



SLIIT Academy

## EXAMINATION RULES

1. All student should check the **eligibility lists** prior to the Examination date, please refer the below Link

*Eligibility Lists Link:* <https://sam.sliitacademy.lk/course/view.php?id=401>

2. It is compulsory for all the students to have a **valid semester registration**

(Regular or repeat/ pro-rata) to sit for the Mid Semester examination.

3. If your name is not in the examination eligibility list, you should present to the student affairs division **before 1 hour of the commencement of the examination. No emails with this regard will not be accommodated.**

4. Please note that **we will not accommodate** the requests **regarding registrations & Student IDs sent just before the examination.**

5. **Examination excuse form (Medical) is available on the Moodle , Please refer the below link**

**Medical Inquiry Link:** <https://sam.sliitacademy.lk/course/view.php?id=125>

Examination excuses will only be accepted via the excuse form.

**No emails or phone calls with this regard will be accommodated.**

6. All candidates should be present near the examination hall before 10 minutes of the Commencement of the examination.

7. **Student Identity Card, National Identity Card and Vaccination card to be produced at the 12th and 13th floor main entrance when entering the premises.**

Those who are unvaccinated due to personal or medical reasons MUST bring a negative PCR test result taken 72 hours within the examination time. This is to ensure everyone's health and safety.

8. Candidates should **enter the examination hall** only **after an announcement** is made by the supervisor / invigilator. After entering the examination hall candidates should occupy the allocated seats.

9. Each Candidate **should sign the admission form**, which **will be available at the main entrance 12<sup>th</sup> and 13<sup>th</sup> floor**. Candidates should produce student identity cards when requested for inspection by the supervisor / invigilator.

Examination halls will be closed sharp at the commencement of examinations. Late comers, if any, will be admitted after 10 minutes from the commencement time. Such students should remain outside the examination hall till the supervisors /invigilators call them in.

10. The Institute will **provide answer booklets** and the candidates should not bring any writing papers to the examination hall.

11. The candidates will be allowed to bring **only authorized items, as determined by the examiner** / supervisor for the respective examination. Candidates will not be allowed to bring written materials (unless specifically allowed for the examination), bags, or mobile phones into the examination hall.

12. Candidates **will not be allowed to enter** the examination hall **after 30 minutes** from the commencement of the examination. However, a candidate may be permitted provisional entry, on account of an unforeseen event at the sole discretion of the supervisor. Such a candidate shall make a written signed statement on the unforeseen event, immediately on completion of the examination and submit it to the supervisor, who shall forward the same to Assistant Manager/Academic Affairs. Assistant Manager/ Academic Affairs shall report the incident to the Academic Committee for the determination of the validity of such candidacy.

13. The candidates should not commence answering until the announcement is made by the supervisor / invigilator.

14. The candidates should write their registration numbers in the space provided on the first page of the answer booklet.

15. No candidate will be permitted to leave the examination hall during the last 30 minutes of the examination.

16. If any clarification / information is required, a candidate should raise hand and remain seated, until the matter is attended to by the supervisor / invigilator.

17. When the announcement is made by the supervisor / invigilator to stop answering, candidates should comply and remain seated till the answer booklets are collected by the invigilators. Candidates should return their question papers together with the answer booklets.

18. Candidates will not be allowed to speak or to communicate in any manner with the other candidates while the examination is in progress.

19. If a candidate is suspected of any examination offence, he /she will be required to give a **written statement to the Supervisor / Invigilator at the end of the examination**. No candidate shall refuse to complete and sign such a statement or obstruct the recording of the detection in an appropriate manner as decided by the supervisor. The candidate shall hand over to the supervisor, any unauthorized material detected with him duly signed.

20. **Examination offences** committed by candidates are considered **very serious offences** and will lead to appropriate punishments.

Examination offences and the punishments:

Examination Offences

- (a) Possessing unauthorized items within the examination hall.
- (b) Copying
- (c) Misbehavior within the examination hall
- (d) Removing stationery belonging to the Institute.
- (e) Impersonation
- (f) Any other act considered to be an examination offence, by the supervisor.

Investigations into examination offences

On receipt of a complaint of an examination offence from the supervisors, a committee shall be appointed to investigate the offence. The findings of the committee shall be referred to the Academic Committee for consideration. The Academic Committee shall recommend one or more of the punishments listed below. Once a candidate is found guilty of an examination offence/s and a punishment is imposed, no appeals will be entertained.

Punishments for the above-mentioned offences [(a) to (f)]

- (a) Cancellation of the candidature of the particular examination.
- (b) Suspension from the examination and from the Institute for two years.
- (c) Suspension for two semesters.
- (d) Suspension for one semester.
- (e) Cancellation of registration and expulsion from the Institute.
- (f) Any punishment deemed necessary.

Further, a candidate found guilty of committing an examination offence at a Regular or Repeat Semester Examination will be permitted to sit the respective paper for the next time (if the next sitting has not been suspended by the punishment), only at the next Regular Examination.

***Student Affairs Division***