

## **BY – LAW NO. 02 / 2023**

### **By –Law for Examination Rules and Regulations, Irregularities and Punishments**

(Approved by the Board of Governors at its 102 nd meeting held on 17.02.2023)

This By-Law may be cited as **Examination Rules and Regulations, Irregularities and Punishments By-Law No.02 of 2023** of the Sri Lanka Institute of Textile and Apparel and shall come into operation from 01.03.2023.

Examination criteria, rules, regulations, examination irregularities and punishments are applicable to candidate sitting degree conducted by the institute.

These examinations consist of components such as annual/ semester / term test and mid- semester, continuous assessments, practical test and dissertation / research thesis.

#### **1.0 – Criteria on the conduct of examinations**

- 1.1** – All examination candidates should be present near the examination hall 30 minutes before the commencement of examination and should enter the examination hall only after the announcement made by the supervisor.
- 1.2** – After entering the examination hall, candidate should occupy the seats allocated to them.
- 1.3-** Candidates are permitted to bring to the examination hall only the permitted items such as pens, pencils, erasers, rulers and geometrical instruments. It is the responsibility of the candidates to ensure that no written or printed material is brought in to the examination hall for their personal use or the use of others. Such materials should not be used or kept in their possession. It is responsibility of every examination candidate to ensure that no attempt is made in whatever form to engage in examination irregularity.
- 1.4** – It is strictly prohibited to bring mobile telephones or devices capable of storing data in to the examination hall or use any such equipment in 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 till the examination is over. No attempt should be made either to enter the examination hall or leave the examination hall without permission.

- 1.6 –All examinations candidate should bring their examination admission card, student record book and the institute identity card in to the examination hall. The record book and the identity card should carry the photograph of the student and should be duly signed by the Registrar of the institute or by an officer authorized by the Registrar. If there is a discrepancy in the examination admission card, the student record book and identity card, it should be certified by the Registrar. In the absence of such a certificate, the national identity card or a letter from the Lecturer In-charge of the subject should be produced.
- 1.7 – Examination candidate are required to produce any document in their possession when called for by the Supervisor/Invalidator.
- 1.8- Candidate 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 by raising the hand.
- 1.9 Candidates should used only the answer books and continuation sheets duly signed and dates by the Supervisor / Invigilator to answer the question papers.
- 1.10 All stationary such as date stamped answer books, 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 stationary 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 what so ever 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 code and write the name of the examination in the paper place. All papers use 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 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 attendance 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 seasonal 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 incident occurring within the examination hall.
- 1.17 Every candidate should personally handover his/her answer scripts to the Supervisors /Invigilators. Candidates should remain in their seats till all the answer sheets are collected and an announcement made by the Supervisor. Answer sheets should not be handed over to Hall Attendance or any other person under any circumstances. Once handed over to the Supervisors /Invigilators, no answer sheets will be given back to the candidates, should not ask for same.
- 1.18 Candidates should know that they are liable for punishments on examination irregularities, if they marking examiner is convinced that an examination irregularity has taken place.

## **2.0 Examination Irregularities**

- 2.1 Keeping unauthorized documents in possession.
- 2.2 Keeping in possession mobile phones or devices capable of storing data without permission.
- 2.3 Removing examination stationary out of the examination hall.
- 2.4 Copping or attempting to copy in any manner.
- 2.5 Keeping in possession stationary of the institute remove earlier and /or attempting use such stationary in the examination hall.
- 2.6 Keeping notes on body or cloths.
- 2.7 (i) Reproducing an extract or in full some other person's work without stating so, in a field record book , research paper, thesis or any other book which amounts to the theft of intellectual property.

(ii) Submitting a seasonal 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.

2.8 To find out the contents of question paper or answer sheets 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 any paper / answer book or destroying such items.

2.12 Disturbing the smooth functions and peaceful atmosphere of the examination hall.

2.13 Behaving in a manner harmful to the self – respect of and causing mental stress of the Supervisors /Invigilators /Hall attendants.

2.14 Planning and attempting to harm mentally or physically the Supervisors/ Invigilators / Hall attendants.

2.15 Using another candidate's number or attempting to do so.

2.16 To allow another to appear on his/her behalf.

2.17 Impersonation.

2.18 Any other examination irregularities determine by the Academic Council.

2.19 Irregularities reported by the marking examiner and approved by the Academic Council.

2.20 Aiding and abetting examination irregularities.

### **3.0 Punishments**

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

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

3.3 Not inviting for the convocation / award ceremony.

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

3.5 Not to award classes / merit passes.

3.6 Suspension of studentship by one year.

3.7 Cancellation of studentship.

3.8 In the case of non –student, action will be taken according to the Law of the land.

3.9 Not recruiting to the staff of the institute, academic / any other post (temporary/permanent).

**Listed below is a schedule giving details of irregularities and the punishments depending on the nature of the irregularities.**

<b>Examination irregularities</b>	<b>Punishments</b>
2.1 Keeping unauthorized documents in possession.	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the convocation / award ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass. (3.2,3.3,3.4)</li> </ul>
2.2 Keeping in possession mobile phones or devices capable of storing data without permission.	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the convocation / award ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass. (3.2,3.3,3.4)</li> </ul>
2.3 Removing examination stationary out of the examination hall.	<ul style="list-style-type: none"> <li>• Cancellation of answer scripts and limiting the marks of the examination to that of an ordinary pass mark. ( 3.1)</li> </ul>

<p>2.4 Copping or attempting to copy in any manner.</p>	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the convocation / award ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass. (3.2,3.3,3.4)</li> </ul>
<p>2.5 Keeping in possession stationary of the institute remove earlier and /or attempting use such stationary in the examination hall.</p>	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the convocation / award ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass. (3.2,3.3,3.4)</li> </ul>
<p>2.6 Keeping notes on body or cloths.</p>	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the convocation / award ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass. (3.2,3.3,3.4)</li> </ul>
<p>2.7 (i) Reproducing an extract or in full some other person's work without stating so, in a field record book , research paper, thesis or any other book which amounts to the theft of intellectual property.</p>	<ul style="list-style-type: none"> <li>• Not to award classes / merit passes.</li> <li>• Suspension of studentship by one year.</li> <li>• Not recruiting to the staff of the institute, academic / any other post (temporary/permanent). (3.5,3.6,3.9)</li> </ul>
<p>2.7 (ii) Submitting a seasonal 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"> <li>• Cancellation of studentship.</li> <li>• Not recruiting to the staff of the institute, academic / any other post (temporary/permanent). (3.7, 3.9)</li> </ul>

<p>2.8 To find out the contents of question paper or answer sheets unlawfully or attempting to do so.</p>	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the convocation / award ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass.</li> <li>• Not to award classes / merit passes.</li> <li>• Not recruiting to the staff of the institute, academic / any other post (temporary/permanent). (3.2, 3.3, 3.4, 3.5, 3.9)</li> </ul>
<p>2.9 Entering the examination hall without permission.</p>	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the convocation / award ceremony. (3.2, 3.3)</li> </ul>
<p>2.10 Leaving the examination hall without permission or attempting to do so or helping such acts.</p>	<ul style="list-style-type: none"> <li>• Cancellation of answer scripts and limiting the marks of the examination to that of an ordinary pass mark. (3.1)</li> </ul>
<p>2.11 Attempting or assisting to tear any paper / answer book or destroying such items.</p>	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the convocation / award ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass.</li> <li>• Not to award classes / merit passes.</li> <li>• Suspension of studentship by one year.</li> <li>• Not recruiting to the staff of the institute, academic / any other post (temporary/permanent). (3.2,3.3,3.4,3.5,3.6,3.9)</li> </ul>
<p>2.12 Disturbing the smooth functions and peaceful atmosphere of the examination hall.</p>	<ul style="list-style-type: none"> <li>• Cancellation of answer scripts and limiting the marks of the examination to that of an ordinary pass mark.</li> <li>• Not inviting for the convocation / award ceremony. (3.1,3.3)</li> </ul>

<p>2.13 Behaving in a manner harmful to the self – respect of and causing mental stress of the Supervisors /Invigilators /Hall attendants.</p>	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the convocation / award ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass.</li> <li>• Not to award classes / merit passes.</li> <li>• Suspension of studentship by one year.</li> <li>• Not recruiting to the staff of the institute, academic / any other post (temporary/permanent).</li> </ul> <p>(3.2,3.3,3.4,3.5,3.6,3.9)</p>
<p>2.14 Planning and attempting to harm mentally or physically the Supervisors/ Invigilators / Hall attendants.</p>	<ul style="list-style-type: none"> <li>• Cancellation of studentship.</li> <li>• Not recruiting to the staff of the institute, academic / any other post (temporary/permanent).</li> </ul> <p>(3.7, 3.9)</p>
<p>2.15 Using another candidate’s number or attempting to do so.</p>	<ul style="list-style-type: none"> <li>• Delaying the release of final results by one academic year.</li> <li>• Not inviting for the convocation / award ceremony.</li> <li>• Cancellation of results of the particular course module/unit and the adjustment of maximum mark that can be obtained in a re-setting to the marks equivalent to the ordinary pass.</li> <li>• Not to award classes / merit passes.</li> <li>• Suspension of studentship by one year.</li> <li>• Not recruiting to the staff of the institute, academic / any other post (temporary/permanent).</li> </ul> <p>(3.2,3.3,3.4,3.5,3.6,3.9)</p>
<p>2.16 To allow another to appear on his/her behalf.</p>	<ul style="list-style-type: none"> <li>• Cancellation of studentship.</li> <li>• Not recruiting to the staff of the institute, academic / any other post (temporary/permanent).</li> </ul> <p>(3.7, 3.9)</p>



2.17 Impersonation.	<p>If a student,</p> <ul style="list-style-type: none"> <li>• Cancellation of studentship.</li> <li>• Not recruiting to the staff of the institute, academic / any other post (temporary/permanent). (3.7, 3.9)</li> </ul> <p>If not a student,</p> <ul style="list-style-type: none"> <li>• In the case of non –student, action will be taken according to the Law of the land.</li> <li>• Not recruiting to the staff of the institute, academic / any other post (temporary/permanent). (3.8, 3.9)</li> </ul>
2.18 Any other examination irregularities determine by the Academic Council.	Punishments determined by the Academic Council.
2.19 Irregularities reported by the marking examiner and approved by the Academic Council.	Punishments determined by the Academic Council depending on the irregularity.
2.20 Aiding and abetting examination irregularities.	All punishments given for aiding and abetting examination irregularities.

#### **4.0 Evidence that could be used in determining examination irregularities**

- 4.1 Report on the examination irregularities.
- 4.2 Material evidence, eye witnesses (Records, Photographs, and Videos etc.) at the time of committing the irregularity.
- 4.3 Written or verbal statements of the lecturer who found irregularity.
- 4.4 Written or verbal statements of the students.
- 4.5 Verbal or written statements of the student and the staff at the time of incidents.
- 4.6 Other evidence that could be used at the discretion of the Chairman of the Committee. (e.g. marks obtained / answer scripts).

## **5.0 Examination irregularity committee of the Academic Council**

All investigation in connection with the examination irregularities should be subjected to the Academic Council Examination Irregularities Committee.

The Academic Council Examination Irregularities Committee should meet within one week from the date on which the irregularity is reported to the Director General and Registrar, by the relevant examiner who found irregularities under 2.7.(i) , 2.7 (ii) and 2.18 or such a report should be made after the last date of the examination of the faculties.

### **5.1 Composition**

The Academic Council should appoint three Senior Academic members for a period of three years. One member should be appointed as Chairman by the Academic Council from among the members. The Assistant Registrar of the Faculty should be the Convener/ Secretary by virtue of office.

### **5.2 Procedure of investigation**

- Consideration of the report submitted by the Supervisor.
- Using evidence to determine the irregularity depending on the necessity.
- It is mandatory to some all the accused for explanation (if not present it will not be an obstacle to continue with the investigation.

### **5.3 Decisions**

Determine whether the accused is guilty or not. If guilty, recommend the relevant punishment depending on the irregularity, to the Academic Council.

### **5.4 Time Frame**

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

## **6.0 Implementation of the decisions appeals process**

The above decision should be implemented only after the approval of the Academic Council has been obtained.

The students have the right to appeal against any punishment imposed on examination irregularities.

Written appeals should be submitted to the Director General within three weeks of intimating the punishments.

On receipt of these appeals the Academic Council will appoint a committee comprising of three Senior Academics other than the Senior Academic appointed to the Examination Irregularities Committee to investigate the appeals and report the recommendation for Academic Council approval.

## **7.0 Submission of a medical certificate for the inability to sit examinations**

**7.1** Students who are unable to appear for examination on medical grounds should be reported to the Dean of the Faculty at least half an hour before the commencement of the examination.

Any undergraduate who has failed to appear before an examination due to serious ill-health should submit the duly filed application which can be downloaded from the institute web site, together with the medical certificate as set out below, to the office of the Dean of the Faculty of Textile and Apparel studies within fourteen (14) days with effect from the date of examination.

- Valid medical certificate issued by the Government Hospital.
- Valid medical certificate has been issued by a Doctor of private practice who is registered with the Government Medical Council.
- In the case where a medical certificate has been issued by the Ayurvedic Medical Practitioner, it has been authenticated by a Medical Officer of a Government Ayurvedic Hospital.

The medical certificate needs to be approved by the Academic Council on the recommendation of the Faculty Board.