

GUIDELINE OF DISTANT PHYSICAL CONDUCT OF EXAMS FOR POSTGRADUATE STUDENTS

1. All the examination pertaining to postgraduate programme are conducted at a venue inside a KDU premises.
2. However, it is recommended that some students who may request distant physical conduct of exams shall be granted approval in special circumstances giving due consideration to the validity of the reasons cited by the students and the suitability of the venue of examination according to examination procedures authorized by the By- Laws of KDU.
3. Students shall be granted permission to appear for distant physical conduct of examinations only under following circumstances if approved by the Senate;
 - a. Overseas employment/training/educational programme which is deemed mandatory for their career progression and occur suddenly or at a short notice or without prior knowledge of the student.
 - b. Physical inability for travelling due to critical illnesses.
 - c. Any other valid reason accepted by the Senate.
4. In these circumstances, a student shall be permitted to take the particular examination only one time provided he has already fulfilled the examination eligibility criteria.
5. In the circumstance mentioned in above paragraph 3. 'a', following procedure shall be adopted to ensure academic integrity in the conduct of the examination:
 - a. The venue of the examination shall be a recognized University/ Educational or Diplomatic Institute in the country where the student is residing and the student shall make a formal request from the Dean, FGS – KDU furnishing a list of recognized Universities/ Educational or Diplomatic Institutes out of which the Dean, FGS – KDU shall have the discretion to decide the examination venue. The student shall initiate this request at least **three months** in advance.
 - b. Subsequent to the approval, the student shall make a formal request from HE, the Ambassador/High Commissioner of Sri Lankan Mission that necessary academic coordination pertaining to the distant physical conduct of examination be initiated between aforesaid examination venue and KDU. After the confirmation of the aforesaid examination venue, the FGS shall communicate with the University/ Educational or Diplomatic Institute chosen and inform them the administrative arrangements pertaining to the conduct of the examination.
 - c. Upon the completion of necessary academic procedures to conduct the examination, sealed examination paper packet under confidential cover shall be dispatched to the relevant Sri Lankan Mission in the 'Diplomatic Mail' through the Ministry of Foreign Affairs for onward delivery to the aforesaid examination venue.
 - d. The examination officials at the examination venue shall open the sealed examination paper packet and conduct the examination as per the instructions issued by

the KDU. Further to this arrangement, a supervisor appointed by the FGS, KDU shall monitor the conduct of the examination by CCTV.

e. FGS, KDU shall initiate necessary measures as approved by the Senate on synchronization of conduct of the examination considering the time difference between Sri Lanka and the host country.

f. Upon the completion of the examination, the sealed packet of examination answer papers shall be dispatched back to KDU in diplomatic mail through the SL Mission and the Ministry of Foreign Affairs under confidential cover.

g. All expenses incurred on the conduct of examination shall be borne by the student, himself.

6. In the circumstance mentioned in above paragraph 3. 'b', following procedure shall be adopted to ensure academic integrity in the conduct of the examination;

a. The venue of the examination shall be a recognized University/ Educational/ Diplomatic Institute situated closer to the residence of the student and the student shall submit a list of examination venues and request the Dean of FGS-KDU in writing for prior approval at least one month in advance. The Dean, FGS – KDU shall have the discretion to decide the examination venue out of the list furnished by the student.

b. Having granted the approval, the student shall make a formal request from Head of the chosen University/ Educational/ Diplomatic Institute for the consent to serve as an examination venue for the particular examination. After the confirmation from the aforesaid examination venue, the FGS shall communicate with the University/ Educational / Diplomatic Institute chosen and inform them the administrative arrangements pertaining to the conduct of the examination.

c. Upon the completion of necessary academic procedures to conduct the examination, sealed examination paper packet under confidential cover shall be dispatched to the aforesaid examination venue.

d. The examination officials at the examination venue shall open the sealed examination paper packet and conduct the examination as per the instructions issued by the KDU. Further to this arrangement, a supervisor appointed by the FGS, KDU shall monitor the conduct of the examination by CCTV.

e. Upon the completion of the examination, the sealed packet of examination answer papers shall be dispatched back to KDU under confidential cover.

f. All expenses incurred on the conduct of examination shall be borne by the student, himself.

7. In both the circumstances mentioned in above paragraph 3. 'a' and 'b', a letter certifying nature of employment or criticalness of the illness of the student shall be obtained from present employer of the student or a doctor shall be attached to the initial formal request made to the Dean FGS-KDU.