

A. Satisfactory Academic Progress (SAP) Policy

- 9.1 Learner has to be regular and maintain minimum 80% attendance in the sessions.
- 9.2 Learner has to complete all assignments (Quiz, Practice, Challenges, Projects, Placement Readiness Evaluations, Exams) as per the evaluation schedule.
- 9.3 Learner has to maintain minimum 45% score in formative assessments.
- 9.4 The work submitted by the Learner has to be without any plagiarism (copying or representing other sources as the original work of the Learner) or other unethical practices.
- 9.5 Learner has to participate in the discussions during the sessions.
- 9.6 Learner should be able to explain his assignment, projects, or other evaluated performance in the debrief session.
- 9.7 Learner has to refactor (Rework, correct, improve) his work, till it is approved, within the timelines.
- 9.8 The maximum score entitled for a delayed formative assessment is 50%.
- 9.9 If the Learner is having a backlog of 2 modules relating to formative assessments, he will be given one additional week to complete the backlog while attending the current module.
- 9.10 If the Learner is not able to complete the backlog relating to formative assessments, then the Learner will be on Academic Probation for the next 2 weeks.
- 9.11 If the Learner is on Academic probation and does not complete the backlog, he will not be continuing in the same batch and he has to clear all the backlog and he will be transferred to a new/subsequent batch to repeat the course.
- 9.12 Learner who is not attending the classes, or irregular, will be given a verbal or written warning; and if the Learner is still not regular, he will be considered as a dropout Learner and then the Learner's Enrolment will be terminated.
- 9.13 If the Learner is not attending the sessions and did not inform the Centre Manager, and neither contactable over the phone nor Email for more than 4 weeks, then the Learner will be declared as inactive, and the enrolment will be terminated. No refund will be granted under this situation.

- 9.14 A student enrolled in the diploma course will have a valid registration (student status) for a period of three years from the initial date of registration. Within this period, the student must complete and pass all examinations related to the diploma course. If, for any reason, the student fails to pass the required examinations before the end of their student status, their overall final examination result will be considered as "Fail." In such a case, if the student wishes to continue studying for the diploma course, they must re-register for the program.
- 9.15 If the Learner's enrolment is terminated, there will be no further services from DCAB.

B. Examination Rules & Penalties

| Examination Rules | | |
|--------------------------|---|-------------------|
| 1. | Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of each paper but shall not enter the halls until they are requested to do so by the supervisor. | Presence |
| 2. | On admission to the hall a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the supervisor. | Seating |
| 3. | No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate 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. | Admission to hall |

| | | |
|-----|--|--|
| 4. | A candidate shall have his student ID and admission card with him in the examination hall on every occasion he presents himself for a paper. His candidature is liable to be cancelled if he does not produce the student ID. If he fails to bring his student ID on any occasion, he shall sign a declaration in respect of the paper for which he had not produced the student ID in the form provided for it, and produce the student ID on the next occasion when he appears for the examination. If it is the last paper or the only paper he is sitting, he shall produce the student ID to the Center Manager on the following day. If a candidate loses his student ID in the course of the examination, he shall obtain a duplicate student ID from the center manager, for production at the examination hall. | Student ID |
| 5. | No candidate shall have on his person or in his clothes, or on the admission card, time table or record book any notes signs or formulate etc. Books, notes, parcels, hand bags etc. which a candidate has brought with him should be kept at a place indicated by the Supervisor/ Invigilator. | Documents etc. which candidates should not bring |
| 6. | A candidate may be required by the supervisor to declare any item in his possession or person. | Declaration of articles in possession |
| 7. | No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another 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 or to watch any practical examination performed by him. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination. | Copying |
| 8. | No candidate shall submit a practical or field book or dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself. | Cheating |
| 9. | Candidate shall bring their own pens, ink, mathematical instruments, erasers, pencils, or any other approved equipment or stationery which they have been instructed to bring. | Articles candidates may bring |
| 10. | Examination stationery (i.e. Writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn crumpled, folded or otherwise mutilated. No paper other than supplied to him by the supervisor/ invigilator shall be used by candidates. Log tables or any other material provided shall be used carefully and left behind on the desk. All the material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination halls. | Examination stationary |

| | | |
|-----|--|---|
| 11. | Every candidate shall enter his index number on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his script and index number other than his own is liable to be considered as having attempted to cheat. A script that bears no index number or an index number which cannot be identified, is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer script. | Index Number |
| 12. | All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on admission cards, time tables, question papers record books or on any other paper. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying. | Rough work to be cancelled |
| 13. | Any answer or part of an 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 counted shall be neatly crossed out. | Unwanted parts of answers to be crossed out |
| 14. | Candidates are under the authority of the supervisor and shall assist him by carrying out his instructions and those of his invigilators, during the examination and immediately before and after it. | Under supervisor's authority |
| 15. | Every candidate shall conduct himself 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 shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct. | Conduct |
| 16. | Candidates shall stop work promptly when ordered by the supervisor/ invigilator to do so. | Stopping work |
| 17. | 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. | Maintenance of silence |
| 18. | During the course of answering a paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the supervisor/ invigilator shall grant him permission to do so but the candidate will be under his surveillance. | Leaving the hall |
| 19. | No person shall impersonate a candidate at the examination, nor shall any candidate allow himself to be so impersonated by another person. | Impersonation |

| | | |
|-----|---|--|
| 20. | Serious note will be taken of any dishonest assistance given to a candidate, by any person. | Dishonesty |
| 21. | If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of the examination necessary, he shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Registrar/Head of the Academic Department | Cancellation/postponement of the Examination |
| 22. | The supervisor/ invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statements shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it. | Making of statement |
| 23. | No candidate shall contact any person other than the Center Manager / Head of the Academic Department / Registrar regarding any matter concerning the examination. | Who to Contact in Exam Matters |
| 24. | Every candidate shall hand over the answer script personally to the supervisor/ invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his answer script to the attendant, a minor employee or another candidate. | Handing over the answer script. |
| 25. | Every candidate who registers for an examination shall be deemed to have sat the examination unless he withdraws from the examination within the specified period or submits a medical certificate prior to the commencement of the examination. The medical certificate should be obtained from a <u>Government</u> Medical Practitioner, and submitted to the Center Manager at the earliest possible time. | Withdrawal |
| 26. | When a candidate is unable to present himself for any part/ section of an examination, he shall notify or cause to be notified this fact to the Center Manager immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post. | Absence from exams |
| 27. | A student who withdraws or absents himself from the examination shall not be eligible for classes at the next examination unless the Academic Council decides otherwise. | Eligibility for classes |
| 28. | No student shall sit an examination, if he has exhausted the number of attempts that he is allowed to sit that particular examination, unless he has been granted special permission to do so by the Academic Council | Eligibility to continue to sit. |

| Examination Offences and Punishments | | |
|---|---|---------------------------------------|
| 1 | Any candidate who violates Examination Rule 5 shall be deemed guilty of the offence of possession of <u>unauthorized documents</u> and shall be liable to cancellation of his candidature from the examination and to any further punishment that the Academic Council may decide upon. | Possession of unauthorized documents. |
| 2 | Any candidate who violates Examination Rule 7 shall be deemed guilty of the offence of copying and shall therefore be liable to cancellation of his candidature from the examination and to be prohibited from sitting any examination of the college for a period of time and to any other punishment that the Academic Council may decide. | Copying |
| 3 | Any candidate who violates Examination rule 8 shall be deemed guilty of the offence of having cheated at the examination and shall be liable to the cancellation of his candidature from the examination and to be prohibited from sitting any examination of the college for a period of not less than three years and to any further punishment that the Academic Council may decide. | Cheating |
| 4 | Any candidate who is detected removing examination stationary and other material provided for the examination (Rule 10) shall be deemed guilty of an examination offence and shall be liable for punishment including cancellation and/ or prohibition from sitting any examination of the college for such period as may be specified by the Academic Council. | Removal of stationary |
| 5 | Any candidate who violates any one or more of the rules in 6, 14, 15, 16, 17 or 18 shall be deemed <u>guilty of the offence of disorderly conduct</u> and shall be liable to punishment including cancellation/ or prohibition from any examination of the college for such period as may be specified by the Academic Council. | Disorderly conduct |
| 6 | Any candidate who violates Examination rule 19 shall be guilty of the offence of impersonation and shall be liable to cancellation of candidature from the examination and to be prohibited from sitting any examination of the college for a period of not less than 5 years and to any further punishment that the Academic Council may decide. He may also be liable to any punishment under the panel code/ criminal law. | Impersonation |

| | | |
|---|---|---------------------|
| 7 | Any candidate who violates Examination Rule 20 shall be guilty of an examination offence and shall be liable to cancellation of candidature from the examination and to any further punishment that the Academic Council may decide upon. | Improper knowledge |
| 8 | Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be liable to the same punishments. | Aiding and Abetting |

C. Certification

The Learner will be awarded the appropriate Certificate for the Program subject to the following pre-conditions:

- Learner has successfully completed the formative assessments and obtained minimum **45%** marks.
- The total mark of formative and summative assessments for a module or subject a learner faced should be a not less than **45%**. This effects only for the Non-NVQ courses. This requirement applies exclusively to Non-NVQ courses. NVQ courses are conducted in accordance with the guidelines and regulations established by TVEC Sri Lanka.
- The Learner has paid all the Fees and has no outstanding payment.
- Learner has obtained **80%** attendance in the Program.
- No disciplinary action has been taken against the Learner.
- Learner will not be eligible for any Certificate if the admission is cancelled/ terminated, or the learner is obtaining refund of the program fee for any reasons.