



Manual of Procedure for Conduct Examinations
Distance and Continuing Education Unit
University of Ruhuna

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01 Calendar of Dates and Beginning of Examination Procedures

- 1.1 Preparation of academic calendars for all the programs and including the examination period prior to commencement of the academic activities.
- 1.2 Taking steps to appoint the examiners for the academic program/ semester, 2 months prior to the examination

02 Entries for Examinations and Preparation of Schedules of Candidates

- 2.1 Calling applications - Display a web notice on the DCEU website for students to get registered for the examination (Two months prior to the examination).
- 2.2 Fill the online applications by students (application by post also accepted). (Annex 2)
- 2.3 Candidates should pay the due examination fee and send the receipt before the deadline.
- 2.4 Display the eligibility list on the DCEU website, two weeks prior to the examination. Students need to be satisfied with the eligibility criteria given in the by-law and should complete the course fee and examination fee.
- 2.5 Admission cards of eligible students are uploaded to the DCEU web and students have to download it.

03 Appointment of Examiners

3.1 For the degree programs

- 3.1.1 One month after commencing the academic activities of the semester, the Examination coordinator of DCEU/Registrar of DCEU sends the request to the HOD along with necessary documents to get the chief examiner & panel of examiners nominated for each course unit/ each paper. The program coordinator facilitates to get the list.

Necessary Documents :

Form; DCEU- EX-01

Teaching Panel and the course unit coordinator for the particular subject/ paper

Number of students registered for the particular subject

- 3.1.2 HOD submits the List of examiners for each course unit (DCEU-EX-01) to the Examination Coordinator/SAR of DCEU with the signature of HOD.

- 3.1.3 SAR/DCEU submit the Examiners list to the BoS and to the Faculty Board for necessary recommendation and then to the Senate for approval.

Note-1: HOD recommend the list of examiners at the Department meeting

Note-2: Examiners list shall include Setters, Moderator, First Marking Examiner(s) and Second marking examiner (s), and the Chief Examiner

Note-3: For the New degree program, the current Course Unit Coordinator shall be named as the Chief Examiner. For repeat examination, the current subject coordinator appointed from the particular department* shall be appointed as the Chief examiner.

- A subject coordinator shall be appointed for all the subjects in the repeat examination.

Note -4: Setters must be from the teaching panel unless there is no specific reason.

Note-5: Teaching staff who are involved in the private tuition classes for the External degree courses of the program should not be appointed as the setters/ moderators/ first marking examiner / second marking examiner.

Note-5: First marking examiners shall be appointed from the setting panel unless there is no specific reason. When the number of students registered for a particular paper is high, the number of first marking examiners shall be appointed accordingly (the ratio to be maintained ~ 100- 150 scripts per examiner).

Note -6: When appointing second marking examiners, the ratio of ~100-150 scripts per examiner is required to be maintained.

3.2 For the Diploma and Certificates programs

- 3.2.1 One month after commencing academic activities of the semester, the Examination coordinator of DCEU/ SAR of DCEU sends the request to the Program Coordinator to get the Chief examiner & the panel of examiners nominated for each course unit/ each paper (Form; DCEU- EX-01)
- 3.2.2 Course unit coordinator shall be nominated as the Chief examiner for the relevant course unit/question paper.
- 3.2.3 Program Coordinator submits the examiners' list for each course unit (DCEU-EX-01) of the program to the Examination Coordinator/SAR of DCEU with the signature of the coordinator

- 3.2.4 SAR/DCEU submit the list to the BoS and to the Faculty Board for recommendation and then to the Senate for approval.

04 Issuing Appointment letters and necessary documents to the Examiners

- 4.1 With the approval of the Director/DCEU, the Examination Coordinator/DCEU issues an appointment letter to the Chief examiner/setters/moderators indicating the deadline to submit the question paper along with the marking scheme to the SAR/ DCEU.

Other necessary documents shall be forwarded to the Chief examiner/ setter/ moderator along with the appointment letter if any to be considered.

4.1.1 Necessary documents

1. Past papers
2. Question paper format
3. Guideline for the marking scheme (DCEU-Ex-2)
4. List of setters/ moderators of the particular paper, Deadline for setting/moderating and the moderator's form to the Chief Examiner
5. Voucher

4.2 Chief Examiner

- 4.2.1 All the coordination for the preparation of the question paper (setting, moderating, and typing) shall be the responsibility of the Chief Examiner.

- 4.2.2 Current Course Unit Coordinator/Subject coordinator shall be appointed as the Chief Examiner. If there is a single setter in the paper, he/she should be the Chief Examiner.

4.3 Setting the question paper

- 4.3.1 The setter(s) shall submit the question papers along with the marking scheme by the deadline (two weeks) to the Chief Examiner in a sealed envelope.

- 4.3.2 If the questions are to be set by a few examiners in a particular course unit, the Chief Examiner should collect the questions from the respective examiners and complete the question paper for moderation.

- 4.3.3 If the appointed setter is in difficulty of setting the question (s), it has to be informed to the Chief Examiner with a copy to SAR/ DCEU. If the setter is

the Chief examiner, it should be informed to the Head of the Department with a copy to SAR/ DCEU.

4.3.4 In such case, Chief Examiner shall get another examiner appointed through the Head of the Department and shall submit to the SAR/ DCEU for taking necessary approval.

4.3.5 The number of questions and marks distribution among the questions are to be finalized at the discussion with the Chief examiner. When the Chief examiner is the only setter, the discussion needs to be done with the Head of the Department for the above matter.

4.4 Moderating the question papers

4.4.1 The chief examiner shall hand over the question paper along with the marking scheme to the moderator.

4.4.2 The moderator shall return the question paper to the Chief examiner after moderation (The marking scheme and the moderator's form need to be included)

4.4.3 If any specific issues are to be considered at the moderation, the moderator shall inform the Chief examiner, and the chief examiner shall involve making the discussion between the moderator and the setter, to finalize the paper.

4.5 Handing over moderated question paper

4.5.1 Chief examiner shall hand over the moderated question paper along with the marking scheme and completed moderators' form in a sealed envelope to the SAR/DCEU by the deadline (one week prior to the examination date).

Note : Confidentiality shall be maintained by the setter, moderator , Chief examiner and SAR

05 Type Setting and Proof reading of the question paper

5.1 Typing / proof reading is done at the confidential room of DCEU.

5.2 SAR/ DCEU prepares a schedule for typing / proof reading of the question papers by allocating particular Chief examiner for supervision of the typing

5.3 The proof reading shall be done by Chief examiner/ setter

5.4 Computer Application Assistant (CAA) / Management Assistant (MA) of DCEU shall be assigned to type the question paper. He/ she is educated to maintain the confidentiality.

- 5.5 DCEU types the question paper two days prior to the examination in the presence of Chief Examiner. If the examiner himself/ herself has typed the question paper, the soft copy shall be submitted to SAR/ DCEU in order to be formatted with the DCEU question paper format.
- 5.6 If any further clarifications is needed on addressing the moderators' comments in the question paper, the Chief Examiner shall discuss it with the moderator / setter prior to the typing.
- 06 Printing and making packets of the Question papers**
- 6.1 List of candidates (number) registered for papers shall make available by the registrar prior to printing the paper
- 6.2 Attendance list need to be apart to few list based on the 100-150 arrangement.
- 6.3 Printing / copying shall be done under direct supervision of Chief examiner and in the presence of SAR/DCEU.
- 6.4 The staff member employed for printing / copying shall have the responsible of following
- 6.4.1 Assure printing of all the papers of the question paper as both sided
- 6.4.2 When more than one sheets in the paper, all the papers have been stapled in the Correct order
- 6.4.3 Cartridge used for printing has to be given to SAR in a sealed envelope
- 6.4.4 Papers to be inserted in an envelope and label should be sticked to the packet under the supervision of SAR/ DCEU
- 6.5 SAR/ DCEU shall take responsibility to include all the necessary details on the label sticked over the packet (Name of the examination, title of the question paper, duration for answering , date, time and place for the examination, number of question papers included medium and any special requirement to be provided to the candidates etc.) . This label is prepared by DCEU (DCEU - EX-02).

07 Supervision and Invigilation

7.1 Appointing Supervisors and Invigilators

- 7.1.1 Examination coordinator should get the list of supervisors & invigilators from the University staff including temporary staff (if the number is not sufficient get from outside)
- 7.1.2 DCEU sends letters to supervisors and invigilators with examination timetable

08 Examination Rules

8.1 Examination Rules for students

8.1.1 Identity Verification

- 8.1.1.1 Candidates shall keep the Record Book and the duly completed admission card with them at the examination.
- 8.1.1.2 Student signature in the admission card shall be certified by authorized officer as stated in admission card.
- 8.1.1.3 Candidates have to prove the identity at the examination, and if failed candidate is not allowed to sit the examination.

8.2 Seating

- 8.2.1 Candidates are to be away from the examination hall until they are called to enter, and candidate shall occupy the seat allotted to him/ her according to the index number.

8.3 At the Examination Hall

- 8.3.1 Candidates are under the authority of the Supervisor / Invigilator at the examination hall, and Supervisor / Invigilator shall assist candidates by giving the instructions immediately before, during and after the examination.
- 8.3.2 In case of urgent necessity, the candidate may communicate with the Supervisor or Invigilator.
- 8.3.3 No candidate shall be admitted to the examination hall for whatever reason after the expiry of half-an-hour from the commencement of the examination.
- 8.4 Prohibited material to the examination hall
- 8.4.1 Candidates should not keep any unauthorized material with him/ her at the examination hall. These materials include lecture notes, short notes, any written support, parcels, handbags, electronic devices etc. and they should

not keep any notes on his / her body, clothes, on the Admission Card, Time Tables, Record Book or any other object.

- 8.4.2 A candidate who violates any of the requirements or conditions stipulated in examination by laws and rules shall be considered as having committed an examination offence.

8.5 Leaving the Hall

- 8.5.1 No candidate shall be allowed to leave the hall until an hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper.

- 8.5.2 Supervisor has authority to allow candidates to leave the hall depend on the situation.

09 Examination Offences and Punishments

- 9.1 A candidate who violates any of the requirements or conditions stipulated in Examination Rules/ Regulations shall be considered as having committed an examination offence.

- 9.2 Candidates must be prohibited from following related to examination ;
- Possession of unauthorized documents or removal of examination stationery
 - Possession of telecommunication or transmitting devices
 - Plagiarism from internet or any other sources
 - Disorderly conduct
 - Copying (even detected while marking the answer scripts)
 - Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat
 - Impersonation
 - Aiding and abetting the commission of any of these offences

- 9.3 A candidate who is found guilty of an examination offence is liable to one or more of the following punishments.
- Removal of his/her name from the pass list.
 - Cancellation of his/her candidature from whole or part of the examination, or
 - Suspension from University examinations indefinitely or for a period as the Senate may ecides, or
 - Ban participation in the Convocation
 - Suspension from the University indefinitely or for a period as the Senate may decide.

- 9.4 Any Examiner, Head of Department or other official of the University who detects an examination offence, shall report the matter in writing to the Examination coordinator or Registrar/DCEU, who shall submit same to the Senate through the Vice Chancellor for necessary action.

The report with relevant documents should be submitted in a sealed envelop mentioning the “claim on exam offence” and the index numbers of the candidate to the DCEU

10 Conduction of examination

- 10.1 DCEU finds the centers and conducts the examination.

- 10.2 Bundle the answer papers into packs containing 100 papers (BA program).

11 Preparing packets of Answers scripts

- 11.1 As 100-150 ratio is maintained for first and second marking examiners, the packets should be done accordingly at the examination hall.

- 11.2 Attendance lists are required to maintain accordingly

12 Handing over the Answer Scripts & Receiving Marks

- 12.1 DCEU informs Chief Examiner to collect the answer scripts.

- 12.2 The chief examiner distributes the answer scripts among 1st markers* and the chief examiner sends the 1st marker name list with the paper range to DCEU.

- 12.3 DCEU sends a letter to 1st marker mentioning the deadline for handover of the results.

- 12.4 Chief examiner handover 1st marking results to SAR/DCEU & handover the answer scripts to the 2nd marker* & send 2nd marker name list with the paper range to DCEU.

- 12.5 DCEU sends a letter to 2nd marker mentioning the deadline for handover of the results.

- 12.6 Handover 2nd marking results by the chief examiner to DCEU.

- 12.7 1st & 2nd marking sheets are handed over to the chief examiner by SAR//DCEU.

- 12.8 Prepare final marks in the presence of the chief examiner, 1st examiner & 2nd examiner.

- 12.9 Final marks are handover to DCEU by chief examiner.

*There should be a maximum number of answer scripts to be distributed among one examiner in order to avoid delays.

13 Distributing of Answers Scripts for First Marking

13.1 Examination Coordinator of DCEU/ SAR of DCEU shall hand over the answers scripts packets to the Chief Examiner within 1-2 days after the examination along with the required documents.

Required documents

1. First marking / second marking examiners' list approved
2. Appointment letters as the first marking Examiner stating the deadline for completion (DCEU-EX-03)
3. Marking Schemes
4. Documents to be signed by the first marking examiners when receiving the packets (stating index number range & packet number) – two copies (DCEU – EX-04).
- 5.

13.2 Chief Examiner distributes the answers scripts to the first marking examiners for first marking within 2 working days. Chief examiner shall maintain the records for distributing answers scripts it shall include the name of the first marking examiner, the packet no with index number range, the date of receiving and the signature of first marking examiner. A copy of the records shall be submitted to the SAR/ DCEU by Chief Examiner at the earliest

Note-1 : If any changes done to the first marking examiners list by the Chief Examiner (with the concurrence of Head of the Department) it should be informed to the SAR/ DCEU for necessary approval.

Note -2: The ratio of 100-150 scripts for the first marking examiner is required to be maintained when distributing the answers scripts.

13.3 Examination Coordinator / SAR of DCEU shall send the appointment letters of the second marking examiners to the Chief examiner to be handed over to the respective examiners when the packet is handed over for second marking.

14 Submission of First marking results and the answers scripts

14.1 First marking examiner shall submit the first marking results sheet to the SAR/ DCEU in a sealed envelop within the time given. SAR / DCEU maintain the records that include the date of submission and signature etc.

14.2 The answers scripts packets along with the marking scheme shall be returned to the Chief Examiner by first marking examiner for the purpose of distributing to the second marking at the same time. The Chief examiner maintain the records

- 15 Distribution of Answers scripts for Second Marking**
- 15.1 Chief Examiner shall distribute the answers scripts packets with the marking scheme and the appointment letter to the second marking examiners.
- 15.2 Chief examiner shall get the signature from the second marking examiner with the packet the number, index number range and the date for receiving the packet.
- Note:* The ratio of 100-150 scripts for second marking examiner is required to be maintained when distributing the answers scripts.
- 16 Submission of Second marking sheets and answers scripts packets**
- 16.1 Second marking Examiner shall submit the marks sheets and the answers scripts packet to the SAR/ DCEU within the time given
- 17 Preparing Final Mark Sheet**
- 17.1 Examination Coordinator / SAR of DCEU shall submit the mark sheets of first and the second marking to the Chief examiner in order to prepare the final mark sheet
- 17.2 Chief examiner shall arrange internal meeting with Head of the Department and a Senior academic member from 1st marking and second marking panel and finalize the final mark sheet.
- 17.3 If there are more than 10 marks difference in the first and second marking results, it should be discussed with first and second marking examiners in the presence of Head of the Department and if necessary Examination Coordinator of the DCEU.
- 17.4 If required, the third examiner shall be appointed by the Head of the Department on the request by Examination Coordinator/ SAR of DCEU. Relevant process shall be followed through BOS/FB/ Senate for the approval process of third examiner.
- 17.5 This internal meeting members should sign the final results sheet.
- 18 Releasing Results**
- 18.1 DCEU records the received mark in the mark book, computerize and check(maintaining the confidentiality).

18.2 Prepare the letter requesting a date from the Dean/Faculty to hold the results board (for degree only).

18.3 Results boards of degree programs are conducted on the date given by Dean & chaired by Dean in the presence of examiners, examination coordinator & SAR/DCEU*.

*For certificate & diploma courses, results board is chaired by the Director/DCEU in the presence of course coordinator, Head of the Department relevant to program of study, examination coordinator & examiners and final mark sheet is signed by the Vice Chancellor, Director/DCEU, Coordinator, Director / DCEU and SAR/DCEU.

18.4 Results sheets signed by the Vice Chancellor, Dean, Director & SAR/DCEU.

18.5 Obtaining the approval from Senate.

18.6 Upload to the web by DCEU.

19 Verification of Results

19.1 Students can request verification of marks and grades and if they wish to do so a application should be submitted only during the 2-weeks immediately following the release of the results of an examination. The applications can be downloaded from the DCEU web

19.2 The cost of verification process shall be borne by the student

19.3 The Results Verification Board shall consist of the following persons:

- Dean of the Faculty (Convener)
- *Head of the relevant Department
- Examiners in charge of each subject/paper/ course unit- Chief Examiner (observers)
- REGISTRAR/AR or Examination coordinator-DCEU

*When the head is the first examiner/module coordinator, another senior member from the department can be called for the verification board

19.4 If there is no change of grades, the Registrar/DCEU shall inform the candidate(s) soon after the Results Verification Board meeting.

19 Maintenance of Records

19.1 Entering of marks by assigned MAs and checked by examination coordinator.

Appendix : Printed forms

List of Forms

Form No.	
DCEU-EX-01	Request to appoint supervisors, invigilators and works aids
DCEU-EX-02	Appointment letters to supervisors, invigilators and hall attendants
DCEU-EX-03	Supervision & Invigilators Timetable
DCEU-EX-04	Admission Card for the Examination
DCEU-EX-05	Attendance List
DCEU-EX-06	Request to Appointment of Examiners
DCEU-EX-07	Letter of Appointment as the Chief Examiner
DCEU-EX-08	Request to Set Exam Papers
DCEU-EX-09	Request to Moderating Exam Papers
DCEU-EX-10	Chief Examiners Roles and Responsibilities
DCEU-EX-11	Question Paper Format
DCEU-EX-12	Form for Prototype Answer and Marking Scheme
DCEU-EX-13	Moderator's form
DCEU-EX-14	Special Requirements for the Question Paper
DCEU-EX-15	Paper typing proofreading and printing form
DCEU-EX-16	Instructions to supervisors
DCEU-EX-17	Label for the question paper packet
DCEU-EX-18	Label for the Answer Script Packet
DCEU-EX-19	Answer Books and Continuing Sheets
DCEU-EX-20	Report form for Examination Offences
DCEU-EX-21	Absentee Form
DCEU-EX-22	Check list for supervisors
DCEU-EX-23	Receiving of Answer Script
DCEU-EX-24	Letter of Appointment as the First Examiner
DCEU-EX-25	Letter of Appointment as the Second Examiner
DCEU-EX-26	Oath of Affirmation Secrecy
DCEU-EX-27	Submission of Medical Certificate
DCEU-EX-28	Handing Over of Answer Scripts Parcel to Chief Examiner
DCEU-EX-29	Handing Over of Answer Scripts Parcel to First Examiners
DCEU-EX-30	Handing Over of Answer Scripts Parcel to Second Examiners
DCEU-EX-31	Report on Second Marking
DCEU-EX-32	Detailed Mark sheet

DCEU-EX-33

DCEU-EX-34

DCEU-EX-35

Mark Return Sheet (Final Mark Sheet)

Final Mark Sheets and paper packet return sheets

Application form for Verification of Examination

Grades/ Marks



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றுஹுண பல்கலைக்கழகம்

UNIVERSITY OF RUHUNA

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தொலை மற்றும் தொடர் கல்வி அலகு

Distance and Continuing Education Unit

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My No. }

ඔබේ අංකය
உங்களது எண்
Your No. }

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ශාස්ත්‍රවේදී සාමාන්‍ය (බාහිර) උපාධි XXXXXXXXXXXXXXXXXXXXXXX පරීක්ෂණය සඳහා ශාලාධිපතිවරුලා නිරීක්ෂකවරු හා ශාලා සේවක පත් කිරීම.

ශාස්ත්‍ර වේදී සාමාන්‍ය (බාහිර) උපාධි පාඨමාලාවේ ඉහත පරීක්ෂණය XXXXXXXXXXX මස සිට අන්තයේ දී පැවැත්වීමට සැලසුම් කර ඇත.

ඒ සඳහා ශාලාධිපති, නිරීක්ෂක සහ වැඩ සහයක යන තනතුරු සඳහා කායර් මණ්ඩල පත් කර ගැනීමට ඇත. ඔබ කායර් මණ්ඩලය වෙත මෙම ලිපිය යොමු කර එම තනතුරු සඳහා නාම ලේඛනයක් ජනවාරි 31 වෙනිදාට පෙර ලබා දීමට කටයුතු කරන ලෙස කාරුණිකව ඉල්ලා සිටී. මේ සඳහා ඔබ දක්වන සහයෝගය අගය කරමි.

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Request to appoint Supervisors, Invigilators and Works aids

Department:-

Name (Rev./Mr. / Mrs. / Ms.)	Position	Address and Telephone No. (for any emergency)	Dates that can be reported to duties



රුහුණ විශ්වවිද්‍යාලය
 நுஹுண பல்கலைக்கழகம்
 UNIVERSITY OF RUHUNA

දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය
 தொலை மற்றும் தொடர் கல்வி அலகு
 Distance and Continuing Education Unit

වැල්ලමුම මාර 81000 ශ්‍රී ලංකාව වෙල්ලමුම මාර 81000 இலங்கை WELLAMADAMA, MATARA 81000 SRI LANKA

මගේ අංකය
 எனது எண்
 My No.

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ඔබේ අංකය
 உங்களது எண்
 Your No.

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විභාග ශාලා ශාලාධිපතිවරයා වෙත කිරීම

2022.02.12 දින සිට 2022.03.06 දින දක්වා පැවැත්වීමට නියමිත ශ්‍රී ලංකා විද්‍යා සාමාන්‍ය (බාහිර) උපා
 XXXXXXXXXXXX පරීක්ෂණයේ ශාලාධිපතිවරයා වශයෙන් සේවය කිරීම සඳහා ඔබ පත් කළ බව මෙයින්
 දන්වමි. ඒ අනුව පහත දක්වා ඇති දිනයන්හි ඔබගේ සේවය අපේක්ෂා කරනු ලැබේ.

දිනය -

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පහත සඳහන් ලේඛන අමුණා ඇත.

1. විභාග කාලසටහන
2. උපදෙස් පද්‍ය කාව
3. වවුචරය

විභාග ශාලා අවම වශයෙන් පරීක්ෂණය ආරම්භ කිරීම පැය හතරකට පෙර රුහුණ විශ්වවිද්‍යාලය විභාග
 මධ්‍යස්ථානයට පැමිණීමට අවශ්‍යය, දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය මගින් අදාළ දිනේ පැය පැයකට
 භාරගෙන නියමිත විභාග ශාලාවට යා යුතු බව කරුණාවෙන් දන්වමි.

විභාග ශාලා පරිපාලනය පිළිබඳව ලබා ඇති උපදෙස් පරිදි පරීක්ෂණ කටයුතු සාර්ථක කර ගැනීම පිණිස
 ඔබේ සහයෝගය ලැබෙනු ඇතැයි උදෙසාම අපේක්ෂා කරමි. නියමිත කාලය තුළ විභාග ශාලාවේ රැඳී සිටීම,
 විභාග ශාලා පරිපාලනයේ අදාළ සියලු කාර්යයන් නොපිරිහෙලා ඉටු කළ යුතු බවද සැලකුව මැ.

ඔබට නියමිත සේවා කාලය නිමවූ විට මේ සමඟ ඇති වවුචරය සම්පූර්ණ කර දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන
 ඒකකය වෙත භාර දිය යුතුය.

ඒ අනුව ඉහතින් දක්වා ඇති පරිදි නියමිත දිනයන්ට සේවයට වාර්තා කිරීමට නොහැකි නම් කල් වෙලා ඇති
 ඒ බැව් දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය වෙත දැනුම් දෙන මෙන් කාරුණිකව ඉල්ලා සිටිමි.

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 අධ්‍යක්ෂ,
 දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය.
 2022.02.02



රුහුණ විශ්වවිද්‍යාලය
 நுஹுண பல்கலைக்கழகம்
 UNIVERSITY OF RUHUNA

දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය
 தொலை மற்றும் தொடர் கல்வி அலகு
 Distance and Continuing Education Unit

වැල්ලඹ මාර්ග 81000 ශ්‍රී ලංකාව වෙල්ලඹමඩා මාර්ග 81000 இலங்கை WELAMADAMA, MATARA 81000 SRI LANKA

මගේ අංකය
 எனது எண்
 My No.

}

ඔබේ අංකය
 உங்களது எண்
 Your No.

}

.....

විභාග ශාලා නිරීක්ෂක පත් කිරීම.

2022.02.12 දින සිට 2022.03.06 දින දක්වා පැවැත්වීමට නියමිත වූ වේදි සාමාන්‍ය (බාහිර) උපා
 XXXXXXXXXX පරීක්ෂණයේ රීක්ෂක වශයෙන් සේවය කිරීම සඳහා ඔබ පත් කල බව මෙයින් දන්වමි ඒ
 අනුව පහත දක්වා ඇති දිනයන්හි ඔබගේ සේවය අපේක්ෂා කරනු ලැබේ

දිනය -

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පහත සඳහන් ලේඛන අමුණා ඇත.

1. විභාග කාලසටහන
2. උපදෙස් පද්‍ය කාව
3. වවුචරය

විභාග ශාලා නිරීක්ෂක අවම වශයෙන් පරීක්ෂණය ආරම්භ කිරීමට විනාඩි 45කට පෙර රුහුණ විශ්වවිද්‍යාලයේ
 විභාග මධ්‍යස්ථානයට පැමිණිය යුතුය.

විභාග ශාලා පරිපාලනය පිළිබඳව ලබා දී ඇති උපදෙස් පරිදි පරීක්ෂණ කටයුතු සාර්ථක කර ගැනීම පිණි
 ඔබේ සහයෝගය ලැබෙනු ඇතැයි උදෙසාම අපේක්ෂා කරමි.නියමිත කාලය තුල විභාග ශාලාවේ රැඳී සිටීමටත්,
 ඔබට අදාළ සියලු කාර්යයන් නොපිරිහෙලා ඉටු කිරීමටත් වග බලා ගනු මැනවි.

ඒ අනුව ඉහතින් දක්වා ඇති පරිදි නියමිත දිනයන්ට සේවයට වාතරා කිරීමට නොහැකි නම් කල් වේල
 ඒ බැව් දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය වෙත දැනුම් දෙන මෙන් කාරුණිකව ඉල්ලා සිටිමි.

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 අධ්‍යක්ෂ ,
 දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය.
 2022.02.02



රුහුණ විශ්වවිද්‍යාලය
 நுஹுண பல்கலைக்கழகம்
 UNIVERSITY OF RUHUNA

දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය
 தொலை மற்றும் தொடர் கல்வி அலகு
 Distance and Continuing Education Unit

වැල්ලඹ මාර්ග 81000 ශ්‍රී ලංකාව වෙල්ලඹදාමා මාර්ග 81000 இலங்கை WELAMADAMA, MATARA 81000 SRI LANKA

මගේ අංකය
 எனது எண்
 My No.

}

ඔබේ අංකය
 உங்களது எண்
 Your No.

}

.....
 දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය

2022.02.12 දින සිට 2022.03.06 දින දක්වා පැවැත්වීමට නියමිත යූ ටී ඩී සාමාන්‍ය (බාහිර) උපාධි උපාධි ශාස්ත්‍ර - 2020 (ප්‍රථම 2016) පරීක්ෂණය විභාග ශාලා සහායකයෙකු වශයෙන් සේවය කිරීම සඳහා ඔබ පත් කළ බව මෙයින් දන්වනු ලබයි. ඒ අනුව පහත දක්වා ඇති දිනයන්හි ඔබගේ සේවය අපේක්ෂා කරනු ලැබේ.

දිනය -

ඒ අනුව නියමිත දිනයන්හි අදාළ ශාලාවන්හි ඔබ සේවය කළ යුතු අතර, විභාග ශාලා සහායකයින් සඳහා නියමිත රාජකාරී ඔබ විසින් ඉටු කළ යුතුය.

විභාගය ආරම්භ කිරීමට පැයකට පෙර විභාග ශාලාවට පැමිණීමට, නියමිත කාලය තුළ විභාග ශාලාවේ රැඳී සිටීමට, විභාග ශාලා සහායකයින්ට අදාළ සියලු කාර්යයන් නොපිරිහෙලා ඉටු කිරීමත් ඔබගේ වගකීම බව කරුණාවෙන් දන්වනු ලබයි.

.....
 අධ්‍යක්ෂ,
 දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය.
 2022.02.07



Date:

Name:

Signature of Chief Examiner

** These include graph papers, calculators, logarithms, ledger paper, drawing paper, journal entry forms, diagrams, maps, special tables, statistical tables etc.*

Distance and Continuing Education Unit, University of Ruhuna

Supervision and Invigilation Timetable

Examination:

Date and time	Course code and course name	Center/Hall No.	No of Students	Supervisor, Invigilators and Hall Staff

ජාතික හැඳුනුම්පත් අංකය }
NIC NO.

ලියාපදිංචි අංකය }
REG. NO.

රුහුණ විශ්වවිද්‍යාලය
UNIVERSITY OF RUHUNA
දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය - DISTANCE AND CONTINUING EDUCATION UNIT
විභාග ප්‍රවේශ පත්‍රය - ප්‍රථමවර අපේක්ෂක
EXAMINATION ADMISSION CARD - FIRST TIME CANDIDATE

පරීක්ෂණය }
Examination

වර්ෂය }
Year

විභාග මධ්‍යස්ථානය }
Exam Center

අපේක්ෂකයාගේ නම }
Name of the Candidate

මාධ්‍ය }
Medium

ඉහත සඳහන් පරීක්ෂණයට පෙනී සිටීමට අවසර දී ඇත. ඔහු/ඇය පෙනී සිටිය යුතු විෂයයන් පහත දක්වා ඇත.
Has been admitted to the above examination. He/She shall offer the papers mentioned below.

.....
සම්බන්ධීකාරක - විභාග හා ලියාපදිංචි කිරීම් (දු.අ.අ ඒකකය)
Coordinator - Registration and Examinations (DCEU)

සහතික කිරීම / Attestation

විභාග අපේක්ෂකයන් සඳහා නිකුත්කර ඇති උපදෙස් හා නියෝග මම හොඳින් කියවා තේරුම්ගත් බව සහතික කරමි.
This is to certify that I have read carefully and understood the instructions and rules issued to candidates.

අපේක්ෂකයාගේ අත්සන }
Signature of Candidate }

මා ඉදිරියේ දී අත්සන් තැබූ ඉහත නම සඳහන් විභාග අපේක්ෂකයා මම හොඳින් හඳුනන බව සහතික කරමි.
I certify that the above Candidate who has signed in my presence is known to me.

දිනය / Date :

.....
* සහතික කරන්නාගේ අත්සන / Signature of Attestor

සහතික කළ අයගේ නම }
Name of Attestor }

තනතුර / Designation :

ලිපිනය / Address :

* සහතික කරන අය විශ්වවිද්‍යාල සේවයේ ස්ථිර ආචාර්යවරයෙකු / මාණ්ඩලික නිලධාරියෙකු / රජයේ හෝ රාජ්‍ය සංස්ථාවක මාණ්ඩලික නිලධාරියෙකු / විදුහල්පතිවරයෙකු / බෞද්ධ විහාරයක නායක ස්වාමීන්වහන්සේ කෙනෙකු / සාමදාන විනිශ්චයකාරවරයෙකු / නීතිඥයෙකු / කොට්ඨාස ග්‍රාම නිලධාරියෙකු විය යුතුය.
The Attestor should be a permanent Teacher/Staff officer in the University Service/Staff Officer in the Government Service or State Corporation/Principal/Incumbent of a Buddhist Vihara/Justice of the Peace/Attorney-at-Law/Grama Niladhari of the Division.

විභාග කාලසටහන හා විස්තර පත්‍රිකාව dceu.ruh.ac.lk වෙබ් අඩවිය හරහා ලබාගත යුතුය.

(අ.පි.බ./P.T.O.)

සැලකිය යුතුයි.

- i. මෙම ප්‍රවේශ පත්‍රය නොමැතිව කිසිම අපේක්ෂකයෙකු විභාග ශාලාවට භාරගනු නොලැබේ.
- ii. අදාළ නිරීක්ෂකවරුන් විසින් විභාග ශාලාවට ඇතුළුවීම සඳහා කැඳවන තුරු විභාග ශාලාවට ඇතුළු නොවිය යුතුය.
- iii. සෑම පත්‍රයකටම පිළිතුරු ලියන අවස්ථාවේ නිරීක්ෂකයෙකු ඉදිරිපිටදී එම විෂය සඳහා සිය අත්සන යෙදිය යුතු අතර නිරීක්ෂකවරයා ලවා එය සහතික කරවා ගත යුතුය.
- iv. මේ පරීක්ෂණයේ තමාට අදාළ අන්තිම පත්‍රයට පිළිතුරු ලියා අවසන් වූ වහාම ප්‍රවේශ පත්‍රය ශාලාධිපතිට භාර දිය යුතුය.

IMPORTANT

- i. No candidate shall be admitted to the examination hall without the Admission Card.
- ii. Candidates are not allowed to enter into the examination hall until call by the invigilators.
- iii. The Candidate shall sign in the appropriate column against each paper for each sitting. In the presence of an invigilator and he shall get it authenticated by that invigilator.
- iv. The candidate shall hand over his/her Admission Card to the Supervisor as soon as he/she finishes his/her last paper relevant to the examination.

[illegible]

[illegible]

Appointment of Examiners

Degree:

Examination:.....

Faculty board approved date:.....

Course unit Code	Course unit Name	Chief Examiner	Paper setting Examiner with address and tel. no. (where available)	Moderator with address and tel. no. (where available)	No. of scripts to each examiner	First marking Examiner with address tel. no. (where available)	Second marking Examiner with address and tel. no. (where available)
Department 1							
Department 2							

Letter of Appointment as the Chief Examiner

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

Dear Sir/Madam

Examination:

This is to inform that you have been appointed as the Chief Examiner of the following Examination at the XXXth meeting of the BoS subjected to the recommendation by the board of the FGS and the approval of the Senate of the University.

You are requested to attend the examination duties indicated in the Chief Examiner's role and responsibilities attached with this letter for the following course.

Name of the Examination :

Name of the Course :

Course Code:

Please find attached the documents required to perform Chief Examiner's role.

1. Chief examiner's role and responsibilities
2. List of setters/ moderators
3. Special requirement of the question paper form
4. Examination timetable
5. Envelop to forward the question paper

Please do not hesitate to contact me if you have any queries about this appointment or require any further information

I would be grateful for your kind support extended in this regard.

Yours sincerely

Coordinator, Examination and Registration/DCEU



Distance and Continuing Education Unit, University of Ruhuna

Request for Setting of Exam paper

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

Dear Sir/Madam

Examination:

This is to inform that you have been appointed as a paper setter of the following exam paper of the above-mentioned Examination at the XXXX meeting of the BoS subjected to the recommendation by the board of the Faculty of XXXX and the approval of the Senate of the University.

You are requested to set the questions for the following exam paper.

Name of the Examination :

Name of the Course :

Course Code:

When you submit your question paper, please clearly indicate chief examiner the special requirements, such as additional answering books, additional answering papers, chart of logarithms, ledger sheets, journal papers, drawing papers and atlas, that are required to be given to the candidates.

Enclosed herewith are

1. The format for question paper
2. Guideline for marking scheme
3. Form for special requirements for the question paper
4. Oath of affirmation secrecy
5. Question paper setting forms

Please note that the draft Question Paper, Phototype answer and marking scheme and duly completed Form for special requirements must be submitted to the Chief Examiner (.....) **on or before XXXXX.**

In addition to you, the following Setters have been appointed for the Examination of this paper, please make necessary arrangements to discuss with them and the Chief Examiner before submitting your questions.

1.
2.
3.

Please do not hesitate to contact me if you have any queries about this appointment or require any further information

I would be grateful for your kind support extended in this regard.

Yours sincerely

Coordinator, Examination and Registration/DCEU



Signature of the Course coordinator:.....

Request for Moderating of an Exam paper

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

Dear Sir/Madam

Examination:

This is to inform that you have been appointed as the moderator of the following exam paper of the above-mentioned Examination at the XXXX meeting of the BoS subjected to the recommendation by the board of the Faculty of XXXXX and the approval of the Senate of the University.

You are requested to moderate the questions for the following exam paper.

Name of the Examination :

Name of the Course :

Course Code:

You will receive the question paper, model answer and other required documents from the Chief examiner of the subject. The Moderator form has been enclosed herewith for your convenience.

Please note that the moderated Question Paper and duly completed Paper moderation Form must be submitted to the Chief Examiner (XXXXXX) **within one week** of the receipt of the question paper.

Please do not hesitate to contact me if you have any queries about this appointment or require any further information

I would be grateful for your kind support extended in this regard.

Yours sincerely

Coordinator, Examination and Registration/DCEU



Chief examiner's role and responsibilities

External Degrees

(The roles and responsibilities of the chief examiner have been extracted from the Manual of Procedure for Conduct Examinations, Distance and Continuing Education Unit, University of Ruhuna)

(For the New degree program, the current Course Unit Coordinator shall be named as the Chief Examiner)

1. Coordination for the preparation of the question paper (setting, moderating, and typing).
2. Collect the questions from the respective setters/examiners and complete the question paper for moderation. Having a discussion with the setters about the questions and marks distribution before finalizing the paper is advisable to prevent future issues.
3. Handover the question paper along with the marking scheme and the moderator's form to the paper moderator
4. Collect moderated question paper, marking scheme and the moderator's form from the moderator. If any specific issues are to be considered at the moderation the chief examiner should make the discussion between the moderator and the setter, to finalize the paper.
5. Hand over the moderated question paper along with the marking scheme and completed moderators' form in a sealed envelope to the SAR/DCEU by the deadline (one week prior to the examination date).
6. Supervising the typing of the question papers and proofreading (two days prior to the examination). If the chief examiner himself/ herself has typed the question paper, the soft copy shall be submitted to SAR/ DCEU in order to be formatted with the DCEU question paper format.
7. Supervising paper printing/copying.

Note : Chief examiner can nominate a member from the setting panel for 6 & 7 if he/she is inability to attend.

8. To receive the answers scripts packets from the DCEU 1-2 days after the examination along with the required documents
 - a. First marking / second marking examiners' list approved for the course unit

- b. Appointment letters as the first marking Examiner stating the deadline for completion
 - c. Marking Schemes
 - d. Documents to be signed by the first marking examiners when receiving the packets (stating index number range & packet number)
- 9. Distribute the answers scripts to the first marking examiners for first marking within 2 working days and maintain the records for distributing answers scripts (name of the first marking examiner, the packet no with index number range, the date of receiving and the signature of first marking examiner). A copy of the records should be submitted to the SAR/ DCEU at the earliest
 - a. If any changes done to the first marking examiners' list should be informed to the SAR/ DCEU for necessary approval through the head of the department.
 - b. The ratio of 100-150 scripts for the first marking examiner is required to be maintained when distributing the answers scripts.
- 10. Collecting answer scripts from the first marker/s and instruct them to hand over the mark sheets to the SAR/DCEU while maintaining the records of returning the paper packets.
- 11. Distribute the answers scripts packets with the marking scheme and the appointment letter to the second marking examiners.
 - a. Maintain the records for distributing answers scripts (name of the second marking examiner, the packet no with index number range, the date of receiving and the signature of the first marking examiner
 - b. The ratio of 100-150 scripts for the second marking examiner is required to be maintained when distributing the answers scripts.
- 12. Collecting first and second marking sheets from the DCEU to prepare final mark sheets
 - a. Arranging an internal meeting with the Head of the Department and a Senior academic member from the First marking and Second marking panel to finalize the final mark sheet
 - b. Include names and signatures of the internal meeting members in the final results sheet.



Distance and Continuing Education Unit University of Ruhuna

First Examination in Bachelor of Arts (external)-Part 1

September 2022

STS11513-Social Statistics

Answer four questions

Time: 2 hrs

Guideline for question paper structure

Note : *For 3 credits course with 60% marks at the End-semester examination should be set for two (02) hours.*

Allotted time for a question – 30 minutes

*Choice given : **Four (04) out** of 6-7 questions (6 OR 7 depends on the course unit but, the consistency needed to be maintained).*

1. All the question papers must include
 - a. University logo
 - b. The name of the DCEU and the university
 - c. Name of the Examination
 - d. Month and the year the examination conducted
 - e. Course code, course name and type of the course (compulsory/elective)
 - f. Number of questions to be answered and the time duration for paper **as shown above**

NOTE: Soft Copy of the Question paper Template that include above essential part is a confidential property of DCEU . It is not released/ given to the setters. Typing and setting the question paper to the Format is done by DCEU keeping the confidentiality.

2. Important instructions must be clearly mentioned at the beginning of the paper
3. If using sections, section headings should be left-aligned (bold).

Section A

Section B

4. All text should be in Arial 12 and the line spacing should be 1.5 throughout.

5. If you wish to emphasize text, please use bold to do this. Italics and underlining and CAPS are not permitted, as these styles also make text less accessible to students with some visual difficulties.
6. All questions should be numbered sequentially with consistent formatting, for example with dots 1. 2. 3. 4. or with brackets 1) 2) 3) 4)
7. If the paper is in sections, the question numbers should carry the section letter prefix and begin at 1 for each section, for example: A1. A2. B1. B2. C1. C2. Exception: a section of multiple choice questions to be answered on a Multiple Choice Answer Sheet (MCAS) must be numbered from 1
8. For questions with several parts, each should be sub-numbered sequentially with consistent formatting, for example:
 1) a. (i) (ii) b. (i) (ii) (iii)
 2) a. (i) (ii) b. (i) (ii) (iii)

 A1. (a) i) ii) (b) i) ii) iii)
 A2. (a) i) ii) (b) i) ii) iii)

 1) (i) a. b. (ii) a. b. (iii) a. b.
 2) (i) a. b. (ii) a. b. (iii) a. b.
9. The text of each question or sub-question should be indented as the text in these guidelines is indented.
10. Marks should be clearly shown for each section of the question, they should be right-aligned in bold on the line below the question text and shown consistently throughout the paper.

4 marks
11. a) Marks for questions which are broken down into sub-questions should be shown for each part.

8 marks

 b) Question totals are not usually necessary

12 marks
12. Diagrams, tables and other pictures must be of a high enough quality to photocopy well
13. Information that students are required to refer to throughout the examination (examples could be: data tables, formula sheets, diagrams, images) should be provided separately as additional materials.
14. At the end of each page the page number should be appeared out of total pages (ex. 3 out of 5 pages)
15. End of Examination Paper must appear as shown, immediately below the last question.

.....**End of Examination Paper**-----

Confidential



Distance and Continuing Education Unit

University of Ruhuna

Prototype Answer and Marking Scheme

Name of Examination:

Name & Code of Module/Course Unit:

Duration of Question Paper:hours.

No. of questions to be answered: Medium:

Question Number With total mark for the question	Part of the question & mark allocated for each part	Marks allotted. For answer points/ facts	Outline of answer expected / Salient points /other instructions (Clearly indicate the points/ facts to be scored)

Question Number With total mark for the question	Question is not divided to the parts	Marks allotted. For answer points/ facts	Outline of answer expected / Salient points /other instructions (Clearly indicate the points/ facts to be scored)

Signature of the paper setter:

Signature of the Moderator:

Report on Moderation of Exam Papers

Program				
Examination				
Course code		Course Title		
Date the question paper received				
<i>Please Comment on Following</i>				
a)	Examination Paper			
	Item	Yes	No	Specific Comments
1	Does the exam paper provide clear instructions to the candidates?			
2	Do the questions reflect the learning outcomes adequately?			
3	Are the questions clear and easily understandable?			
4	Appropriately used the language in question			
5	Is there any repetition of questions?			
6	Are the marks allocated for questions and sections appropriate?			
7	Is the time given to attend each question/section adequate?			
8	Are the questions up to the standard and appropriate to the level being assessed (SLQF)			
	<ul style="list-style-type: none"> Additional comments / editing were included in the question paper itself 			
Comment of Marking Scheme				
9	Are the answers correct/justifiable?			
10	Are the main points of the answers highlighted?			
<i>General comment on question paper and marking scheme</i>				



Distance and Continuing Education Unit
University of Ruhuna

Special Requirements for the Question Paper

1. Examination:
 - (a) Course Name and Code:
 - (b) Name of Chief Examiner:
2. The following materials * should be provided to the candidate for this Paper in addition to the Answer Book. Indicate the number of copies to be provided in each instance.

	Number of copies
(a)
(b)
(c)
(d)
(e)
(f)
(g)

3. Indicate which of the special material mentioned above are being enclosed, and which should be furnished by the SAR/DCEU.
4. Indicate whether any part /section of the answer scripts are to be packed separately.

UNIVERSITY OF RUHUNA

DISTANCE AND CONTINUING EDUCATION UNIT

PREPARATION AND PRINTING OF QUESTION PAPERS

01. Examination :
02. Title of Course Unit :
03. Course Code:
04. Name of the Chief Examiner/Setter:
05. Date of the examination:
- 06.

Paper typed by		Proofread by		Scanning/ Duplicating/ packeting and sealed by	
Name	Signature	Name	Signature	Name	Signature

07. To be Filled by Chief Examiner

	YES	NO
i Moderated Paper Submitted		
ii Moderator Form Submitted		

08. To be Filled by the DCEU

- i. No of Copies Printed:

ii. No. of Packets Prepared:

Moderator's Name			
Moderator's Signature			Date:
Follow up Action by setter			
10	Comment of the setter on Moderation	Agree and addressed	Not agree and reasons
Setter(s) name			
Setter(s) signature			Date

.....

Assistant Registrar - DCEU

ශාලාධිපතිවරුන් විසින් නිරීක්ෂකවරුන් මගින් විභාග අපේක්ෂකයන් වෙත දැනුම් දිය යුතු සහ අනුගමනය කළ යුතු කරුණු - (දෛනිකව)

- ❖ අපේක්ෂකයන් විභාග ශාලාවට ඇතුළත් කර ගත යුත්තේ විභාගය ආරම්භ කිරීමට මිනිත්තු 15 කට පෙර ය.
- ❖ විභාග ප්‍රවේශ පත්‍රය, ශිෂ්‍ය වාර්තා පොත, ලිවීමට අවශ්‍ය ද්‍රව්‍ය හැර කිසිදු දෙයක් විභාග ශාලාවට රැගෙන යාම තහනම් ය.
(ලිපිගොනු කවර හෝ පැන් පැන්සල් බහාලුම් ගෙන යාම සපුරා තහනම්.)
- ❖ පරීක්ෂණයේදී අනිසි අන්දමින් ප්‍රයෝජනයට ගත හැකි කිසිම ලියවිල්ලක් හෝ සටහනක්, හෝ අතලෙහි සටහන් තබා ගැනීම හෝ ළඟ තබා ගැනීම විභාග වංචාවකට අදාළ දඬුවම් යටතේ වේ.
- ❖ ජංගම දුරකථන විභාග ශාලාවට රැගෙන යාම තහනම්වන අතර, සියලු දුරකථන ක්‍රියාවිරහිත කොට විභාග ශාලාවෙන් පිටත තැබිය යුතු ය.
- ❖ සිසුන් නියමිත අංකයේ පමණක් අසුන් ගැනීම පිළිබඳව සිසුන් දැනුවත් කිරීම හා ප්‍රවේශපත්‍ර අත්සන් කිරීමේ දී නිරීක්ෂකවරුන් මේ ගැන හොඳින් විමසිලිමත් විය යුතු ය.
- ❖ නොපැමිණි සිසුන්ගේ විභාග අංක නිවැරදි ව සටහන් කිරීම වැදගත් වේ.
- ❖ ප්‍රවේශපත්‍රය අත්සන් කිරීමේ දී ශිෂ්‍ය වාර්තා පොතෙහි ඡායා රූපය සහ ලියාපදිංචි අංකය පරීක්ෂා කළ යුතු ය.
- ❖ විභාගය අවසන් වූ පසු විභාග ශාලාවෙන් ඉවත් වීමට ශිෂ්‍යයින්ට දැන්විය යුතුය. කිසිදු හේතුවක් නිසා ශාලාවේ රැඳී සිටීම සපුරා තහනම් ය.
- ❖ විභාග අපේක්ෂකයින් අවසන් විෂය පත්‍රයට පෙනී සිටීමෙන් පසුව පමණක් විභාග ප්‍රවේශ පත්‍රය බාග්දිය යුතු ය.

අධ්‍යක්ෂ

දුරස්ථ හා අධෘෂ්ට අධ්‍යාපන ඒකකය

14.03.2020

මහාචාර්ය වජිරා ඩී. ඔට්ටහම්පිටිය

සාමාන්‍ය

දුරස්ථ හා අධෘෂ්ට අධ්‍යාපන ඒකකය

ශාලාධිපතිවරුන් වෙත

සාමාන්‍ය

CONFIDENTIAL

UNIVERSITY OF RUHUNA

This Packet is to be opened only by the person officially entrusted with the responsibility of conducting the Examination in the presence of Candidates and duly appointed invigilators.

This is to certify that this Packet of question papers was opened ata.m./p.m. on 20..... at the Examination Centre and in the presence of the candidates.

.....
Signature of Supervisor

.....
Signature of Invigilator

.....
Signature of Candidate and the Index Number

EXAMINATION :

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PAPER :

.....

.....

(Course Unit Code & Course Unit Title)

CENTRE :

DATE :

TIME : From..... To

No. of papers enclosed in the packet :

DISTANCE AND CONTINUING EDUCATION UNIT

	Duration
Single Question Paper	
Paper I	
Paper II	
No. of Questions	
No of Pages	

Following material/Supplementary material are to be issued :

Answer Book	
Single Sheets	
Blank Papers	
Graph Paper (Ordinary)	
Graph Paper (Log./Log-Log)	
Statistical Tables	
Interest Tables	
Present Value Tables	
Mollier Charts	
Extracts from Standards	
Design Standard Charts/Tables	
Non-programmable Calculators	
Any other please specify	

Use Examiner's details to fill the Table.

Packeted and sealed un

at

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Signature

.....

Name

.....

Date

AFTERNOON

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.....
Signature of Supervisor

.....
Signature of Invigilator

.....
Signature of Candidate and the Index Number

EXAMINATION

PAPER :

.....

.....

(Course Unit Code & Course Unit Title)

CENTRE :

DATE :

TIME :

No. of papers enclosed in the packet :

DISTANCE AND CONTINUING EDUCATION UNIT

	Duration
Single Question Paper	
Paper I	
Paper II	
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Mollier Charts	
Extracts from Standards	
Design Standard Charts/Tables	
Non-programmable Calculators	
Any other please specify	

Use Examiner's details to fill the Table.

Packeted and sealed un

at

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Signature

.....

Name

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Date

MORNING

රුහුණ විශ්වවිද්‍යාලය
UNIVERSITY OF RUHUNA
බාහිර විභාග අංශය - External Examination

පරීක්ෂණය
Examination

මධ්‍යස්ථානය
Centre

විෂය (ප්‍රශ්න පත්‍රයේ)
දක්වන පරිදි)
Subject as on the
Question Paper }

කොටස
Part

මාධ්‍යය
Medium

ඇතුළත තිබෙන ලේඛන පත්‍ර සංඛ්‍යාව
No. of Scripts in this Parcel

විෂය අංකයේ සිට
From Index No.
(Inclusive)

විෂය අංකය දක්වා
To Index No.

නොපැමිණි දැරුවන්ගේ විෂය අංක
Index Numbers of Absentees

ආලෝකකරණ අත්සන
Signature of Supervisor

දිනය
Date



දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය
රුහුණ විශ්වවිද්‍යාලය, ශ්‍රී ලංකාව
DISTANCE AND CONTINUING EDUCATION UNIT
UNIVERSITY OF RUHUNA, SRI LANKA



විභාග අංකය (ඉතා පැහැදිලිව)
Index Number (Very Clearly)

පරීක්ෂණයේ නම (ප්‍රශ්න පත්‍රයේ දැක්වෙන පරිදි) }
Name of the Examination (As given in the question paper)

ප්‍රශ්න පත්‍රයේ නම හා අංකය
Title and Number of the paper

කොටස (අදාළ නම්)
Part (If relevant)

අපේක්ෂකයින්ට උපදෙස්

1. පරීක්ෂණය ආරම්භ කිරීමට ප්‍රථම ඉහත විස්තර අපේක්ෂකයා විසින් සම්පූර්ණ කළ යුතුයි.
2. පිළිතුරු පත්‍රවල දෙපිටම ලියන්න. කටුවැඩ සඳහා ද මේ පොතේ පිටු ප්‍රයෝජනයට ගත හැකි අතර, එබඳු කටුවැඩ හා ඉතිරි හිස් පිටු පැහැදිලිව වෙන් කර, කටුගා දමිය යුතුය. පොත අවසන් වුවහොත් අතිරේක පිටු ලබා ගෙන පිළිතුරු සපයන්න.
3. පිළිතුරු සපයන ප්‍රශ්නයේ අංකය සෑම පිටුවකම වම් කිරුවේ ලියන්න.
4. පිළිතුරු සැපයූ අතිරේක පිටු, ප්‍රස්තාර කොළ හා ආකෘති, සිතියම් ආදිය අනු පිළිවෙළට මේ පොතේ අගට අමුණා පිටු අංක යොදන්න.
5. මෙම පොත රුහුණ විශ්වවිද්‍යාලයේ දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය සතුය. තුමන හේතුවක් නිසාවත් විභාග අපේක්ෂකයකු විසින් මෙය විභාග ශාලාවෙන් පිටතට ගෙන යාම තහනම්ය.
6. අපේක්ෂකයන් විශ්වවිද්‍යාලයේ විභාග පිළිබඳ නියෝග, නීතිරිති හා අනිකුත් උපදෙස්වලට අනුකූලව ක්‍රියා කළ යුතුය.
7. පිළිතුරු ලියා අවසන් වූ පසු අපේක්ෂකයා විසින් මෙම පොත පොද්ගලිකවම නිරීක්ෂකවරයාට භාර දිය යුතුය. එය මේසය මත තබා නොයා යුතුය.

DIRECTIONS TO CANDIDATES

1. Candidates must fill in the information required above before commencing the examination.
2. Use both sides of the answer sheets. Candidates may use pages of this book for rough working, but such working must be clearly marked cancelled. When the book is over, answers could be written on additional sheets.
3. The number of the question should be written on the left margin in each page.
4. Additional answer sheets used, graph papers and outline maps, etc. must be attached in sequence to the back of the book and number the pages.
5. This book belongs to the Distance and Continuing Education Unit University of Ruhuna. In no reason must this book be removed from examination hall by a candidate.

[illegible]

විෂාග අංකය / Index Number

රුහුණ විශ්වවිද්‍යාලය

විභාග ශාලාවෙන් පිටතට ගෙනයාම තහනම්
Not to be taken out of the Examination Hall



(දෙපැත්තේම ලියන්න. Write on both sides)

රුහුණ විශ්වවිද්‍යාලය - දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය

විභාග වැරදි

අපේක්ෂකයාගේ නම :- අපේක්ෂකයාගේ දු.ක අංකය :- පත්‍රය :-	විභාග අංකය :- ලියාපදිංචි අංකය :- දිනය :-
කරන ලද වරද :- <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> වරද අනාවරණය වූ වේලාව :- </div> <div style="width: 50%;"> නිරීක්ෂකවරයාගේ අත්සන :- නිරීක්ෂකවරයාගේ නම :- නිරීක්ෂකයා සේවයේ නියුතු අංශය :- </div> </div> දිනය :-	
(සවිස්තර වාර්තාව අනික් පිටුවේ)	
අපේක්ෂකයාගේ නම :- මයා/මිය/මෙය ඔබ පහත සඳහන් විභාග වරද කර ඇති බව නිරීක්ෂකවරයා විසින් මාගේ අවධානයට යොමු කර ඇත. මේ පිළිබඳව ඔබේ නිදහසට කිව හැකි කරුණු වෙනොත් පහත කොටුවේ සඳහන් කරන්න.	
දිනය :-	<div style="text-align: right;"> ශාලාධිපතිගේ නම ශාලාධිපතිගේ අත්සන </div>
<u>අපේක්ෂකයාගේ ප්‍රකාශය</u>	
දිනය :-	<div style="text-align: right;"> අපේක්ෂකයාගේ අත්සන </div>
<u>ශාලාධිපතිගේ නිරීක්ෂණ</u>	
දිනය :-	<div style="text-align: right;"> ශාලාධිපතිගේ අත්සන </div>

විභාග වැරදි පිළිබඳ සවිස්තර වාර්තාව

<p>අවසර නොමැති ලියවිලි ලඟ තබා අසුවූයේ නම් ඒ ලියවිලි පිළිබඳ විස්තරයක් හා ඒවා සොයා ගත්තේ කවර ස්ථානයකින්ද යන වග.</p> <p>එම ලියවිලි අනුක්‍රම අංක යොදා හඳුන්වන්න.</p>	
<p>කොපි කිරීම:- කොපි කරන ලද්දේ කුමන ලියවිල්ලකින්ද යනවග විස්තර කරන්න.</p> <p>මෙම අපේක්ෂකයා ඉහත සටහන් කොපි කළේ ද? එසේ නැතිනම් ළඟ තබා ගන්නා පමණක් ද යන වග</p>	
<p>නොනිසි හැසිරීමක් නම්, විස්තර :-</p>	
<p>අන් අයකු වෙනුවෙන් පෙනී සිටීමක් නම් කවරකු විසින් කවරකු වෙනුවෙන් ද යනවග :-</p>	
<p>වෙනත් වැරදි වෙනොත් විස්තර :-</p>	
<p>විශේෂ නිරීක්ෂණ වෙනොත් :-</p> <p align="center">.....</p> <p align="center">නිරීක්ෂක</p>	<p>විශේෂ නිරීක්ෂණ වෙනොත් :-</p> <p align="center">.....</p> <p align="center">ශාලාධිපති</p>

UNIVERSITY OF RUHUNA

External Examinations

ABSENTEE FROM

This from MUST be inserted in place of my script which is missing for any reason

CANDIDATE NO ABSENT

* No Script for this candidate for the following reason:

* This candidate through present did not submit an answer script:

Date

.....
Signature of Supervisor

Centre

*Delete whatever is not applicable

BA (External) Degree 19th Batch 2022 Level I Semester I End Examination

Check List for Supervisors

Supervisor's Name:

Subject:

Date:

Time:

Number of Answer Scripts	
For the following if 'yes' put a \sqrt and 'no' \times	
Marks Sheets have Included in Answer Scripts	
Attendance List	
Original Papers	
Any Offences	
Others	

*Please complete the above table and submit this sheet to SAR/AR or the Coordinator, DCEU when you submit the answer script packets and the above documents to the DCEU.

Signature of the Supervisor:

Received By:

Name:

Signature:

Position:

TO THE PEOPLE OF THE UNITED STATES

THE UNIVERSITY OF CHICAGO

卷之四

Figure 1. **Experimental design**

१३३

Total No. of Pages: 10

Handed over the above (Authorized officer)

卷之四

卷之四

Notes of Service

（一）
（二）

SECRET

Office of Aeronautics

Letter of Appointment as a First Examiner

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

Dear Sir/Madam

Examination:

This is to inform you that you have been appointed as a First Examiner of the following exam paper of the above-mentioned Examination at the XXX Senate of the University. You will be given two months from the date of the examination to complete the first marking. The mark sheets should be submitted to DCEU and the paper packet should be handed over to the Chief Examiner.

Therefore the due date to submit the first marking sheets is Although the DCEU has taken approval to extend the period given for first marking to two months, considering the heavy workload with internal work, the senate-approved rule of the University is to release the results of internal and external degrees/courses within a period of three (03) months from the last date of examination. Therefore, we would be very much thankful if you could submit the marks within a month of the date of the examination.

Please note that Rs. 150/script will be paid if marks are submitted within one month after receiving the answer scripts. Rs. 120 /script will be paid if marks are submitted two months after receiving the answer scripts. Please note that none of the payments will be done if marks are submitted two months after receiving the answer scripts.

Name of the Course:

Course Code:

Please do not hesitate to contact me if you have any queries about this appointment or require any further information

I would be grateful for your kind support extended in this regard.

Yours sincerely

Coordinator, Examination and Registration/DCEU

Letter of Appointment as a Second Examiner

.....

.....

.....

Dear Sir/Madam

Examination:

This is to inform you that you have been appointed as a Second Examiner of the following exam paper of the above-mentioned Examination at the XXXX Senate of the University. You will be given two months from the date the paper packets are received from the first/chief examiner. The mark sheets should be submitted to DCEU and the paper packet should be handed over to the Chief Examiner.

Therefore the due date to submit the first marking sheets is Although the DCEU has taken approval to extend the period given for second marking to two months, considering the heavy workload with internal work, the senate-approved rule of the University is to release the results of internal and external degrees/courses within a period of three (03) months from the last date of examination. Therefore, we would be very much thankful if you could submit the marks within a month from the date the paper packets are received from the first/chief examiner.

Please note that Rs. 150/script will be paid if marks are submitted within one month after receiving the answer scripts from the first/chief examiner. Rs. 120 /script will be paid if marks are submitted two months after receiving the answer scripts from the first/chief examiner. Please note that none of the payments will be done if marks are submitted two months after receiving the answer scripts from the first/chief examiner.

Name of the Course:

Course Code:

Please do not hesitate to contact me if you have any queries about this appointment or require any further information. I would be grateful for your kind support extended in this regard.

Yours sincerely

Coordinator, Examination and Registration/DCEU



රුහුණ විශ්වවිද්‍යාලය
 நுஹுண பல்கலைக்கழகம்
 UNIVERSITY OF RUHUNA

දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය
 தொலை மற்றும் தொடர் கல்வி அலகு
 Distance and Continuing Education Unit
 වැල්ලමිම මාර 81000 ශ්‍රී ලංකාව වෙල්ලමදාම මාර 81000 இலங்கை WELLAMADAMA, MATARA 81000 SRI LANKA

මගේ අංකය
 எனது எண்
 My No. }

ඔබේ අංකය
 உங்களது எண்
 Your No. }

බාහිර විභාග සම්බන්ධයෙන් පරීක්ෂකවරුන් විසින් කරනු ලබන ගෞරවාන්විත ප්‍රකාශය

පරීක්ෂණය :-

පරීක්ෂකවරයාගේ නම :-

විෂය :-

- මම කිසියම් බාහිර ආයතනයක හෝ උපාධි උපකාරක පන්තිවල මෙම විශ්වවිද්‍යාලයේ පවත්වන බාහිර විභාග සඳහා පෙනී සිටීමට නියමිත සිසුන්ට කුමන අන්දමේ හෝ පන්ති, දේශන, සම්මන්ත්‍රණ යනාදිය නොපවත්වන බවත්,
- මා දන්නා පමණින් මාගේ පවුලේ සාමාජිකයෙකු හෝ ඥාතිවරයෙකු හෝ ඉහත සඳහන් පරීක්ෂණයට පෙනී නොසිටන බවත්,
- පිළිතුරු පත්‍ර ඇගයීම් කටයුතුවල රහස්‍යභාවය ආරක්ෂා කරන බවටත් මෙයින් ගෞරවාන්විතව ප්‍රකාශ කර සිටිමි.

දිනය:-

පරීක්ෂකවරයාගේ අත්සන

අධ්‍යයනාංශය

Application for Medical Certificates Submission on Absenteeism at the Examinations

(According to the Internal Circular No: 01/2015)

01. Name :

02. Programme :

03. Examination :

04. Reg. No. :

05. Index No. :

06. Address:

.....

07. T.P. Number :

08. Email address:

09. Details of the subjects and examination

[illegible]

10. Details of the medical certificate (Please attach medical certificate)

Absent Date(s) of Examination	Period covered by medical certificate	Subject / course unit covered by medical certificate	Medical certificate number (Government / Ayurvedic)

For Office Use only

.....

Signature of the Student

.....

Date

DCEU Recommendation

DCEU Recommendation: Period covered / Not covered

Checked by:

Certified by:

Recommendation of the University Medical Officer

Accepted / Not accepted

Any other comments:

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

.....

Name of University Medical Officer

.....

Signature & Official stamp of UMO

.....

Date

Handing Over of Answer Scripts Parcel to Chief Examiner

Note: To be filled in duplicate

Copy 1-To the Chief examiner

Copy 2 – Keep in the DCEU

1. Examination:
2. Name of the Module and Code:
3. Name of the Chief Examiner:

Handed over the sealed and labeled Answer Script parcel with the following index number range to the Chief Examiner.

Packet Number	Index Number	
	From	To

.....
Signature of the Assistant Registrar/DCEU

.....
Date

Received the sealed and labeled,Answer Script parcel of the above-mentioned index numbers from the Assistant Registrar/DCEU.

.....
Signature of the Chief Examiner

.....
Date

Note: To be filled in triplicate

Copy 1-To the first examiner

Copy 2 – Keep with the Chief Examiner

Copy 3- Send to the DCEU

Handing Over of Answer Scripts Parcel to First Examiners

1. Department:
2. Examination:
3. Name of the Module and Code:
4. Name of the Examiner:

Handed over the sealed and labeled Answer Script parcel/s with the following index number range to the First Examiner/s.

Name of the first Examiner	Index Number	
	From	To

.....
Signature of the Chief Examiner

.....
Date

Received the sealed and labeled, Answer Script parcel of the above-mentioned index number range from the Chief Examiner.

Name of the first Examiner	Signature	Date

Note: To be filled in Duplicate
Copy 1 – Keep with the Chief Examiner
Copy 2- Send to the DCEU

Handing Over of Answer Scripts Parcel to Second Examiners

1. Department:
2. Examination:
3. Name of the Module and Code:

Handed over the sealed and labeled Answer Script parcel with the following index number range to the Second Examiner/s.

Name of the Second Examiner/s	Index Number	
	From	To

.....
Signature of the Chief Examiner

.....
Date

Received the sealed and labeled, Answer Script parcel/s of the above-mentioned index number range from the Chief Examiner.

Name of the Second Examiner	Signature	Date

Report on Second Marking

Program				
Examination				
Course code		Course Title		
<i>Please Comment on Following</i>				
a)	First / Second marking			
	Item	Yes	No	Specific Comments
1	Breakdown of the marks are clearly assigned to the subsection of the answers in the marking scheme			
2	Weightage of the marks allocated for each question are adequate?			
3	First marking is done adhering to the marking scheme			
4	Part marks are clearly given / noted			
5	Total mark for the answer is given under each question/ answer			
6	Unmarking noticed / found			
7	Counting errors noticed / found			
8	Is there deviation in marks?			
9	Standardization of the marks should be done for the final grading			
10	Any bias in first marking noticed, please indicate the index numbers of such cases			
11) General comments				

Second Marker's Name		
Second Marker's Signature		Date:

CONFIDENTIAL

UNIVERSITY OF RUHUNA - DISTANCE AND CONTINUING EDUCATION UNIT

MARK SHEET - Repeat

Name of Examination : First Examination in Arts (External) - 2020 (Repeat 2016) – February / March 2022

Subject & Code : Sinhala (SL 1.1 – Approach to the Sinhala Language)	Medium : Sinhala
---	-------------------------

Subject & Code : Sinhala (SL 1.1 – Approach to the Sinhala Language)	Medium : Sinhala
---	-------------------------

Center : University of Ruhuna, Wellamadama, Matara.	Date : 13.02.2022
--	--------------------------

Center : University of Ruhuna, Wellamadama, Matara.	Date : 13.02.2022
--	--------------------------

Center : University of Ruhuna, Wellamadama, Matara.	Date : 13.02.2022
--	--------------------------

Supervisors are kindly requested to make absentees clearly "ABSENT" and "✓" with signature for those present in this Mark Sheet. (2 copies)

[illegible]

CONFIDENTIAL

UNIVERSITY OF RUHUNA - DISTANCE AND CONTINUING EDUCATION UNIT

MARKS RETURN SHEET (REGULAR)

Name of Examination : First Examination in Arts (External) - 2020(Repeat 2016) -February / March 2022

Subject & Code :SL 1.2 – Approach to Literature or Competence of Literature

Medium : Sinhala

Centre : University of Ruhuna

Absentees for Exam. Marked as AB

S. N.	Index no	Marks 1st Marking	Marks 2nd Marking	Final Mark (Average)	Mark after Standerization	Grade	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Note: To be filled in duplicate

Copy 1-To the Chief examiner

Copy 2 – Keep in the DCEU

Submission of Results and Answer Scripts

1. Department:
2. Examination:
3. Name of the Module and Code:
4. Name of the Examiner:

Handed over the following marks sheets and answer script packets to the Assistant Registrar/DCEU.

Index Number		Please tick (✓)	
From	To	Paper packet	Mark Sheet

.....

Signature of the Examiner

.....

Date

Received above mentioned mark sheets and answer script packets from the Examiner.

.....

Signature of the Assistant Registrar/DCEU

.....

Date



දුරස්ථ හා අඛණ්ඩ අධ්‍යාපන ඒකකය, රුහුණ විශ්වවිද්‍යාලය.

පිළිතුරු පත්‍ර නැවත පරීක්ෂා කිරීම සඳහා අයදුම්පත්‍රය.

ඉල්ලුම් කරනු ලබන විභාගය

1. අයදුම්කරුගේ නම	
2. ලිපිනය	
3. දුරකතන අංකය	
4. ලියාපදිංචි අංකය	රු/බාවි/ශා/
5. විභාග අංකය	A

6. පිළිතුරු පත්‍ර නැවත පරීක්ෂා කිරීම සඳහා ඉල්ලුම් කරන විෂය හා පත්‍රය

විෂයය	පත්‍ර නාමය	පත්‍ර සංකේතය	ලබා ඇති ශ්‍රේණිය

ඔබ විසින් ගෙවන ලද මුළු මුදල :

අදාළ ගෙවීම් : එක් පත්‍රයක් සඳහා ප්‍රතිඵල නැවත පරීක්ෂා කිරීමේ ගාස්තුව රු 1000/- කි. (සපයා ඇති ගෙවීම් වවුචරය මගින් මහජන බැංකුවේ ඕනෑම ශාඛාවකින් මුදල් ගෙවා ලබා ගන්නා ලද රිසිට් පත ඇමිණිය යුතුය. ඔබගේ නම සහ ලිපිනය ලියූ රු. 40.00 ක් වටිනා මුද්දර ඇල වූ “9 × 4” ප්‍රමාණයේ ලියුම් කවරයක් ද අයදුම්පත්‍රය සමග ඉදිරිපත් කළ යුතුය. තැපැල් මගින් අයදුම්පත්‍ර එවීමේ දී ලිපි කවරයේ වම් පස ඉහළ කෙළවරේ “පිළිතුරු පත්‍ර නැවත පරීක්ෂාව” යන්න සඳහන් කර එවන මෙන් දන්වමි.

සැලකිය යුතුයි :

- එක් විෂයය කොටසක් සඳහා එක් අයදුම් පත්‍රයක් බැගින් ඉදිරිපත් කළ යුතුය.

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දිනය

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විභාග අපේක්ෂකයාගේ අත්සන

කාර්යාලීය ප්‍රයෝජනය සඳහා

7. පිළිතුරු පත්‍ර නැවත පරීක්ෂා කිරීමෙන් පසු ප්‍රතිඵල

පත්‍ර නාමය හා සංකේතය	දැනට ලබා ඇති ශ්‍රේණිය	නැවත පරීක්ෂාවෙන් පසු ලබාගත් ශ්‍රේණිය	ලකුණු හා ශ්‍රේණිය වෙනස් වී ඇත	ලකුණු පමණක් වෙනස් වී ඇත

පිළිතුරු පත්‍ර නැවත පරීක්ෂා කිරීමේ මණ්ඩලය

දිනය	පරීක්ෂකවරයාගේ නම	තනතුර	අත්සන