Faculty of Applied Sciences

Rajarata University of Sri Lanka

Guidelines for setting, scrutinizing, moderating and printing of question papers, marking of answer scripts and releasing of results

The following guidelines are adopted from the Manual of Procedures for Conduct of University Examinations published by the University Grants Commission on 01.09.1983, and adopted by Rajarata University of Sri Lanka. This document however does not address the semester system and other modernizations that have taken place in the University system. Therefore following guidelines are prepared in order to streamline the process from question paper setting to release of results. The specific roles of supervisors, invigilators and hall attendants and the Board of Examiners are specified elsewhere.

Preamble

The process

The Head of the Department (HoD) shall prepare and submit to the Senior Assistant Registrar (SAR)/ Assistant Registrar (AR) of the faculty a list of setters and moderators of question papers, the first and second examiners and panels of examiners for evaluation of viva voce examinations and oral presentations, as appropriate, for all courses offered or coordinated by a Department of Study in a particular semester on the request of SAR/ AR four weeks after the commencement of the relevant semester. The SAR/ AR shall proceed to obtain the recommendation of the Faculty Board and the approval of the Senate for appointment of examiners.

Appointing Examiners

HoD
SAR/AR

In the case of a course taught by a visiting lecturer(s), an internal academic staff as approved by the Senate upon the recommendation of the Faculty Board shall finalize the question paper or shall coordinate the setting of the question paper in consultation with the visiting lecturer(s). The visiting lecturer(s) shall be the setter(s). In the event where a course is taught by a temporary lecturer, a senior lecture shall be appointed as the setter of the question paper of that course.

Visiting and temporary lecturers

Prior to the preparation of list of examiners, the HoD should ascertain that a close relative of an academic staff is sitting for a question paper of a course taught/ coordinated by that staff, she/ he shall not involve in setting/ moderating of that question paper or marking of the answer script. In such instance, the staff member should declare that to the HoD well in advance in order to take appropriate action, such as appointing a different staff to coordinate the setting and marking.

Ineligibility

01. Setting of Question Papers

The teacher(s) of a particular course shall be the setter(s) of the question paper(s) of that course.

Setter

The setters shall follow the rubric provided by the SAR/ AR for setting question papers.

The setters shall prepare a marking scheme/ model answer together with setting of a question paper.

02. Scrutinizing the Question Papers

Purpose

The purpose of scrutinizing is to ensure that the question paper adequately covers the Intended Learning Outcomes (ILOs), to avoid possible overlaps of questions or parts thereof between question papers of different courses, language editing, to avoid recycling of questions, evaluate the marking scheme/ model answer and the marks distribution therein, etc. before sending to a subject specialist for moderation.

Scrutiny Board

The academic staff members who are the teachers of courses pertaining to the particular examination shall form the Scrutiny Board. The HoD shall arrange a meeting(s) of the Scrutiny Board and shall coordinate the process. This activity should also serve the purpose of a learning experience for all academic members of a Department.

The HoD or an academic staff designated by her/ him shall take minutes to record important decisions taken at the meeting.

Report

A report on each question paper based on the observations of the Scrutiny Boards shall be prepared on a prescribed form (Annexure I) and handed over to the respective setter(s), in order to make necessary adjustment to the questions or to the marking scheme/ model answer or both.

Follow up HoD

The HoD shall ensure that the suggested changes have been attended appropriately by placing her/ his signature on the aforementioned form after the suggestions are suitably attended to by the setter(s).

The duly completed report of the scrutiny board and follow up actions shall be kept securely in the office of the HoD for future reference and for quality assurance purposes.

03. Moderation of Question Papers

Purpose

The purposes of moderation of question papers are to obtain the observations of a subject matter expert, preferably outside the particular Department or the University and to improve the quality of the paper to be on par with other Universities while increasing transparency. The question papers of examinations at higher levels are required to be moderated by outside subject specialists.

HoD

The Head of Department should ensure that the question papers are set and scrutinized at least four (04) weeks before the date of the examination and get moderated.

The question paper together with the marking scheme, course ILOs and the prescribed form for the report of the moderator (Annexure II) should be sent through a secure means to the moderator.

Moderator

The moderator shall be requested to give her/ his observations, suggestions and recommendation on the form sent to her/ him and to place the signature with the date of moderation of the paper on the said form and on the question paper, if necessary.

Report

The duly completed report of the moderator and follow up actions shall be kept securely in the office of the HoD for future reference and for quality assurance purposes.

04. Printing of Question Papers

Printing of question papers should only be done at the confidential room of the office of SAR/AR unless specific permission is granted by Dean or SAR/ AR to print a paper at a different location.

Printing of question papers should be coordinated by the HoD. The HoD should maintain a record at the department to make sure that the question papers are printed and packeted on time.

Printing of question papers should be arranged by the respective setter/ lecturer-in-charge by getting appointments from the office of the SAR/ AR. The officer assigned for printing of question papers will maintain a printing schedule.

Printing should be done by a person who is authorized for the purpose by SAR/ AR under the supervision of the respective setter/ lecturer-in-charge of the particular question paper.

Printing of the question paper should be completed at least three (03) days prior to the scheduled date of examination of a particular subject.

The setter/ lecturer-in-charge should make sure that an adequate number of copies are printed based on the number of candidates appearing for the particular subject.

The number of papers printed should be 05 papers more than the number of candidates appearing for the subject.

The setter/ lecturer-in-charge should verify the number of scripts printed, wasted, discarded with proper records. Discarded or wasted paper should be destroyed under the supervision of the setter/ lecturer-in-charge.

Packeting of the printed papers should be done under the supervision of the setter/ lecturer-in-charge.

The setter/ lecturer-in-charge should verify the details entered in the label to be affixed on the paper packet such as the code of the subject, title of the subject, examination hall, time of the examination and duration of the examination, number of candidates appearing the examination, number of papers included in the packet, etc.

Once the paper packet is sealed, the setter/ lecturer-in-charge should place her/ his signature to certify that the paper packet is printed and packeted under her/ his supervision, and the information given in the label are correct.

The SAR/ AR should sign on the packet to certify the process of printing and packeting were done with appropriate process to ensure confidentiality.

The sealed packet of question papers is then handed over to the SAR/ AR after proper recording in the book maintained at the office of the SAR/ AR. The packets of question papers should be kept in document safe under the custody of SAR/AR until the supervisor takes over the packet on the day of the examination

05. Evaluation of Answer Scripts

5.1 General Guidelines

Handing over the answer scripts for marking

The SAR/ AR or the authorized officer to whom the packets of answer scripts were handed over should deliver the packets of answer scripts to the respective HoD within two days after the date of the examination of a course. The HoD shall hand the packets of answer scripts to the respective first examiner. The HoD may authorize the first marking examiner of the paper to collect the respective packets of answer scripts.

Recording SAR/AR

The SAR/ AR or the authorized officer in custody of the packets of answer scripts after the examinations should maintain a register to record the following.

The subject code, title of the paper, date of examination, date and time of receiving the packet(s) of answer scripts, the supervisor who handed over the packet(s), signature of the supervisor who submitted the packet(s), lecturer who obtained the packet(s) of answer scripts for marking, date and time of obtaining the packet(s), signature of the lecturer, Date and time of returning the answer scripts after first marking, signature of the first marking examiner, date of sending the answer scripts for second marking, date and time of the receipt of the answer scripts after second marking, date and time of handing over the answer scripts to the first marking examiner and the date and time of the receipt of the marks sheets with grades.

Recording HoD

The HoD should also maintain a register at the Department to record the above process.

The HoD should ensure that the marking of scripts completed and results released within three months from the date of examination.

5.2 First Marking

First marking of the scripts should be done by the examiner(s) who was/were approved by the Senate upon the recommendation of the Faculty Board.

Marking and entering marks to mark sheets

First marking should be done using red ink according to the marking scheme. The marks allocated for the sections of questions and the total marks allocated for each question should be stated on the answer scripts. The total marks allocated for each question should be transferred to the front page of the answer book and then to the marks sheet. The detailed mark sheets should be signed by the first examiner.

Packeting of marked answer scripts

After completing first marking, the first marking examiner shall handover the packets(s) of marked answer scripts to the SAR/ AR. The packets should include marked answer scripts, the detailed mark sheet that carries marks, totals and averages and signature of the first examiner, marking scheme, two copies of question paper, course capsule and ILOs, voucher, marks returning envelop, copy of the attendance list and form for reporting by the second marking examiner.

5.3 Second Marking

SAR/AR

The SAR/ AR shall send the packet of answer scripts to the second examiner through a secure means. Second marking of the scripts should be done by the examiner(s) who was/were approved by the Senate upon the recommendation of the Faculty Board.

Second marking should be done using green ink according to the marking scheme. The marks allocated for the sections of questions and the total marks allocated for each question should be stated on the answer scripts or a tick mark should be placed if the same mark allocated by the first examiner is accepted. The second examiner shall check if the total marks allocated for each question has been correctly transferred to the front page of the answer book and then to the marks sheet. The detailed mark sheets should be signed by the second examiner.

Tasks of second examiner

Second examiner is requested to submit a report in the prescribed form (Annexure III) on the aptness of the first marking.

Reporting

5.4 Preparation of the final mark sheet

The first marking examiner(s) is (are) responsible for preparing the final mark sheet of the particular course. Marks of different components of the examination (eg. theory, practical, reports, continuous assessments, assignments etc) should be entered in different mark sheets. The appropriate percentages of marks of different components should be transferred to the final mark sheet, the total percentage mark of each candidate should be calculated and entered in the column dedicated to that. The grade obtained by each candidate should be determined by agreed upon scale and entered in the appropriate column in the final mark sheet. The first marking examiner should sign the final mark sheet.

First examiner

6.0 Releasing Results

The relevant first marking examiner/ In Charge of the question paper should handover the Final Marks Sheet, together with Detailed Mark Sheet and Assignment Marks Sheet etc. to the SAR/ AR or to an authorized office. When a management information system is available, the final marks of the candidates of the relevant course should be entered by the first marking examiner on the dedicated computer located in the confidential room of the office of the SAR/ AR. A copy should be retained at the department.

SAR/AR

MIS

The first marking examiner under her/ his signature and signature the HoD shall display provisional results on a suitable notice board. Only the grades should be displayed.

Release of provisional results

Once all the results for individual subjects of a semester are received, the semester results will be released within three months by the Board of Examination, comprising the following members.

i) Dean of the Faculty
ii) Heads of the Departments
iii) All teachers of the courses pertaining to the examination
iv) SAR/ AR – convener

Board of examiners

After the Board of Examination, the SAR/ AR shall submit the results to the Senate for its approval.

Submission of results to the Senate

N.B   All examiners are expected to display highest professional integrity in maintaining strict confidentiality and integrity at all levels/ steps.

Annexure I

Faculty of …………………………………….
Rajarata University of Sri Lanka
REPORT OF THE EXAMINATION SCRUTINY BOARD

Department:…………………………………………..
Examination:………………………………………………………………………
Course code and title: …………………………………………………………………………………….

No	Item	Yes	No	Comments
1	The rubric and the question paper follows the stipulated structure			
2	Paper has grammatical/ spelling errors			
3	Marks allocated for the questions are fare/ sufficient			
4	Time allocated for the questions is sufficient			
5	Questions of the paper has a good flow and connectivity			
6	Questions are notoverlapping			
7	No ambiguity in questions			
8	Adhered to the ILOs appropriately			
9	No recycled questions			
10	Terms (i.e. Discuss, Describe, Explain etc.) have been used correctly			
11	Questions are understandable			
12	Paper is in the correct standard format of the faculty			
13	Questions are clear and concise			
14	Space given to answer the questions is sufficient			

General comments on the examination paper:
Name and signature of the members of the scrutiny Board: Date:

Follow-up action by Examiner

Examiner's name and signature: Date:

Certification of the Head of the department:

Signature of the Head/ Department of ………………   Date:

Annexure II

Faculty of ……………………………………..
Rajarata University of Sri Lanka
REPORT OF THE MODERATOR OF THE EXAMINATION PAPERS

Department:…………………………………………..
Examination:……………………………………………………………………………
Course code and title: ……………………………………………………………………………….

No	Item	Yes	No	Comments
1	Questions adhere to the course ILOs			
2	Questions are evenly distributed among the course content			
3	Allocated marks is sufficient			
4	Accepted answers are agreeable			
5	Questions address the different levels of assessment			
6	Questions are at the level of the year of the students			
7	Language is simple and understandable			
8	Overall quality of the paper is acceptable			
9	Paper covers sufficient part of the syllabus			

General comments on the examination paper and marking scheme:

Moderator's name and signature: Date:

Follow-up action by Examiner

Examiner's name and signature: Date:

Certification of the Head of the department:

Signature of the Head/ Department of ………………   Date:

Annexure III

Faculty of ………………………………….
Rajarata University of Sri Lanka
REPORT OF THE SECOND MARKING OF EXAMINATION PAPERS

Department:…………………………………………..
Examination:………………………………………………………………………
Course code and title: ………………………………………………………………………….

No	Item	Yes	No	Comments
1	Marks are given according to the mark scheme			
2	Marking is consistent throughout			
3	Marks distribution is in the acceptable level			
4	Marking is fair and calculations (additions) are correct			

General comments on the marking:

Name and signature of the second examiner: Date:

Follow-up action by the first examiner and/or Head of the Department:

Name and signature of the first examiner: Date:

Certification of the Head of the department:

Signature of the Head/ Department of ………………   Date: