

INSTRUCTIONS TO APPLY FOR THE END SEMESTER EXAMINATIONS AND ELIGIBILITY TO SIT FOR THE EXAMINATIONS

1. HOW TO APPLY

- 1.1 It is mandatory to submit an application and obtain the admission card in order to sit for an end semester examination.**
- 1.2 In respect to arranging the examinations, the Assistant Registrar - FGS shall call for entries for examination from candidates at least two (02) weeks prior to the last academic date of each semester.
- 1.3 The candidates who are sitting for the end-semester examinations shall apply for examinations using the Examination Application Form available at the Examinations Division or Faculty website, by the given deadline.
- 1.4 Candidates who fail to apply to obtain an admission, without a valid reason, will not be permitted to sit for the exam, and will be considered absent for the exam.**
- 1.5 SAR/FGS shall issue admission cards for the examination to the candidates who are eligible to sit for the examination, not later than one (01) week of the scheduled first examination of the semester.
- 1.6 The candidates should be aware of the examination rules, offences and punishments of the KDU, which is published in the faculty website, before participating at the examinations.

2. ELIGIBILITY OF THE STUDENTS TO SIT FOR THE EXAMINATION

- 2.1 No candidate will be issued an admission card without completing the following requirements which should be fulfilled by the students.**
- 2.2 Candidates should have minimum attendance requirement as prescribed by the by-law of the relevant course.
- 2.3 Following payments relevant to the candidate need to be settled prior to the given payment deadlines of FGS.
- a) Relevant Course fee
 - b) Repeat Exam fee
 - c) Reregistration fee
- 2.4 All payment slips should be directly submitted to the Senior Assistant Bursar of the FGS (SAB/FGS).
- 2.5 Candidate will receive a receipt as the evidence of payment from the SAB once the payments slip is submitted to SAB before the payment deadline.

Kindly adhere to the instructions given above, and if you have any queries regarding the conduct of exams, kindly contact me at arfgs@kdu.ac.lk.

Senior Assistant Registrar

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