

## **LYCEUM CAMPUS BY- LAW FOR THE EXAMINATION PROCEDURE, OFFENCES AND PUNISHMENTS**

Given below is the By-Law for Examination Procedure, Offences and Punishments, made by the Council of the Lyceum Campus, enforced with effect 12<sup>th</sup> September 2022. **This By-Law may be cited as the Examination Regulation By – Law No -2.**

### **1.0 GENERAL**

The Lyceum Campus (hereinafter referred to as “the Campus”), hereby adopts this By-Law as recommended by the Special Meeting of the Academic Syndicate (hereinafter referred to as held on the 12<sup>th</sup> September 2022 and approved by the Council of the Campus, (hereinafter referred to as “the Council), at its 8<sup>th</sup> meeting held on 12<sup>th</sup> September 2022.

- Examination of a course/course unit may consist of several assessment components (quizzes, within Semester and end-Semester examinations, term papers, assignments etc...).
- A Candidate is defined as a registered student of the Campus, who is eligible to appear for the examination (herein after referred to as “Candidate”).

### **PART - I**

### **2.0 EXAMINATION RULES**

2.1 A candidate is expected to be outside the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall, until he/she is requested to do so by the Supervisor.

2.2 A candidate is permitted to carry into the examination hall only the pen, pencil and eraser. All other material/documents will be considered as unauthorized and it is an offence.

2.3 On admission to the hall, a candidate shall occupy the seat allotted to him/her, and shall not change it except on the specific instruction of the Supervisor.

2.4 Candidates shall maintain silence, from time of entry until they exit the examination hall.

2.5 Candidates shall not be permitted to communicate with other candidate/s under any circumstances, during the examination.

2.6 A candidate shall not be allowed to enter the examination hall, after 30 minutes of the commencement of the examination and not allowed to leave the examination hall, before 30 minutes to the closure of the examination.

2.7 A candidate shall have his/her student record book/student identity card/admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled, if he/she does not produce the student record book/student, identity card/admission card when requested to do so. The student's identity should be clearly visible during the time of the examination.

2.8 A candidate shall not have on his/her person, or in his/her clothing, or on the admission card, time-table, student record book/ student identity card, any notes, signs of formulae, etc. All unauthorized items which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/Invigilator.

2.9 No candidate shall copy or attempt to copy the scripts of another candidate. A candidate shall neither help another candidate, nor obtain help from another candidate or any other person.

2.10 If any candidate was found, by an examiner, to have copies from another candidate at the time of marking, he/she would be treated as having committed a punishable offence.

2.11 No candidate shall submit a practical book, or field book or dissertation/thesis, or project study or answer script, or assignment, which has been prepared wholly or partly by anyone other than the candidate himself/herself. This section, however does not apply to group projects of students.

2.12 A candidate shall be permitted to bring authorized materials only.

2.13 Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, precise paper etc.) shall be supplied in the Examination Hall, as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/Invigilator shall be used by a candidate. Log tables or any other material provided shall be used with care and left

behind on the desk. All material supplied, whether used or unused, other than the answer scripts, shall be left behind on the desk and not removed from the examination halls.

2.14 Every candidate shall enter his/her Index Number at the appropriate place on the answer book, and on every continuation sheet. He/she shall also enter all necessary particulars as indicated in the cover of the answer book. The supervisor/Invigilator has the authority to check the answer scripts of the candidate. A script that bears no Index Number, or an Index Number which cannot be identified, is liable to be rejected. No candidate shall write his name, or any other identifying mark, on the answer scripts.

2.15 All additional work such as rough work, calculation shall only be done on the additional scripts given by the supervisor, or invigilator, at the time of examination.

2.16 Any answer, or part of the answer which is not to be considered for the purpose of assessment, shall be neatly crossed out. If the same question has been attempted in more than one place, the answer or answers that are not to be considered shall be neatly crossed out.

2.17 Candidates found copying, communicating with another candidate, or using any unauthorized materials may be expelled from the examination hall. A written report on the incident will be submitted by the invigilator, through the Supervisor, to the Examination Offence Committee.

2.18 Candidates are under the authority of the Supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilators, during the examination and immediately before and after it.

2.19 Every candidate shall conduct himself/herself in the examination hall, and its precincts, so as not to cause disturbance or inconvenience to the Supervisor, or his/her staff, or to the other candidates. In entering and leaving the hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.

2.20 Candidate shall stop work promptly when ordered by the Supervisor/Invigilator to do so. If this instruction is not strictly followed, the Supervisor/Invigilator has the authority to make an endorsement to this effect on the answer scripts.

2.21 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/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated.

2.22 During the course of answering a question paper, no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the Supervisor/Invigilator shall grant him/her permission to do so, but the candidate shall be under his constant surveillance.

2.23 No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.

2.24 Any candidate receiving unauthorized assistance from any person, shall be deemed to have committed an examination offence. Supervisor/Invigilator may require any candidate to disclose any item in his/her possession.

2.25 If circumstances arise, which, in the opinion of the Supervisor, render the cancellation or postponement of the examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter, as soon as possible to the Dean of the relevant Faculty.

2.26 The Supervisor/Invigilator is empowered to request any candidate, to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make' such a statement or to sign it. If such a candidate refuses to make such a statement or refuse to sign it, the Supervisor/Invigilator shall make his/her own statement and report the matter to the Dean of the relevant Faculty.

2.27 No candidate shall contact any person other than the President, Dean, Head of the Department, the Registrar or the relevant Senior Assistant Registrar regarding any matter concerning the examination.

2.28 Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or, remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an Attendant, a minor employee or another candidate.

2.29 A candidate who has handed over his/her answer script shall under no circumstances be entitled to call it back.

2.30 Any candidate who wishes to leave the examination early, shall have their script collected by the invigilator before they leave their desk.

2.31 No candidate shall remove his/her, or any other candidate's answer script, from the examination hall.

2.32 Every candidate who registers for a course/course unit, shall be deemed to have sat the examination of that course/course unit, unless he/she withdraws from the course/course unit within the prescribed period of dropping course/course units. He/she should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination, a candidate shall inform of his/her inability to attend the examination, to the Dean of the Faculty within a week after the commencement of the examination. The medical certificate shall conform to the Senate regulations.

2.33 When a candidate is unable to be present for any part/section of an examination of a course/course unit, he/she shall notify or cause to be notified this fact, to the Dean of the Faculty and the relevant Senior Assistant Registrar immediately. This should be confirmed in writing, with supporting documents, by registered post within two weeks.

2.34 No candidate shall sit an examination of a course/course unit, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Dean of the relevant Faculty.

## **PART - II**

### **3.0 EXAMINATION OFFENCES AND PUNISHMENTS**

#### **3.1 Examination Offenses**

Examination Offenses are classified as follows:

1. Possession of unauthorized documents,
2. Copying,
3. Cheating,
4. Removal of stationery belonging to the campus out of the examination hall,
5. Disorderly conduct,
6. Impersonation,
7. Plagiarism,

8. Unauthorized assistance ie. getting to know the contents of question paper unlawfully or attempting to do so,
9. Aiding and abetting examination irregularities,
10. Using, or keeping possession of cellular phones, or any such communication devices, or unauthorized equipment' and any other Irregularities determined by the Campus Academic Syndicate,
11. Being guilty of the same offence a second time,
12. Influencing Supervisor, Invigilator, or examination hall staff, and not adhering to instructions unlawfully.

### **3.2 Examination Offences committed by the Candidates and Punishments**

3.2.1 Any candidate who violates Examination Rule 08 shall be deemed guilty of the offence of possession of unauthorized documents/items, and his/her candidature for the examinations of the Semester shall be cancelled ,and he/she shall be prohibited from sitting any examination of this University for a period varying from one -five semesters.

3.2.2 Any candidate who violates Examination Rules 09 or 10 shall be deemed guilty of the offence of copying and therefore his/her candidature shall be cancelled from the examinations of that semester, and he/she shall be prohibited from sitting any examination of this University for a period of five semesters.

3.2.3 Any candidate who violates Examination Rule 11 shall be deemed guilty of the offence of having cheated at the Examination and his/her candidature for the examinations of that semester shall be cancelled, and he/she shall be prohibited from sitting any examination of this University for a period varying from one- nine semesters..

3.2.4 Any candidate who is detected removing examination stationery, and other materials provided for the examination (Rule 13), shall be deemed guilty of an examination offence and his/her candidature for the examination of that semester shall be cancelled, and he/she shall be liable to be prohibited from sitting any examination of this University, for a period of three semesters.

3.2.5 Any candidate who violates any one or more of the rules in 12, 18, 29, 20, 21 and 22, shall be deemed guilty of the offence of disorderly conduct and his/her candidature shall be cancelled

from the examinations of that semester, and he/she shall be prohibited from sitting any examination of this University for a period of three semesters.

3.2.6 Any candidate who violates Examination Rules 23 shall be guilty of the offence of impersonation, and his/her candidature for the examinations of that semester shall be cancelled, and he/she shall be prohibited from sitting any examination of this University.

3.2.7 Impersonator/s may also be liable to any punishment under the Penal Code/Criminal Law. In the event of the impersonator is found to be the Graduate of this University, his/her degree shall be withdrawn.

3.2.8 Any candidate who violates Examination Rule 24 shall be guilty of an examination offence, and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this Campus for a period of one-five semesters.

3.2.9 Any candidate, found aiding and abetting in the commission of any of the above examination offences, shall be deemed to have committed that offence and shall be punished in respect of the offence in accordance with the provisions of the relevant section.

3.2.10 Any other offence which is not covered in this section, alleged to have been committed by a candidate and reported to the relevant authority by a Supervisor/ Examiner, shall be inquired into and appropriate action taken,

3.2.11 Students found guilty of offences shall not be eligible for Classes, Medals and Awards.

3.2.12 There shall be an **Examinations Disciplinary Committee** of not less than 03 members, of whom at least one member is from outside the Faculty, appointed for each case by the dean of the respective Faculty, to inquire into, or make recommendations (including punishments), on examination offences reported to it.

### **3.3 Procedure for Dealing with Examination Offenses committed by Candidates**

3.3.1 There shall be an **Examinations Disciplinary Committee**, of not less than 03 members, of whom at least one member is from outside the Faculty, appointed for each case by the dean of the respective Faculty, to inquire into, or make recommendations (including punishments), on examination offences reported to it.

3.3.2 In all cases of violation of examination rules detected by the Supervisor, he/she shall take action, as outlined in this section, and forward his/her report to the Registrar.

3.3.3 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 was 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 with the copy to the relevant Dean/Senior Assistant Registrar/Assistant Registrar, canceling his/her candidature from the examination.

3.3.4 In all other cases of examination offences detected, the Supervisor shall send a report to the relevant Dean, along with any materials taken into custody. Materials taken into custody shall be authenticated by placing the signatures of the candidate and the Supervisor/Invigilator, and the date, time and place of detection. The supervisor's report should be countersigned by one of the invigilators.

3.3.5 The Dean, after preliminary inquiry, shall place all reports of examination offences submitted by the Supervisors, for action of the relevant Examination Disciplinary Committee, for further action.

3.3.6 Supervisor, Examiner, Head of Department, or any other official of the Campus, who detects an examination offence, shall report the matter in writing to the Dean, who shall, after preliminary inquiry, submit his findings to the relevant Examination Disciplinary Committee for further action.

### **3.4 Final Decision**

The punishments recommended by the Examination Disciplinary Committee shall be submitted to the relevant Faculty Board for the decision, and shall be referred to the Senate for ratification.

## 4.0 APPEALS BOARD

There shall be **an Appeal Board**, consisting of three members, appointed by the President, to consider appeals regarding the decision referred to in Section 5.0 above. Any student on whom a punishment has been imposed may, within a period of 2 weeks from the date of communication to him/her of such punishment, appeal against such punishment to the President.

The Appeals Board shall have the power to review the decision referred in Section 5.0 above, regarding the punishment imposed, and may either affirm or vary, as deemed necessary, or set aside the decision regarding the punishment.

## 5.0 EXAMINATION OFFENCES COMMITTED BY THOSE OTHER THAN CANDIDATES

The following acts and /or actions shall be deemed to be examination offences.

### 5.1 Unauthorised communication

- 5.1.1 Divulging the contents of a confidential document or part there of;
- 5.1.2 Delivery or transmission of any answer script, mark sheet, mark book, or other documents relating to an examination to any unauthorized person, who is not a person to whom he/she is authorized to deliver or transmit such document;

### 5.2 Unauthorized divulging of marks

- 5.2.1 No person entrusted with filling up of mark sheets , mark books etc. should divulge any information to an unauthorized person

### 5.3 Dishonest marking

- 5.3.1 Marking an answer script by an unauthorized person;

### 5.4 Dishonest alteration

- 5.4.1 Interpolation or any other alteration in a mark book, mark sheet, or answer script done by an unauthorized person;

### **5.5 Dishonest disposal and disclosure of confidential/secret documents**

5.5.1 Fraudulent or dishonest taking away, or disposal of a confidential document, or part thereof, or making a copy of such confidential document or part thereof by any person involved in the examination process;

### **5.6 Theft or dishonest breaking of receptacle containing confidential documents**

5.6.1 Fraudulently or dishonestly breaking open or destroying of any sealed packet, safe, or any receptacle containing any confidential document;

### **5.7 Fraudulent inclusion of answer scripts**

5.7.1 Inclusion, insertion, or exchange of another script in place of a candidate's answer script;

### **5.8 Dishonesty by commission or omission**

5.8.1 Commission or omission of any other act relating to the conduct of an examination, which is deemed by the Examination Offences Committee to be of a fraudulent or dishonest nature;

### **5.9 Assistance to connivance**

5.9.1 Abetment, assistance, or connivance with another person, in the commission or omission of one or more of the above acts.

## **6. PROCEDURE FOR DISCIPLINARY ACTION**

6.1 Disciplinary action shall be taken against those, who are alleged to have committed one or more of the aforesaid acts or omissions as follows.

6.1.1 In case of employees of the Lyceum Campus, action shall be taken in accordance with the disciplinary procedures of the Campus, including the institution of criminal proceedings.

6.1.2 In the case of others who are not employees of the Campus, appropriate action may be taken by the President of the Campus in terms of the prevailing Laws.

## PART III

### 7. PROCEDURE FOR THE ACCEPTANCE OF MEDICAL CERTIFICATES BY STUDENTS FOR WORK AND EXAMINATIONS

7.1 Students are requested to support the absence from course work, or examination, due to illness by a valid medical certificate issued by a qualified medical practitioner. Such medical certificate should be obtained from the following persons:

- i. Specialist in the particular field registered with SLMC or GMC UK
- ii. Family Physician registered with SLMC with a license to practice

7.2 Students who fall ill during sessions or examination time should contact the Medical Officer of the Lyceum Campus.

7.3 If a student falls sick at home, or elsewhere during sessions, or examination time,, he/she or his/her guardian should inform the Dean of the respective Faculty within 7 days, by telegram/fax/e-mail, followed by a letter indicating the nature of the illness and the name of the attending doctor, etc. A medical certificate supporting the illness of the student also should be sent to the Dean.

7.4 Under exceptional circumstances, if a student was not able to meet the deadline mentioned above, he/she could send his/her appeal to the relevant Faculty Board.

*7.5 There shall be a Medical Board in the Lyceum Campus*

7.6 The Dean on the receipt of such medical certificate/s should follow the following procedure:

- a. Medical Certificates submitted by students to cover absence from course work, or examination, should be referred to the Medical Officer of the Lyceum Campus for his/her observations and recommendations.

- b. Lyceum Campus Medical Officer, in turn, examines the certificates and if he/she wishes, could summon the student for examination and, thereafter, send his/her observations and recommendations to the Dean.
- c. In cases where the Lyceum Campus Medical Officer wishes to convene a Medical Board, he/she may make arrangements to convene the Medical Board and refer the recommendations of the Board to the Dean.
- d. The Dean on the receipt of such recommendations should send it to the Faculty Board for ratification.

Category	Academic Operations
Type	By-law
Approved By	President
Effective Date	12/09/2022
Last Approved Revision	
Sponsor	Registrar
Responsible Officer	Deputy Registrar