



**CEYLON MEDICAL COLLEGE COUNCIL (CMCC)
SRI LANKA**

PART I

EXAMINATION PROCEDURE

1. Candidates are required to be at the Examination Hall at least 15 minutes before the start of each paper, but shall not enter the hall until they are requested to do so by the Supervisor.
2. No candidate shall be admitted to the Examination Hall for any reason whatsoever after half-an-hour from the commencement of the examination. A candidate shall not 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.
3. On admission to the hall a candidate shall occupy the seat allotted to him/her and shall not change it except on instructions of the Supervisor.
4. A candidate shall have his/her ID (National ID Card or Passport) and the Signature Form duly signed and attested 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 ID card, when requested to do so. If a candidate has failed to bring his/her ID card on any occasion, he/she shall sign a declaration in respect of the paper for which he/she had not produced the ID card in the form provided for it and produce the ID card to the CMCC authorities at the earliest available opportunity.
5. Signature Form signed in the presence of the Supervisor/Invigilator shall be handed over to the Supervisor/Invigilator on each occasion when a candidate sits a paper.
6. Candidates shall bring their own pens, ink, pencils, Tipp-ex or any other equipment or stationery, which they have been instructed to bring.
7. Examination stationery will be supplied. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. A candidate shall use no papers other than those supplied to him/her by the Supervisor/Invigilator. All materials supplied whether used or unused, shall be left behind on the desk and not removed from the examination halls.
8. No candidate shall have on his/her person or in his/her clothes or on the Signature Form, ID card or any other object he/she is permitted to bring into the Examination Hall, any notes, signs, and formulae or any other unauthorized material. Books, notes, parcels, handbags etc. that a candidate has brought should be kept at a place indicated by the Supervisor/Invigilator.
9. **Candidates are required to answer five structured essay questions (SEQ's) in the space provided in the question paper. A sample MCQ answer sheet is also enclosed for your information.**
10. Every candidate shall enter his/her Index Number at the appropriate place on the answer sheet/book. He/She shall also enter all necessary particulars as indicated in the instructions. A candidate who inserts on his/her answer sheet/book an Index Number other than his/her own is liable to be considered as having attempted to cheat. The Supervisor/Invigilator has the authority to check the answer sheet/book of the candidate. An answer sheet/book that bears no Index Number or an Index Number, which cannot be identified, is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer sheet/book.

11. 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.
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. 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 candidate shall draw the attention of the Supervisor/Invigilator by raising his/her hand from where he/she is seated.
14. After the examination has commenced 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 will be under his/her constant surveillance.
15. The candidate shall stop work promptly when ordered by the Supervisor/Invigilator to do so. If this instruction is not followed the Supervisor/Invigilator has the authority to make an endorsement to this effect on the answer sheet/book.
16. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and returned to the Supervisor/Invigilator. Such work should not be done on Signature Form, question papers, ID cards or any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answers with the intention of copying.
17. 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.
18. Every candidate shall hand over the answer sheet/book 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 sheet/book to an attendant, a minor employee or another candidate.
19. A candidate who has handed over his/her answer sheet/book shall under no circumstances be entitled to call it back.
20. No candidate shall remove his/her or any other candidate's answer sheet/book from the Examination Hall.
21. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the answer sheet/book of any other candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him/her. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.
22. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
23. 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 answer sheets/books already written

and then report the matter as soon as possible to the Assistant Registrar/CMCC.

24. 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 the candidate shall sign such statement. No candidate shall refuse to make such a statement or to sign it.
25. Every candidate who registers for an examination shall be deemed to have sat the examination unless:
 - a. He/She is permitted by the Council for valid reason to withdraw from such examination on a ground acceptable to the Council within the specified period.

OR

 - b. He/She submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the Registered Medical Officer. If this is not possible the medical certificate shall be from a Registered Medical Practitioner and submitted to the Assistant Registrar at the earliest possible time, so that it can be endorsed by the Council, but in any case **not later than one week from the first day of the examination.** (Please indicate the Examination and index Number in your medical certificate)

PART II

EXAMINATION OFFENCES AND PUNISHMENTS

26. Any candidate who violates any of the requirements or conditions stipulated in part I shall have committed an examination offence.
27. Examination offences maybe classified as follows:
 - a. Name written on Answer Script.
 - b. Possession of Bag etc. on or near desk.
 - c. Disruption of Examination (Misconduct).
 - d. Not carrying out the instructions of the Supervisor at the Examination Hall.
 - e. Use and possession of mobile telephones at the Examination Hall.
 - f. Possession of unauthorized material
 1. Relevant material on Council Stationary and/or notes on the desk or in containers on the desk or found copying from this material.
 2. Relevant material on non-Council stationery and/or notes on the desk or in containers on the desk or found copying from this material.
 3. Notes found in containers, bags etc. beside/near desk relevant to examination paper.
 4. Subject-based notes but not relevant to specific examination paper found on or beside the desk.
 5. Possession of unauthorized formulas etc. which are relevant.
 6. Possession of unauthorized formulae etc. which are not relevant.
 - g. Copying at Examination (not covered by any of those above).
 - h. Impersonation.
 - i. Aiding & abetting.
28. There shall be an Examination disciplinary committee to inquire into and make recommendations (including punishments) regarding examination offences referred to it. The punishments recommended by the

Examinations disciplinary committee shall be submitted to the Council for decision.

29. In all cases of commission of examination offences detected, the Supervisor shall take action as outlined below and forward his report to the Registrar/CMCC.
30. Prior knowledge of a question paper, or part thereof, shall constitute an examination offence.
31. Where a student has been in possession of unauthorized material at an examination hall, he shall be presumed to have made use of such material until the contrary is proved by him.
32. In cases of disorderly conduct, the Supervisor shall in the first instance warn the candidate to be of good behavior, where the candidate persists in unruly or disorderly conduct, the Supervisor may exclude the candidate from the examination hall and issue him/her a letter cancelling his/her candidature from the examination. Where a candidate's offence is only disobedience the Supervisor shall warn the candidate and forward a report to the Assistant Registrar/CMCC.
33. In all other cases of examination offences detected, the Supervisor shall on the detection of the offence take possession of unauthorized documents if any, obtain a statement from the candidate and write his report on the matter on the form provided for this purpose.
34. The Registrar/CMCC shall place all reports of examination offences submitted by Supervisors for the consideration of the Council.
35. A candidate who is found guilty of an examination offence is liable to any one or more of the following punishments.
 - a. Removal of his/her name from the pass list.
 - b. Cancellation of his/her candidature from whole, or
 - c. Suspension from any examination for such period as the Council may decide or indefinitely.