



EXAMINATION RULES AND REGULATIONS

Examination Irregularities and Punishments.

For the information and notice of all examination candidates, the Rules and Regulations of Examinations conducted by Saegis Campus are given below: (Saegis Campus is hereinafter referred to as the 'Campus').

Examination criteria, rules and regulations, examination irregularities, punishments applicable to candidates on all study programmes including Foundation, Certificate, Diploma, Undergraduate and Postgraduate degrees etc.. conducted by the Campus:

These examinations consist of components such as annual/semester/ tests and mid-semester, continuous assessments, outcome based exams, assessments, practical tests and research theses/dissertation.

1. Criteria on the Conduct of Examinations

1.1 All examination candidates should be present near the examination hall 30 minutes before the commencement of examinations and should enter the examination hall only after the announcement made by the supervisors.

1.2 After entering the examination hall, candidates should occupy the seats allocated to them.

1.3 Candidates are permitted to bring only the permitted items such as pens, pencils, erasers, rulers, calculators and geometrical instruments to the examination hall. It is the responsibility of the candidates to ensure that no written or printed material is brought into the examination hall for their personal use or the use of others except for the permitted modules. Such material should be verified

by the lecturer/assessor before the candidate enters the examination hall. It is the responsibility of every examination candidate to ensure that no attempt is made in whatever form to engage in examination misconduct.

1.4 It is strictly prohibited to bring mobile phones or other electronic devices capable of storing data into the examination hall.

1.5 No candidate will be admitted to the examination hall after 30 minutes from the commencement of the examination. No candidate will be allowed to leave the examination hall during the last 30 minutes of the examination. No attempt should be made to leave the examination hall without permission.

1.6 All examination candidates should bring their examination admission card and the university identity card into the examination hall. The identity card should carry the photograph of the student and should be duly signed by the authorised officer of the Campus. If there is a discrepancy in the examination admission card, and the Campus identity card, it should be certified by the Registrar/AR Examinations. In the absence of such a certificate, the National Identity Card or a letter from the Dean of the Faculty/Senior Assistant Registrar (SAR)/Assistant Registrar should be produced.

1.7 Examination candidates are required to produce any document in their possession when requested by the supervisor/ invigilator.

1.8 Candidates will not be allowed to speak or to communicate with other candidates or borrow any article from other candidates or try to copy from other candidates. If any assistance is required, it should be indicated to the supervisor/ invigilator.

1.9 Candidates should use only the duly issued answer sheets and continuation sheets duly signed and dated by the supervisors / invigilators, to answer the question papers.

1.10 All stationery such as date stamped answer sheets, drawing papers and graph papers will be issued to the candidates. Any such item issued to candidates should not be destroyed in any manner. Only the stationery items supplied by the supervisor/ invigilator should be used by the candidates. Statistical tables and other items used should be left on the candidates table after use. No item whatsoever should be removed out of the examination hall under any circumstances.

1.11 Before commencement of answering, candidates should indicate their Index Number with the subject name and code in the specified place. All papers used should carry the Index Number. No candidate should indicate his/her name or any other identification mark on the answer script.

1.12 All sheets of papers used for rough work should be attached to the answer sheets. All sections not relevant should be clearly struck off. Rough work should not be done on the admission card, time table or the question paper.

1.13 All examination candidates should behave properly within the examination hall so as not to disturb supervisors / invigilators, hall attendants and other candidates. Silence should be observed within the examination hall and the surroundings.

1.14 No candidate should produce an extract or in full, some other person's work without stating so, other than his/her, in a sessional paper, assignment, reference, research paper, practical or field book or thesis which amounts to the theft of intellectual property.

1.15 No candidate should allow any other person to appear on his/her behalf for an examination and should not appear on behalf of any other.

1.16 Supervisors and invigilators are authorized to obtain declarations from examination candidates regarding any examination irregularities occurring within the examination hall and hand them over to the Registrar/SAR/AR.

1.17 Every candidate should personally hand over his/her answer script to the supervisors / invigilators. Candidates should remain in their seats till all the answer sheets are collected and an announcement is made by the supervisor. Answer sheets should not be handed over to hall attendants or any other person under any circumstance. Once handed over to the supervisor / invigilator, no answer sheets will be given back to the candidates and candidates should not ask for same.

1.18 Candidates should know that they are liable for punishments on examination irregularities if the marking examiner is convinced that an examination irregularity has taken place.

2. Examination Irregularities

- 2.1 Keeping unauthorized documents in possession.
- 2.2 Keeping in possession mobile telephones or devices capable of storing data without permission.
- 2.3 Removing examination stationery out of the examination hall.
- 2.4 Copying or attempting to copy in any manner.
- 2.5 Keeping in possession or attempting to use examination stationery taken away from previous examinations.
- 2.6 Keeping notes on body or clothes.
- 2.7 Theft of intellectual property such as reproducing others work without stating so or using information obtained from the internet.
- 2.8 To find out the contents of a question paper or answer sheet unlawfully or attempting to do so.
- 2.9 Entering the examination hall without permission.
- 2.10 Leaving the examination hall without permission or attempting to do so or helping such acts.
- 2.11 Attempting or assisting to tear off any paper/answer book or destroying such items.
- 2.12 Disturbing the smooth functioning and peaceful atmosphere of the examination hall.
- 2.13 Behaving in a manner harmful to the self- respect of and causing mental stress to the supervisors/invigilators/hall attendants/other candidates.
- 2.14 Planning and attempting to harm mentally or physically the supervisors/ invigilators/hall attendants/other candidates.
- 2.15 Trying to get another person to appear at the examination or trying to use the index number of another candidate at the examination.
- 2.16 Impersonation.
- 2.17 Other examination irregularities determined by the Senate.
- 2.18 Irregularities found by the marking examiner.
- 2.19 Aiding and abetting examination irregularities.

3. Punishments

One or many of the following punishments will be decided by the examination irregularity committee based on the particular examination irregularity.

3.1 Cancellation of answer scripts and limiting the marks of the repeat examination to that of an ordinary pass mark.

3.2 Delaying the release of results of the final examination by one academic year.

3.3 Denying the attendance at the convocation / award ceremony.

3.4 Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.

3.5 Disqualified from being awarded classes / merit passes.

3.6 Suspension of studentship by one year.

3.7 Suspension of studentship by two years or three years.

3.8 Suspension of studentship by four years or five years.

3.9 Cancellation of studentship.

3.10 In the case of a non-student, action will be taken according to the law of the land.

3.11 Disqualified from being recruited to the staff of the Campus academic / non-academic (temporary / permanent).

3.12 Delay the results of the final year examination by one semester.

Listed below is a schedule giving details of irregularities and the punishments depending on the nature of the irregularities. The Examination Irregularity Committee will recommend one or more of the following punishments against the relevant irregularity to the Senate.

	Examination Irregularities	Punishments
2.1	Keeping possession of unauthorized documents.	<ul style="list-style-type: none"> • Delay of releasing the results of the final year examination by one academic year. • Denying the attendance at the convocation / award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. • Suspension of studentship by one year. (3.2, 3.3, 3.4 and 3.6)
2.2	Keeping in possession mobile phones or devices that could store data.	<ul style="list-style-type: none"> • Delay of releasing the results of the final year examination by one academic year. • Denying the attendance at the convocation / award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. • Suspension of studentship by one year. (3.2, 3.3, 3.4 and 3.6)
2.3	Removing examination stationery from the examination hall.	<ul style="list-style-type: none"> • Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of an ordinary pass mark. (3.1)
2.4	Copying or attempting to copy in any manner.	<ul style="list-style-type: none"> • Delay of releasing the results of the final year examination by one academic year.

		<ul style="list-style-type: none"> • Denying the attendance at the convocation / award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. • Suspension of studentship by one year. <p>(3.2, 3.3, 3.4 and 3.6)</p>
2.5	Keeping in possession stationery of the Campus removed earlier and attempting to use such stationery in the examination hall.	<ul style="list-style-type: none"> • Delay of releasing the results of the final year examination by one academic year. • Denying the attendance at the convocation / award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. • Suspension of studentship by one year. <p>(3.2, 3.3, 3.4 and 3.6)</p>
2.6	2.6 Keeping notes on body or clothes.	<ul style="list-style-type: none"> • Delay of releasing the results of the final year examination by one academic year. • Denying the attendance at the convocation / award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. • Suspension of studentship by one year. <p>(3.2, 3.3, 3.4 and 3.6)</p>
2.7	(i) Reproducing an extract or in full some other person's work without stating so, in a field record book, research	<ul style="list-style-type: none"> • Not to award classes/merit passes. • Suspend the studentship by one year. • Cancellation of studentship.

	<p>paper, thesis or any other book which amounts to the theft of intellectual property.</p> <p>(ii) Submitting a sessional paper, reference research paper, practical or field book or degree thesis in part or in full from another person's work or internet without stating so, which amounts to theft of intellectual property.</p>	<ul style="list-style-type: none"> • Not to recruit to the staff of the Campus, Academic or Non Academic. (temporary / permanent) (3.9 and 3.11)
2.8	<p>To find out the contents of a question paper or answer sheet unlawfully or attempting to do so.</p>	<ul style="list-style-type: none"> • Delay the release of results of the final year examination by one academic year. • Denying the attendance at the convocation / award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. • Not to award classes / merit passes. • Not to recruit to the staff of the Campus, Academic or Non Academic. (temporary/ permanent) • Suspension of studentship by one year. (3.2, 3.3, 3.4, 3.5 3.6 and 3.11)
2.9	<p>Entering the examination hall without permission.</p>	<ul style="list-style-type: none"> • Delay the results of the final year examination by one semester. • Not to invite for the convocation/ award ceremony. (3.2 3.3 and 3.12)

2.10	Leaving the examination hall without permission or attempting to do so.	<ul style="list-style-type: none"> • Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of an ordinary pass mark. (3.1)
2.11	Destroying a paper or answer sheet or attempting to do so.	<ul style="list-style-type: none"> • Delay the release of the results of the final examination by one academic year. • Denying the attendance at the convocation / award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. • Not to award classes / merit passes. • Suspension of studentship by one year. • Not to recruit to the staff of the Campus Academic or Non Academic (temporary/permanent). (3.2, 3.3, 3.4, 3.5, 3.6 and 3.11)
2.12	Behaving in a manner that will disturb the silence and smooth functioning of the examination hall.	<ul style="list-style-type: none"> • Cancellation of the answer script and limiting the marks of the repeat examination to that of an ordinary pass mark. • Denying the attendance at the convocation / award ceremony. (3.1 and 3.3)
2.13	Behaving in a manner that will affect the respect or cause mental stress of supervisors, invigilators or hall attendants.	<ul style="list-style-type: none"> • Delay the release of the results of the final year by one academic year. • Denying the attendance at the convocation / award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. • Not to award classes.

		<ul style="list-style-type: none"> • Suspend the studentship by one year. • Not to recruit to the staff of the Campus, Academic or Non Academic (temporary / permanent). (3.2, 3.3, 3.4, 3.5, 3.7 and 3.11)
2.14	Planning or attempting to cause bodily or mental harm to supervisors, invigilators or hall attendants.	<ul style="list-style-type: none"> • Cancellation of the studentship. • Not to recruit to the staff of the university, Academic or Non Academic (temporary / permanent). (3.9 and 3.11)
2.15	(i) Using another candidate's Index Number or attempting to do so.	<ul style="list-style-type: none"> • Delay the release of the results of the final year by one academic year. • Denying the attendance at the convocation / award ceremony. • Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass • Not to award classes. • Suspension of studentship by two or three years. • Not to recruit to the staff of the Campus, Academic or Non Academic (temporary/ permanent). (3.2, 3.3, 3.4, 3.5, 3.8 and 3.11)
2.15	(ii) To allow another to appear on his/her behalf.	<ul style="list-style-type: none"> • Cancellation of studentship. • Not to recruit to the staff of the university, Academic or Non Academic (temporary/ permanent). (3.9 and 3.11)
2.16	Impersonation of a student.	<ul style="list-style-type: none"> • Cancellation of studentship. • Not to recruit to the staff of the Campus, Academic or Non Academic (temporary/ permanent). (3.9 and 3.11) <p>If not a student,</p>

		<ul style="list-style-type: none"> • To institute legal action against him / her according to the laws of the land. • Not to recruit to the staff of the university, Academic or Non Academic. (temporary/permanent) (3.10 and 3.11)
2.17	Any other examination irregularity determined by the Senate.	<ul style="list-style-type: none"> • Punishments determined by the Senate based on the punishment specified under section 3.
2.18	Irregularities reported by the marking examiner and approved by the Senate.	<ul style="list-style-type: none"> • Punishments determined by the Senate depending on the irregularity based on the punishment specified under section 3.
2.19	Aiding and abetting to commit examination irregularities.	<ul style="list-style-type: none"> • Punishments determined by the Senate depending on the irregularity based on the punishment specified under section 3.

4. Evidence That Could Be Used in Determining Examination Irregularities.

4.1 Report on examination irregularities.

4.2 Material evidence, eye witnesses (Records, photographs, videos) at the time of committing the irregularity.

4.3 Written or verbal statements of the supervisor and the invigilator who found the irregularity.

4.4 Written or verbal statements of the students.

4.5 Verbal written statements of the student and the staff at the time of the incident.

4.6 Other evidence that could be used at the discretion of the Chairperson of the Committee (eg. marks obtained / answer script)

5. Examination Irregularity Committee of the Senate.

All investigations in connection with examination irregularities should be subjected to the Senate Examination Irregularities Committee. The Senate Examination Irregularities Committee should meet within one week from the date on which the irregularity is reported to the Vice Chancellor and SAR-Examinations, by the relevant examiner who found irregularities under section 2. Examination Irregularities such a report should be made after the last date of the examination of the respective faculties.

5.1 Composition

The Senate should appoint three senior academics from the staff for a period of three years. One of them should be appointed as Chairperson by the Senate from among the members. The SAR-Examination should be the convener /Secretary by virtue of office.

5.2 Procedure of Investigation

- Consideration of the report submitted by the supervisor.
- Consideration of other evidences such as material, eye witnesses, verbal and written etc.
- Using evidence to determine the irregularity depending on the necessity.

- It is mandatory to summon the relevant parties present at the time of occurrence of the irregularity and the charged candidate for explanation (if the candidate is not present it will not be an obstacle to continue with the investigation)

5.3 Decisions

The decision of the investigation with the recommended relevant punishment/s depending on the nature of the irregularity will be presented to the Senate and Council for approval.

5.4 Time Frame

The above decisions should be reported to the Senate held immediately after the meeting of the Senate Committee for Examination Irregularities.

6. Implementation of the Decisions Appeals Process

The above decisions should be implemented only after the approval of the Senate and Council.

The students have the right to appeal against any punishment imposed on examination irregularities. Written appeals should be submitted to the Vice Chancellor /CEO within two weeks of intimating the punishments. On receipt of these appeals Examination Irregularities Committee will investigate the appeals and report the recommendations for Senate and Council approval. The senate will appoint a committee comprising of three academics exclusive of the Examination Irregularities Committee to investigate the appeals and report the recommendations for Council approval through the Senate.

7. Submission of a Medical Certificate for the Inability to Sit Examinations.

The procedure to be followed when a student is absent for an examination on medical grounds.

- 7.1 In the event of a sickness, the student or parent/guardian shall formally inform the Registrar/SAR-Examinations prior to the commencement of the examination his/her (student's) inability to sit the examination stating the illness. The student/parent should convey to the SAR-Examinations in writing i.e. E-mail/letter, and is required to retain evidence for giving such notification. This must be done even if the student is suffering from an illness already notified to the Faculty.
- 7.2 If the student is planning to claim any benefit or concession for being absent from the examination, a medical certificate must be submitted within fourteen (14) days from the examination to the SAR-Examinations irrespective of he/she continues to suffer from that illness. In that event, the student will receive a symbol of 'MC' for the course.
- 7.3 The formal medical certificate so submitted must be from a SLMC registered Medical Practitioner/ Dental Surgeon who is attached to a recognised hospital/registered medical centre.
- 7.4 The medical certificate so submitted must include the diagnosis and his/her inability/unfitness to sit the examination on that particular day (date of the examination must be mentioned).
- 7.5 The Registrar/SAR/AR-Examinations shall arrange a Medical Committee consisting of three members to scrutinize the medical certificates.
- 7.6 The Medical Committee may summon the student, if deemed necessary, for clarification of any matter relevant to the medical certificate and/or the illness or any other medical record. In the event the student declines to be present when so summoned or fails to produce medical records, or fails to divulge information to the Committee, this may adversely affect the student's claims.
- 7.7 The Medical Committee shall submit its decision to the Faculty Board via SAR/AR-Examinations in a confidential manner stating that:
 - a) The Medical Certificate submitted by the student can be accepted for him/her being absent for the examination held on the specified date.

b) The Medical certificate submitted by the student cannot be accepted for him/her being absent for the examination held on the specified date.

7.8 If the Medical Certificate is accepted by the Faculty Board and approved by the Senate, the student will be entitled to sit the examination on the next immediate occasion with privileges (will be considered as his/her first attempt).

7.9 If the medical certificate is not accepted, the student can sit the examination which will be considered as his/her second attempt (re-sit).

7.10 Absence of a candidate from an examination on account of bereavement in the family death of parent, brother or sister, and if married, spouse or child will be excused if approval is obtained from the Faculty Board by submission of the death certificate and appropriate proof of relationship. In that event, the student will receive a symbol of 'DFR' for that course. The sitting will be considered as his/her first attempt.

8. Withdrawals for Medical Reasons

8.1 A student may withdraw from a course at any time during the semester on valid medical grounds with documentary proof. In that event, the student will receive a symbol of 'MC'. The student is required to follow the Faculty and Saegis Campus guidelines in requesting a medical withdrawal. A student has to appear for the examination in the subsequent year unless written approval is obtained from the Senate for an extended time period on the basis of the medical condition.