

19. RULES FOR PGIM EXAMINATIONS

- 19.1 Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencements of each paper, but shall not enter the hall until they are requested to do so by the Supervisor/Invigilator.
- 19.2 On admission to the hall a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the Supervisor/Invigilator.
- 19.3 No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half-an-hour from the commencement of the examination, nor shall a candidate be allowed to leave the hall until half-an-hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper.
- 19.4 A candidate shall have his Student Identity Card/National Identity Card/other valid identity card and the Admission Card with him in the examination hall on every occasion he presents himself for a paper. His candidature is liable to be cancelled if he does not produce any one of these documents. If he fails to bring any one of these documents on any occasion, he shall, sign a declaration in respect of the paper for which he had not produced the document, and produce the same on the next occasion when he appears for the examination. If it is the last paper or the only paper he is sitting, he shall produce the Identity document to the Senior Assistant Registrar/Examinations on the following day.
- 19.5 No candidate shall in his person or clothes, or on the admission card, time table or identity, document any notes, signs or formula etc. No candidate shall have in his person or with him or anywhere near him any other material whatsoever. Books, Notes, Parcels, Hand bags, electronic communication equipment including any smart devices, such as, cellular phones etc. which a candidate has brought with him should be placed at a place indicated by the Supervisor or the Invigilator.
- 19.6 If the Supervisor so requires every candidate shall declare everything he has in his person.
- 19.7 No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate, nor shall any candidate either help another candidate or obtain help from another candidate or person whomsoever. Nor shall any candidate conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him or to watch any practical examination conducted by him. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.
- 19.8 No candidate shall submit a practical or field book or dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself.
- 19.9 Candidate shall bring their own pens, ink, mathematical instruments, erasers, pencils, or any other equipment or stationary which the candidates have been instructed to bring.
- 19.10 Examination stationery (i.e. writing paper, graph paper etc.) 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 other papers shall be used by candidates. Log tables or any other material provided by the Institute shall be used with care and left behind on the desk, such material remains the Institute property. Any material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.
- 19.11 Every candidate shall enter his Index Number on the answer book and on every continuation book. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his script an Index Number other than his own is liable to be considered as having

attempted to cheat. 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 script.

- 19.12 All calculations and rough work shall be done only on paper supplied for the Examination and shall be cancelled and attached to the answer script. Such work should not be done on admission card, time table, question paper, Identity Card or on any other paper. Any candidate who disregards these instructions will be considered as having written notes or answers with the intention of copying.
- 19.13 Any answer or part of an 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 counted shall be neatly crossed out.
- 19.14 Candidates are under the authority of the supervisor and shall assist him by carrying out his instructions and those of his invigilators, during the examination and immediately before and after it.
- 19.15 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 to other candidates. In entering and leaving the hall, he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct. Candidates shall stop work promptly when ordered by the Supervisor/Invigilator to do so.
- 19.16 Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or have any dealings with any person other than the Supervisor/Invigilator. In case of urgent necessity the candidate may communicate with Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by raising his hand from where he is seated.
- 19.17 During the course of answering a paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the Supervisor/Invigilator will grant permission to do so but the candidate will be under his surveillance.
- 19.18 No person shall impersonate a candidate whether in the examination hall or before or after the examination, nor shall any candidate allow himself to be impersonated by another person.
- 19.19 No candidate shall obtain or attempt to obtain prior knowledge of questions.
- 19.20 Serious notice will be taken of any dishonest assistance given to a candidate, by any person.
- 19.21 If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Director/Senior Assistant Registrar/Examinations.
- 19.22 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. No candidate shall refuse to make such a statement or to sign it.
- 19.23 Every candidate shall handover the answer script personally to the Supervisor/Invigilator or remain in his seat until it is collected. On no account shall a candidate handover his answer script to the attendant, a minor employee or other candidate.
- 19.24 Every candidate who registers for an examination shall be deemed to have sat the examination unless he withdraws from the examination within the specified period or submits a medical certificate prior to the commencement of the examination. The medical Certificate shall be from a Specialist. Such Medical Certificate will require the acceptance by the Board of

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Study. The candidate may have to appear before a "Medical Board" appointed by the PGIM, if the necessity arises.

- 19.25 When a candidate is unable to present himself for any part/section of an examination, he shall notify or cause to be notified this fact to the Director immediately. This should be confirmed in writing with supporting documents within 48 hours by Registered Post.
- 19.26 No student shall sit for an examination, if he has exhausted the number of attempts that he is allowed to sit that particular examination.
- 19.27 The results of an examination announced by the Institute and confirmed by the Board of Management and the Senate of University of Colombo will be final and no complaints or representations will be entertained regarding the results.