Studies on medical grounds.
- b. If a Candidate develops a mental disorder during the Semester/Term and/or during an Examination, the Candidate shall report to the Medical Officer of ITUM. In the event of the Candidate taking treatment from external sources, the student or his/her guardian should inform the Medical Officer of ITUM within 07 days.
- c. A Candidate who develops a mental disorder during an Examination (without a history of previous mental illness) may be assessed by the Medical Officer of ITUM and should be issued a suitable medical certificate to obtain academic concessions with referral to a Consultant Psychiatrist when required.
- 1.18 a. 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 as laid out in Regulation 2.1: Procedure for Academic Concessions
- b. Prior approval must be obtained for concession regarding selection to represent in Inter-University, National or International competitions in Clause 1.18 a.
- 1.19 a. Failure to comply with the requirements in Clauses 1.17 and 1.18, and Regulation 2.1 could result in a Candidate to be disallowed the concessions.
- b. All applications for concessions for absence shall be on prescribed forms and are subject to approval by the Board of Studies.
- 1.20 The procedure for submission of document for academic concessions shall be in compliance with Regulation 2.1

2.0 Examination Offences & Punishments

2.1. Classification

Classifications of offences are listed in the Schedule of Punishments given under Clause 2.3.

2.2. Procedure for Inquiry and Determination of Punishment

Procedure for Inquiry and Determination of Punishment shall be as prescribed in Regulation 2.2.

2.3. Punishments

2.3.1 The following schedule of punishments (Table 1) lists the minimum and maximum punishments applicable to each category of offence. The imposed punishment could be varied between minimum and maximum based on the severity of the offence.

Table 1: Schedule of Punishments

Offence	Clauses	Minimum Punishment	Maximum Punishment
Non-compliance with rules	1.01a, 1.01b, 1.04a, 1.04b, 1.04c, 1.04d, 1.05a, 1.05b, 1.05c, 1.10a, 1.10b, 1.11, 1.12c, 1.14	Severe warning	Cancellation of the candidature from the Examination or assessment of the Module / Subject in which the offence was committed.
Disorderly conduct of a minor nature	1.02b, 1.06, 1.08c, 1.08d, 1.09a, 1.09b, 1.09c, 1.12b	Severe warning	Cancellation of the candidature from all the Examinations of all Modules / Subjects pertaining to the particular Semester in which the offence was committed.
Cheating	1.03b, 1.07a, 1.07b, 1.07i, 1.08a, 1.13a, 1.13b	Cancellation of the candidature from the Examination or assessment of the Module / Subject in which the offence was committed.	Cancellation of the candidature from all the Examinations of all the Modules / Subjects pertaining to the particular Semester in which the offence was committed and suspension from the ITUM for one additional semester including Examinations.
Disorderly conduct of a grave nature	1.02a, 1.03a, 1.07c, 1.07d, 1.07e, 1.07h, 1.08b, 1.10c, 1.12a, 1.16	Cancellation of the candidature from the Examination or assessment of the Module / Subject in which the offence was committed and suspension from the ITUM for one additional semester including the Examinations.	Cancellation of the candidature from all the Examinations of all the Modules / Subjects pertaining to the particular Semester in which the offence was committed and suspension from the ITUM for two additional semesters including Examinations.
Copying	1.07f, 1.07g	Cancellation of the candidature from all the Examinations of all the Modules / Subjects pertaining to the particular Semester in which the offence was committed and suspension from the ITUM for two additional semesters including the Examinations.	Cancellation of the candidature from all the Examinations of all the Modules / Subjects pertaining to the particular Semester in which the offence was committed and suspension from the ITUM for three additional semesters including Examinations.
Impersonation	1.10d, 1.15, 1.16	Cancellation of the candidature from all the Examinations of all the Modules / Subjects pertaining to the particular Semester in which the offence was committed and suspension from the ITUM for three additional semesters including the Examinations.	Expulsion as a student of the ITUM and/or appropriate legal action.
Plagiarism	1.10d, 1.13	Cancellation of the candidature from the Examination or assessment of the Module / Subject in which the offence was committed.	Cancellation of the candidature from all the Examinations of all the Modules / Subjects pertaining to the particular Semester in which the offence was committed.

- 2.3.2 Cancellation from Examinations and suspension from the ITUM, in clause 2.3.1, shall be reckoned from the Semester, starting immediately after the date of the confirmation of the Board of Management decision. A Candidate who is alleged to have committed an Examination offence shall be permitted to continue until the end of the Semester, which he/she had already registered by the date of confirmation of the Board of Management decision.
- 2.3.3 The degree of punishment for a particular offence given in schedule in clause 2.3.1 shall be determined by the Board of Management 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 Board of Management in keeping with the pattern of the schedule in clause 2.3.1.
- 2.3.5 The Board of Management may impose additional punishments or less severe or more severe punishment on any of the Examination offences mentioned in the schedule in Clause 2.3.1, whenever it deems it appropriate for specific reasons. Such punishment may include expulsion as a student of the ITUM.
- 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 Board of Management may decide to mitigate punishments given in the schedule in clause 2.3.1 even to a warning or a reprimand.
- 2.3.7 The Board of Management 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 Board of Management would not normally award of any Class or Prize 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 Candidate found guilty of an offence may make an appeal in writing to the Vice Chancellor through his/her Head of Division of study and the Director of ITUM within 14 days of being informed of the punishment.
- 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 Board of Management for deliberation.
- 3.3 The Board of Management shall refer the Appeal to the Examination Offences Committee or to any other committee appointed for the purpose for study and report.
- 3.4 The Examination Offences Committee or the Committee appointed for the purpose 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 Board of Management.
- 3.5 a. The Board of Management 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 Board of Management.

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 Board of Management 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 Invigilator(s).
- b. Officer-in-charge of the conduct of Examinations, or other person authorized by the Board of Management.
- c. Head of the Division corresponding to the Module / Subject being assessed.
- d. Examiners and Moderators of the Modules / Subjects being assessed.
- e. Hall Attendants shall be permitted to be present at the Examination Center under the direction of the Supervisor.

4.4. *Board of Studies*

The Board of Studies of the Institute of Technology University of Moratuwa.

4.5. *Board of Management*

The Board of Management of the Institute of Technology University of Moratuwa.

4.6. *Conditions*

Conditions refer to the adherence to the rules and regulations.

4.7. *Continuous Assessment*

Continuous Assessment refers to the regular evaluation of academic activities 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 tests and evaluations of laboratory work, mid-semester Examinations, stage and open ground performance, project work, studio work, take home assignments, industrial visits, camps and industrial training and any other forms of evaluation as prescribed by the module leader in consultation with the Head of the Division.

4.8. *Council*

The Council of the University of Moratuwa constituted according to the Universities Act No.16 of 1978 or its amendments.

4.9. *Deputy Registrar*

The Deputy Registrar, or any other officer authorized to act on behalf of the Deputy Registrar of the Institute of Technology University of Moratuwa.

4.10. Director

The Director, or any other officer authorized to act on behalf of the Director of the Institute of Technology University of Moratuwa.

4.11. Division

A Division of Study of the Institute of Technology University of Moratuwa.

4.12. Examination

- a. evaluation of assignments both in-class and take-home in a particular Module / Subject or other continuous assessments,
- b. oral assessment; written evaluation; practical evaluation including stage and open ground performance; 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 Module / Subject, or a group of Modules / Subjects as applicable,
- d. Examination at year-end, semester-end, or term-end,
- e. Examination held in a particular Module / 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.

4.13. Examination Centre

An Examination Hall, designated classroom, laboratory or other designated place where the Examination is held or scheduled to be held.

4.14. Examiner

A teacher, duly appointed by the Board of Management, who evaluates the knowledge, ability or proficiency of Candidates through an Examination. In the case of Continuous Assessment, the evaluation may be delegated by the Examiner of the Module / Subject.

4.15. Invigilator

- a. For written Examinations, an 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 / Subject or Module Leader for the purpose of that assessment.

4.16. Module / Subject

- a. Module is a course unit in a modular semester Examination.
- b. Subject is a course unit in a traditional year-end Examination.

4.17. Module Assessment

Comprises of both the Continuous Assessment component and the end-of-semester Final Examination.

4.18. *Module Leader*

An academic Staff member who shall be appointed by the relevant Head of Division. He/ she shall be responsible for the total delivery and assessments of the module either by himself/ herself or by other qualified lecturer/s.

4.19. *Open Book Assessments / Examinations*

Assessments / Examinations declared as “open book” where authorized learning material is permitted to be brought into the Examination Center.

4.20. *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 Candidates may discuss take-home assignments amongst themselves before making the individual submission.

4.21. *Semester*

Semester includes both the teaching period and the Examination period of the Semester.

4.22. *Supervisor*

- a. For written Examinations a senior academic staff member who shall be appointed by AR /Examinations.
- b. For Continuous Assessments, the Examiner of the Module / Subject or other staff member designated by the Examiner.

4.23. *Term*

Term includes both the teaching period and the Examination period of the term.

4.24. *Unauthorized Materials and Devices*

- 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 Centre.
- 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 Centre, 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 phones, smart watches or other communication devices, taken to an Examination Centre (other than those handed over to the Supervisor / Invigilator(s), 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 Board of Studies / Board of Management.
- g. other items as may be declared as unauthorized for the Module / Subject under assessment by the Head of the respective Division or the duly appointed Examiner of the Module / Subject.

- h. food or drink (other than drinking water), unless prior permission has been obtained on account of a medical condition.

4.25. *University*

The University of Moratuwa, Sri Lanka constituted according to the Universities Act No. 16 of 1978 or its amendments.

5.0. Regulations and Revisions

- 5.1. The provisions prescribed in this By-Law are subject to revision from time to time, whenever the Board of Studies and the Board of Management deem 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 University of Moratuwa in particular, are also applicable for all registered Candidates of the Institute of Technology University of Moratuwa.

Regulation 2.1 – Procedure for Academic Concessions

(Regulation framed under By-Law ITUM/02, which will come into effect on 02.01.2018)

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.

1.0 Procedure for Submission of Documents on Medical Grounds

The Candidate or his/her guardian shall submit a valid Medical Certificate covering the period from either the ITUM Medical Officer or from a Qualified Medical Officer together with supporting documents to the Deputy Registrar as described in the following sections.

- 1.1. **For consideration of academic concession on medical grounds**, the Candidate / parent/ guardian should inform the Deputy Registrar or the respective Head of Division within 48 hours 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 07 days after the last date of the Examination.
- 1.2. **In case of a Candidate missing more than one Examination paper or the whole Examination**, the Candidate should submit the following documents for consideration of absence from the Examination on medical grounds.
 - a. Duly completed application form.
 - b. Proof of informing the Deputy Registrar or the respective Head of Division within 48 hours.
 - c. Medical Certificate issued by ITUM Medical Officer if the Candidate is treated for the illness at the Health Center, Institute of Technology University of Moratuwa.

OR

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 Candidate 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 Candidate missing only one Examination paper**, the Medical Certificate that the Candidate must submit may be from the ITUM 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 Candidate who is currently undergoing medical treatment for a mental disorder** or his/her parent/ guardian should inform of the said condition to the ITUM Medical Officer before the commencement of the Examination. Any Candidate who fails to do so will not be eligible for any special concessions to be granted by the ITUM on medical grounds.
- 1.5. **If a Candidate develops a mental disorder during the term time or during the Examination**, the Candidate is strongly advised to seek advice and treatment from the ITUM Medical Officer. In the event of the Candidate taking treatment from external sources, the Candidate or his/ her guardian should inform the ITUM Medical Officer within 7 days of the last date of the Examination.

Further, the Candidate who develops a mental disorder while doing an Examination (without a history of previous mental illness) can be assessed by the ITUM Medical Officer and a suitable medical certificate issued to obtain academic concessions with referral to a Consultant Psychiatrist, if required.

- 1.6. **In the case of Candidate missing continuous assessment components**, on medical grounds the Candidate should inform the relevant Module Leader 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 one week of the event for consideration by the Examiner of the Module / Subject.
- 1.7. **In order to retain confidentiality** of the Candidate's medical certificates and other documents, the Candidate must submit these documents to Deputy Registrar in a sealed envelope.

2.0 Procedure for Submission of Documents on Compassionate Grounds

The Candidate shall submit authenticated documents covering the period, from either the Grama Niladhari (GN) certified by the Divisional Secretary or any other relevant authority acceptable to the Board of Management, together with supporting documents, to the Deputy Registrar as described in the following sections.

- 2.1. **For consideration of academic concession on compassionate grounds**, the Candidate should inform the Deputy Registrar or the respective Head of Division within 48 hours 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 07 days after the last date of the Examination.
- 2.2. **In case of a Candidate missing one or more Examination papers, or, the whole Examination** the Candidate should submit the following documents for consideration of absence from the Examination on compassionate grounds.
 - a. Duly completed application from.
 - b. Proof of informing the Deputy Registrar or the respective Head of Division within 48 hours.
 - c. In case a supporting document is a Medical Certificate, it should be a Medical Certificate issued by a Government 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 Candidate must submit these documents to Deputy Registrar in a sealed envelope.

- 2.3. **In the case of a Candidate missing continuous assessment components**, on compassionate grounds, the Candidate should inform the relevant Module Leader that he/she is unable to face the continuous assessment and submit authenticated documents, covering the period of continuous assessment within one week of the event for consideration by the Examiner of the Module / Subject.

3.0 Procedure for Submission of Documents when Selected to Represent University, Inter-University, National or International Events

The Candidate shall submit an authenticated document covering the period from the Director/ Physical Education for Intra-university representation; Secretary General of Sri Lanka Universities Sports Association (SLUSA) for Inter-university representation; and, the Secretary General of Relevant National Sports Body or Director General of the Ministry of Sports in case of national representation, together with supporting documents to the Deputy Registrar as described in the following sections.

- 3.1. **For consideration of academic concession on Representation grounds**, the Candidate should inform the Deputy Registrar that he/she is unable to sit the Examination, and submit authenticated documents covering the period of Examination one (01) calendar month before the first date of the Examination for consideration.

- 3.2. **In case of a Candidate missing more than one Examination paper or the whole Examination,** the Candidate should submit the following documents for consideration of absence from the Examination on representation grounds.
- a. Duly completed application form.
 - b. Proof of prior approval for Academic Concessions on Representation Ground to the Deputy Registrar.
- 3.3. **In the case of a Candidate missing continuous assessment components, on representation grounds,** the Candidate should inform the relevant Module Leader 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 / Subject.

Regulation 2.2 – Procedure for Inquiry and Determination of Punishment

(Regulation framed under By-Law ITUM/02, which will come into effect on 02.01.2018)

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 writing together with sealed statements, unauthorized materials and devices collected under Clause 1.16, by the Supervisor of the Examination Centre, through AR/ Examinations to the Director.
- b. The Director shall appoint a Committee of Inquiry (CoI) to inquire into the Examination offence or offences reported and authorized CoI to inquire and report to the Director.
- c. The CoI 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.
- d. The CoI shall convene Supervisor, Invigilator(s) and Examiner for further information, if necessary.
- e. The CoI shall report the findings together with evidences, observations on the nature of the offence and conclusions based on the Clauses violated, to the Director.
- f. The Director shall refer the CoI report to the Board of Management Standing Committee on Examination Offences (BOMSCEO) for further study and recommendation.
- g. The BOMSCEO 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, to the Board of Management.
- h. The Board of Management shall after deliberation of the BOMSCEO 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.
- i. The Board of Management may disregard a period of punishment in computing the maximum allowable period to complete the diploma.
- j. Use Form A, Form B and Form C for reporting an Examination offence, appointment of CoI for Examination offence and CoI for examination offence report.

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