

# Annexures

The set of forms that should be made available in the  
Supervisor's file

(These annexures are identified in detailed guidelines in relation to  
Phase II of the examination procedures  
of the University of Peradeniya)

**Annexure 1: Contact Persons**

*(To be completed by the SAR/AR and be made available in the Supervisor's file)*

**Specimen**



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Examination name:** .....

**Date:** .....

**Time:** .....

**Venue:** .....

**Supervisor:** .....

**Contact Persons**

	Name	Position	Contact Number
1.		Dean	
2.		SAR/AR	
3.		Examination unit	
4.		Course Coordinator	
5.		Semester Coordinator	
6.		External examiner	
7.		Secretary Exam Unit	
8.		Invigilators 1	
9.		Invigilators 2	
10.		Invigilators 3	
11.		Invigilators 4	
12.		Invigilators 5	
13.		Hall attendant	
14.		Hall attendant	
15.		Hall attendant	
16.		Hall attendant	
17.		Hall attendant	
18.	Etc.		

**Annexure 2: Schedule/Timetable of the Examination**  
(To be completed by the SAR/AR and be made available in the Supervisor's file)

**Specimen** (or in an appropriate style with a proper header)



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Study Program:** ..... **Semester**.....

Date	Time	Course Code	Course Name	Examination	Venue

**Admission Card**

Mr/Ms .....

Index number: .....

is admitted to examinations of Courses

.....  
.....(course codes to be mentioned)

as per the above schedule.

Specimen signature of the candidate:

.....  
SAR/AR  
Faculty  
University of Peradeniya  
Date:.....

**Annexure 3: List of index /registration numbers of candidates eligible to sit the examination with the attendance collection sheet**

*(To be completed by the SAR/AR and be made available in the Supervisor's file)*

**Specimen**



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Examination name:** .....

**Course name & Code:** .....

**Date:** .....

**Time:** .....

**Venue:** .....

**Supervisor:** .....

**List of index /registration numbers of candidates eligible to sit the examination of the course with the attendance collection sheet**

Candidates are requested to sign their names against their respective registration/index numbers

	<b>Reg. No</b>	<b>Signature</b>		<b>Reg. No</b>	<b>Signature</b>
1			21		
2			22		
3			23		
					<i>Cont...</i>

.....  
SAR/AR  
Faculty  
University of Peradeniya  
Date:.....

**Annexure 4: List of authorized materials to the Examination Hall**

*(To be completed by the SAR/AR and be made available in the Supervisor's file)*

**Specimen**



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Examination name:** .....

**Course name & Code:** .....

**Date:** .....

**Time:** .....

**Venue:** .....

**Supervisor:** .....

***List of authorized materials to the examination hall by candidates***

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

.....  
SAR/AR  
Faculty  
University of Peradeniya  
Date:.....

**Annexure 5: Change of position of candidates in the Examination Hall**  
(To be completed by the Supervisor and be handed over to the SAR/AR)

**Specimen**



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Examination name:** .....

**Course name & Code:** .....

**Date:** .....

**Time:** .....

**Venue:** .....

**Supervisor:** .....

***Change of position of candidates in the Examination Hall***

Candidate's admission number: .....

Original location (to be identified with line and row; left most line to be the line 1):

.....

New location: .....

Reason:.....

.....

.....

.....(Signature of the Supervisor)

**Annexure 6: Allowing a candidate in a different Examination Center**  
(To be completed by the Supervisor and be handed over to the SAR/AR)

**Specimen**



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Examination name:** .....

**Course name & Code:** .....

**Date:** .....

**Time:** .....

**Venue:** .....

**Supervisor:** .....

***Allowing a candidate in a different Examination Center***

Candidate's admission number: .....

Reason:  
.....  
.....  
.....

.....(Signature of the Supervisor)

**Annexure 7: Change/delay in Examination Commencement Time**

*(To be completed by the Supervisor and be handed over to the SAR/AR)*

**Specimen**



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Examination name:** .....

**Course name & Code:** .....

**Date:** .....

**Time:** .....

**Venue:** .....

**Supervisor:** .....

***Change/delay in Examination Commencement Time***

Scheduled time: .....

Started time: .....

Reason:

.....  
.....  
.....

.....(Signature of the Supervisor)



**Annexure 8: Attendance sheet**

(To be completed by the Supervisor and handed over to SAR/AR)

**Specimen**



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Examination name:** .....

**Course name & Code:** .....

**Date:** .....

**Time:** .....

**Venue:** .....

**Supervisor:** .....

**Attendance of candidates in the examination of the course with the attendance collection sheet**

	<b>Reg. No</b>	<b>Absent (Ab)/ Present (√)</b>		<b>Reg. No</b>	<b>Absent (Ab)/ Present (√)</b>
1			21		
2			22		
3			23		
					<i>Cont...</i>

.....

Supervisor

Date:.....

**Annexure 9: Allowing a Candidate whose Index Number is not in the list (Annexure 03)**  
(To be completed by the Supervisor and handed over to SAR/AR)

**Specimen**



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Examination name:** .....

**Course name & Code:** .....

**Date:** .....

**Time:** .....

**Venue:** .....

**Supervisor:** .....

***Allowing a Candidate whose Index Number is not in the list (Annexure 03)***

**Candidate's Index Number:** .....

**Reason:**  
.....  
.....  
.....

.....(Signature of the Supervisor)

**Annexure 10: Declaration to be signed in the absence of documents of identification**  
(To be completed by the Candidate and the Supervisor and handed over to SAR/AR)

**Specimen**



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Examination name:** .....

**Course name & Code:** .....

**Date:** .....

**Time:** .....

**Venue:** .....

**Supervisor:** .....

**Failure to Produce Identification or Evidence of Candidature at the Examination**

I hereby declare that I have not produced the Student record book/student identity card/admission card or any valid identification to prove my identity and/or candidature in the following exam.

.....  
I waive my candidature of the above exam unless I prove my identity within the next three working days to the Supervisor of this examination and obtain his certification.

.....

Name of Candidate: .....

Registration Number: .....

Signature of candidate

.....  
Signature of Supervisor

.....  
The above student has proved his candidature of the above exam to me by producing the necessary documents within three working days of the aforementioned examination.

.....  
Date

.....  
Signature of Supervisor

**Annexure 11: Declaration to be signed in examination offences**

*(To be completed by the Candidate and the Supervisor and handed over to SAR/AR)*

**Specimen**



**UNIVERSITY OF PERADENIYA**

**EXAMINATION OFFENCES**

**To be filled by the Supervisor who reports the alleged offence**

**Name of Candidate:** .....

**Registration /Index  
Number:** .....

**Examination:** .....

**Venue:** .....

**Course Title:** .....

**Course Code:** .....

**Date and time that the alleged offence was committed:**

**Date:** .....

**Time:** .....

It was brought to my notice or I myself noticed that the above candidate committed the offence at the above examination as stated below.

<b>Nature of offence</b>	<b>Tick relevant offence/s</b>	<b>Detail description of offence</b>
1. Possession of unauthorized documents or items		
2. Copying		
3. Cheating		
4. Removal of stationary		
5. Disorderly conduct		
6. Impersonation		
7. Unauthorized assistance		
8. Aiding or Abetting in the commission of the above offences 1-7		
9. Any other offences		



**Guidelines for the Supervisor who reports the alleged offence**

<b>Nature of offence</b>	<b>Notes on necessary action to be taken</b>
1. Possession of unauthorized documents or items	1. Material taken into custody to be sealed and signed by candidate & Supervisor/Invigilator with Date, Time, Place. 2. Describe the document in detail. 3. Describe where they were found. 4. Identify the number of pages of the document.
2. Copying	1. Material taken into custody to be sealed and signed by candidate & Supervisor/ Invigilator with Date, Time, Place. 2. Describe from what source copying was done.
3. Cheating	
4. Removal stationary	1. Describe in detail the stationary removed.
5. Disorderly conduct	1. A first warning to be given to the student. 2. If disorderly conduct continues then issue the candidate a letter with copy to Dean/AR canceling his candidature at the examination.
6. Impersonation	1. Describe who impersonated whom.
7. Unauthorized assistance	1. Describe in detail how the unauthorized assistance was conducted.
8. Aiding or Abetting in the commission of the above offences 1-7	1. Describe in detail how aiding or abetting an offence was conducted.
9. Any other offence	

**Annexure 12: Additional information to be reported by the Supervisor**  
(To be completed by the Supervisor and handed over to SAR/AR)

**Specimen**



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Examination name:** .....

**Course name & Code:** .....

**Date:** .....

**Time:** .....

**Venue:** .....

**Supervisor:** .....

**Additional Matters to be Reported by the Supervisor**

.....

.....

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.....

.....

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.....

.....





**Annexure 13: Seating Arrangement in the Examination Hall (Setting of the Examination Hall)**

*(To be prepared by the SAR/AR and make it available is Supervisor's file. In case of practical examination, the layout should be prepared by the Supervisor and a signed copy should be handed over to the SAR/AR with all completed forms)*

**Specimen**



**UNIVERSITY OF PERADENIYA**

**Faculty:** .....

**Examination name:** .....

**Course name & Code:** .....

**Date:** .....

**Time:** .....

**Venue:** .....

**Supervisor:** .....

**Seating Arrangement in the Examination Hall  
(Setting of the Examination Hall)**

		Line Number				
Row number	1,1	2,1	3,1	4,1	Etc.	
	1,2					
	1,3					
	1,4		3,4			
	1,5					
	1,6					
	Etc.					

(positions to be identified as coordinates with line and row; left most line to be the line 1)

.....

Signature of the Supervisor/ SAR as appropriate