

Department of Disability Studies

Policy on study leave and examinations

This document details policy decisions with regard to examinations and examination study leave, for students in the BSc. (Hons) Speech and Hearing Sciences and BSc. (Hons) Occupational Therapy programs of the Department of Disability Studies, Faculty of Medicine, University of Kelaniya. This document is supplemented by the department's published calendar of dates and bylaws as detailed in the student handbook of the relevant batch

I. Scheduling Examinations

- A. Examination points¹ for any given batch will be primarily based on the volume of teaching and learning activities scheduled for the relevant semester.
- B. Tentative examination dates will be shown on the shared CoD at the commencement of the academic year but may require change due to unavoidable and unforeseen circumstances. Students are encouraged to regularly refer to the COD. Changes, if any, will also be communicated through the relevant year coordinator.
- C. The need to accommodate repeat students in examinations will be considered when aligning examinations across the batches. The COD approved at the department/academic meeting and subsequently at Faculty Board/Medicine will be final.
- D. Confirmed examination timetables will be uploaded to the Web by the examination unit, Faculty of Medicine

II. Exam preparation and study leave

- A. The department will not provide repeat students with any special tutorials or classes prior to re-sit examinations. However, students have the option of requesting to join ongoing classes/clinical training for a subsequent batch and to be enrolled in the relevant LMS module.
- B. The above request can only be made by a repeat student, after the notice for registering to the given module is uploaded to CAL², within the time frame stipulated in the notice and online through the portal on the department website. Verbal requests and emails will not be entertained.
- C. Study leave is defined (a minimum of 2 weeks) for each main examination.
- D. No special time will be kept aside as study leave for students who are preparing for re-sit examinations. As such, students are expected to

¹ The time at which an examination is scheduled for a given year/semester

² This will be uploaded prior to commencement of the semester at which the given module is offered

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utilize available time slots in the weeks leading up to the exam to prepare for re-sit examinations.

III. Registration and completion of a re-sit examination

- A. Students are expected to take individual responsibility in registering for exams. Any queries can be clarified with the exam unit. No reminders to individual students or batches will be made from the exam unit or department.
- B. No student will be allowed to register for an exam once the deadline elapses and will have to sit for the next scheduled examination. The missed attempt due to not registering on time will be considered a valid attempt.
- C. The DDS COD is planned to ensure that there is an examination block for selected batches to provide students with the opportunity of facing their main and re-sit exams without any hinderance. In unavoidable circumstances, where teaching and examinations occur simultaneously as applicable to a repeat student, compulsory attendance will not be considered for the teaching and learning activities scheduled during the specific days on which examinations are held.

Curriculum Committee Approval: 25th November 2024