



## **National Institute of Social Development**

### **By-law on Examination Rules and Regulations, Irregularities, and Punishments**

**By Law Title:** By-law on Examination Rules and Regulations, Irregularities, and Punishments

**By Law Number:** 05

**Functional Area:** All Academic Staff, Non-academic staff and Students

**Effective Date:** 11.07.2024

**Approving Authority:** The Governing Council

#### **5.1. Rationale & Purpose:**

The National Institute of Social Development was established by an Act of Parliament, namely, the National Institute of Social Development Act No. 41 of 1992. According to the provisions outlined in Section 10 of this Act, the authority over examinations and all related matters falls under the jurisdiction of the Academic Affairs Board. This framework ensures the proper administration and governance of examinations conducted by the Institute. In compliance with the regulatory framework governing academic affairs, the Examination Rules and Regulations, Irregularities, and Punishments of the National Institute of Social Development are outlined herein.

Examination criteria, rules and regulations, examination irregularities, punishments applicable to candidates sitting first degrees, postgraduate degrees and external degrees are conducted by the institute.

These examinations consist of annual/semester/term tests/practicum and mid-semester, continuous assessments, practical tests and research thesis.

#### **5.2. Criteria on the conduct of examinations**

- 5.2.1. All examination candidates should be present near the examination hall 15 minutes before the commencement of examinations and should enter the examination hall only after the announcement made by the supervisors.

- 5.2.2. After entering the examination hall, candidates should occupy the seats allocated to them.
- 5.2.3. Candidates are permitted to bring only the permitted items such as pens, pencils, erasers, rulers, and geometrical instruments to the examination hall. It is the responsibility of the candidates to ensure that no written or printed material is brought into the examination hall for their personal use or the use of others. Such material should not be used or kept in their possession. It is the responsibility of every examination candidate to ensure that no attempt is made in whatever form to engage in examination irregularity.
- 5.2.4. It is strictly prohibited to bring mobile telephones or devices capable of storing data into the examination hall or use any such equipment in the examination hall.
- 5.2.5. No candidate will be admitted to the examination hall after 30 minutes from the commencement of the examination. No candidate will be allowed to leave the examination hall till the examination is over. No attempt should be made either to enter the examination hall or leave the examination hall without permission.
- 5.2.6. All examination candidates should bring their examination admission card, student record book and the institute identity card into the examination hall. The student record book and the identity card should carry the photograph of the student and should be duly signed by the Registrar of the institute or by an officer authorized by the Registrar. If there is a discrepancy in the examination admission card, the student record book and identity card, it should be certified by the Registrar. In the absence of such a certificate, the National Identity card or a letter from the Lecturer in charge of the subject in case of an internal student, and in the case of an external candidate, a letter from the Senior Assistant Register/External Examinations certifying the studentship should be produced.
- 5.2.7. Examination candidates are required to produce any document in their possession when called for by the supervisor/invigilator.
- 5.2.8. Candidate will not be allowed to speak or to communicate with other candidates or borrow any article from other candidates or try to copy from other candidates. If any assistance is required, it should be indicated to the supervisor/invigilator by raising the hand.

- 5.2.9. Candidates should use only the answer books and continuation sheets duly signed and dated by the supervisors/invigilators to answer the question papers.
- 5.2.10. All stationery such as date stamped answer books, drawing papers and graph papers will be issued to the candidates. Any such item issued to candidates should not be destroyed in any manner. Only the stationery items supplied by the supervisor/invigilator should be used by the candidates. Statistical tables and other items used should be left on the candidates table after use. No item whatsoever should be removed out of the examination hall under any circumstances.
- 5.2.11. Before commencement of answering, candidates should indicate their Index Number with the code and write the name of the examination in the proper place. All papers used should carry the Index Number. No candidate should indicate his/her name or any other identification mark on the answer script.
- 5.2.12. All sheets of papers used for rough work should be attached to the answer sheets. All sections not relevant should be clearly struck off. Rough work should not be done on the admission card, time table or the question paper.
- 5.2.13. All examination candidates should behave properly within the examination hall so as not to disturb supervisors / invigilators, hall attendants and other candidates. Silence should be observed within the examination hall and the surroundings.
- 5.2.14. No candidate should produce an extract or in full, some other person's work without Stating so, other than his, in a sessional paper, assignment, reference, research paper practical or field book or thesis which amounts to the theft of intellectual property.
- 5.2.15. No candidate should allow any other person to appear on his/her behalf for an examination and should not appear on behalf of any other.
- 5.2.16. Supervisors and invigilators are authorized to obtain declarations from examination candidates regarding any incident occurring within the examination hall.
- 5.2.17. Every candidate should personally hand over his/her answer script to the supervisors/ Invigilators. Candidates should remain in their seats till all the answer sheets are collected and an announcements is made by the supervisor. Answer sheets should not be handed over to hall attendants or any other person under any circumstance. Once handed over to the supervisor / invigilator, no answer sheets will be given back to the candidates and candidates should not ask for same.

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

### **5.3. Examination Irregularities**

5.3.1. Keeping unauthorized documents in possession.

5.3.2. Keeping in possession mobile telephones or devices capable of storing data without permission.

5.3.3. Removing examination stationery out of the examination hall.

5.3.4. Copying or attempting to copy in any manner.

5.3.5. Keeping in possession or attempting to use examination stationery removed in the past.

5.3.6. Keeping notes on body or clothes.

5.3.7. Theft of intellectual property such as reproducing others work without stating so or using information obtained from the internet.

5.3.8. To find out the contents of a question paper or answer sheet unlawfully or attempting to do so.

5.3.9. Entering the examination hall without permission.

5.3.10. Leaving the examination hall without permission or attempting to do so or helping such acts.

5.3.11. Attempting or assisting to tear any paper/answer book or destroying such items.

5.3.12. Disturbing the smooth functioning and peaceful atmosphere of the examination hall.

5.3.13. Behaving in a manner harmful to the self-respect of and causing mental stress of the Supervisors /invigilators/hall attendants.

5.3.14. Planning and attempting to harm mentally or physically the supervisors/ invigilators/hall attendants.

5.3.15. Trying to get another person to appear at the examination or trying to use the index number of another candidate at the examination.

5.3.16. Impersonation.

5.3.17. Other examination irregularities determined by the Senate.

5.3.18. Irregularities found by the marking examiner.

5.3.19. Aiding and abetting examination irregularities.

#### **5.4. Punishments**

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

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

5.4.3. Not inviting for the convocation / award ceremony.

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

5.4.5. Not to award classes / merit passes.

5.4.6. Suspension of studentship by one year.

5.4.7. Suspension of studentship by two years or three years.

5.4.8. Suspension of studentship by four years or five years.

5.4.9. Cancellation of studentship.

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

5.4.11. Not recruiting to the staff of the institute academic / non-academic (temporary / permanent).

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

<b>Examination irregularities</b>	<b>Punishments</b>
5.3.1. Keeping possession of unauthorized documents	<ul style="list-style-type: none"><li>• Delaying the Release of final result by one academic year.</li><li>• Not to invite for the convocation/award ceremony.</li><li>• Cancellation of results of the particular course unit and the adjustment of</li></ul>

	<p>maximum marks that can be obtained in a re-sitting to the marks equivalent to an Ordinary pass. (5.4.2, 5.4.3 and 5.4.4)</p>
<p>5.3.2. Keeping in possession mobile phones or devices that could store data,</p>	<ul style="list-style-type: none"> <li>• Delaying the Release of final by one academic year.</li> <li>• Not to invite for the convocation/award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. (5.4.2, 5.4.3 and 5.4.4)</li> </ul>
<p>5.3.3. Removing examination stationery from the examination hall.</p>	<ul style="list-style-type: none"> <li>• Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of an ordinary pass mark. (5.4.2)</li> </ul>
<p>5.3.4. Copying or attempting to copy in any manner</p>	<ul style="list-style-type: none"> <li>• Delaying the Release of final by one academic year.</li> <li>• Not to invite for the convocation/award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. (5.4.2, 5.4.3 and 5.4.4)</li> </ul>
<p>5.3.5. Keeping in possession stationery of the institute removed earlier and attempting to use such stationery in the examination hall.</p>	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academics year</li> <li>• Not to invite for the convocation/award Ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a</li> </ul>

	<p>re-sitting to the marks equivalent to an Ordinary pass. (5.4.2, 5.4.3 and 5.4.4)</p>
5.3.6. Keeping notes on body or clothes	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academic year</li> <li>• Not to invite for the convocation/award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. (5.4.2, 5.4.3 and 5.4.4)</li> </ul>
5.3.7. (i) Reproducing an extract or in full some other person's work without stating so, in a field record book, research paper, thesis or any other book which amounts to the theft of intellectual property	<ul style="list-style-type: none"> <li>• Not to award classes/merit passes.</li> <li>• Suspend the studentship by one year.</li> <li>• Not to recruit to the staff of institute, Academic or Non Academic (temporary/permanent) (5.4.5, 5.4.6. and 5.4.11)</li> </ul>
(ii) Submitting a sessional paper, reference research paper, practical or field book or degree thesis in part or in full from another person's work or internet without stating so, which amounts to theft of intellectual property.	<ul style="list-style-type: none"> <li>• Cancellation of studentship.</li> <li>• Not to recruit to the staff of the institute, Academic or Non Academic. (temporary/permanent) (5.4.9. and 5.4.11 )</li> </ul>
5.3.8. To find out the contents of a question paper or answer sheet unlawfully or attempting to do so	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academic year</li> <li>• Not to invite for the convocation/ award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.</li> </ul>

	<ul style="list-style-type: none"> <li>• Not to award classes /merit passes.</li> <li>• Not to recruit to the staff of the institute, Academic or Non Academic. (temporary / permanent) (5.4.2, 5.4.3, 5.4.4, 5.4.5 and 5.4.11)</li> </ul>
5.3.9. Entering the examination hall without permission	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academic year</li> <li>• Not to invite for the convocation/ award ceremony. (5.4.2 and 5.4.3)</li> </ul>
5.3.10. Leaving in the examination hall without permission or attempting to do so.	<ul style="list-style-type: none"> <li>• Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of an ordinary pass mark. (5.4.1)</li> </ul>
5.3.11 Destroying a paper or answer book or attempting to do so	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academic year</li> <li>• Not to invite for the convocation / award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.</li> <li>• Not to award classes /merit passes.</li> <li>• Suspension of studentship by one year.</li> <li>• Not to recruit to the staff of the institute, academic or Non Academic (temporary/ permanent). (5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.6 and 5.4.11)</li> </ul>
5.3.12 Behaving in a manner that will disturb the silence and smooth functioning of the examination hall.	<ul style="list-style-type: none"> <li>• Cancellation of the answer script and limiting the marks of the repeat examination to that of an ordinary pass mark.</li> </ul>



	<ul style="list-style-type: none"> <li>• Not to invite for the convocation / award Ceremony. (5.4.1 and 5.4.3)</li> </ul>
5.3.13 Behaving in a manner that will affect the respect or cause mental stress of supervisors, invigilators or hall attendants.	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academic year</li> <li>• Not to invite for the convocation/ award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.</li> <li>• Not to award classes./Merit Passes</li> <li>• Suspend the studentship by two or three years.</li> <li>• Nott recruit to the staff of the institute, Academic or Nonacademic (5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.7 and 5.4.11)</li> </ul>
5.3.14 Planning or attempting to cause bodily or mental harm to supervisors, invigilators or hall attendants.	<ul style="list-style-type: none"> <li>• Cancellation of the studentship.</li> <li>• Not to recruit to the staff of the institute, A academic or Nonacademic (temporary /permanent) (5.4.9 and 5.4.11)</li> </ul>
5.3.15 (i) Using another candidate's Index Number or attempting to do so.	<ul style="list-style-type: none"> <li>• Delaying the Release of final result by one academic year</li> <li>• Not to invite for the convocation / award ceremony.</li> <li>• Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass</li> <li>• Not to award classes.</li> <li>• Suspension of studentship by four or five years.</li> <li>• Not to recruit to the staff of the institute,</li> </ul>

	<p>Academic or Non Academic (temporary / permanent).</p> <p>(5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.8 and 5.4.11)</p>
(ii) To allow another to appear on his/her behalf	<ul style="list-style-type: none"> <li>• Cancellation of the studentship.</li> <li>• Not to recruit to the staff of the institute,</li> <li>• A academic or Nonacademic (temporary /permanent)</li> </ul> <p>(5.4.9 and 5.4.11)</p>
5.3.16 Impersonation	<p>If a student,</p> <ul style="list-style-type: none"> <li>• Cancellation of the studentship.</li> <li>• Not to recruit to the staff of the institute, Academic or Nonacademic (temporary /permanent)</li> </ul> <p>(5.4.9 and 5.4.11)</p> <p>If not a student,</p> <p>To Institute legal action against him/her according to the laws of the land.</p> <ul style="list-style-type: none"> <li>• Not to recruit to the staff of the institute, Academic or Nonacademic (temporary /permanent) (5.4.10 and 5.4.11)</li> </ul>
5.3.17 Any other examination irregularity determined by the Senate.	<ul style="list-style-type: none"> <li>• Punishments determined by the Senate</li> </ul>
5.3.18 Irregularities reported by the marking examiner and approved by the Senate	<ul style="list-style-type: none"> <li>• Punishments determined by the Senate depending on the irregularity.</li> </ul>
5.3.19 Aiding and abetting to commit examination irregularities.	<ul style="list-style-type: none"> <li>• All punishments given for aiding and abetting examination irregularities.</li> </ul>