

## **Examination Rules and Regulation**

### **Institute of Engineering Technology, Katunayake.**

1. Candidate should produce his / her IET Identity Card (or Record Book) and Examination Admission at the examination hall.
2. All candidates must be present proximity of the examination hall at least ten minutes before the commencement of each paper and shall enter the examination hall only when they are requested to do so by the Examination Supervisor.
3. On admission to the examination hall, the candidates shall occupy the seats allocated to them.
4. Candidates who are late more than 30 minutes will not be allowed to sit for the particular subject / paper.
5. Candidates will not be allowed to leave the examination hall until 1 hour has elapsed from the commencement of the paper. Any candidates wishing to leave the examination hall after the expiry of the initial 1 hour shall obtain permission to do so from the supervisor.
6. Candidates are not allowed to bring into the examination hall any unauthorized materials or information in any form.
7. Candidates coming into the examination hall should be ready with stationary items such as pencils, pens, drawing instruments and calculators (non programmable). Answer books and necessary papers will be supplied 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 / invigilators shall be used by candidates. Log tables or any other materials provided shall be used with care and left behind on the desk. All material supplied, whether used or unused, shall be left behind on the desk and not removed from examination halls.
8. No candidate can either lend or borrow any material from any other candidate or attempt to communicate in any manner with any candidate or copy from the script of any other candidate. No candidate shall attempt to obtain help from any other person. No candidate shall attempt to help any candidate or conduct himself/herself negligently so that any candidate has the opportunity of copying.
9. Candidates shall write only on the writing papers / answer books issued during the current paper on that particular date and session.
10. Every candidates shall enter his / her index number on the answer book and every continuation sheet. No candidate shall write his/her name or any identification mark on the answer script. Any candidates who inserts on his / her script an Index Number other than his / her own is liable to be regarded as having attempted to cheat.
11. All rough work shall be done only on papers supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on admission card, question papers, record book or on any other paper. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with intension of copying.
12. 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 staff or to 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.

13. No candidate shall submit the practical or field book or dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidates himself / herself.
14. No person shall impersonate a candidate at the examination nor shall any candidate allow himself/herself to be so impersonated by another person.
15. 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 statement shall be signed by the candidate and handed over to the Supervisor before leaving the examination hall. No candidate shall refuse to make such statement or to sign it.

#### **Examination Malpractices / Offences**

- Possession of unauthorized materials
- Disorderly conduct of grave nature
- Copying
- Attempting to obtain improper assistance or cheating
- Impersonation
- Aiding and abetting in the commission of these offences
- Removal of examination stationary