

1.0 Written Examinations: Regulations for Candidates

1.1 Application

These regulations apply to all formal written examinations.

Registration for Assessment

To be considered to be registered for any assessment, a student must:

- be a registered student of the University
- have paid all required fees and fines.

1.1.1 Student Identification

Candidates presenting themselves for written examinations will:

- have their student Identity cards along with the Admission Card checked by, or by an invigilator, on behalf of the Supervisor, within 30 minutes of the commencement of an examination;
- the names of students who do not have their student Identity card with them will be recorded on the Supervisor's Report form.

1.1.2 Re-sit Examinations

Candidates for re-sit examinations after the end of the academic year shall present their student Identity cards for the previous academic year. Resitting will be allowed only if the student has renewed the registration regularly.

1.2 Breach of Regulations

Students are warned that any breach of the assessment and/or examination regulations could result in severe penalties. Actions considered being breaches of the regulations and the consequences of them are contained at the end of these regulations.

1.3 In Advance of the Examination Period

1.3.1 Responsibilities of Students

(A) Checking the Timetable

It is the responsibility of students to check the timetable.

(B) Difficulty

In cases of difficulty a student should make representations to the designated person.

(C) Timescale for notification of difficulty

This should be done within the timescale as specified in the published information.

1.3.2 Scheduling of Examinations

The University may schedule examinations so that:

- a candidate may be required to sit more than one subject or examination paper on any day
- examinations may be scheduled between 9am and 9pm Monday to Sunday.
- examinations may be scheduled outside the normal working week.
- examinations may be located in other premises other than those of the University.

1.4 Conduct Immediately Prior to the Commencement of the Examination

1.4.1 Assembly

Candidates shall assemble outside the examination room in well in advance of the scheduled commencement time of the examination.

1.4.2 Entry to the Examination Room

Candidates may not enter the examination room until instructed to do so by the Supervisor.

This will normally be around 15 minutes before the scheduled time of the examination.

1.4.3 Requirements on Entry to the Examination Room

Candidates shall follow the supervisor's instructions as follows:

- enter the examination room

- deposit all hold-alls, brief-cases, handbags, materials and other items not specifically required for the examination at the front or rear of the room as directed
- sit at the desks, or in rows, as instructed
- check whether any unauthorised material is in their possession, and if so, hand any such material to an invigilator
- co-operate with the inspection and checking of candidates' student Identity cards
- co-operate with the inspection of specified authorised items (eg calculators)
- maintain absolute silence during the preliminary period.

1.4.4 *Other Instructions*

Candidates should follow any other instructions pertaining to the examination as given by the Supervisor.

1.5 **Electronic and Other Personal Equipment**

1.5.1 *Permitted Equipment*

Electronic and other personal equipment which is permitted to be used during an examination will be specified in the examination rubric.

1.5.2 *Information to Students*

Candidates will be given advance notice of the specifications of such equipment.

1.5.3 *Cheating and Unfair Advantage*

Candidates may not use or access equipment exceeding such specifications nor other electronic or personal equipment. Any attempt to do so may be construed as an attempt to cheat or gain an unfair advantage.

1.6 **Conduct during the Examination**

1.6.1 *Individual Conclusion of Examination*

No candidate shall be allowed to terminate his or her examination during

- the first 30 minutes after commencement time
- the final 30 minutes of examination time.

1.6.2 *Late Candidates*

- A late candidate may be admitted up to 30 minutes after the commencement time of the examination, but not thereafter.
- Checking of Student Identity Card
- a late candidate shall be required to present his/her student Identity Card to verify his or her identity;
- a late candidate who does not have his or her student card with them will have their name recorded on the Supervisor's Report form.
- A candidate admitted after commencement time shall conclude his or her examination at the same time as the other candidates for the examination.

1.6.3 *Clarification*

Candidates should read the examination rubric carefully.

Candidates who wish to have the "instructions to candidates" or typographical points clarified with the Examiner shall be able to do so within the first 10 minutes of the examination or during any reading time allowed.

Candidates seeking clarification outside this time may be able to do so, but should be aware that the clarification may take some time to resolve.

1.6.4 *Stationery*

- Candidates must use only the approved examination stationery supplied by the University.
- All "rough work" must be done on the paper provided.
- All "rough work" must be attached to and handed in with, the candidate's script.
- All blank papers should be handed over to examination staff and students are not allowed to remove them from the examination hall.

1.6.5 *Communication with an Invigilator*

A candidate who wishes to attract the attention of an invigilator shall do so by raising a hand or, failing which, tapping on the table.

1.6.6 *Leaving the Examination Room during the Examination*

A candidate who is unwell or who needs to leave the examination room for any reason deemed adequate by the Supervisor may do so under the supervision of an invigilator and return whilst the examination is in progress.

- 1.6.7 **Unaccompanied Departure**
A candidate who leaves the examination room unaccompanied by an invigilator shall not be allowed to re-enter the examination room.
- 1.6.8 **Communication with Other Candidates**
Candidates shall not communicate with other candidates by word of mouth, sign, writing or other means.
- 1.6.9 **Reading Other Candidates' Work**
Candidates shall not attempt to read the work of other candidates.
- 1.6.10 **Suitable Conduct**
Candidates shall conduct themselves in a manner that will not cause disturbance to other candidates in the examination room.
- 1.6.11 **Mobile Phones**
Candidates bringing mobile phones into the examination room must leave them:
 - switched off
 - with the brief-cases, handbags and other luggage.
- 1.6.12 **Mobile Phones: Cheating**
Candidates must not attempt to use mobile phones during the course of the examination. Any such use will be considered as an attempt to cheat.
- 1.6.13 **Mobile Phones: Disturbance**
It is the responsibility of the candidate to ensure that any mobile phone is switched off and cannot cause disturbance in the examination room.
If the mobile phone of any candidate sounds in the examination room, the Supervisor will make a report to the Chair of the Board of Examiners detailing the incident and identifying the student whose phone caused the disturbance.
- 1.6.14 **Other Instructions**
A candidate must comply with instructions given to him or her individually, or to all candidates, by the invigilator.
- 1.7 **Conduct on the Conclusion of the Examination**
- 1.7.1 **Cease Writing**
Candidates shall cease writing their answers when instructed to do so.
- 1.7.2 **Seating and Silence**
Candidates shall remain silent and seated until instructed to leave the examination room.
- 1.7.3 **Examination Scripts**
Candidates shall ensure that their scripts, any continuation sheets and rough work sheets are attached together ready for collection by the invigilator. *Unused Stationery*
Candidates shall put unused stationery and any other items provided by the University ready for collection.
- 1.7.4 **Removal of University Items from the Examination Room**
Candidates shall not remove any item supplied by the University other than the question paper.
- 1.7.5 **Leaving the Room**
When authorised to do so, candidates shall collect all their items from their desks, including sweet wrappings and other similar rubbish, and their other belongings and leave the examination room.
- 1.8 **Absence from Written Examinations**
- 1.8.1 **Documentary Evidence**
The Board of Examiners requires documentary evidence of all cases of absence from examinations.
- 1.8.2 **Illness (Medical Grounds)**
A candidate whose illness prevents him or her from attending an examination, but wishes to have concessions on medical grounds shall be required to:
 - inform the Head of the Department or the Programme Coordinator about his/her illness within forty eight (48) hours from the date of the examination. If the illness affects more than one examination paper, forty eight hours shall be counted from the date of last examination paper.

- Forward a medical certificate under registered post to the Head of the Department/Coordinator within fourteen days from the date as specified above, which will be forwarded to the medical officer appointed by the University for Certification. If the illness prolongs more than fourteen days, the above medical certificate shall be an interim medical certificate. The detailed procedure for submission and acceptance of medical certificates is given under 2.10.

1.8.3 **Other Reasons**

Candidates are expected to plan to arrive at the examination venue well in advance (half an hour before the scheduled time). However, in the event of a failure of the transport service due to industrial action or severe weather conditions, verifiable disruption from security concerns candidates are required to:

- provide sufficient detail of the nature of the disruption and their involvement to allow it to be confirmed
- inform the Head of the Department/Coordinator on the same day.
- hand in or post the official note within 2 days

1.8.4 **Extenuating Circumstances**

In the event of absence from examinations through illness or for other reasons, besides providing information as required above, candidates should also submit a request for extenuating circumstances to be taken into consideration by a Board of Examiners in accordance with regulations on Extenuating Circumstances.

1.9 **Breaches of Assessment Regulations**

1.9.1 **Action Where an Offence is Suspected**

Where an offence is suspected in an examination the Supervisor shall:

- annotate the candidate's script(s)
- remove the object(s) which has become the centre of suspicion.

1.9.2 **Continuation with the Examination**

The candidate shall be allowed to continue the examination.

1.9.3 **Notification to Candidate**

At the end of the examination a statement will be taken from the student and s/he be informed that an investigation will be conducted.

1.9.4 **Investigation**

In the event of an alleged breach of the assessment regulations, the matter will be investigated and considered in accordance with the University Regulations.

1.10 **Procedure for requesting permission to defer sitting an examination on medical grounds**

1.10.1 The student or his/her close relative or a person close to the student should inform the Head of the Department/ Dean/or the Assistant Registrar of the Faculty over the telephone within the course of the day of examination, or otherwise in writing (by a Fax, or registered post, or telegram) at least within two (02) days of the date of examination, about his or her inability to attend the examination. The verbal or written notice shall be recorded with the relevant particulars in the register kept at the Dean's office by the receiver of the information.

1.10.2 The student shall produce or arrange to produce the relevant medical documents as in 2.10.3 with the request to be considered on the above grounds, and a proof of informing the absenteeism to the Faculty in person within fourteen days from the date of final examination paper. Those who are unable to submit the medical certificate and the related documents according to this deadline, due to time constraint of the medical procedure, shall submit an interim medical certificate, which will be followed by the final certificate.

1.10.3 Following are the documents to be submitted:

Medical certificate issued by a Government Hospital supported by the diagnosis card, receipt of payment for the medical certificate, results of investigations carried out such as blood tests, X-rays, etc. (if any) and prescription forms for drug treatment given
If the diagnosis card is not available, other documents mentioned above are essential
In case the student was treated outside the hospital, a medical certificate issued by a qualified medical consultant, or the District medical Officer supported by diagnosis card, results of investigations/tests carried out and prescription for the drug treatment are essential

- 1.10.4 If the candidate has sought treatment from any other means, other than government medical hospital/medical centres, the certificate shall be handed over with a full description of the doctor / indigenous physician, his or her address of residence/ medical centre, contact numbers and so on. The medical certificate shall carry the registration No. of the treatment centre. The University shall have the right to ascertain the accuracy of the information given in such documents and the authenticity of the documents submitted by the candidate in whatever suitable means. (If the medical certificate or the information on the certificate is found bogus/forged, this matter shall be treated as an examination offence and due procedure to that effect shall be followed.)
- 1.10.5 In case the student is absent from one examination paper, the student shall submit a medical certificate from a Registered Medical Practitioner supported by the other documents mentioned in 2.10.3
- 1.10.6 A student who is currently undergoing medical treatments for a condition of mental disorder shall inform the said condition to the Dean of the relevant Faculty before the commencement of the examination, and the Dean may seek advice from the University Medical Officer. Any student who fails to do so will not be eligible to for any concessions to be granted by the University on medical grounds.
- 1.10.7 If a student develops a condition of mental disorder within the period of examination, or when examination paper is in progress, the student or his/her close relative, or a person close to him shall immediately inform so to the relevant Dean of the Faculty. The student or student's close relatives shall produce her/him to a Medical Consultant/University Medical Officer/District Medical Officer for treatments and submits the necessary documents as 2.10.3above
- 1.10.8 The Dean of the Faculty if necessary shall seek the advice of the University Medical Officer to verify the medical records submitted by the applicant. The University Medical Officer makes his/her recommendations on the facts available on the documents and when the situation so demands, the University Medical Officer shall summon the candidate or/and her representative for further investigations.
- 1.10.8 The University Medical Officer shall return the documents with his/her recommendations to the Dean within fourteen (14) working days from the date he/she receives the documents. The Assistant Registrar shall handle the correspondences and coordinate this matter between the Dean, University Medical Officer and the Student.
- 1.10.9 The Dean shall produce a summary of the entire case to the relevant Board of Examiners, which in turn advise the Head – Examination and Evaluation Centre, whether or not the circumstances for absenteeism for a relevant course unit are found to be valid and the candidate should be permitted to take the examination at an subsequent attempt and the attempt missed due to the reasons submitted by the applicant can be considered as a valid reason to permit his/her sitting at the subsequent examination. All such actions shall seek the approval of the Academic Council.

For all acceptable reasons that prevent candidates from sitting an examination no special examination will be provided. Provision will be made only to defer the examination to the subsequent examination.

1.10.10 In order to retain the confidentiality of the student's medical records and other documents, the student shall submit these documents to the relevant Dean of the Faculty in a sealed envelope, If the student is unable to submit original documents, the student shall submit the photocopies certified as true copies by at least the relevant Head of the Department.

1.10.11 Unless the medical certificate, which is acceptable under the above conditions, covers the full period in which the student seeks concessions on medical reasons, the request will not be considered.

1.11 Procedure for requesting permission to defer sitting an examination on grounds other than Medical grounds

Other grounds that may be considered for a candidate to make a request to differ an examination are:

1. Force majeure conditions which have direct impacts to the candidate to reach the examination centre or/and perform the examination/s
2. A judicial matter, such as court warrant, and due to other circumstances which disrupts the candidate's sitting the examination/s and when the legal action is taken on suspicion.
3. Marriage of the candidate. Leave is granted for three days including the date of the marriage which falls on the date of the examination.
4. Official visit abroad by the candidate on short notice given by the employer
5. Death of candidate's immediate family member. Leave will be granted three days including the date of the examination

The above circumstances shall be substantiated by submitting following documentary evidence.

1. A certificate from Grama Niladhari GA/AGA
2. A valid document from the registrar of the court/police
3. Wedding invitation, and / or the marriage registration
4. A letter from the employer
5. Death certificate of the deceased and the relationship the candidate has with the deceased.

Following information shall be given to the students.

1. In case of an illness immediately before the examination they students shall seek treatments from a Government hospital/clinic or registered nursing home or medical practitioner.
2. The University has the right to accept or reject any document submitted by a student giving as reasons to prevent her/him from sitting an examination.
3. All documents that substantiate the valid reason to refrain from sitting an examination shall be handed over to the Office of the Dean personally by the candidate or his/her representative. The Office of the Dean will not bear any responsibility if the documents are not registered in the register available for this purpose in the office.

2.0 Duties of Supervisor/Invigilators

The supervisor shall receive the packet of the Question paper from Examination and Evaluation Centre and report to the Examination Hall before 30 minutes to the scheduled commencement of the examination.

The Invigilators should report to the Examination Hall at least 20 minutes to the scheduled commencement of the examination.

The supervisor, if necessary with the assistance of invigilators, shall ensure that the following have been done by the EEC, before the candidates are allowed to enter the room.

Room Layout: The layout of the examination venue meets the anticipated requirements.

Clock : A clock will be visible to all candidates.

Stationery: Answer books and other necessary stationery will have been set out on the desks.

In a situation where a supervisor/invigilator is unable to be present due to a valid unavoidable circumstance it is the duty of the supervisor/invigilator to immediately inform the Examination and Evaluation Centre and make alternate arrangements to conduct the examination as scheduled.

The Examination Paper

At least 5 minutes before the commencement of the examination, the Supervisor should open the sealed packet of question papers and ensure the examination is the correct one.

The Supervisor, with invigilators, should distribute a question paper; face down, to each candidate.

Admission of Candidates

Admission

Admit candidates into the examination room, normally around 15 minutes before the published commencement time of the examination.

Seating

Direct candidates to specific desks or rows according to the examination being taken.

Luggage

Require candidates to deposit all holdalls, brief cases, handbags, mobile phones and materials not specifically required for the examination at the front or rear of the room.

Unauthorised Material

Ensure that no unauthorised document holder, notes, texts, rough paper or other material is in possession of the candidates when they are seated.

Electronic and Other Equipment

Ensure, with the assistance of the internal examiner(s) or nominee(s), that electronic or other personal equipment (e.g. calculators) and other items, where allowed, conform to the limitations set down in the rubric of the paper.

Dictionaries

In a case where the University has not been able to provide a foreign language / English dictionary, ensure, with the help of the internal examiner(s) or nominee(s), if necessary, that the candidate's own dictionary is inspected and, if judged appropriate, given approval for use.

Instructions to Candidates

Silence

The Supervisor, with the assistance of invigilators, shall call for silence and give the following instructions to candidates.

Examination Procedures

Remind candidates of the relevant Procedures concerning the conduct of the examination and the procedures for dealing with breaches of the Procedures.

Dictionaries

Remind candidates that if, by prior arrangement language/English dictionary has been made available, this may be consulted by attracting the invigilator's attention.

English Dictionary

Remind candidates that an English language dictionary is available and that this may be consulted by attracting the invigilator's attention.

Mobile Phones

Remind candidates that:

- any mobile phones should be left switched off and with the deposited luggage;
- any attempt to use a mobile phone during the course of the examination will be considered as an attempt to cheat;
- any student whose mobile phone sounds during the examination will be identified and a report of the disturbance caused will be forwarded to the Chair of the Board of Examiners in question.

Invigilator's Attention

Instruct candidates to raise a hand to attract the attention of the invigilator during the examination.

Rough Work

Inform candidates that any rough work must be done on the paper provided which will be collected with the scripts at the conclusion of the examination.

Silence at the Conclusion of the Examination

Inform candidates of the requirement for them to remain silent and seated at the end of the examination until the scripts, rough work, spare paper and other issued items have been collected by the invigilators.

Answer Book

Instruct candidates to complete the front of the answer book(s) ensuring that the corner is stuck down.

Commencement of the Examination

Checking the Paper for Accuracy

The internal examiner(s) or nominee(s), is required to be present before the commencement of the examination. They should provide a final check on the question paper for clarity of instructions to candidates and typographical accuracy, and to indicate to the Supervisor whether or not a verbal clarification for candidates is necessary.

Specific Stationery

Where necessary, indicate the colour of the answer book to be used for the sections in the question paper, and note these on the whiteboard or elsewhere.

Official Timing

Advise candidates that timing shall be by the clock provided and no other.

Check the Clock

Cross check the time shown by the examination clock with own, or another invigilator's watch.

Commencement

At the commencement time, instruct candidates to turn over the question paper, and, at the same time (if necessary) give, or ask the internal examiner to give, clear, unambiguous and consistent directions regarding any typographical errors or errors in the instructions to candidates.

Delay in Commencement

Ensure that, if for unforeseen reasons, there is a delay in the start of the examinations, the same duration of compensatory time is given at the end of the examination, and that this is announced to candidates.

Availability of Examiner(s)

Ensure that the examiner(s) or nominee(s), remain in the examination room or rooms for 10 minutes to be available to answer candidates' queries on the content of the paper, and that at least one examiner remains readily available for the same purpose during any reading time allowed.

Verification of Candidate Identity

Verification

Verify the identity of each candidate by checking each candidate's student identity card.

Candidate without a Student Card

Require such candidates to complete a Candidate Verification Form

Timing

Complete the verification, and collection (if any) of Candidate Verification Forms, no later than 30 minutes after the commencement of the examination.

During the Examination

Conduct of Invigilation

All invigilators are required to engage in active invigilation throughout the period of the examination and, if applicable, reading time. Invigilators shall not engage in activities which will either distract candidates or prevent the invigilator from carrying out active invigilation, consequently marking, reading, talking to another invigilator, writing, and similar activities are not permitted. Invigilators shall devote their whole attention to the conduct of the examination.

Under the direction of the Supervisor, invigilators shall be positioned at the rear and front of the examination room. Invigilators shall make quiet, frequent walks in the examination room.

The supervisor, with the assistance of invigilators, shall undertake the following duties.

Candidate List and Verification Forms

Register the attendance/absence of all the candidates by a tick or a cross against the names on the List of Candidates/Register of Attendance form and insert the time of arrival of those admitted late. Ensure that completed Candidate Verification Forms (if appropriate) are collected during the first 30 minutes of the examination.

Departure of Candidates

Ensure that no candidate is allowed to terminate and leave the examination during the first 30 minutes after the official start of the examination, or during the last 30 minutes of the examination.

Late Candidates

Admit a late candidate up to 30 minutes after the official start of the examination, but not thereafter. Check the candidate's Student Identity Card, or require the candidate to complete a Candidate Verification Form, and annotate the candidate's script accordingly. Require late candidates to finish writing at the specified time along with the other candidates.

Candidates Needing to Leave the Examination Room

Ensure that a candidate who is unwell or who needs to leave the examination room for any reason deemed adequate may do so under the supervision of an invigilator, and return whilst the examination is in progress.

Ensure that a candidate who leaves the examination room unaccompanied by an invigilator shall not be allowed to re-enter the room and such a candidate's answer book(s) shall be collected by the invigilator and marked with time at which the candidate left.

In the case of the serious illness of a candidate, take whatever immediate steps are deemed necessary.

Official Stationery; Additional Stationery, String

Ensure that candidates do all work, including rough work, on the stationery provided. Issue additional stationery to candidates on request. Toward the end of the examination distribute string tags for securing supplementary sheets.

Communication between Candidates

Be vigilant at all times and take precautions to prevent communication between candidates by word of mouth, sign, writing or other means.

Offence Suspected during an Examination

Take immediate action, as specified below, in cases where there is suspected copying, communication between candidates, use of unauthorised equipment or material, or other unfair means:

- approach the candidate and challenge him or her
- annotate the candidate's script
- remove the object(s) which has become the centre of the suspicion (if appropriate)
- permit the candidate to continue with the examination
- at the end of the examination inform the candidate that an investigation will be conducted.

Use of mobile phones in any way during the examination is use of unauthorised equipment, and is considered as an attempt to cheat.

Report by Supervisor on Suspected Offences

Where an offence has been suspected during the examination, following the examination the Supervisor shall submit a full written report which should be sent to the relevant Dean, copy to the relevant Programme Leader in question.

The report should state clearly the circumstances in question and, with respect to unauthorised equipment or material, specify:

- whether or not the student was found in possession of unauthorised equipment or material
- what this unauthorised equipment or material was
- whether or not the invigilator had seen the student using that unauthorised equipment or material
- whether or not the invigilator had seen the student using that unauthorised equipment or material for the question which was being attempted at that point in the examination
- whether or not, in the Supervisor's opinion, the student concerned was cheating.

Disturbance

Take all reasonable steps to control noise or other disturbance in adjacent rooms and corridors. Require a candidate causing wilful disturbance to other candidates to withdraw from the examination room and collect and annotate the candidate's answer book(s) accordingly.

Mobile Phones Sounding in the Examination Room

Locate any mobile phone which sounds and identify the owner of this (either immediately if with them, or by isolating the handbag, briefcase etc. in which it is located). Inform the student that a report will be made of the incident to the Chair of the Board of Examiners. After the examination, make a report of the incident, naming the student, and forward this to the relevant Dean. Any disturbance caused by a mobile phone belonging to a member of staff will likewise be reported.

Other Breaches of the Examination Procedures

Investigate any other suspected breach of these Procedures, inform the candidate(s) that a report of the circumstance is to be made and annotate the candidate(s) answer book(s) at that point.

Complaints

Note the comments of any person who is aggrieved as to the conduct of the examination and request that this is followed up by the person concerned writing to the Dean, within one working day.

Breaks

The following should be done:

- arrange for the relief invigilator to stand in for breaks
- ensure that the correct ratio of invigilators is maintained throughout
- ensure that when the Supervisor is taking a break, another invigilator is nominated to be the Supervisor for the duration of the break.

Emergencies

In the event of an emergency, ensure that the appropriate procedures are communicated to, and followed by, the candidates.

Toward the End of the Examination: Candidates Not Permitted to Leave

Ensure that no candidate leaves the examination room during the final 30 minutes of the examination.

Towards the End of the Examination: Timing Announcement

Advise candidates 15 minutes before the end of the examination that 15 minutes remain for the completion of the paper.

At the Conclusion of the Examination

In the Examination Room

The supervisor, with the assistance of invigilators, shall undertake the following:

- advise candidates of the end of the examination and instruct them to stop writing.
- instruct candidates to add their Student ID number to any supplementary sheets, and attach these to the answer book(s)
- instruct candidates to remain silent and seated until all the scripts, rough work, spare paper and other issued items have been collected by the invigilators.
- collect all scripts, rough work, unused items and other issued items, with the exception of the question paper.
- check that the number of scripts and other collected items tally with the numbers issued and the number of candidates present.
- instruct candidates to collect up their rubbish, vacate their seats, deposit rubbish in the bins provided, collect their belongings and leave the examination room.
- complete in ink the Supervisor's Report Form sign it, and attach to it the register of attendance and all completed Candidate Verification Forms.
- Conveyance of Completed Scripts/Submissions/Reports/ Candidate Lists and collected materials personally to the Examination and Evaluation Centre.

Other Documentation and Materials

The supervisor is responsible for the conveyance of other documentation and materials including the Invigilators report to the Faculty Office.

Emergency Procedures

The following procedures are to be invoked if an emergency arises during a written examination.

Clock Failure

In the event of a clock failure, the supervisor shall:

- cross check the current time with his/her own, or another invigilator's watch
- announce the correct time and state that half-hourly time checks will be given for as long as necessary
- require another invigilator to go for a replacement clock or battery
- reset the clock at the correct time
- announce that the clock is at the correct time.

A clock failure and the actions taken shall be recorded on the Supervisor's Report.

Power Cut: Minor Inconvenience

In respect of a power cut which causes a relatively minor inconvenience to candidates with respect to lighting, ventilation or heating, the Supervisor shall:

- note the time of the power cut
- announce that the examination will continue
- require another invigilator to go to investigate the likely duration of the power cut and, and to ascertain whether, if the power cut is prolonged, whether the transfer to another venue is likely to be necessary and possible
- decide, in accordance with the information received, that the examination will continue or that the procedures for major inconvenience will be invoked.

A power cut causing a minor inconvenience and the actions taken shall be recorded on the supervisor's Report.

Power Cut: Major Inconvenience

In the event of a power cut which causes major inconvenience to candidates e.g. complete light failure where there is inadequate natural or emergency lighting, the Supervisor shall:

- note the time of the power cut

- require another invigilator to attempt a resolution, preferably by locating another venue
- announce that there will be a temporary stop to the examination
- instruct candidates to remain silent
 - decide, in accordance with the information received, on one of the following:
 - that the examination will be resumed when power is restored
 - that the examination will be resumed in another venue
 - that the examination will be terminated.

Major Inconvenience: Power Restored

If the power is to be restored the Supervisor should announce that the examination will be continued in due course and that the equivalent compensatory time will be added to the examination time.

Major Inconvenience: Re-location of Examination

If the examination is to be re-located the Supervisor should announce that candidates:

- will collect all the material on their desks
- will leave the examination room
- will re-assemble at a specified place until re-location takes place
- will remain silent throughout.

Re-started/Re-located Examinations: Other Information to Candidates

On re-starting the examination in the original or new venue, the Supervisor shall:

- reassure candidates about the circumstances and assure them that the matter will be reported to the Board of Examiners
- announce the re-commencement of the examination
- state the compensatory time that will be allowed, normally an additional 10 minutes in which to complete the examination
- announce the new finishing time.

Major Inconvenience: Termination of Examination

If the examination is to be terminated the Supervisor should announce that candidates will:

- leave all examination stationery and other items belonging to the University on their desks
- collect their belongings
- make their way in silence out of the examination room.

Termination of an examination shall be reported to the Dean and the Faculty Office.

Major Inconvenience: Supervisor's Report

A power cut causing major inconvenience and the actions taken shall be recorded on the Invigilator's Report.

Fire Warning

In the event of a fire warning, the Supervisor shall:

- note the time of the warning
- instruct candidates to leave all their examination items on their desks and to leave the room and building according to the directions on the Fire Action Notice and assemble at the assembly point for that exit
- collect the Candidate List and Register of Attendance and, with the invigilators, complete the fire evacuation procedures for that room and accompany the candidates to the assembly point
- check that all candidates are present at the assembly point
- report the incident immediately to the Dean and the Faculty Office.

Fire Warning: Duration under One Hour

If the conclusion of the fire emergency is within one hour of the fire warning, and if the appropriate Faculty administrative officer has indicated that it is possible to do so, the Supervisor, with the invigilators, shall escort the candidates back to their seats in the examination room and:

- reassure candidates about the circumstances and assure them that the matter will be reported to the Board of Examiners
- announce that the examination will recommence
- state the compensatory time that will be allowed, normally an additional 10 minutes in which to complete the examination
- announce the new finishing time.

Fire Warning: Duration over One Hour

If the fire emergency interruption lasts for one hour or longer, the Dean, will advise the Supervisor of the procedure to follow. The Supervisor shall instruct candidates accordingly.

Fire Warning: Supervisor's Report

Fire warnings and the actions taken shall be recorded on the Invigilator's Report.

Other Emergencies

In the event of any other emergency arising during a written examination, the Supervisor shall take such action as is judged to be appropriate and in accordance with the spirit of these Procedures.

All such other emergencies and the actions taken shall be recorded on the Supervisor's Report.