

Chapter I

1. Preparation for Conducting Examination

1.1. Calendar of Examination Dates

- 1.1.1 The draft calendar of dates for examinations, for the ensuing academic year of Faculty of Textile and Apparel Studies (FTAS) , shall be prepared by the Registrar, Dean and Heads of Departments of Study. *Date of Preparation*
- 1.1.2 Within 2 weeks of the preparation of the draft calendar of dates, the Head of the Department shall finalize the same in consultation with the the Faculty Members. The Dean shall obtain the approval of the Academic Council for the calendar not later than one month before the last date of the relevant semester. *Approval*
- 1.1.3 If it becomes necessary to revise the dates of Examinations, such revision shall be made not later than two months or at least once before the last date of the end of the semester. *Revisions of dates*
- 1.1.4 The Examinations in any academic year shall commence not later than one week after the end of the semester. *Date of commencement of examinations*

1.2. Examination Timetables

- 1.2.1 The draft Examination Time table for the B.Sc. degree programmes shall be prepared at least 6 weeks before the last date of the academic semester in which Examinations are being held. The Registrar, Dean and Heads of the Departments(HoDs) shall prepare the draft timetable for the examinations, taking into consideration any revision of dates made under 1.1.3. *Drafting of time tables*
- 1.2.2 The approval of the timetable shall be obtained from the Faculty Board. *Approval of time tables*
- 1.2.3 Once approval is obtained, the AR/SAR, FATS will post the timetable on notice boards and sends copies to the Dean, the HoDs, and the R/In-Charge of examination division at least one week before the last date of the semester. *Publication*

1.3. Invigilation and Supervision Timetables

- 1.3.1 The respective HoDs shall prepare the invigilation and supervision lists and send the lists to the R/In-Charge of examination division. *Drafting of supervision & invigilation timetable*
- 1.3.2 The Dean finalizes the examination time table. The AR/SAR, FTAS shall circulate the supervision and invigilation timetable among the Dean, HoDs, Supervisors, Invigilators, Hall attendants and R/ In-Charge of examinations division at least one week before the commencement date of the examinations. *Distribution of supervision & invigilation time table*

Chapter II

2. Entries for Examinations and Preparation of Schedules of Candidates

2.1. Application for Examinations

- 2.1.1 AR/SAR, FTAS, shall call for applications for examination from candidates who have registered for respective course units, at least two weeks before the last date of the academic semester, and closes the entries after two weeks. *Calling for entries*
- 2.1.2 On submission, the applications shall be scrutinized and all ineligible applications shall be rejected and such applicants shall be informed within a week. *Scrutinization of eligible*

2.2. Schedules of Candidates

- 2.2.1 The AR/SAR, FTAS, shall prepare a list of candidates eligible to sit the Examination within a week after the end of the academic semester. *List of Eligible Candidates*

The schedule shall contain the following particulars;

- (a) The title and the code of the paper
- (b) The number of attempts the candidate has already made
- (c) Any other relevant information such as suspension from examinations and withholding of results

2.3. Admission Cards

- 2.3.1 The AR/SAR, FTAS shall issue Admission Cards to all the candidates not later than one week before the commencement of the examination drawing attention to the examination rules, offences, and punishments. *Issue of Admission Cards*
- 2.3.2 Admissions cards shall be checked with the examination schedule by the Registrar to ensure the accuracy of the index numbers of the entries. *Checking of Admission Cards*

2.4. List of Candidates for Each Examination Paper

- 2.4.1 The AR/SAR, FTAS, shall prepare an Attendance List including names and Index Numbers of the candidates sitting for each paper separately. The Attendance List shall be signed by the candidates during the examination time. The Supervisor shall mark the attendance on the Final Mark Entering sheets. The Attendance List shall be returned to the R/AR/SAR, Examinations Division and the Final Mark Entering sheets shall be enclosed with the answer scripts for the First and Second Markers. *List of Attendance*

Chapter III

3. Appointment of Examiners

3.1. Appointment of Examiners

- 3.1.1 At least two months before the last date of the academic semester, the AR/SAR, FTAS shall send a list of the scheduled dates of examinations and request the HoDs to perfect and return the List of Examiners within two weeks. *Request for List of Examiners*

3.2. Approval of Examiners by the Faculty and the Senate

- 3.2.1 At least one month before the last date of the semester, the HoDs and the AR/SAR, FTAS shall; *Scrutinization of Examiner's List*
- Scrutinize and ascertain whether Examiners have been appointed for each course module of the examination
 - Check whether the required information of the examiners (especially the External Examiners) is provided before forwarding the list to the Dean.
- 3.2.2 At least one month before the last date of the academic semester, the Dean shall obtain the approval from the Faculty Board and the Academic Council for the Examiner List. *Faculty & Senate Approval*

3.3. Issue of Appointment Letter to the Examiners

- 3.3.1 The AR/SAR, FTAS shall, within one week of the receipt of the Academic Council approval for the Examiner List, inform all Examiners about their appointment and the duties assigned. The Examiners shall, within one week, acknowledge the receipt of the appointment letter.

*Appointment
Letters to
Examiners*

3.4. Revision of the List of Examiners

- 3.4.1 In case when a revision is needed to the List of Examiners, the Dean can recommend an Examiner on request made by the HoD subject to the covering approval of the Faculty Board and the Academic Council.

*Scrutinize of
Examiner's List*

Chapter IV

4.1. Setting of questions

- 4.1.1 Types of written examinations conducted by the SLITA are;
1. End Semester Examinations
 2. Mid Semester Examinations
 3. Year End Examinations
 4. Final Year Examinations
 5. Continuous Assessments

*Request to set
questions*

Within one week of the receipt of the replies from the Examiners indicating their willingness to serve as Examiners, the Registrar shall send to the Examiners, the following to set the Question papers.

A copy of a Question paper of the previous examination, special instructions if any,

Note on setting Question Papers

Question paper forms to set the paper

Form for Marking Scheme and Work solutions

Special requirements

Inner and outer envelopes to forward question paper

4.2. Receipts of Question papers from Examiners

- 4.2.1 The Examiner shall, on or before the date specified, send the question paper written/typed on the approved template, together with the other documents mentioned above in 4.1.1 (duly completed where necessary), enclosed in the confidential envelope addressed to the relevant HOD. *Receipts of question papers from examiners*

Chapter V

Preparation, Moderation, and Scrutiny of Exam Papers

5.1 General

Types of written examinations conducted by the FTAS are;

- End Semester Examinations
- Mid Semester Examination
- Year-End Examinations
- Final Year Examination
- Continuous Assessments

Types of written examinations

To obtain an accurate estimate of a student's achievements, appropriate procedures must be carefully followed at three stages of conducting examinations. Namely,

- setting question papers,
- answering question papers, and
- marking answer scripts and processing marks.

All the coordination to the preparation of question paper shall be the responsibility of the First Examiner.

5.2. Request for Setting Examination Papers

- 5.2.1 Upon appointing the examiners, the HoDs shall inform the Examiners to set the exam papers taking the following into consideration; *Request to set the examination papers*
- Use of the Faculty-approved template
 - Compulsory questions, if any
 - Special instructions, if any
 - Marking Schemes
 - Credit value and duration
 - Special requirements

5.3 Receipt of Question Papers from Examiners

- 5.3.1 The Examiner shall set question papers on or before the date specified by the HoD for the moderation. The Examiner shall handover the question paper (either print-ready version or written version), together with the other documents including the Marking Scheme, etc. duly completed where necessary, to the HoD, enclosed in a confidential envelope. *Request to Set Question Papers*

5.4. Marking Schemes

- 5.4.1 The Examiner shall prepare model answers, clearly allocating marks for each question. The Marking Scheme should be provided along with the exam paper for moderation and be kept in a confidential cover until the marking commences. *Marks Allocation*
- 5.4.2 When a candidate has answered more than the demarcated number of questions, it should be clearly stated that the last question or questions answered shall be disregarded. *Answering more than the required no: of questions*

5.5 Moderation

- 5.5.1 The HoDs shall send the question paper together with model answers and the Marking Scheme to the Moderator together with the course outline and the Exam Moderation Report. *Moderation & Marking Scheme*

5.6 Handing Over the Moderated Papers

- 5.6.1 The HoD shall receive the moderated question paper with comments/suggestions, together with the Moderation Report and handover the question paper to the relevant Examiner or the Coordinator for final editing. *Receiving the Moderated Papers*
- 5.6.2 The Coordinator shall discuss the moderator's comments with the relevant academic staff members and shall incorporate the changes agreed upon. The Examiner/Coordinator shall prepare the final version of the question paper. *Completion*

Chapter VI

6. Typing, Proofreading, Printing and Packeting of Examination Papers

6.1. Procedure

- 6.1.1 The R/ In- Charge of Examination Division shall take necessary action for typing, proofreading, cyclostyling/printing, and packeting of examination papers which have been passed by the Board of Scrutiny concerned. *Procedure*

6.2. Typing and Proofreading

- 6.2.1 Examination papers shall be typed by the Examiner/Coordinator adhering to confidentiality. *Typing of Question Papers*
- 6.2.2 The following particulars shall be inserted on the top of the question paper in the following order:- *Question Paper Format*
- Sri Lanka Institute of Textile & Apparel
 - Faculty of Textile and Apparel Studies
 - The name, year and months of the examination
 - The course code and title of the paper
 - Duration of the paper
 - The rubric which shall contain the following
 - i. The total number of questions and number of pages
 - ii. The number of questions to be answered
 - iii. Compulsory questions, if any
 - iv. Instructions for selecting questions from different parts, where necessary
 - v. Whether answers to any part should be handed after a specified period
 - vi. Whether separate books should be used for separate parts of the paper and handed over separately
 - vii. Any special requirements needed/allowed or not allowed
- 6.2.3 The Examiner/Coordinator shall proofread the paper before printing. *Proofreading*

6.3.Printing and Packeting

- 6.3.1 A list of the number of candidates sitting for each paper of the Examination shall be prepared by AR/SAR, FTAS and shall be sent to the R/In- Charge of Examination Division at least one week before commencement of the Examination. The said list shall be made available in the confidential room where the question papers are printed. *No: of Candidates*
- 6.3.2 The R/ In- Charge of Examination Division shall ensure that the examination paper is printed, copied, and packeted at least 2 days before the scheduled date of the paper. *Packeted on time*
- 6.3.3 The printing, copying, and packeting of examination papers shall be done under the direct supervision of the Examiner/Coordinator and the R/ In- Charge of Examination Division. The employees assigned to print or copy and packet the examination papers shall ensure the following: *Packeting Procedure*
- The first photocopied paper should be given to the Examiner/Coordinator to make sure that diagrams, equations, etc. are correct.
 - The full material has been reproduced in each sheet of paper, especially when and where both sides of the paper are used.
 - Any copied paper that is illegible or smudged has been included in a sealed envelope marked '*Discarded*'.
 - When the examination paper contains more than one page, the copied paper shall be stapled together in the correct order.
 - All the copied papers are numbered and a sufficient number of papers (an additional 5% or a minimum of 10 extra papers) are copied.
- 6.3.4 The R/ In- Charge of Examination Division shall make sure that the printed copies of examination papers are carefully packeted and sealed. The original question paper used for copying shall be marked as '*Original*' and enclosed in the paper packet together with any discarded question papers. *Packeting procedure*

The name of the Examination, the course code and the title of the paper, number of question papers enclosed, the examination centre, and the date and the time of the examination shall be mentioned on the paper packet. For this purpose, a printed label/envelope shall be used.

Chapter VII

7.Examination Hall Assignments

7.1 Examination Halls

7.1.1 The FTAS shall have suitable Examination Halls/centres to accommodate the candidates. Examination Halls should have the availability of ventilation, lighting, security and any other facilities required to conduct examinations. Rooms that cannot accommodate at least 30 candidates should be avoided except where the number of candidates is below 30.

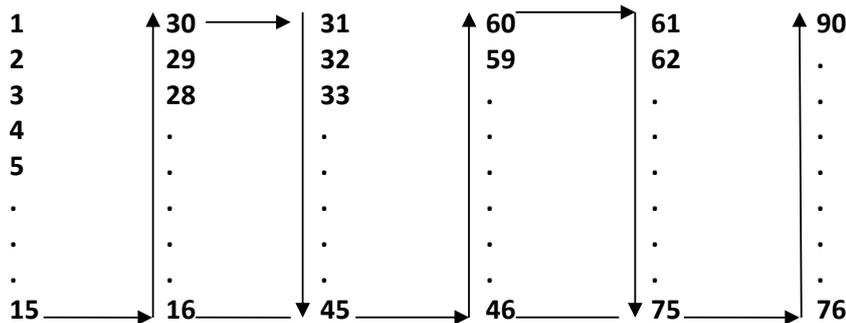
Examination Halls

7.2 Arrangement of Desks

7.2.1 Desks and chairs shall be arranged in parallel rows. A minimum of 125 cm distance should be maintained between two adjacent rows while a minimum of 75 cm distance should be maintained between two adjacent desks in a row. Desks shall be numbered row-wise with Index Numbers of the candidates in the order shown in the Attendance List. The AR/SAR, FTAS shall ensure the Examination Hall is arranged as stipulated above.

Desk Arrangements

The allocation of Index Numbers on desks shall be as in the following example:



This arrangement shall be followed in small rooms as well.

7.2.2 The Index Number shall be indicated clearly on each desk or a label shall be pasted on the desk. When an Index Number gets effaced or becomes faint, an Invigilator shall re-write it.

Index Numbers

7.3 Checking the Arrangements

- 7.3.1 Before admitting the students to the Examination Hall, the Supervisor shall inspect the hall to check the arrangements and numbering, cleanliness, ventilation, lighting etc. The Supervisor shall also make sure that the examination stationary is adequate and has been placed on desks and a clock is available. *Checking Arrangements*

7.4 Admission of Candidates

- 7.4.1 The Examination Hall shall have one door for admission and one door for exit. However, depending on the nature of the hall, the number of candidates, and the number of papers, more entrances and exits may be used at the discretion of the Supervisor. *Admission of Candidates*

A notice containing the information on the materials allowed inside the Examination Hall shall be displayed at the entrance.

Chapter VIII

8 Supervision and Invigilation

8.1 Procedure

- 8.1.1 Supervision and Invigilation perform a very important function in the proper and efficient conduct of examinations. All employees of the Faculty must assist in this work. *Procedure*
- 8.1.2 Services of the members of the permanent staff shall be utilized for Supervision and Invigilation duties. However, if the permanent staff is inadequate, the services of temporary staff may be engaged. *Services*

8.2 Preparation of List of Supervision Staff

- 8.2.1 One month before the last date of the Semester, the AR/SAR, FTAS shall request all HoDs to indicate the names of the permanent academic staff whose services, for any particular reason, will not be available for this work. *Preparation of Supervision & Invigilation Lists*
- 8.2.2 Two weeks before the commencement of the examination, the AR/SAR, FTAS shall prepare the list of Supervisors, Invigilators and Hall Attendants for the various examination centres.

8.3 Appointments of Supervisors and Invigilators

- 8.3.1 Supervisors shall be selected from the Senior Academic Staff. *Supervisors*
- 8.3.2 At least one week before the commencement of the Examination, the Supervisors/Invigilators shall be sent letters of Appointment with provision for acknowledgements. If candidates' acknowledgement is not received within a week, other arrangements shall be made by the AR/SAR, FTAS. The letter of Appointment shall accompany the following: *Supervision & Invigilation Lists*
- A copy of the Supervisor/Invigilator Timetable
 - A copy of Examination Rules and Regulations
 - A copy of the instructions to Supervisors/Invigilators/Hall Attendants.

8.4 Examination Hall Staff

- 8.4.1 The staff on duty at each Examination Hall consist of at least a Supervisor, an Invigilator and a Hall Attendant. *Composition*

If the number of candidates at an Examination Hall is more than 30, there shall be an additional Invigilator for every additional 30 candidates or part there of, exceeding 15.

If the number of candidates at an Examination Hall is more than 75, there shall be an additional Hall Attendant for every additional 75 candidates or part there of, exceeding 25.

If the number of candidates exceeds 80 at an Examination Hall, there shall be an additional Supervisor for every additional 80 candidates or part thereof, exceeding 60, and shall form a separate unit with separate Invigilators and Hall Attendants.

However, this general pattern may be varied depending on the number of candidates, papers, accommodation, hall arrangements and other exceptional circumstances.

- 8.4.2 After the appointment of the Examination Hall Staff, no alternative arrangement shall be made except in consultation with the Dean, FTAS. Where, however, after the commencement of the examination, a member of the Examination Hall Staff finds that owing to unforeseen or unavoidable circumstances she/he has to be absent for a session or more, she/he shall immediately inform the Dean, FTAS, who shall make alternative arrangements in consultation with R /In –Charge of , Examination Division. *Alternate Arrangements*

8.4.3 The Supervisor shall be in charge of the Examination Hall. Invigilators and Hall Attendants shall assist the Supervisor and work under his/her direction. The Hall Attendants shall be present at the Examination Hall at least 1 hr before the examination commences. The Supervisor and the Invigilator/s shall be present at the Examination Hall at least 30 minutes before the Examination commences.

Duties of Hall Staff

8.5 Duties of the Supervisors

8.5.1 The Supervisors shall be responsible for taking all steps before, during, and after the examination to ensure both the smooth and efficient conduct of the examination.

Responsibility

8.5.2 The Supervisors shall be present at the Examinations Division at least 30 minutes before the examination commences, to collect the relevant question paper packet/s from R/In- Charge of Examination Division.

Collection of examination papers

8.5.3 The Supervisor shall check the paper packets with the Examination Timetable to make sure that the correct question paper packet has been handed over and that the packets are properly sealed.

Checking the accuracy

8.5.4 The Supervisor shall be supplied with the following by the R/In- Charge of Examination Division:

Materials required to conduct the examination

- Packet/s of material such as blank answer books, continuing sheets, graph papers, maps, calculators etc.
- Date stamp for stamping Examination stationery
- Envelops/manila papers required for packeting of answer scripts
- The materials required for sealing of paper packets
- Labels for answer script packets
- Attendance Lists
- Mark Sheets
- Absentee Forms
- Forms to Report Examination Offences
- Supervisor's Report on the Examination
- Attendance sheet for Examination Hall Staff and Acknowledgement Form for the receipt of answer scripts

8.5.5 Upon arriving at the Examination Hall, the Supervisor shall:

- Ensure that all the necessary material for the Examination is available and the answer scripts are stamped with the correct date and signed by an Invigilator
- Ensure that the Examination Hall is clean, the desks have been appropriately arranged and the Index Numbers are clearly and correctly written according to the Attendance Sheet.
- Ascertain that the Invigilators and Hall Attendants are present and assign their duties. In the event of the full assigned staff not being present, the Supervisor shall make the best possible arrangements with the available staff and informs the AR/SAR, FTAS as early as possible if additional staff is required
- Allot candidates for each Invigilator, and
- Draw the attention of the Invigilators and the Hall Attendants to the duties allocated them.

Duties on arrival at the Examination Hall

8.5.6 The Supervisor shall ensure the following;

- Candidates shall not be admitted to the Examination Hall earlier than 10 minutes before the commencement of the examination.
- If a candidate sits on a desk other than the desk allotted to him/her, he or she is directed to the correct place.
- No candidate shall be admitted to an Examination Hall after the expiry of 30 minutes from the commencement of the Examination.
- If for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the paper and this fact shall be brought to the notice of the R/In-Charge of Examination Division and Dean, FTAS.

Admission of the candidates

8.5.7 The answer books, continuation sheets and other required material shall be initially placed on the desk of each candidate.

Distribution of Answer Books

Continuation sheets shall also be issued subsequently to the candidates by the Invigilators (and not by the Hall Attendants) and each sheet shall be date-stamped and signed by an Invigilator before issuing to candidates.

8.5.8 The Supervisor shall make the following announcements before the commencement of the Examination;

Announcements made before the onset of the examination

- *“Strict silence shall be observed by candidates until the end of the Examination”.*
- *“Examination Rules and Regulations apply to all candidates and the Supervisor has the authority to take actions against violations of Rules and Regulations during the Examination”.*

- *“No candidate shall possess any unauthorized material such as books, notes, microcomputers, mobile phones, any electronic equipment or files, stationery or material other than those issued to him. If any such material has been brought into the Examination Hall by a candidate, please surrender them to the Supervisor/Invigilator because possession of unauthorized material would be considered an Examination Offence”.*
- *“The candidates are authorized to bring the Student Identity Card, Student Record Book, and Admission Card. Candidates are allowed to bring a bottle of drinking water and medications that are regularly taken”.*
- *“No candidate shall remove from the Examination Hall, any answer books, continuation sheets or any other examination material issued to him/her.”*

8.5.9 The Supervisor shall fill the back of the question paper packet and sign it, and shall obtain the signature/s of the Invigilator/s. *Opening the question paper packet*

Before opening the paper packet, the Supervisor shall obtain the signatures of two candidates confirming that the paper packet is properly sealed.

The Supervisor shall open the question paper packet in the presence of the candidates and check whether the course code and name in the question paper are correct before distributing the question papers to candidates.

8.5.10 The Supervisor shall handover the required number of question papers to each Invigilator for distribution to the candidates allocated to them, together with any other required examination material mentioned at 8.5.4 above. *Distribution of question papers*

8.5.11 The balance question papers shall remain in the Supervisor's custody. The Supervisor shall make the following announcements after the distribution of the question paper: *Announcements*

- *“Please check whether you have received the correct question paper”.*
- *“The question paper in contains pages and questions. Please check whether you have received the full question paper”.*
- *“You are advised to read the instructions given in the question paper before answering the paper”.*

- 8.5.12 The Supervisor/Invigilator shall not under any circumstances give any clarification/explanation with regards to the questions to any candidate. However, if any error or defect in a question paper has been detected, the Supervisor shall announce such correction/modification as indicated in the original script. *Clarification of Question Papers*
- 8.5.13 The Supervisor shall ensure that the Invigilators and Hall Attendants are attending to the duties assigned to them. *Supervision of Hall Staff*
- 8.5.14 Thirty (30) minutes after the commencement of the Examination, the Supervisor shall direct each Invigilator/s to check the identity of the candidates and get the signature of each candidate on the Attendance List. At the same time, the Admission Card issued to each candidate shall be signed by the Invigilator. *Attendance of Candidates*

In the performance of this exercise, the Supervisor/Invigilator shall satisfy himself of the identity of a candidate by referring to the Student Identity Card/Record Book issued by the SLITA which contains the candidate's photograph as well as the signature.

If a candidate fails to produce his Student Identity Card/Record Book at the examination for the purposes of identification, he/she shall be requested to produce the Student Identity Card/Record Book in the next session or within the next working day, whichever shorter.

Meanwhile, he shall be required to sign a declaration that he has been provisionally allowed to sit the paper, under the condition that he/she shall establish his identity by producing the Student Identity Card/Record Book at the next examination at which he sits for a paper. The Supervisor shall on the production of Student Identity Card/Record Book at the next session, certify on the declaration that he is satisfied with the identity of the candidates for that paper.

No candidate shall be permitted to appear for an Examination if the Index Number has not been included in the Attendance List of that Examination. However, if a candidate makes a declaration that he/she has been registered for that paper and if the Supervisor is satisfied with the bonafide declaration, he may include the Index Number of the candidate concerned in the Attendance List and the Mark Sheet, with an appropriate note and allow him to sit the paper. Every such case shall be reported to the AR/SAR, FTAS.

The Supervisor should indicate on the Mark Sheet against each Index Number, whether each candidate was present or absent for the

examination. The Supervisor shall enclose the Mark Sheet in the packet of answer scripts.

For those present, the mark '✓' shall be inserted and where the candidate is absent, 'AB' shall be used. Where parts or sections of answer scripts have to be packeted separately, separate duplicate Mark Sheets shall be prepared and enclosed in each answer script packet. For each candidate who is absent for the Examination, a separate Absentee Form shall be completed.

8.5.15 As soon as the Attendance Lists are completed, the Supervisor, shall collect them from the Invigilators and proceed to prepare the relevant envelopes and labels for the packeting of answer scripts. *Preparation for packeting*

8.5.16 The Supervisor shall make the following announcements at appropriate times: - *Announcements*

- Half an hour before the end of the paper, the Supervisor shall announce - "*Half-an-hour more*"
- Fifteen minutes before the end of the paper the Supervisor shall announce- "*15 minutes more. Please check whether you have entered the Index Number; the correct course code and title of the paper. Tie up your papers together. You may continue to write after doing so. No candidate shall leave until you are asked to leave.*"
- At the end of the paper - "*Stop work and remain in your seats until your answer papers are collected.*"
- After the Invigilators have collected the answer scripts and made sure that the total number of answer scripts tally with the number of candidates attended - "*The candidates may leave the hall now*".

8.5.17 At the end of the Examination, the Invigilators shall collect the scripts of the candidates assigned to each of them and hand them over to the Supervisor who shall check against the Attendance Lists. For the absent candidates, one Absentee Form shall be placed in the place of each absentee in the answer script bundle. The count of the question papers should tally with that of the Attendance List. *Collection of Answer Scripts*

The Supervisor shall check that each Invigilator has arranged the scripts in the order of Index Numbers.

8.5.18 At the end of the Examination, an Invigilator shall be placed at the exit to check that examination materials are not being taken out of the hall by the candidates. *Checking the candidates*

- 8.5.19 The Supervisor will then arrange the scripts to be packeted. The answer scripts shall be packeted in bundles of sixty(60) unless otherwise instructed. Where, however, the number is over sixty(60), but less than 120, the main packet shall contain 60 and the other packet, the balance. Where, however, the balance is less than 15, they shall be packeted together with the main packet, if it can be done so conveniently.

*Packeting of
Answer Scripts*

When it is required to packet the scripts of each part/section separately, they shall be packeted separately in the same manner.

The Supervisor shall enclose in each packet:

- (a) two copies of the question paper and,
- (b) two copies of the detailed Mark Sheets

Each packet shall be tied securely, labelled and sealed. Before pasting the Labels, the Supervisor shall ensure that all details on the Label have been duly filled.

- 8.5.20 To obviate the possibility of candidates bringing SLITA answer books and continuation sheets into the Examination Hall on which answers may have been prepared previously, and to prevent their misuse, the following precautions shall be taken:

*Safekeeping of
Answer Books
and
Continuation
Sheets*

- No examination stationery shall be permitted to be removed by candidates or Examination Hall Staff.
- All unused examination answer books and continuation sheets shall be returned to the R/ In-Charge of Examination Division by the Supervisor.
- All examination answer books and examination stationery shall be kept under lock and key by the R/ In-Charge of Examination Division.

- 8.5.21 The Supervisor shall handover to the R/ In-Charge of Examination Division at the end of each examination and obtain acknowledgement for the following:

*Report for the
examination
and handing
over of Answer
packets*

- Packets of answer scripts
- Supervisor's report on the examination
- Reports on Examination Offences (if any)
- The Attendance List
- Balance question papers
- Balance stationery
- Attendance record of Examination Hall Staff and Acknowledgement Form for the receipt of answer scripts

8.6 Duties of the Invigilators

8.6.1 The Invigilator shall be responsible to the Supervisor for the efficient carryout of the duties assigned to him/her. *Responsibility*

The Invigilator shall devote his/her whole attention to the continuous supervision of candidates. He/she shall move among the candidates at intervals without disturbing the candidates. If he/she notices a candidate possess unauthorized documents/materials, the Invigilator shall take possession of the same and report the matter immediately to the Supervisor. *Attention on candidates*

The Invigilator shall place on each desk, the Examination Stationery before the commencement of the Examination and issue the date-stamped and signed continuation sheets to candidates when called for. In date-stamping continuation sheets, to avoid stationery overuse, he/she shall ensure that no more than the required amount of paper is date-stamped. This duty should be personally attended by the Invigilator and should not be entrusted to the Hall Attendant. *Distribution of additional stationery*

The Invigilator shall distribute the question papers to the candidates assigned to him/her and return the balance question papers, if any, to the Supervisor. *Distribution of question papers*

The Invigilator shall, at the expiry of the first 30 minutes, go round and get each candidate to sign the Attendance List and certify all sheets in the space provided for. The Invigilator shall also mark the Attendance on the Mark Sheets. The Invigilator shall return the Attendance List to the Supervisor, but retain with him/her the Mark Sheets to check when collecting the answer Scripts. *Attendance marking*

The Invigilator shall make sure to collect the Scripts of every candidate before candidates leave the Examination Hall. *Collection of answer script*

As soon as the time allotted for the examination is over, the Invigilator shall collect from every candidate, his/her scripts whether answered or not. In doing so, she/he shall check that the scripts bear the correct Index Number. The Invigilator shall check that the answer scripts have the Index Numbers of the candidates and the title and the medium of the paper and thereafter, handover the scripts to the Supervisor. The Invigilator shall check the collected scripts with the Mark Sheet, and if any candidate has failed to handover a script, she/he shall bring this matter to the notice of the Supervisor. *Check with the attendance list*

Written statements shall be obtained on Form, from candidates detected committing Examination Offences. If any candidate refuses to give a statement, the Invigilator shall not enter into an argument with the candidate, but shall make in his detailed report on a Form, indicating the fact that the candidate refused to give a statement. *Obtaining statements*

The Invigilator shall keep surveillance on candidates who need to use the washroom/toilet while the examination is in progress. *Monitoring the candidates*

After the candidates leave the hall, the Invigilator shall move around and inspect the section allotted to him to ensure that all the answer scripts and other examination stationery have been collected and that personal belongings of the candidates have not been left behind. *Checking the hall after the examination*

The Invigilators shall assist the Supervisor in packeting and sealing the answer scripts. *Assisting the packeting*

8.7 Duties of the Hall Attendants

- 8.7.1
- (a) Hall Attendants shall sweep and clean the hall and arrange the furniture at least 45 minutes before the commencement of each Examination. It shall be the duty of the Hall Attendants to maintain the cleanliness of the Examination Halls.
 - (b) Hall Attendants shall call over at the Examinations Division at least one hr before arriving at the Examination Hall, to collect stationery and other equipment necessary for the Examination. The Hall Attendants shall then report to the Supervisor to obtain necessary instructions.
 - (c) It shall be the duty of the Hall Attendants to follow all orders/instructions given to them by the Supervisor/Invigilator.
 - (d) The Hall Attendants shall assist the Invigilator/s in arranging and numbering of desks at least 45 minutes before the commencement of the Examination.
 - (e) They shall assist the Supervisor/Invigilators in distributing the stationery and in the packeting and sealing of answer scripts when they are called upon to do so. They shall not distribute continuation sheets.
 - (f) They shall not leave the hall without prior permission of the Supervisor.
 - (g) Hall Attendant shall collect the keys of the Examination Hall from the Administration Division before the Examination commences, under the instruction by the Supervisor. The Hall Attendant shall return keys of the Examination Hall to the Administration Division after completing the Examination Hall preparations and at the end of the examination.

8.8 Illnesses of Candidates in the Examination Halls

- 8.8.1 In the event of a candidate falling ill while answering a paper, the Supervisor, where possible, shall seek the assistance of the Medical Officer. However, if a Medical Officer is not available, the Supervisor may take whatever action he/she deems necessary to help the candidate to overcome his/her illness. If the candidate is compelled to discontinue answering the paper, the Supervisor shall collect the answer script, note the time at which it was collected, and make a report on the incident. *Illness of a Candidate while Answering the Paper*
- 8.8.2 If the candidate is able to answer the paper after recovery from illness, the Supervisor may at his discretion grant the candidate additional time to answer the paper. Under no circumstances shall the additional time granted exceed half an hour. The Supervisor shall make a report on every such case.

8.9 Students with Special Needs

- 8.9.1 In the case of candidates with special needs, the AR/SAR, FTAS and the Supervisor shall ensure that the facilities allowed to such students are provided. If it is necessary, the Examination Hall shall be located on the ground floor. *Special Need Candidates*

Chapter IX

9 Examination Rules

9.1 Admission to the Examination Hall

- 9.1.1 Candidates shall be present outside the Examination Hall at least 15 minutes before the commencement of the Examination and shall enter the Examination Hall only after the announcement made by the Supervisor. *Presence of Candidates*
- 9.1.2 No candidate shall be admitted to the Examination Hall for whatever reason after 30 minutes from the commencement of the Examination. *Entering & Leaving*
- 9.1.3 No candidate shall be allowed to leave the Examination Hall until the Examination is over.

9.2 Seating

- 9.2.1 On admission to the hall, a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instructions of the Supervisor. *Seating*

9.3 Identity of the Candidates

- 9.3.1 The candidature is liable to be cancelled if a candidate does not produce the Student Identity Card/Record Book. If the candidate fails to bring the Student Identity Card/Record Book on any occasion, he/she shall, sign a declaration in respect of the paper for which she/he had not produced the Student Identity Card/Record Book, and produce the Student Identity Card/Record Book on the next occasion when he appears for the examination. If it is the last paper or the only paper she/he is sitting, the candidate shall produce the Student Identity Card/Record Book to the AR/SAR, FTAS within one working day. *Identity*
- 9.3.2 If a candidate loses his Student Identity Card/Record Book in the course of the Examination, he/she shall obtain a duplicate Record Book/Identity Card from R or AR/SAR, FTAS to take part in the rest of the examination.

9.4 What Candidate Should not Bring to the Examination Hall

- 9.4.1 No candidate shall have in his possession, (e.g. in his clothes, on the Admission Card, Record Book or any other object he/she is permitted to bring into the Examination Hall), any notes, signs and formula or any other unauthorized material. Books, notes, parcels, handbags, mobile phones etc. which a candidate has brought with him should be kept at a place indicated by the Supervisor/Invigilator. *Prohibited Materials*

9.5 Declaration of Articles on Possession

- 9.5.1 Candidates shall bring their pens, ink, mathematical instruments, erasers, pencils, or any other equipment or stationery which the candidates have been instructed to bring. *Materials allowed*
- 9.5.2 A candidate may be required by the Supervisor to declare any item in his/her possession. *Declaration of Articles*

9.6 Copying

- 9.6.1 No candidate shall copy or attempt to copy from any book, paper, notes, mobile phone, electronic devices and similar material or the scripts of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. *Copying*
- 9.6.2 A candidate shall neither conduct himself so negligently that an opportunity is given to other candidates to read anything written by him/her nor watch any practical examination conducted by him/her.
- 9.6.3 A candidate shall neither use any other unfair means nor seek/obtain/render improper assistance at the Examination.

9.7 Cheating

- 9.7.1 No candidate shall submit a practical or field book, dissertation, project study or answer scripts which have been done entirely or partly by anyone other than the candidate himself. *Cheating*

9.8 Use of Examination Stationery

- 9.8.1 Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, precis paper etc.) will be supplied to candidates whenever necessary. No sheet, paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. *Use of Examination Materials*
- 9.8.2 No papers other than those supplied by the Supervisor or Invigilator shall be used by the candidates. All materials supplied, whether used or unused, shall be left on the desk and not removed from the Examination Hall.

9.9 Index Number

- 9.9.1 Every candidate shall enter the Index Number on the answer book and every continuation paper. The candidate shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his/her script, an Index Number other than his/her own, is liable to be considered as having attempted to cheat. *Index Numbers*
- 9.9.2 A script that bears no Index Number or an Index Number which cannot be identified or verified, is liable to be rejected. No candidate shall write his/her name or any other identifying marks on the answer scripts.

9.10 Rough Work to be Cancelled

- 9.10.1 All calculations and rough work shall be done only on papers supplied for the Examination and shall be cancelled and attached to the answer script. *Rough work on papers*
- 9.10.2 Such work should not be done on Admission Cards, question papers, Record Book or on any other paper. Any candidate who disregards these instructions will be considered as having written notes or outline of answers with the intention of copying.

9.11 Unwanted Parts of Answer to be Crossed Out

- 9.11.1 Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed off. If the same question has been attempted in more than one place, the answer or answers that are not to be counted shall be neatly crossed off. *Unwanted parts of answers*

9.12 Under the Supervisor's Authority

- 9.12.1 Candidates are under the authority of the Supervisor and shall assist him/her by carrying the instructions of the Supervisor/Invigilators during the examination and immediately before and after it. *Authority of Candidates*

9.13 Conduct

- 9.13.1 Every candidate shall conduct himself in the Examination Hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his staff or other candidates. In entering and leaving the Examination Hall, he/she shall conduct himself as quietly as possible. A candidate is liable to be excluded from the Examination Hall for disorderly conduct. *Disorderly Conduct*

9.14 Stopping Work

- 9.14.1 Candidates shall stop work promptly when ordered by the Supervisor/Invigilator to do so. *Stopping Work*

9.15 Maintenance of Silence

- 9.15.1 Absolute silence shall be maintained in the Examination Hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilators. *Maintenance of Silence*
- 9.15.2 In case of urgent necessity, a candidate may communicate with the Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by raising his/her hand from where he/she is seated.

9.16 Leaving the Hall

- 9.16.1 During the course of answering a paper, no candidate shall be permitted to leave the Examination Hall temporarily. In case of an emergency, permission shall be granted to leave the Examination Hall but the candidate will be under the surveillance of the Supervisor/Invigilator. *Leaving the Examination Hall Temporarily*

9.17 Impersonation

- 9.17.1 No person shall impersonate a candidate whether in the Examination Hall or before or after the Examination nor shall any candidate allow him/herself to be impersonated by another person. *Impersonate*

9.18 Dishonesty

- 9.18.1 Serious notice will be taken of any dishonest assistance given to a candidate, by any person. *Dishonesty*

9.19 Cancellation or Postponement

- 9.19.1 If circumstances arise which, in the opinion of the Supervisor, render the cancellation or postponement of an examination if necessary, he/she shall stop the Examination, collect the scripts already written and then report the matter in writing to the Registrar or In- Charge of Examination Division. *Cancellation / Postponement*

9.20 Making Statements

- 9.20.1 The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the Examination and such statements shall be signed by the candidate. No candidate shall refuse to make such a statement or sign it. *Statements*

9.21 Handing Over of Answer Scripts

- 9.21.1 Candidates shall hand over the answer scripts personally to the Supervisor or Invigilator or remain in the seat until they are collected. On no account shall a candidate handover his/her answer scripts to the Hall Attendant or another candidate. *Handing over the answer scripts*

9.22 Absence from an Examination

- 9.22.1 When a candidate is unable to present him/herself for any part/section of an Examination, he/she shall notify or make arrangements to notify this fact to the AR/SAR, FTAS immediately. This should be followed by a letter with supporting documents sent by registered post within one week of the incident. Candidates who did not attend the Examination for medical reasons shall submit the medical certificates. *Absence & Medical Certificate*

9.23 Number of Attempts

- 9.23.1 No student shall sit an Examination if he/she has exhausted the number of attempts that he/she is allowed to sit that particular Examination unless the student has been granted special permission to do so by the Academic Council. *Eligibility to retake*

Chapter X

10 Examination Offences and Punishments

10.1 Offences

- 10.1.1 A candidate who violates any of the requirements or conditions stipulated in Examination Rules and Regulations shall be considered as having committed an Examination Offence. *Classification*

Examination irregularities are classified as follows:

- Possession of unauthorized documents or removal of examination stationery
- Possession of telecommunication or transmitting devices
- Plagiarism from the internet or any other sources
- Disorderly conduct
- Entering the Examination Hall without permission
- Leaving the Examination Hall without permission, or attempting to do so or helping such acts
- Copying (even detected while marking the answer scripts)
- Obtaining or attempting to acquire improper assistance or cheating or attempting to cheat
- Impersonation
- Aiding and abetting the commission of any of offences
- Violation of any of the requirements or conditions stipulated in Chapter IX.
- Other examination irregularities determined by the Academic Council.

- 10.1.2 There shall be an Examination Disciplinary Committee, comprising members from each Faculty, appointed by the Academic Council to investigate into and make recommendations (including punishments) regarding Examination Offences referred to it. The recommendations of the Examination Disciplinary Committee shall be submitted to the Academic Council for the final decision. *Disciplinary Committee*

- 10.1.3 In all cases of commission of Examination Offences detected (even detected while marking the answer scripts), the Supervisor/Examiner shall take action as outlined below and forward his/her report to the Vice-Chancellor with a copy to In- Charge of Examination Division for further action.

- 10.1.4 The In- Charge of Examination Division shall place all reports of Examination Offences submitted by the Supervisors, for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.

- 10.1.5 Any Examiner, HoD, the Dean or any other official of the SLITA who detects an Examination Offence shall report the matter in writing to the Vice-Chancellor, with a copy to In- Charge of Examination Division for necessary action. *Reporting*
- 10.1.6 A candidate who is found guilty of Examination Offences is liable to one or more of the following punishments. *Punishments*
- Removal of his/her name from the pass list
 - Cancellation of candidature from whole or part of the examination
 - Delaying the release of results of the final examination by one academic year
 - Cancellation of results of course unit/s and adjustment of maximum obtainable marks equivalent to an ordinary pass
 - Not to award classes
 - Suspension from SLITA examinations indefinitely or for a period decided by the Academic Council
 - Ban participation in the Convocation
 - Suspension of studentship for a period decided by the Academic Council
 - Cancellation of studentship
- 10.1.7 Any candidate found aiding and abetting the commission of any Examination Offence shall be liable to the same punishment as that applicable to offences.
- 10.1.8 An appeal against the decision of the Academic Council shall be made to the Vice-Chancellor within three weeks of the receipt of the notification. *Appeals*

Chapter XI

11 Maintenance of Secrecy

- 11.1 No employee of the SLITA engaged in any type of work connected with Examinations nor any other person whose services are utilized shall disclose any confidential information gained directly or indirectly in the performance of his/her duties. *Secrecy*

11.2 For this purpose, they shall take the following Oath of Secrecy before their respective HoDs at the commencement of each academic year. *Oath*

I, being an employee of the Sri Lanka Institute of Textile and Apparel, do hereby solemnly, sincerely and truly declare and affirm as follow;

- I shall at all times conduct myself and do everything in my power in the performance of my duties connected with the conduct of examinations such as preparation of question papers/setting, moderation, and translation, typing, stencilling, duplicating and packeting, supervising and invigilation, marking of answer scripts, entry and maintenance of marks, the release of results and any other related or ancillary process or activity whatsoever connected thereto so that the utmost secrecy shall be maintained in such matters.
- I shall not directly or indirectly procure or attempt to procure any information of confidential nature relating to examinations from any person whomsoever or disclose to any other person whomsoever any information of a confidential nature that I may receive or become aware of in the course of my duties connected with the examinations of the SLITA except as may be necessary for the due performance of my duties.

11.3 Every question paper set at an Examination of the SLITA or any other document declared as secret shall be deemed to be a secret document from the time the paper is set until the lapse of 30 minutes from the time of commencement of the answering of such paper by candidates at that Examination. *Secret Document*

11.4 Every employee of the SLITA engaged in any type of work connected with Examinations shall bring to the notice of the Vice-Chancellor if any close relative of his/her is sitting for the Examination. For this purpose, the words “employee of the SLITA” shall include any person engaged in work connected with Examinations. A close relation includes a child, spouse or brother or sister. *Relative*

Chapter XII

12 Procedure Regarding Examination Offences Committed by Candidates

12.1 Examination Disciplinary Committee

12.1.1 There shall be an Examination Disciplinary Committee consisting of senior academics from each Faculty appointed annually by the Academic Council to inquire into and make recommendations (including punishments) into Examination Offences referred to it. Convener of this committee shall be In-Charge of Examination Division. *Disciplinary Committee*

12.2 Classification of Offences

- 12.2.1 Examination Offences are broadly classified as follows: *Examination Offences*
- Possession of unauthorized documents and removal of examination stationery
 - Procession of unauthorized electronic equipment
 - Plagiarism from the internet or any other sources
 - Disorderly conduct of a grave nature
 - Copying
 - Attempting to obtain/obtaining improper assistance or cheating
 - Impersonation
 - Aiding and abetting in the commission of these offences

12.3 Punishments

- 12.3.1 The minimum punishments for the Examination Offences shall be as follows: *Minimum Punishments*
- Possession of unauthorized material or removal of examination stationery - Cancellation of results from the Examination in which the offence was committed.
 - Disorderly conduct of a grave nature, copying, cheating, attempting to obtain or obtaining improper assistance - The cancellation of candidature for two semesters, cancellation of results of which the offence was committed, consider offender as a repeater when appears for that particular examination subsequently, cancellation of classes given based on total results of the examination.
 - Impersonation - The cancellation of candidature of examination for four Semester Examinations including the one at which the offence was committed.
- 12.3.2 A student who is punished under Examination Offences shall not be allowed to attend the Convocation. *Punishments for Aiding & Abetting*
- 12.3.3 Punishments for aiding and abetting in the commission of one or more of the Examination Offences shall be the same as the punishments listed under 12.3.1.
- 12.3.4 The punishments mentioned in Section 12.3 are the minimum but may be enhanced depending on the gravity of the case. *Enhanced Punishments*

12.4 Procedure for addressing Examination Rule Violations

- 12.4.1 In all cases of violation of Examination Rules and Regulations detected by the Supervisor, he/she shall take action as outlined in this section and forward his/her report to the Vice-Chancellor. *Offences detected by the Supervisor*
- 12.4.2 In cases of disorderly conduct, the Supervisor shall, in the first instance, warn the candidate to be of good behaviour. Disorderly conduct shall be considered grave only if such conduct, in the opinion of the Supervisor, is considered as causing a disturbance in the conduct of the Examination. Where the candidate persists in unruly or disorderly conduct and the Supervisor is of opinion that it is creating a disturbance in the conduct of the Examination, he/she shall exclude the candidate from the Examination Hall and issue him/her a letter cancelling his candidature from the Examination. The Supervisor shall act with a due sense of responsibility when taking this action. Where, however, a candidate's offence is only a disturbance, the Supervisor shall forward a report to the Dean after informing the candidate that the matter is reported to the Dean of the Faculty. *Cancellation of candidature for disorderly conduct*
- 12.4.3 In all other cases of Examination Offences detected by the Supervisor, he shall, on detection of the offence, take possession of unauthorized documents if any, obtain a statement from the candidate and write his/her report on the statement. *Action by Supervisor*
- 12.4.4 The In- Charge of Examination Division shall place all reports of Examination Offences submitted to the Vice-Chancellor. The Vice-Chancellor shall decide whether they shall be referred to the Examination Disciplinary Committee for further action. *Further Action*
- 12.4.5 Any Examiner, HoD or other officials of the SLITA who detects an Examination Offence shall report the matter in writing to the Vice-Chancellor for necessary action. *Offences Report by Others*

12.5 Final Decision

- 12.5.1 The punishment recommendations of the Examination Disciplinary Committee shall be submitted to the Academic Council and the decision of the Academic Council shall be final. *Senate Final Authority*

Any appeal against the decision of the Academic Council shall be made to the Vice-Chancellor within three weeks of intimating the punishments. On receipts of these appeals, the Academic Council will appoint a committee comprising members other than the members of the Disciplinary Committee, to investigate and report the recommendations for Academic Council approval.

Chapter XIII

13 Examination Offenses by Those Other Than Candidates

13.1 Dishonest Delivery of Communication

- 13.1.1 Delivery by any person, fraudulently or dishonestly, a secret document or part thereof, or communication of any information relating to the contents of a secret document or part thereof, to any other person who is not a person to whom he is authorized to deliver such document or to communicate such information. *Dishonest Conduct*
- 13.1.2 Fraudulent or dishonest delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any person who is not a person authorized to receive such document.

13.2 Divulging Marks

- 13.2.1 Divulging by any Examiner or any other person entrusted with filling up of mark sheets, mark books etc., of any information relating to the answer scripts, mark sheets, or mark book to any other person who is not authorized to know such information. *Examination Offences*

13.3 Dishonest Marking

- 13.3.1 The marking of answer scripts fraudulently or dishonestly. *Dishonest Conduct*

13.4 Dishonest Alterations

- 13.4.1 The marking of any erasures, interpolations or any other alternations in a mark book, mark sheet or answer script, fraudulently or dishonestly. *Alterations*

13.5 Dishonest Assistance

- 13.5.1 Fraudulent or dishonest assistance, directly or indirectly, to any candidate while answering a question paper at the examination, by a Supervisor, Invigilator, Hall Attendant or other employee attached to an Examination Hall. *Assistance*
- 13.5.2 Fraudulent or dishonest assistance, directly or indirectly for erasures, interpolation or any other alternations in any answer scripts by Supervisor, Invigilator or other employees of the Examination Hall.

13.6 Dishonest Secreting and Disclosure of Secret Documents

- 13.6.1 Fraudulent or dishonest secreting or making away with or disposal of such secret document or part thereof or making a copy of such secret document or part thereof, by any person who is entrusted with the duty of typing, stencilling duplicating, printing, packeting, or making by manual or mechanical means any secret document relating to any examination, or by any person whose duty is to assist in the aforementioned duties. *Disclosure of Secret Documents*

13.7 Theft or Dishonest Breaking of Receptacle Containing Secret Document etc.

- 13.7.1 Fraudulently or dishonestly opening or destroying of any sealed packet, safe or other receptacle containing any secret documents relating to the examination or taking out any such document or part thereof.

13.8 Fraudulent Introduction of Answer Scripts

- 13.8.1 Fraudulently or dishonestly opening or destroying of any sealed packet, safe or other receptacle containing any secret documents relating to the examination or taking out any such document or part thereof.

13.9 Dishonesty by Commission or Omission

- 13.9.1 The commission or omission of an act relating to the conduct of an examination which is deemed by the Vice-Chancellor to be of a fraudulent or dishonest nature.

13.10 Assistance or Connivance

- 13.10.1 The abetment, assistance or connivance with another person in the Board of Governors of one or more of the above offences.

13.11 Procedure for Disciplinary Action

- 13.11.1 Disciplinary action shall be taken against those who are alleged to have committed one or more of the above-listed offences as follows: *Disciplinary Actions*
- In the case of a SLITA employee, an action shall be taken according to the Disciplinary procedure of the SLITA, including action by the Police where necessary.
 - In the case of others, suitable action shall be taken, by the Vice-Chancellor, depending on the nature of the offence and the circumstances.

Chapter XIV

14 Receiving and Distribution of Answer Scripts

14.1 Receiving Answer Script

14.1.1 The Supervisor shall handover the packets of answer scripts to the In-Charge of Examination Divison immediately after the Examination. The receipt of the answer packets shall be acknowledged. *Receiving Answer Script*

14.1.2 Fraudulent or dishonest delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any person who is not a person authorized to receive such document.

14.2 Handing Over Answer Script to Examiners

14.2.1 The In-Charge of Examination Divison shall make arrangements for the delivery of paper packets to the relevant HoD/Coordinator within two working days after the examination. *Dispatch of Paper Packets*

14.2.2 After delivering the packets of answer scripts to the HoD/Coordinator, the HoD/Coordinator shall hand over paper packets to the First Examiners.

14.2.3. Delivery by post is allowed only for Visiting Lecturers and academic staff who are on study leave abroad. This shall be dispatched only to the address provided by the Visiting Lecturer or the academic staff on leave abroad.

14.2.4 If any special requirement arises, a suitable alternative arrangement for the delivery of answer script packets can be made only with the approval of the Dean of the Faculty.

14.2.5 The HoD/Coordinator shall maintain a record of the distribution of answer script packets.

14.2.6 After marking the scripts, the First Examiner shall return the following to the relevant HoD/Coordinator. *Acceptance of Answer packets*

- Answer script packets containing one copy of the Mark Sheet
- Marking Scheme

14.2.7 HoD shall send a reminder to the First Examiner not later than one week before the due date. If the marks are not received on the date, HoD shall take appropriate action, with a copy to the Dean of the Faculty. *Reminders to First Examiners*

- 14.2.8 Upon the receipt of the items stated in 14.2.6, the HoD/Coordinator shall make arrangements to handover the followings to the second Examiner.
- Answer script packets
 - One copy of the Mark sheet
 - Marking Scheme
 - Voucher
 - A letter containing the number of scripts, the date by which the marks and the scripts should be returned and the acknowledgement

- 14.2.9 The Second Marker shall return the answer script packet, Marking Scheme and the completed Mark Sheet in a sealed envelope to the HoD/Coordinator. *Reminders to Second Examiners*

The HoD shall send a reminder to the Second Examiner not later than one week before the due date. If the marks are not received on the due date, the HoD shall take appropriate action, with a copy to the Dean of the Faculty.

- 14.2.10 The HoD/Coordinator and the relevant Examiners shall meet and make changes/adjustments if required before entering the marks. The HoD shall check and confirm the marks before finalizing the marks.

Chapter XV

15 Procedure for Marking Answer Scripts

15.1 Marking Scheme

- 15.1.1 There shall be where appropriate a Marking Scheme for each question paper prepared and moderated. *Marking Scheme*
- 15.1.2 The Marking Scheme shall be studied carefully by the marking examiners and the marks assigned for each question or part of a question accordingly.
- 15.1.3 The Marking Scheme shall give the important points that should be included in the expected answer, how each point is to be evaluated, and the breakup of the maximum possible mark according to different aspects of the answer (if different aspects such as subject matter, organization, expression etc. are to be evaluated separately) or according to the several elements of the answer.

15.1.4 Since there may be various reasons why the answers of the candidates do not measure up to the Marking Scheme, a modification of the Marking Scheme may become necessary. The First Marking Examiner shall, therefore, mark a few pilot scripts selected at random to consider whether the Marking Scheme requires modification. If he/she decides that it is necessary to modify the Marking Scheme, he/she shall take necessary action in the matter in consultation with other Examiners. *Modification of Marking Scheme*

15.1.5 A copy of the finalized Marking Scheme shall be forwarded to all Marking Examiners.

15.2 Marking

15.2.1 Marks shall not be entered on the Answer Scripts, except in instances where the Examiner is specifically instructed to do so. *Entering marks*

15.2.2 In the case of Examinations where there are two markings of scripts, each marking shall be independent and the marks of one Examiner shall not be made available to the other Examiner. *Independent Marking*

15.2.3 On the Detailed Mark Sheet form, the marks given to each candidate shall be entered for the particular question marked, and the same procedure shall be followed for the other questions, question by question. *Entering marks to detailed mark sheets*

15.3 Return of Marks

15.3.1 The question paper, the Marking Scheme, the answer scripts, the Detailed Mark Sheet and the Summary Form shall be handed over to the HoD by the Marking Examiner/Coordinator. *Return of marks*

15.4 Computation of Final Marks

15.4.1 Individual Examiners have the authority to decide on rules for determination of final marks. *Computation of Final Marks*

15.4.2 As and when the Final Marks of a paper have been computed, the HoD shall check the Final Marks Sheet and satisfy himself that the entries have been correctly made, and maintain records of the Final Marks Sheet together with the detailed mark sheets duly signed by the Examiners and the Final Statistical summary.

15.5 Duties of Marking Examiners

15.5.1 If any person who has been appointed a Marking Examiner is unable to function as such, he/she shall forthwith inform the HoD who shall make alternative arrangements in consultation with the academic staff. *Inability to mark*

15.5.2 On receipt of the answer scripts from the HoD, the Examiner shall check with the Mark Sheet whether he/she has received the answer scripts of all those who had been present for the paper. If there are any discrepancies he/she shall notify the same to the HoD immediately. It is the responsibility of the Marking Examiner to keep all answer scripts in safe custody. *Checking of marks for Accuracy*

15.5.3 All scripts shall be marked personally by the Examiner who shall prepare the summary according to provisions of this section.

14.5.4 The Examiner shall, as soon as he/she completes marking, forward the marked answer scripts with the Mark Sheets under sealed cover to the HoD/Coordinator. *Handing over the marks*

Chapter XVI

16 Entering Grades

16.1 Grades

16.1.1 Once grades are finalized, the Examiner/Coordinator or HoD (Visiting Lecturer's Marks) shall upload marks into the Examination System. *Entering marks*

16.1.2 Once the Examiner/HoD/Coordinator enters the grades, a printout shall be taken to recheck the grades with the grades written on the Marks Sheet. Once there are no errors, the grades shall be finalized. *Finalizing the marks*

Chapter XVII

17 Publishing Results

17.1 Result Sheet

17.1.1 The result sheets shall also include the following *Result Sheet*

- The words "Sri Lanka Institute of Textile and Apparel"
- The name of the Examination and the year in which the Examination was held.
- The date and the time of the Examination Paper
- Signatures of the First and Second Examiners and the HoD

17.2 Release of Results

- 17.2.2 The HoD shall publish the provisional results on the notice boards. This shall allow adequate time for students to apply for re-corrections by filling a form specified for re-correction. *Re-corrections*
- 17.2.3 In the rare occasion where changes to the released grades are needed, this can be accommodated by the Coordinator/Examiner submitting the relevant form with the justification through HoD and Dean to the AR/SAR, FTAS. *Change of results*
- 17.2.4 The HoD shall send hard copies of Results to the AR/SAR, FTAS incorporating changes if any on or before the deadline (within the 2 months of the day of the last paper was held).
- 17.2.5 AR/SAR, FTAS informs Dean, HoDs and academic staff members about the date of the Results Board Meeting. *Setting the results board date*
- 17.2.6 Dean, HoDs, Coordinators, academic staff members, AR/SAR, FTAS; In- Charge of Examination Division and Registrar shall attend the Results Board meeting, chaired by the Vice-Chancellor, to finalize the results. *Results board*
- 17.2.7 In- Charge of Examination Division shall release results of Examinations and submit results for approval by the Academic Council of SLITA. *Approval of results*

Chapter XVIII

18 Duties of AR/SAR, FTAS and In- Charge of the Examination Division

- 18.1.1 The In- Charge of Examination Division shall under the general direction of the Vice-Chancellor be in charge of the conduct of all examinations. *In charge of examinations*
- 18.1.2 The In- Charge of Examination Division and AR/SAR, FTAS shall be responsible for all arrangements in connection with the conduct of examinations.

Chapter XIX

19 Payments

19.1 Rates

- 19.1.1 Rates of payment for the various services in connection with the conduct of Examinations shall be decided by the Borad of Governors. *Rates*

19.2 Claims

- 19.2.1 The vouchers shall be carefully prepared and submitted duly certified by the officer certifying this expenditure. *Claims*
- 19.2.2 Each Examiner, Supervisor, Invigilator, Hall Attendant and other employees shall make a separate claim certified by the HoD, Supervisor or AR/SAR, FTAS as the case may be.
- 19.2.3 All claims in connection with the Examinations shall be sent to the In-Charge of Examinatio Division, who shall maintain a record of such payments in the relevant register/s.

Chapter XX

20 Maintenance of Records

20.1 Release of Marks

- 20.1.1 The marks scored by candidates shall be treated as strictly confidential and shall not be released except as provided for below: *Release of marks*
- for official purpose within the Institute at the direction of the Vice-Chancellor.
 - for any other official purpose at the direction of the Vice-Chancellor.

20.2 Storing of Answer Scripts

- 20.2.1 All answer scripts shall be kept under safe custody for a period of one year from the date of release of results and thereafter destroyed or disposed of in such a manner so that their contents may not be revealed (E.g. To the paper corporation for recycling or by special arrangements to manufactures of crackers etc.). *Answer script storage & disposal*

20.3 Marks Sheets and Mark Books

- 20.3.1 All Mark Sheets shall be kept of record for a minimum period of eight(8) years and thereafter destroyed. *Mark sheets*
- 20.3.2 All Mark Sheets/Books shall be kept under lock and key and be preserved. *Mark books*

20.4 Confidential Room

- 20.4.1 The FTAS shall have a confidential room (Record Room) for entry of marks and preparation of transcripts, while the Examinations Division shall have a confidential room where confidential work such as typing, stencilling, duplicating and packeting of question papers etc., shall be done. *Security for confidential work*

20.5 Academic Records of Students

- 20.5.1 The Academic Records of every student shall be entered in an Index Card and preserved in a filing cabinet. They shall be arranged according to the course followed and the date of graduation. All entries in the Index Card shall be authenticated by the Registrar. *Academic records*

EXAMINATION MATERIALS

1. Supervisor and Invigilation List
2. Examination Application Form
3. Admission Card
4. Examination Paper Template
5. Moderator's Report
6. Attendance List
7. Examination Papers printing Form
8. Answer Sheet
9. Continuing Form
10. Signing Form for the Supervisor & Invigilator/s
11. Absentee Form
12. Candidate Declaration Form
13. Detailed mark Sheet
14. Mark Sheet
15. Supervisor Report
16. Examination Offence Complaint Form
17. Medical Certificate Submission Form
18. Second Examiner Report
19. Examination Marks & Grades Re-Scrutinizing Form
20. Payment Vouchers
21. Application for Academic Transcripts

Supervisor & Invigilation List

.....semester examination time table – year(General Degree)

Date	Time	Module No.	Description	Name of Supervisor/s	Name of Invigilator/s

Examination Application Form



Sri Lanka Institute of Textile and Apparel

Faculty of Textile and Apparel Studies

Application for Registration for semester examination -20...

Index No :

Subjects :

Name :

Module Code

Subject

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

N.B.

Prefected applications should be handed over to the AR/SAR of the Faculty on or before
.....20...

Signature of Applicant:

Date



Sri Lanka Institute of Textile and Apparel
 Faculty of Textile and Apparel Studies

B.Sc. in Textile and Apparel (General)Semester Examination20..

Admission Card

Index No : Registration No:
 Name of Candidate :

Course Module	Date	Signature of the Candidate	Signature of the Supervisor/ Invigilator

Date:

Signature of R/AR/SAR, FTAS

Certification of the Candidate's Signature

Name : _____
 Signature : _____
 Date : _____

* Signature of the Certifying Officer : _____
 Name : _____
 Designation : _____
 Date : _____

N.B. 1

1. You are not allowed to enter the examination Hall without this Admission Card.
2. You are allowed to sit only for the Course Module Examinations indicated in the Admission Card.
3. Please refer the Student Handbook for the Institute Examination rules and regulations.
4. At the end of the examination period you should submit this Admission Card to the R/AR/SAR of the Faculty of Textile and Apparel Studies.

N.B. 2

1. Based on attendance percentage, Lecturer in charge has all rights to prevent the Candidate to sit the relevant Course Module Examinations.
2. The signature of the candidate should be attested by a permanent lecturer of the Faculty of Textile and Apparel Studies.
3. The Candidate should place his/her signature in the presence of the attester.

Examination Paper Template



SRI LANKA INSTITUTE OF TEXTILE AND APPAREL

FACULTY OF TEXTILE AND APPAREL STUDIES

B. Sc. in Textile and Apparel (General) DegreeSemester Course Module
Examination

Month Year

DEPARTMENT

Code NAME.....

Time:

No: of Questions -

No: of Pages –

Total marks –

Answer all questions.

1. -----

i. -----

ii. ----

iii. ---

a. ---

b. -

(--- marks)

2. -----

(--- marks)

3. -----

(--- marks)

4. -----

(--- marks)

Continuous assessment

---- marks

Moderators' Report



Sri Lanka Institute of Textile and Apparel
 Faculty of Textile and Apparel Studies
 Department of -----

REPORT FOR THE MODERATION OF EXAMINATION PAPERS

Instructions to the Examiner/Subject Coordinator

The following documents should be provided to the **Moderation Examiner**.

- Exam paper along with model answers and marking guide
- Detailed course outline of the subject

Degree Programme, Academic Year, and Semester			
Subject Code and Title			
Assessment Type	End Semester Examination		
Attached Documents	<input type="checkbox"/> Examination Paper <input type="checkbox"/> Model Answers and Marking Guide <input type="checkbox"/> Course Outline		
Name of the Subject Coordinator		Date of Examination	
		Due Date	

Instructions to the Moderation Examiner

Please review the examination paper, model answers, and the marking guide. When completed, please fill and sign this report. Return this report together with the moderated copy of the exam paper to the setting examiner or course coordinator. You may discuss your feedback with the subject coordinator.

No	Feedback Item	Response		Comments
		Yes	No	
1. Assessment Activities				
1.1	Do the questions reflect course learning outcomes adequately?			
1.2	Are the questions appropriate to the level being assessed?			
1.3	Are the questions clear and unambiguous?			
1.4	Does the evaluation reflect up-to-date theories/industry practice?			

2. Clarity of Content and Instructions				
2.1	Does the evaluation incorporate clear instructions to the candidate?			
2.2	Are all necessary figures, tables, and equations included and correctly ordered?			
3. Model Answers and Marking Guide				
3.1	Are the answers structured with a breakdown of marks?			
3.2	Are the answers correct and adequate?			
3.3	Is the allocation of marks appropriate and fair?			

Overall Moderation Outcomes		
Met	Key assessment requirements are met.	
Modify	Overall, key assessment requirements are met but modification is required before assessment materials are used again.	
Not Met	Key assessment requirements are not met.	
Overall comment:		
Name of the Moderator		
Signature		
Date		

Follow-up actions taken by the Examiner/Coordinator	
Actions:	
Subject Coordinator's Name	
Signature	
Date	

(Examiner/Course Coordinator should file this document in the course delivery file system)

Attendance List

Sri Lanka Institute of Textile and Apparel

Faculty of Textile and Apparel Studies

Department of

B.Sc. in Textile and Apparel (General)Semester Examination20..

List of Attendance

Date Of Exam :

Sheet Number :

Time :

Code :

Venue :

Title :

Cage No.		
Index No.	Name	Signature of the Candidate

	Name	Signature
Invigilator		
Invigilator		
Supervisor		

Examination Papers Printing Form



ශ්‍රී ලංකා ජ්‍යෙෂ්ඨ ම සහ ඇඟවුම් ආයතනය

රහස්‍යයි

ඉත්ත සත්‍ය සිද්ධිකෘත්‍ය නිර්මාණ සිද්ධිකෘත්‍ය වාර්තාව

01. ඉත්ත සත්‍ය සිද්ධිකෘත්‍ය වාර්තාව:-

(i) පරීක්ෂකයා:-.....

(ii) ඉත්ත සත්‍ය මාසය/වර්ෂය:-.....

02. ඉත්ත සත්‍ය පාඨය නිර්මාණ:-.....

ඉත්ත සත්‍ය ඉතිරි නිර්මාණ:-.....

03. පාඨය, පිරිමි/ පරිමාණය සහ නිර්මාණ

	සිංහල	ඉංග්‍රීසි
(i) පාඨය:-.....
(ii) ඉතිරි:-.....
(iii) දිනය:-.....
(iv) සිදු කළ:-.....

04. පාඨය පරිමාණය කොට පාඨය නිර්මාණ

(i) පාඨය:-.....

(ii) ඉතිරි:-..... දිනය:-..... කටයුතු:-.....

05. ඉත්ත සත්‍ය මුද්‍රණය නිර්මාණ/ ප්‍රකාශන කොට:-

(i) ආවර්ණකයන් / පාඨයන් ප්‍රකාශනයන් සහ පාඨය:-.....

(ii) ඉතිරි:-..... දිනය:-..... කටයුතු:-.....

06. පරිමාණය/ මුද්‍රණය නිර්මාණ සහ ප්‍රකාශන නිර්මාණ

(i) පරිමාණය/ මුද්‍රණය පවත්වා ගන්නා ප්‍රකාශනයන් සහ:-.....

(ii) ප්‍රකාශන නිර්මාණ කොට ප්‍රකාශනයන් සහ:- 1.....

2.....

(iii) ප්‍රකාශන දිනය:-..... කටයුතු:-.....

(iv) සිද්ධිකෘත්‍ය සහ ප්‍රකාශන කොට:-.....

(v) ඉත්ත සත්‍ය පිරිමි පාඨය:-.....

(vi) පාඨය වූ පසු ඉත්ත සත්‍ය ප්‍රකාශනය ප්‍රකාශනය කොට පිරිමි පාඨය ප්‍රකාශනය:-.....

(vii) ඉත්ත සත්‍ය ප්‍රකාශනය පිරිමි පාඨය ඉත්ත සත්‍ය ප්‍රකාශනය කොට පිරිමි පාඨය ප්‍රකාශනය:-.....

07. ප්‍රකාශන කොට:-.....

දිනය:-.....

විභාග අංශ සාර කළය

Answer Sheet



ශ්‍රී ලංකා ජෛතර්ම සහ ඇඟලුම් ආයතනය
SRI LANKA INSTITUTE OF TEXTILE AND APPAREL

පරීක්ෂණය (ප්‍රශ්න පත්‍රයේ මුලින් දක්වා ඇති පරිදි පරීක්ෂණයේ නම සඳහන් කරන්න) Examination (Insert official title of the Examination, as it appears at the top of the question paper)		
ප්‍රශ්න පත්‍රයේ නම Title of Paper		
විභාග අංකය (ඉතා හැඟවුම් ලියන්න) Index Number (Write very clearly)		

අපේක්ෂකයන්ට උපදෙස්		පරීක්ෂක භාෂණයේ ප්‍රයෝජනය සඳහා පමණි For Examiner's Use only										
(1) කඩදාසියේ දෙපැත්තේම ලියන්න. (2) ප්‍රශ්නවල අංකය සෑම පිටුවකම, ඊට ඉටු කළ පැති කෙළවරේ ඉහළින් ලියන්න. (3) සියලුම කටු පටකන් සහ තිත් පිටු කපා දමන්න. (4) පරීක්ෂක භාෂණ දීමටම කීපටාගෙන යා හැකි පරිදි අතිරේක කඩදාසි, පොත්, ආකෘති, සිතියම් ආදිය මේ පොත කෙළවරේ අමුණන්න. (5) මේ පිළිතුරු පොතේ කිසිම කොටසක් ඉරා නොගත යුතුයි. (6) අපේක්ෂකයකු විසින් මේ පොත භාවිතයට කර නොගන්නා කොටස් මොනවාදී අවස්ථාවකදීත් පරීක්ෂණ කාලාවර්ත සිටින නොගෙන යා යුතුයි. (7) අල්ලාගැනීමේ විධිවිධාන අවසර නොදෙන ලද ක්‍රීඩා, ලියන ලද කැමැත්තක් අදින ලද සිතියම් ඉතා කිසි අසුදුරුකොන්, ඊට හේතු ලියවිල්ලකින් දක්වීම අවශ්‍ය වේ. එවැනි අපේක්ෂකයකු විභාග කාලාවර්ත සැඟවූ කොට උපකල්පනාදීමට දැනුම් දීමට ද පුළුවන.												
DIRECTIONS TO CANDIDATES												
(1) Write on both sides of the paper. (2) Write the number of each question at the top of each page in the space provided. (3) Cross out all rough work and blank pages. (4) Fasten any supplementary paper, books, outline maps, etc. at the end of this book so that it may provide continuous reading matter to the examiner. (5) Do not tear off any part of this answer book. (6) In no circumstances must this book, used or unused, be removed from the Examination Hall by a candidate. (7) Any candidate who is found to be in possession of any written, printed or pictorial matter not authorised by the Registrar will be required to give an explanation in writing may be excluded from the Examination Hall, and will be reported to the Vice - Chancellor.												
අපේක්ෂකයාගේ ප්‍රයෝජනය සඳහා												
උත්තර ලියූ පිළිවෙළ අනුව ඒවායේ අංක මෙහි ලියන්න. එකට බැඳී පොත් ගණන සහ සිතියම්, ප්‍රස්තාර කඩදාසි ආදී වෙනත් දෑ ආදිය.												
For use of Candidate												
Write here the NUMBER OF THE ANSWERS in the order in which they have been written.												
Number of books attached and any other answers such as maps, graph paper, etc.												
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>												
ඇමුණුම් : Annexures:												
මෙම පොත පෞද්ගලිකව නිරීක්ෂකවරයා වෙත භාරදිය යුතුය. මෙය මේසය මත තබා නොයා යුතුය. This book should be handed over personally to the invigilator, It should not be left behind on the desk.												
		මුළු ගණන Total										

Continuing Sheet

Write the number of the question in this column

A large area of the page is filled with horizontal dotted lines, providing space for writing answers to questions.

Signing Form for the Supervisor & Invigilator/s

Examination Hall
(Name of the Subject)
(Duration)

	Full Signature	Short Signature
Supervisor :
Invigilator/s :
Hall Attendant/s :	

Number of Answer Scripts received:.....

Signature :.....

Date :.....

Absentee Form



ශ්‍රී ලංකා ජෛෂකර්ම සහ ඇඟලුම් ආයතනය

SRI LANKA INSTITUTE OF TEXTILE AND APPAREL

නොපැමිණීමේ ආකෘති පත්‍රය ABSENTEE FORM

කිසිම හේතුවක් නිසා හෝ උත්තර පත්‍රයක් නොමැති විට මෙම ආකෘති පත්‍රය ඒ වෙනුවට ඇතුළත් කළ යුතුය.

This form **MUST** be inserted in place of any script which is missing for any reason.

පරීක්ෂණය (විෂයය සහ මාතෘකා අංකය) Examination (Course Unit/Code & Title)	විභාග මධ්‍යස්ථානය Examination center

..... දරණ විභාග අංකය හිමි අපේක්ෂකයා පැමිණ නැත.

Index No. is absent.

පහත දැක්වෙන හේතු නිසා මෙම අපේක්ෂකයාගේ උත්තර පත්‍රය නැත.

No script for this candidate for the following reasons.

විභාගයට පෙනී සිටීමක්, මෙම අපේක්ෂකයා උත්තර පත්‍රයක් ඉදිරිපත් නොකරන ලදී.

This candidate, though present, did not submit an answer script.

දිනය / Date

.....
භාලාධිපතිගේ අත්සන
Signature of Supervisor

අනවශ්‍ය දෑ කපා හරින්න.
Delete whatever is not applicable.

Candidate Declaration Form



Sri Lanka Institute of Textile and Apparel

Declaration by Candidates failing to produce Record Books at Examinations

I, being a candidate for the examination bearing Index No: do hereby declare that I have failed to produce the Student Identity card/Record Book at the Examination Hall and that I am permitted to sit the Answer Paper under the condition that a decision will be made by the SLITA on my producing the Student Identity card/ Record Book, as to whether my candidature for the paper should be accepted or not.

I hereby declare that I shall abide by the decision of the SLITA with regard to this matter.

Date:

..... Signature of Candidate

..... Supervisor/ Invigilator

Counter signed

"

This candidate produced the Student Identity Card /Record Book today and I am satisfied of the identity of this candidate for the above paper.

..... Date: Signature of Supervisor

If the Supervisor suspects impersonation, he shall make a separate report giving his reasons for same.

Detailed Mark Sheet

Confidential



Sri Lanka Institute of Textile and Apparel

Detailed Mark Sheet

Name of Examination

Title of Question Papers

Note:

1. Please enter the Marks clearly in ink. Alterations, if any, should be initialed.
2. After Q, put down the number of question.
3. Marks for each paper should be entered on separate mark sheets.
4. The Marks per paper should then be transferred to the Mark return sheet.
5. Modification to the marks awarded by Internal examiners should be initialed in red ink by External Examiners.

Index no:	Q	Q	Q	Q	Q	Q	Total mark %	Grade

Date :

.....
Signature of Examiner/s

.....
Signature of the Head of the Department

Supervisor Report



Sri Lanka Institute of Textile and Apparel

Faculty of Textile and Apparel Studies

Department of -----

EXAMINATION SUPERVISOR REPORT

Instructions to the Supervisor

Please complete the following form providing relevant information.

Examination			
Subject Code and Title			
Date of Examination		Venue	
Name of the Supervisor			
Scheduled start time		No. of Students examined	
Scheduled end time			

	Yes	No	Remarks
Examination Hall Preparation			
Clean and tidy			
Tables and chairs were well properly arranged			
Ventilation was adequate			
Lighting was adequate			
External disturbances			
Hall had sufficient space			
Invigilators and Hall Attendants			
Number of invigilators was adequate			

Invigilators were punctual and present 30 min before the starting time of the exam.			
Invigilators did not leave early			
Invigilators did not provide inappropriate help to candidates or behaved inappropriately.			
Number of hall attendants was adequate.			
Hall attendants performed their duties well.			
Hall attendants did not behave inappropriately.			
Examination Paper(s)			
Examination papers were clear without any errors.			
Clear instructions were provided.			
Announcements were made.			
Examination Procedures			
Rules and regulations were clearly provided.			
Adequate exam materials and forms were provided.			
Observation of exam misconducts:			
Any other comments:			

I certify that the above observations have been made to the best of my judgment.	
Signature of the Supervisor	
Date	

Follow-up actions taken	
Actions:	
Signature (Dean/In-Charge of the Examinations)	
Date	
A copy of the signed form should be sent to the supervisor.	

Examination Offence Complaint Form

විභාග අක්‍රමිකතා වාර්තාව

මෙහි වාර්තාව විභාගය අවසන් වී පසුගස් ඇතුළත අදාළ පිිසි ලේඛනය හා සාධක සමඟ, අංක 10 හරහා
/විභාගව පිරිසිදුකර ගැනීමට, උපකල්පනානිකුමට වෙත ඉදිරිපත් කළ යුතුය.

01. විභාග අනේක්ෂකයාගේ සම්පූර්ණ නම:.....

02. ශ්‍රී ලාංකික අංකය:.....

03. විභාග අංකය:.....

04. i විභාගයේ නම හා කොටස:.....

ii විභාගයේ වර්ෂය, මාසය හා දිනය:.....

05. විභාගය පැවැත්වූ වේලාව:.....

06. විෂය අංකය:.....

07. විභාග මධ්‍යස්ථානය:.....

08. i අක්‍රමිකතාව කොයාගත් සැකපත්කරුගේ නම:.....

ii අක්‍රමිකතාව කොයාගත් දිනය සහ වේලාව:.....

iii අක්‍රමිකතාවය කොයාගත් තර්ථනය: (උදා: සටහන් කිසි තර්ථනය නිවැරදිව දැක්වීම)

09. අක්‍රමිකතාවය පිළිබඳව අදාළ සිසුවා විසින් කළ ඉක්මනට සලකුණු සහතිකයට ඇත. අක්‍රමිකතාවය පිළිබඳ මවිසින් සහතික කරන ලද විස්තරාත්මක වාර්තාවක් ද මීට අමුණා ඇත.

<p>දිනය:</p>	<p>අක්‍රමිකතාවය කොයාගත් සැකපත්කරුගේ නම හා අත්සන.</p>
<p>10. සාක්ෂි: නම</p> <p>i.....</p> <p>ii.....</p>	<p>අත්සන</p> <p>.....</p> <p>.....</p>

11. විභාග ශාලාධිපතියේ වාර්තාව: මේ සමඟ ඉදිරිපත් කරන තාක්ෂිය (අක්‍රමිකතාවට යොදාගත් ද) ශාලාධිපතියේ අත්සන හා දින මුද්‍රාව සමඟ හිමි කර එවීම අත්‍යවශ්‍යයි.

.....
 දිනය.

.....
 ශාලාධිපතියේ නම සහ අත්සන

අන්තර්ගතයේ ප්‍රකාශය

1. සම්පූර්ණ නම:
2. විභාග අංකය:
3. ලියාපදිංචි අංකය:
4. පරීක්ෂණය:
5. පෙනී සිටි ප්‍රශ්න පත්‍රයේ නම:
6. දිනය සහ වේලාව:
7. ප්‍රකාශය:

Medical Certificate Submission Form

SUBMISSION OF MEDICAL CERTIFICATES

..... Semester Examination - 20

Index. No :-

Subjects :-

Name :-

Address :-

Tel. No :-

Purpose for which the medical certificate is submitted:-

.....
(Postponement of Registration/Examination/Not attending for lectures/ Practicals or any other)

.....
For not attending the examination / Lectures/Practicals, indicate the following accurately :-

Course	Course Name	Exam Date
--------	-------------	-----------

Valid Duration of the Medical Certificate from: -

Ailment : -

Signature of the Applicant : -

Office Use Only

Medical Officers Recommendation : -

.....
Date

.....
Medical Officers Signature

Date of the Submission of the Medical Certificate to the Office of the Dean : -

Reference No : -

Second Examiner Report



Sri Lanka Institute of Textile and Apparel

Faculty of Textile and Apparel Studies

Department of -----

REPORT FOR THE INTERNAL AND EXTERNAL EXAMINERS

The following documents along with the answer scripts should be provided to the **Examiner**.

- a) Exam paper and marking scheme
- b) Detailed course outline of the course unit being assessed

Degree Programme, Academic Year, and Semester			
Subject Code and Title			
Assessment Type		Date of Examination	
Date Received		Date of Handover	

Instructions to the Examiner

Please complete the form providing information required below.

Name of the examiner:			
To be completed by <u>External Examiners only</u>			
Institution / Department			
Official address		Email address	

	Yes	No	Remarks
To be completed by both internal and external examiners			
Different assessments methods are incorporated to accomplish both ILOs and PLOs.			

Methods of assessments and marking are appropriate.		
Weightages are allocated for different ILOs.		
Marking criteria are consistent, rigorous and impartial		
Did you receive course outlines?		
Did you receive information on different assessments methods?		
Did you receive scripts in sufficient time?		
Method and general standards of marking are consistent and satisfactory		
To be completed by external examiners only		
Assessment methods are in compliance with the policy of examination		
Did you receive draft examination paper/s?		
The nature and level of the questions were appropriate		
Suitable arrangements were made to consider your comments		
Any other comments:		
I certify that the above observations have been made to the best of my judgment.		
Signature of Examiner		Date

Follow-up actions	
Actions:	
Signature	Date

Examination Marks & Grades Re-Scrutinizing Form

Application Form for Verification of Examination Marks & Grades

Faculty of

1. Details of the Candidate

Name of the Candidate	Registration No.	Index No.
Year	Semester	

2. Assessment(s) to be verified

End-semester/Year-end Examination/Final Examination	Course/Subject	Marks Received	Grade Received

Total amount paid: Rs. (at the rate of Rs. 500/- per Course/Subject/Examination):
(Original receipt should be attached)

Date: Signature of the Candidate:

FOR OFFICE USE:

Results after Verification

End-semester/Year-end Examination/Final Examination	Course/Subject	Marks Received	Grade Received	Changed/Not Changed

Name and Signature of Verification Board Member: Date of Verification:

Name	Designation	Signature

Note: In the case of final examination relevant minutes of the Special Result Board and Academic Council must be attached

Payment Vouchers



Sri Lanka Institute of Textile and Apparel

Bill for Setting / Moderating / Translating / Typing / Packeting & Sealing of Question Papers

Degree Programme:
 20..... First / Second* Semester (Theory/Practical)*
 Name Employee No. :
 (In case of a member of nonacademic staff, state the designation - for paper typing)
 Account No. :
 Address:
 (This is necessary in case of External Examiner)

Date of Examination	Code No. & Title of Question Paper	Duration of the Exam	FEES FOR										Total Amount				
			Setting		Moderating		Translating		Typing		Supervision of printing, packeting & sealing		Rs	Cts			
			Number of Q papers	Amount Rs. Cts	Number of Q papers	Amount Rs. Cts	Rs.	Cts	Rs.	Cts	Rs.	Cts					

*Cross out inapplicable words
 Certified for Payment

Approved for Payment

Dean/Head of Department

Dean/Head of Department / of Examinations

Date :

In-Charge

RECEIPT

Received the sum of Rupees
 of 20..... in payment of the above account. onday

Signature of

Stamp

Receiver

Application for Academic Transcripts



Sri Lanka Institute of Textile and Apparel

Application for Academic Transcripts

(*Delete inapplicable words)

In -Charge of Examination Division, SLITA

Please forward my Academic Transcript to the following address/es:
(In block Letters)

1. _____ 2. _____

No. of Transcripts required:

Transcript Category	Handing Over to the Applicant	With Local Postage (for one Mailing Address)	With Foreign Postage (for one Mailing Address)
With grades & marks	--	Rs. 250/=	Rs. 1000.00
With grades without marks	Rs. 250/= (Rs. 150/=per each additional)	Rs. 250/=	Rs. 1000.00
With grades without marks	Rs. 100/= (Rs. 100/= per each additional)	Rs. 250/=	Rs. 1000.00

Date :

Signature of Applicant

02. (i) Name in Full : (Rev/Mr./Mrs./Miss.)
- (ii) Postal Address:
- (iii) Contact Telephone No:
- (iv) Faculty :
- (v) Department :
- (vi) Name of the Degree :
- (vii) Registration No:
- (viii) Index No:
- (ix) Date of Admission to the SLITA :
- (x) Date of Leaving the SLITA :
- (xi) Medium of the Degree followed:
03. First Examination (General Degree /Diploma)
- (i) Year of Examination (Final) :
- (ii) Index No:

	Code No:	Title of Paper	Grade (if known)
Year I			
Year II			
Year III			

04. Final Result : (Inclusive of Class if any):
05. No. of Transcripts obtained previously:.....
06. (i) Transcript fee : Amount paid :
- (ii) Receipt No: (Date and Bank if relevant):