

## Introduction

Examination is the major assessment component of student performances in a course module. It primarily determines the academic standards of assembly of course modules towards the award of an academic qualification. Maintenance of confidentiality of all examination matters, streamlined examination procedure, compliance of standards of conducting examinations, setting question and moderation of question papers and marks of answer scripts, verification of results by boards of examiners with relevant persons as the members, integrating monitoring and feedback systems to rectify the lapses of the examination process, etc. are the main features of a good system of examination.

With the objective of making good examination system in place this document has the main objective to systematize the Examination Function in the University of Vocational Technology (UNIVOTEC) and that inculcate good habits among all stake holders of examinations, so that the examination system projects the quality of assessment process and academic standards of the qualifications the UNIVOTEC awards to those who read for degrees.

This document shall be considered in conjunction with the “By-law for Conduct at Examinations, Offences, Punishments and Appeal Procedure No. 01 of 2008’- Part I - Examination Procedure when matters regarding examinations are concerned. The content of this document is subject to change as a result of continuous improvements envisaged to be brought into it with gaining experience over the time. It is the prime responsibility of all stake holders to be aware of the contents of this document which would guide them in all examination matters. The Examination and Evaluation Centre (E&EC) is mainly responsible in the implementation of the practices written in this document, updating and improving the document in responding to the monitoring and feedback signals, making all stake holders aware of the guidelines in this document and drawing the attention of the UNIVOTEC authority in case breaches of procedures with the objective of improving the guidelines. This document is also considered to be an instrument that prevents erratic examination practices, inculcate good habits among the students to be observed in the examinations and the candidates are cautioned against committing examination offences.

Duties of Examination and Evaluation Centre (E&EC) would hold the responsibility to execute the following functions:

1. Planning, Organizing and Conducting Examinations
2. Processing, certification and Releasing Results
3. Preparation and Awarding Certificates
4. Continuous improvement to the Examination System

### **1. Planning, Organizing and Conducting Examinations**

1.1 Each Faculty is responsible scheduling examinations considering the examination period stated in the Academic Calendars of that Faculty. In case of Diploma programs, the program coordinators shall prepare Academic Calendars incorporating examination periods for the programs that they

coordinate. Each Faculty shall send Academic Calendars to the E&EC within the first month of each semester. In the event of changes to the examination periods and schedules the Faculty Dean and/or course Coordinator shall immediately communicate with the E&EC.

## **1.2 Calling and Processing Applications for Examinations**

1.2.1 E&EC shall call for the applications from the prospective candidates two months prior to a particular examination by a notice published on the Examination Notice Board, or any other means as decided by the University.

The notice shall basically contain the following information:

- i. Identification of Batch, Examination, Course
- ii. Place to obtain Applications and place to submit applications
- iii. A closing date for submitting duly filled applications
- iv. Any application fees if applicable

1.2.2 The prospective candidate shall personally submit the duly filled applications to the place mentioned in the notice on or before the application closing date, and place the signature appropriately in the document that is available for confirmation of submission of the application.

1.2.3 After closing applications, files shall be prepared course wise for different categories of applications. These files also contain list of examiners and moderators, List of eligible students for the relevant examinations, admission cards, attendance sheets (module wise), and any other related documents.

1.2.4 The course Coordinators shall provide a list of students eligible to sit an examination to E&EC three weeks prior to the date of examination. It is the responsibility of the relevant Dean of the Faculty to oversee this task and ensure the accuracy of the work and meeting the deadlines.

1.2.5 E&EC shall prepare admission cards, attendance sheets and blank mark sheets relevant to students who have submitted their applications. Only one admission card is prepared and issued for a student. If a student loses the admission card, he/she shall submit a written request to the E&EC and a duplicate of the original admission card is issued. The duplicate shall carry the watermark "COPY".

1.2.6 The attendance sheets and blank mark sheets shall be printed prepared module wise.

1.2.7 If a student is not eligible to sit an examination, E&EC shall indicate "Not Eligible" against the student information and the person who provides this information shall place his/her signature with such information.

1.2.8 E&EC shall prepare examination time tables and display on the Examination Notice Board at

least three weeks before the examination. The Time Table would contain the Module name and code, date and time of module examination, venue of the examination. Copies of these time tables shall be sent to the Deans of the Faculties for appointment of Examiners and Invigilators.

1.2.9 Admission cards shall be issued to the students at least one week before the examination. The Student shall take over his/her Admission card in person with his/her signature being placed on the register provided.

1.2.10 The Student shall bring the admission form to the examination hall on the first day of examination and produce it to the supervisor. The supervisor shall not permit entry into the examination hall if the student does not produce the admission card.

1.2.11 The Program Coordinator shall inform special material and/or information (ex. tables, logarithmic tables, log-log graph papers, thermodynamic tables etc.) to the EE&C. A sample of such information sheet shall be made available to the EE&C in advance.

### **1.3 Preparation of Question Papers**

1.3.1 Course coordinators shall prepare a list of setting examiners, marking examiners, moderators and seek approval from the relevant Faculty Boards prior to seek approval of the Academic Council. The E&EC shall receive such lists with the approval two months before the date of commencement the examination.

1.3.2 When more than one Setting Examiner is appointed for a particular course module, a Chief Examiner shall also be appointed.

1.3.3 E&EC shall officially communicate with all setting examiners/Chief examiners and moderators informing them to hand over the moderated question papers as manuscripts along with the answers enclosed in an envelope in a confidential manner, written on the envelope the course module details, name of the Setting examiner/chief examiner and moderator, date of examination, any special material or information required by candidates and any special instructions to the candidate to answer the question paper at least five days before the date of examination.

1.3.4 Question papers should never be sent by e-mail. Question papers shall never be stored in computer systems without ensuring security, and/or the files without being encrypted. Adequate security shall be ensured or isolate the computers when working in networked environment.

- 1.3.5 It is the responsibility of the Setting Examiner/s to consult the Moderator for moderation of the Question Paper and obtain the clearance from the Moderator. Certificate from the moderator in the prescribed format must accompany the question paper.
- 1.3.6 E&EC shall arrange and facilitate the printing done with the question papers proof read by the Setting Examiner/s or Chief Examiner. The person who proof read the question paper shall place his signature on every page to provide evidence that he/she has done so and hold the responsibility for accuracy, page format, rubrics, clear diagrams if any, etc..
- 1.3.7 E&EC shall print the question paper with a number equals to the number of applicants with additional five question papers and number them using a numbering machine. The additional question papers shall meant for, one to accompany the packet of answer scripts, the second to the Library, third to the Department and other two to be kept in a repository available at the E&EC.
- 1.3.8 E&EC shall make arrangements to packet the question papers in a special envelope along with the "Original Question Paper "which was proofread and signed by the proof reader and enclosed in a sealed envelope written on it as "Original Question Paper." The packet of question papers shall be stored in a confidential room with secured manner. Documentary records shall be maintained when question paper packets are stored in and removed from the store.
- 1.3.9 E&EC shall print, number, packet suitable, seal and store the question papers in the presence of the HOD/Examination, or a representative authorized by the HOD/Examination.

#### **1.4 Conducting Examinations**

- 1.4.1 It is the responsibility of the E&EC to arrange the examination halls and facilitate the examinations. The seats shall be arranged in a matrix configuration, but leaving space between desks in both directions that does not make the written contents on a desk visible to a neighboring candidate seated on another desk.
- 1.4.2 The printed Registration number of the student shall be placed on the desk allocated for that student.
- 1.4.3 A notice shall be displayed at the entrance of the examination hall allocated for each course to notify the student about venue of examination (This notice contains the Course Name, Examination Name, Hall Name, date and time of the examination, course module name, etc.).
- 1.4.4 The supervisors and invigilators shall be proposed by the Deans of the Faculties, approved by the Academic Council and informed to the E&EC. E&EC communicate with the staff members who are appointed as Supervisors and Invigilators.

- 1.4.5 Supervisors shall be appointed from among the staff (Lecturers) depending on the seniority or in a situation where the number of senior lecturer is exhausted, Lecturer (probationary).
- 1.4.6 Invigilators can be appointed from among the Academic Staff, Academic Support Staff (Teaching Assistants), Associate Officers or visiting staff depending on the requirement and availability of the staff.
- 1.4.7 Staff for Conducting Examinations

Type of Examination	Supervisors per session	Invigilators per session	Technical Officers per session for Labs	Lab Attendants per session for Labs
Qualifying/Selection Examination	One per 25 or less number of candidates	One per 25 or less number of candidates	One per 25 or less number of candidates	one per 25 or less number of candidates
Degree/Diploma Examination	one per 25 or less number of candidates	one per 25 or less number of candidates	one per 25 or less number of candidates	one per 25 or less number of candidates

## 1.5 Supervision and Invigilation

- 1.5.1 One of the main responsibilities of the members of the academic staff is to supervise and/or invigilate examinations. They shall ensure that the duties entrusted to them are discharged timely, with extra vigilance, reliably, accurately and with dedication. For any reason if an invigilator or a supervisor is not in position to attend to supervision or/and invigilation, he/she shall not only inform so to the HOD/E&EC, but make a suitable substitute available in place of him/her. The particulars of the substitute shall reach HOD/EEC at least one day before the date of examination. The HOD/EEC shall draw the attention of the relevant Dean whenever the staff does not perform the examination duties considering such duties are academic responsibility.
- 1.5.2 The Supervisor shall take over personally by himself the packet of question papers from the E&EC and hand over the packet of answer scripts to the E&EC personally once the examination is over.
- 1.5.3 The supervisor shall collect the packet/s of question papers from E&EC half an hour prior to the commencement of the examination placing his signature on the register available with E&EC. The packet/s of question papers shall be opened five minutes before the

commencement of examination with the Supervisor and one of the invigilators together with one of the candidates in the examination hall endorsing by placing their signatures in effect that the question paper packet/s are intact.

- 1.5.4 Supervisor, along with the question papers, shall collect day-stamped answer booklets with additional two over and above the number of candidates, single answer sheets, blank sheets for rough works, student attendance sheet/s, envelopes to pack answer scripts, stapler machines and stapler pins, date stamp and a stamp pad from and return the same with the balance items to the E&EC.
- 1.5.5 The supervisor and the other members of the staff shall ensure that they are present at the examination hall at least forty five minutes before the commencement of the examination. Attendance of examinations staff shall be recorded in the examination hall. Under the supervision of the Supervisor the invigilators shall check whether sufficient number of question papers and answer booklets are available and the index numbers are placed on the desks, etc. The supervisor shall assign duties to the invigilators and manage them, so that the examination is conducted smoothly.
- 1.5.6 Supervisor/Invigilators shall place his/her short signature on the answer booklets and placed on the desks with index numbers five minutes before the commencement of the examination. Question papers shall be distributed among the candidates on time. A question paper and an answer booklet shall be placed on the desks, where there are Index numbers even though a candidate is not seated with a numbered desk.
- 1.5.7 The supervisor shall announce the following instructions to be observed by the candidates before starting the examination.
  - i. Students shall adhere to examination rules and regulations and those who violate such rules and regulation will be liable for punishment.
  - ii. Once seated the candidates are neither allowed to talk to, nor make any form of transactions each other.
  - iii. Remove unauthorized materials in possession.
  - iv. Switch off cell phones and keep them on the floor under the chair the student is seated.
  - v. Leaving examination hall within the first half an hour is not permitted.
  - vi. Leaving examination hall during last half an hour is also not permitted.
  - vii. Entry into the examination hall after first half an hour is not permitted, unless the Supervisor considers acceptable reasons to allow entry.
- 1.5.8 The student shall be permitted to possess only pens, pencils, erasers, a calculator and any other material permitted by the examiners to the examination hall. Cellular phones shall not be permitted to be kept with the candidate in the examination hall. Cellular phones may be switched off and kept on the floor under the chair in which the student is sitting.

- 1.5.9 The Supervisor shall ensure that no candidate shall enter to the examination hall after first half and hour and leave examination hall during first half and hour and last half an hour during the period of examination.
- 1.5.10 The supervisor shall announce the time of the clock after every hour and half an hour before the conclusion of the examination. With five minutes to conclude the examination the Supervisor shall announce to gather and tie up the answer script, double check the index number, etc. and allow writing if time permits.
- 1.5.11 The Supervisor shall make arrangements to collect the signatures, identify the candidate against the valid identity card, and duly fill the attendance sheet/s by the invigilators. The duly documented examination records shall be checked, certified and signed by the Supervisor and shall be handed over to the E&EC at the end of the examination.
- 1.5.11 When a candidate is absent for the examination “ab” is written in place of candidate’s signature and countersigned by the supervisor or invigilator.
- 1.5.12 When the time reaches to conclude the examination, the Supervisor shall order the candidates to stop writing and invigilators to collect the answer scripts. The invigilators shall collect the answer scripts as quickly as possible and arrange them in ascending order of the Index numbers. Then the answer scripts shall be counted and checked whether the number of answer scripts, number of signatures and the head count taken during the middle of the examination are the same before request for candidates to leave the examination hall.
- 1.5.13 The supervisor and invigilator shall ensure that the candidates do not remove any material (used or unused) from the examination hall. All scrap papers the candidate does not submit shall be collected by the invigilators and arranged to be destroyed.
- 1.5.14 Once it is found that the number of answer scripts tallies the head count and signature count, the Supervisor shall request the candidate to leave the examination hall.
- 1.5.15 The Supervisor shall draw his attention when packing answer scripts. The “Original Question Paper” and one printed question paper shall be inserted into the answer script packet. The packet shall be then labeled, the label should carry the number of answer scripts, number of candidates sat the examination, name of the course module, academic year, date, examination time, etc. The packet shall be sealed ensuring the security check.
- 1.5.16 After the examination supervisor shall handover the properly parceled answer script packets, duly filled signature sheets, admission cards and all other examination material to the E&EC personally, and sign off at the E&EC conforming that he has completed the examination session.

In case of electronic answers CD/DVD replace the answer book.

- 1.5.17 E&EC shall fasten the blank mark sheet and a copy of the attendance sheet to the packet of answer script and store them under lock and key. The HOD/E&EC shall be responsible for security and confidentiality of the answer script packets as well as question papers and it is his responsibility to manage these documents with utmost care.
- 1.5.18 At the conclusion of the semester examination E&EC shall officially inform the marking examiners to collect the answer script packets for marking within three days from the date of receiving the letter and hand over the completed mark sheet/s and the marked answer scripts within three weeks. External resource persons are usually allowed to take the answer scripts for marking on the day of his/her module examination.
- 1.5.19 E & EC shall issue answer scripts only to course coordinator or HOD or the relevant examiner in person. The person who collects answer script packets shall collect them at the E&EC personally and record the presence by placing the signature on the registry to confirm the receipt of the answer script packets.
- 1.5.20 The Supervisor shall commence the examination and conclude the same as scheduled and allow the candidates to answer the question paper within the time duration as specified in the question paper. Under only exceptional circumstance and in consultation with the HOD (E&EC) the supervisor may decide to delay the starting time, but shall allow the time duration stated on the question paper.
- 1.5.21 On the day of an examination, the examination can be postponed or cancelled under special circumstances only by the relevant Dean in consultation with the Vice Chancellor. In such circumstance, the Supervisor and HOD (E& EC) shall submit a report to the Vice Chancellor explaining the circumstances.

## **1.6 Guidelines for Marking Answer Scripts**

- 1.6.1 The marking examiner shall collect the answer script packets from the E&EC within three days of the receipt of the notice to do so from E&EC.
- 1.6.2 He/she shall count and check whether the count of scripts are same as the number of answer scripts given on the label of the answer script packet. If there is any deficiency, he/she shall immediately communicate with the HOD/E&EC.
- 1.6.3 She/he shall complete marking in conforming to the model answers and marking scheme which was prepared by the setting examiner and checked by the Chief Examiner/Moderator and hand over the mark sheets to the E&EC personally before the



lapse of the deadline.

- 1.6.4 The marking examiners shall not disclose marks or any answer script to any candidate during the period that he/she handles answer scripts. All marks sheets against the mark stated on the answer script shall be checked prior to total the marks.

Grading System	
Letter Grade	Marks Range
A+	90 - 100
A	80 - 89
B+	70 - 79
B	60 - 69
C+	50 - 59
C	40 - 49
D	30 - 39
E	29 - 1
F	0

1.6.5 Marks on the mark sheet shall not be erased using white fluid or scratching the mark sheet in an event the marking examiner makes a mistake in entering marks. Instead, the incorrect record shall be struck drawing a line by an ink pen and placed short signature against it to certify the correctness of the mark and making the correction.

1.6.6 Calculation of the final marks and preparation of mark sheet.

Following instructions shall be adhered to when calculating final mark and entering marks into the marks sheet.

- i. Mark sheet contains 6 main columns as No., Index No., Continuous Assessment, Semester End Test, Total Marks, and Grade.
- ii. The Continuous Assessment and Semester End Test columns have been sub divided as “Raw Mark” and “Contribution to the Final Mark”
  - “Marks Given” Column under Continuous Assessment or Semester End Test: Insert the raw mark as a percentage obtained by the student for the Semester End Examination or Continuous Assessment.
  - “Contribution to the Final Mark column under Continuous Assessment or Semester End Test: Calculate the relevant contribution (60% or 40%) from marks in the “Marks Given” column and insert it.
  - “Total Marks” column: Insert the sum of the “Contribution to the Final Mark” of both Semester End Test and Continuous Assessment.
  - Grade Column: Insert the letter grade of the grading system relevant to the “ Total Marks”

**NOTE:** When the “Marks Given” for either the Semester End Test or Continuous Assessment is below 30%, the “Total Marks” is not worked out and E(ET), F(ET), E(CA) or F(CA) is inserted in the “Total Marks” column of the mark sheet as in the Table below.

#	Event	%Marks	Total Marks Column
1	Semester End Test (ET)	0	F(ET)
2	Semester End Test (ET)	1 to 29	E(ET)
3	Continuous Assessment (CA)	0	F(CA)
4	Continuous Assessment (CA)	1 to 29	E(CA)

When both Semester End Test and Continuous Assessment are below 30% calculate the final marks as in the Table below.

#	Event	%Marks	Total Marks Column
1	Semester End Test and Continuous Assessment	0	0
2	Semester End Test and Continuous Assessment	1 to 29	Sum of the Calculated Fractions

1.6.7 The moderator shall moderate the marks and marked answer scripts. It is the responsibility of the Moderator to check the accuracy of marking answer scripts chosen randomly with one out of about ten answer scripts, addition of marks, justification of dispensing marks to questions by the examiner, accuracy of entering marks, high rate of failures, unacceptable pass rates, standardization of marks, etc.

1.6.8 The moderator for answer scripts shall be the same person who moderated the relevant question paper and whenever, the same person is not available due to special reasons, the HOD (E&EC) shall in consultation with the relevant Dean appoint a suitable academic as the moderator.

## 2 Processing, Certification and Releasing Results

2.1 The final mark (the Final Mark in the mark sheet) shall be entered into the Education Management Information System (EMIS) by relevant staff member in the Examination & Evaluation Centre. Marks of the external examiners are entered by the Head of the relevant Department or Course Coordinator or E&EC.

2.2 The results sheets generated by the EMIS shall be formatted, checked and presented to the Board of Examiners for discussion and approval.

2.2.1 The Board of Examiners shall be convened by the HOD (E&EC) with giving at least two days notice to deliberate the marks submitted by the marking examiners and moderators. It is the responsibility of the Board of Examiners to consider the marks of each and every candidate and taking marks of all course modules of that candidate in a single window. Also the Board of Examiners shall consider any need to standardize the marks, student complaints about the question papers, etc. at the meeting.

2.2.2 The composition of the Board of Examiners shall be:

The relevant Dean of the Faculty  
All setting examiners,  
All marking examiners, and  
All moderators.

2.3 After the Board of Examiners approval, all the members of the Board of Examiners shall sign the result sheet during the board meeting.

2.4 With the approval of the Board of Examiners the results may be released to the students by the E & EC subject to the approval of the Academic Council. The result notification shall carry the statement "These results are subject to the approval of the Academic Council."

2.5 The examination results shall be displayed in the Examination Notice Board as grades against the registration number of each student.

2.6 Any complaints by the students about examination results may be made to the HOD (E & EC) within three weeks from the date of releasing of the results.

2.7 HOD (E&EC) shall draw the attention of the relevant Dean to any complains made by a student about examination result. The Dean may convene a meeting with the marking examiner, moderator and any other competent person among the members of academic staff to investigate the student's complain and examine the answer script in question. The student may or may not

- be convened to this meeting as decided by the Dean. The Dean may use his discretion to show the method adapted in marking and marks given to each and every question to the aggrieved student.
- 2.8 The decision of the Dean shall be the final and it will be conveyed to the student officially. The student shall not appeal against the decision of the Dean.
- 2.9 Any amendment to the results shall be informed to the Head of the relevant Department, Dean of the Faculty and presented to the Examination Board by the E & EC.
- 2.10 Immediately after one month from the date of releasing the results the HOD/E&EC shall table the results (Grades and Grade Point Averages) approved by the Board of Examiners to the Academic Council for the final approval.
- 2.11 After approval by the Academic Council result sheets shall be signed by one staff member of E & EC who checked the accuracy of the result, HOD/E & EC, Dean of the relevant Faculty, the External members of the Academic Council, the Director General, and the Vice Chancellor.
- 2.12 The date of approval by the Academic Council and the effective date of the results are clearly mentioned in the result sheets.
- 2.13 After the final approval by the Academic Council no amendment shall be made for the examination results.
- 2.14 All examination results after the approval of the Academic Council shall be bound as files and arranged course wise.

### **3. Preparation and Awarding Certificates**

- 3.1 Once the results are approved by the Board of Examiners, the results can be issued to the students. The result sheet shall carry the statement “these results are subjected to the pending approval by the Academic Council of the UNIVOTEC” if the result sheet is issued before the results are approved by the Academic Council.
- 3.2 Before the completion of the course result (Grades & GPA only) shall be issued under the heading of “University of Vocational Technology Examination Results” in a plain A4 sheet certified by the in charge of E & EC.

- 3.3 When the student has dropped out the course the result he/she has obtained shall be issued in an official letterhead of the UNIVOTEC.
- 3.4 When the student has completed the course the result he/she has obtained shall be issued under the heading of "Detailed Results Certificate". This certificate shall be certified by the in charge of the E & EC and the Director General. This certificate shall be issued in an official letterhead of the UNIVOTEC.
- 3.5 A detailed result certificate shall contain the following information;
- i. The heading
  - ii. Name of the Course
  - iii. Medium of learning
  - iv. Course Duration (in notional hours or credits)
  - v. The batch (this is usually designated by the first Academic year in which the student has registered).
  - vi. Name of the student
  - vii. Registration Number of the student
  - viii. Semesters, Module Codes, Module Names, Grades obtained for the Modules, Semester GPA, Cumulative GPA, Overall grade (Class), The Effective date of the Certificate, the date issued and the key to the grades.
- 3.6 If the end of an examination/requirements to complete a course by a student, falls before the 15<sup>th</sup> of a particular month the effective date of the result shall be the 15<sup>th</sup> of that month. If the above falls after the 15<sup>th</sup> of a particular month the effective date of the result shall be the first day of the following month.
- 3.7 After the preparation the information in the certificate shall be checked against the information in the EMIS and the hard result sheets.
- 3.8 When the detailed certificate is issued to the student it shall be issued to the student who owns it. A representative of the certificate holder shall be issued the certificate when the representative submits a written permission of the certificate holder to collect the certificate and the identity of the representative is proved.
- 3.9 At the time of handing over the detailed results certificate to the owner, a statement on a copy of certificate shall be signed by owner of the certificate accepting that the certificate is accurate. After issuing the certificate it shall never be altered again.

- 3.10 If an alteration is necessary it shall be issued under the heading of “Amended Detailed Results Sheet”. It shall be signed by the Head/E&EC and the Director General and stamped with their official seal.
- 3.11 Only one detailed result certificate shall be issued for a student. A duplicate shall be issued after submitting a written request with valid reason/s acceptable to the Academic Council.
- 3.12 Before issuing the detailed result certificate E&EC shall ensure that the student has cleared all the dues chargeable to the UNIVOTEC.
- 3.13 When the student accepts the certificate he/she shall sign the book to prove that he/she has obtained the certificate.
- 3.14 The final certificates shall be issued at the Convocation or Certificate Award Ceremony only.
- 3.15 Once the results of the final semester are approved by the Academic Council E&EC shall prepare a list of students who have completed course. This list shall contain the name, registration number and the contact information of the student, effective date of the certificate. This list shall be updated after the Academic Council approval of every repeat examination result.
- 3.16 The lists of Graduands, Diploma Awardees and Certificate recipients shall be presented to the Academic Council by the E&EC for the approval and confirmation. After the confirmation the Director General shall submit the list to the Board of Governors for final approval.
- 3.17 After the final approval of the lists of Graduands, Diploma Awardees and Certificate Recipients shall be entered in three separate registers. At the end of each list entered in the registers the Chancellor shall keep his signature at the end of Convocation/Award Ceremony.
- 3.18 The final certificate shall be printed in English on one side full page and in Sinhala and Tamil half page on the other side on the specified paper.
- 3.19 The Director General and the Vice Chancellor shall sign on the side of the certificate printed in English.
- 3.20 The emblem (mechanical official seal) of the UNIVOTEC and a suitably designed security coding system shall be available on every certificate. The security code shall enable detection of forging and duplication of certificates by any chance.

- 3.21 The student shall sign the certificate register at the time of taking over the final certificate. A family representative with proven identity shall also be able to collect the certificate.
- 3.22 Only one final certificate shall be issued for a student. A duplicate shall be issued after submitting a written request with valid reason/s acceptable to the Academic Council.

*The guidance provided by Mr. PD Sarath Chandra and Dr. TA Piyasiri to prepare this document is highly appreciated.*

MG Dharmasiri, HOD, E&EC, UNIVOTEC.