



Wayamba University of Sri Lanka

PROCEDURES FOR UNDERGRADUATE ASSESSMENTS AND RELEASING THE RESULTS

Version 1.0

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1. INTRODUCTION

This document provides guidance for staff on developing a consistent approach on the preparation and delivery of exams and releasing the results in the Wayamba University of Sri Lanka (WUSL). These procedures are part of the University regulations. This document should be read in conjunction with other relevant documents such as Examination By-Laws and Student Assessment Policy.

2. EXAMINATION ARRANGEMENTS

2.1 Appointment of Examiners

- 2.1.1 There are two main formal assessment periods where examinations are centrally scheduled, at the end of Semester I and end of Semester II. The timetable and arrangements for undergraduate examinations are organized by the **Exam Administration Team (EAT)** of the Dean's Office of the Faculty (Dean, Heads of Departments and Assistant Registrar).
- 2.1.2 The EAT will timetable all examinations by the specified deadline. The EAT have a pool of central halls available for standard written examinations. Activities requiring specialist accommodation can be timetabled to avoid clashes, however the Department/Faculty is responsible for identifying and booking their location. Special examination arrangements for students with special needs are made by the EAT (see 2.3. Examination requirements for students with disabilities).
- 2.1.3 The EAT generate the timetable to create the most effective timetable possible, including:
- (a) Where possible avoiding the scheduling of two exams within a 23-hour period. *Note: the wide range of undergraduate curriculum choices, the length of assessment period or availability of suitable rooms may preclude this and students at all levels should expect that they may have consecutive slot or consecutive day examinations;* and
 - (b) Where possible, in the Semester II exam schedule, final year examinations are scheduled in the earlier part of the assessment period to facilitate marking ahead of Results Board meetings and expedite the process of return of marks to enable students to make appropriate graduation arrangements before the published deadline date.
- 2.1.4 All written examinations shall normally take place at the WUSL, or, in the case of a class taught elsewhere, at the appropriate learning centre. Only for examinations conducted online or in exceptional circumstances an examination may be held elsewhere.
- 2.1.5 Where possible, the EAT aims to publish a draft timetable approximately **four weeks before** the formal assessment periods in Semesters I and II.

- 2.1.6 Written examinations for undergraduate classes take place at the time and place published by the EAT, except where special provision is made for those registered with the University as having individual academic or physical needs in relation to examination provision, or in exceptional cases otherwise.
- 2.1.7 The key stages of the development of timetables are development of: the **Draft timetable, Approved timetable, then Final timetable**. The 'Draft' timetable is generated by EAT and is circulated to academic staff for review. Heads of Departments should review the Draft timetable to check its suitability, including checking for exam clustering, and request any changes to EAT. Changes are made, if required, following the draft review and an 'Approved' exam timetable is released to students for comment via their Departments/Faculty Office (student see this version as 'draft'). Following the deadline for comments and any changes have been applied to the Approved version, a 'Final' timetable is published for students and Departments/Faculty. The students' comments will be accommodated only if they are valid and reasonable and the final decision on changing the timetable will be taken by the EAT. Changes after the final timetable has been published are only permitted in exceptional circumstances.
- 2.1.8 Whilst every effort will be made to avoid scheduling consecutive slot or consecutive day examinations, in some cases it will be unavoidable. This is due to the wide range of curriculum choice in the undergraduate programme, often compounded by other constraints such as availability of suitable accommodation and the availability of clash free slots.
- 2.1.9 In instances where consecutive slot examinations are unavoidable, the University will make reasonable adjustments to accommodate students with disabilities who may find the schedule disadvantageous for disability-related reasons.
- 2.1.10 In the event that an examination has to be cancelled or changed at short notice due to an emergency situation e.g. severe adverse weather, structural issues with the venue, students will be contacted. It will be the decision of the affected Departments/Faculty whether to re-schedule or to use an alternative form of assessment.
- 2.1.11 In the event that a student contacts the University to inform that they have contracted a contagious disease (for example, Covid, chickenpox, measles, etc.), the student should be advised NOT to attend their examination, even in a sole occupancy room, as doing so would put other students and staff at risk. In such cases, students should be advised to seek a medical certificate within 2 weeks of the date of the examination and submit through the proper channel.
- 2.1.12 If student fails to attend academic activities or examinations due to a medical reason, such absence should be reported to the Assistant Registrar by a valid medical certificate immediately (within 2 weeks). All medical certificates should conform to the format of a medical

certificate issued by a Government hospital and should necessarily be obtained from one of the following medical officers.

- (a) University Medical Officer (UMO)
- (b) Consultant Specialist in the relevant field
- (c) Head of a Government Hospital
- (d) Physician registered in the Sri Lanka Medical Council or Ayurvedic Medical Council

Only the medical certificates which are certified by the UMO will be accepted by the Faculty Office. Under exceptional circumstances, medical certificate issued by private hospitals could be considered by the UMO.

2.2 Department Based Examination Components

- 2.2.1 Departments may wish to hold examinations in a room other than a central examination halls as the activity, for example, may require specialist equipment, be presentation based, require a particular room configuration or may be computer-based. These activities should be included in the timetabling process for checking clashes with other scheduled exams, for avoiding exam clustering, and for visibility in the timetable for students. The responsibility for arranging the location of these examinations and activities remains with the Department.
- 2.2.2 To arrange this the **Department Exam Coordinators** (DECs; a person appointed by the Head of Department) should update the examination requirement information to indicate that a central examination hall is not required. This enables the EAT to schedule a date and time only and ensure that it does not clash for any students.
- 2.2.3 The DECs will receive the date and time when the draft timetable is released. The DEC is responsible for booking a suitable room and communicating this to students. The DEC shall advise EAT of the room booked to enable the timetable to be updated to display the room details for students.
- 2.2.4 Departments are responsible for production, printing and delivery of their own examination papers for examinations/activities held in Departmental locations, including for students with disabilities where customized examination paper questions and answer scripts may be required. Standard examination answer papers may be obtained by contacting EAT or Examination Division.

2.3 Examination arrangements for students with special needs

- 2.3.1 The Faculty should identify and outline the requirements on staff to

consider the needs of students with a disability in all assessments and examinations at the course design stage, and to make any necessary and reasonable adjustments to ensure the accessibility of assessments for all students.

- 2.3.2 The DEC and course teams are responsible for making the necessary arrangements for students with disabilities to undertake formal examinations, class tests, project work or continuous assessment except where a Department/Faculty has a designated person to co-ordinate examination arrangements for students with recommended adjustments. In which case, that individual is responsible.
- 2.3.3 Assessment of the needs of students with disabilities is carried out by the Faculty Office (Dean and AR) and/or Department, where evidence of a student's needs is held and discussed prior to recommendations being made to EAT about any necessary adjustments to assessments and examinations. Departments/Faculties are advised to discuss these adjustments with the University Medical Officer (UMO) and the student concerned if they feel that they can be improved on. Once agreed, these adjustments must be implemented. This ensures equity in treatment among students across the institution.
- 2.3.4 The EAT should discuss individual student's examination and assessment needs with academic staff in Departments/Faculty who have responsibility for setting and administering assessments and examinations. It is expected that Departments/Faculty should have the capacity to produce non-standard examination booklets. The Information and Communication Technology Center (ICTC) supports the provision of specialist examination software when the student's technological requirements are complex and need substantial individual configuration.
- 2.3.5 DEC's should make any necessary arrangements as early as possible. Where a student becomes disabled (for example as the result of an accident) or only approaches the Department/Faculty requesting for support late in the academic semester, Departments/Faculty retain an obligation to make any recommended reasonable adjustments. What may be reasonable may be linked to the available time prior to the examination taking place, but ensuring the student is not disadvantaged remains essential.

2.4 Examinations held outside the University

- 2.4.1 Students are required to attend examinations, in person on the University premises (On campus). However, in exceptional cases, a student who is based on the WUSL premises may be allowed to take an examination off premises with the approval of the Faculty Board and the Senate.
- 2.4.2 Following a request by a student to take an examination outside the

University, the Course Coordinator/Head of Department should consider the case put forward by the student to warrant permission. This is only allowed for exceptional circumstances that may be considered case by case by the Faculty Board and the Senate.

2.4.3 If the Department/Faculty permits the student to take an examination outside the University, a number of requirements must be fulfilled to ensure compliance with the University's examination by-laws and equity in treatment for all students:

- (a) An appropriate venue for the exam needs to be identified, typically at a recognized university;
- (b) Appropriate invigilation must be organized as for similar examinations held in the University.
- (c) Where a single examination paper is used, the examination must take place at exactly the same time;
- (d) Arrangements must be in place for the safe and confidential transportation and storage of the examination paper and script;
- (e) The formal approval of the Faculty Board and the Senate must be obtained.

2.4.4 Once the request has been assessed and the necessary arrangements have been made, notification shall be sent to the University Exams Division.

2.5 Online examinations

2.5.1 The responsibility for organization and administration of examinations for online courses/courses with online exams remains with the Department/Faculty responsible for delivery and administration of the online course.

2.5.2 Where a specific slot is required and the timing of these falls within a main assessment period they should be included in the Faculty/Department exam timetable.

2.5.3 Where the examination is taken online (usually using Learning Management System - LMS) and on the University premises, enhanced support arrangements are available to help the examination run smoothly. DEC's should alert the LMS management team once the date, time and location of the examination is known.

3. SETTING OF EXAMINATION PAPERS

3.1 Formal examinations

- 3.1.1 Course Coordinators/Teams are responsible for preparing any formal examination paper(s) for their classes.
- 3.1.2 The front page shall include clear statements about:
- (a) Name of the University (Wayamba University of Sri Lanka), name of the faculty, name of the examination (e.g. BSc Honours inSemester I Examination), academic year (e.g. 2020/21), Examination period (November/December 2022), Section No. (if applicable; e.g. section I)
 - (b) Instructions for the examination [e.g. Number of Questions, Number of Pages, Time allocation (e.g. 1 hour); Marks allocation (40 marks out of 100), Number of questions to be answered (e.g. Answer all questions)]
 - (c) Any information/materials (if any) that may be taken into the room (authorized material); and
 - (d) The use of calculators (if permitted) during the examination (authorized use). The information in section 3.1.2 a shall also be made known to the students by faculties/departments **prior** to the examination.
- 3.1.3 For examinations conducted in a central examination hall, the finalized examination papers shall be submitted to Dean/AR via the specified process prior to the published deadlines. The Dean/AR will then arrange for the appropriate number of copies to be printed.
- 3.1.4 At all stages of this process the contents of the examination paper are strictly confidential to the Examiner(s). Only named individuals have access to examination papers for printing for their own. Departments/Faculties are not permitted to view papers for any other Departments/Faculties.
- 3.1.5 Head of Departments are finally responsible for the paper that is submitted for printing. The First examiner/Setter should proof-read papers thoroughly before submission, including checking content i.e. correct representation of symbols in documents, date and time of the exam, and number of papers to be printed. Papers will **not** be checked again after submission for printing.
- 3.1.6 Assistant Registrar of the Faculty shall manage the process of examination paper submission for printing for central locations and ensure any special printing requirements included with the submission are conveyed to the Print Unit.

- 3.1.7 Departments are responsible for the production and delivery of examination question papers for examinations not held in central examination halls.

3.2 Continuous assessment

3.2.1 The Continuous Assessment procedures apply to all elements of student assessment except final examinations. Continuous assessment may include practical exercises and examinations, written assignments, projects, oral presentations, performances, reflective journals, interviews, portfolios, work placement assessments and ancillary written examinations or tests, depending on the programme of study and on individual modules/courses making up a programme. The function of continuous assessment is to facilitate student learning by:

- Reinforcing and expanding students' learning
- Measuring and certifying students' learning.
- Assessing the students' practical application of module/course material as well as their theoretical knowledge in each module/course
- Providing feedback to students
- Providing information on student progress to lecturers
- Motivating students to work throughout the programme.
- Supporting diversity in learning styles among students.

3.2.2 Some of the roles outlined above may be more relevant to particular modules and programmes than others. Programme development teams will develop a general strategy on the types of assessment and the proportion of marks to be devoted to each piece of continuous assessment work across the whole programme, in order to achieve a level of consistency across modules/courses and stages within the programme and to ensure that all of the learning outcomes for the programme can be achieved and measured. Any special assessment requirements and assessment instruments will also be identified and specified. The reasons for implementing any such special arrangements will be specified also.

3.2.3 Course Coordinators/Team are also responsible for the organization and arrangements to be made for any assessment outside the formal assessment periods, including the preparation and printing of any paper(s) for class tests. These must be kept confidential throughout their preparation and submission.

3.2.4 Communication of continuous assessment information

At the commencement of the semester/year each student will be given:

- i) A continuous assessment schedule which contains an overview of the compilation of marks for each module/course as set out in the approved programme schedule and module/course specification.
- ii) Deadlines for the submission of continuous assessment elements and/or dates of assessment events (e.g. class tests).
- iii) Special regulations that relate to assessment, e.g. elements which have specific pass requirements (i.e. percentage of marks to be obtained to pass an examination paper).
- iv) The criteria to be used for marking the assessment element
- v) The method of feedback to be employed by the lecturer

3.2.5 Course Coordinators should note any recommendations prescribed by the University with respect to the needs of students with disabilities in setting assessments, class tests or project work, coordinating with the Head of Department or Dean's Office regarding students' needs.

3.2.6 COMMUNICATION OF CONTINUOUS ASSESSMENT RESULTS TO STUDENTS

Departmental/Faculty staff are responsible for informing students of the outcome of any continuous assessment that are not examinations taking place during the formal assessment periods. The results of continuous assessment will be communicated to students within a reasonable period and normally prior to the submission of the next continuous assessment element. This will be done in a manner that will respect the confidentiality of the marks for each student, or in the case of group work, the confidentiality of the group mark.

3.2.7 MAINTENANCE OF CONTINUOUS ASSESSMENT RECORDS

The responsibility for managing the receipt of a piece of assessment rests with the lecturer. Lecturers must maintain accurate and verifiable records of assessment submissions and of continuous assessment marks, in each component for each student in their modules/courses. Such records should be made available to Head of Department / External Examiners on request.

Each lecturer will provide an opportunity for his or her students to view the record of their cumulative continuous assessment marks during the semester.

Every reasonable effort will be made to ensure that all continuous assessment work is completed, submitted and marked prior to the end of the module/course, so that the mark recorded at this time is the final overall continuous assessment mark in the module/course. This is normal practice but there may be exceptions with regard to extended essays or projects etc., where marks are not available at this time.

3.2.8 NOTIFICATION OF LEGITIMATE VERIFIABLE ABSENCE FROM ASSESSMENT OR LATE SUBMISSION OF ASSESSMENT

A student who is absent from a continuous assessment exercise, or misses an assessment deadline for what he/she considers to be legitimate verifiable reasons and wishes those reasons to be taken into consideration, should inform the lecturer prior to the assessment completion date or as soon as possible thereafter. They must inform in writing to the Lecturer with supporting / substantiating documentation, where possible, within 10 working days following the date of the assessment or deadline. The student should provide documentation to support that which he/she considers to be legitimate reasons for the absence.

Each application will be considered on an individual basis. Where it is accepted that an absence or non-submission of an assessment is legitimate, and depending on the circumstances, the nature of the module/course and of the assessment in question, the lecturer will have discretion to decide which of the following actions will be taken in the given assessments.

(a) If the assessment is not submitted or submitted late:

The deadline for submission of the assessment will be extended, without penalty.

(b) If the student is absent from an assessment event:

i. The student will be required to repeat the assessment that was missed;

or

ii. the student will be given an alternative assessment opportunity in lieu of the missed assessment.

In some cases, it may not be feasible or practical to repeat the assessment of submit it late (e.g. close to the end of a semester), in which case the other continuous assessment elements may be re-weighted for that student to take account of the missing assessment mark.

3.2.9 REPEATING CONTINUOUS ASSESSMENT

Students who re-enrol a module/course will forfeit their original continuous assessment marks and must take the assessments offered during the repeat attendance. Only the marks awarded, as a result of the repeat assessment and examination will be considered.

Students who are repeating assessment elements (e.g. end semester examination) without re-enrolling for classes carry forward their marks from the most recent previous considerations of assessment elements that are not being repeated. The decision regarding which elements are to be repeated is made by the Lecturer.

. 3.3 Examination paper setting and moderating

- 3.3.1 At least eight (08) weeks prior to the last date of each semester, the AR shall send the examination schedule requesting the Heads of Departments to nominate and return within two (02) weeks 'List of Examiners' (paper setters, moderators, first examiners and second examiners) for the subjects offered by each Department ([Form A](#)).
- 3.3.2 **The Setter(s)** of the examination paper is/are those who are involved in teaching the course.
- 3.3.3 **First Examiner** is the person who does the marking of answer scripts for the first time. Most often this is done by the person who performed the role of Setter.
- 3.3.4 **Second examiner** is the person who does the marking of answer scripts for the second time. Most often this is done by the person who performed the role of Moderator. The Moderator and the Second examiner should be a senior academic with technical knowledge of the area concerned, and not teaching on the course in question.
- 3.3.5 The above appointments are confirmed once the list of names proposed by the Heads of Departments are approved by both Faculty Board and Senate, unless otherwise stated.
- 3.3.6 Appointment of Alternate Examiners - Where a person has expressed his inability to serve as an examiner, the relevant Head of Department shall make arrangements to nominate another examiner and obtain the approval of the Faculty Board and the Senate.
- 3.3.7 Setting the examination paper of the respective course based on the intended learning outcomes specified for the course is done by Setter/s who is/are approved by the Senate.
- 3.3.8 The Setters should refrain from discussing questions of the paper with other staff.
- 3.3.9 Examinations must be a fair, balanced and appropriate assessment of the course/module specified by the published course specification.

Good practice

When setting questions examiners should structure them so as to achieve the following mark distribution:

- Approximately 40% of the marks for the question should be for relatively straightforward material and should be answerable by any student who has attained the essential learning outcomes (threshold level). This material will normally be concentrated in the compulsory questions if the exam allows choice of questions.
- Approximately 20% of the marks for a question should be for difficult material that only potential first-class students are expected to answer well.
- The remaining marks for the question (approximately 40%) should be for material at an intermediate level.
- The time allocation and the structure for closed-book examinations shall be decided by each Faculty/Department depending on the intended learning outcomes to be tested. Variation of these structures is allowed for exceptional reasons, on the authorization of the Head of Department.

3.3.10 Marking Scheme

A detailed set of Marking Scheme must be prepared with each paper. These will normally include:

- model solutions to problems, annotated with how many marks are to be awarded for each stage and the 'cognitive category' as specified above;
- mark schemes for essays indicating how marks are to be awarded.

A satisfactory set of marking criteria would allow:

- someone other than the setter to mark the students' answers fairly,
- the moderators to confirm the cognitive level required by the assessment.

The marking criteria need to match the mark allocations on the exam paper, and this should be confirmed at the moderation and scrutinizing stage.

Marking criteria and/or model solutions for past examinations are not made available students. This is adopted in order to encourage students to develop their own problem-solving skills and to discourage weak students from rote-learning past answers as a substitute for more appropriate learning strategies.

3.3.11 The Setter should sign all pages of the paper. The Setter should submit the following to the Head of Department of the respective Department and the Head of Department will hand it over to the moderator for moderation.

- Examination paper
- Model answers and marking key
- Course overview of the subject
- Reporting form (Form B)

3.3.12 **Moderation** - Moderation is the verification process used to ensure that the form and content of examination paper are appropriate, fair and valid in terms of reflecting the learning outcomes and presenting an appropriate level of challenge to students. The moderation of examination papers should consider the consistency of the task in relation to other courses at the same level in the same discipline, check that the learning outcomes will be fully addressed by the task and that the assessment criteria and grade descriptors reflect the learning outcomes and the level of the assessment.

3.3.13 The Moderator must check / observe the paper for the accuracy of the following basic details;

- (a) Compliance with prescribed examination paper format/template – e.g. course code and title of the paper, name of the examination, format and structure
- (b) Instructions given in the front page of the paper
- (c) Questions are aligned with subject matter and ILOs of the course/module
- (d) Questions are set to test different levels of cognition and skills
- (e) Marks distribution
- (f) Length of the question is comparable with the marks allocated

It is the responsibility of the moderator - after discussions with, and revisions by, the setter – to confirm that in their opinion the examination:

- is a fair, balanced and appropriate assessment of the module specified by the published module descriptor;
- contains only material that is technically correct (within the limitations imposed by the level of the examination);
- is grammatically correct and worded in a way that will be unambiguous to the candidates;
- conforms to the templates and guidelines for preparing exams, and is free from typographical errors;
- contains the correct number of questions, with the correct number of marks, and is described by an accurate rubric;
- is supplied with a complete set of marking criteria as described

above.

- 3.3.14 The Moderator should sign all pages of the paper after moderation. The moderated paper along with **Form B** should be submitted to the Head of Department and the Head of Department will hand over it to the Setter.
- 3.3.15 The Setter shall incorporate changes to the paper as suggested by the moderator, if agreed on such changes. If he/she does not agree, the setter should provide the valid reasons to the Head of Department. In the unusual event of an unreconcilable disagreement between setter and moderator the advice of a suitably qualified and mutually agreed third person must be sought.
- 3.3.16 The Setter should submit the following documents to the Head of Department.
- Final revised examination paper
 - Revised model answers and marking key
 - Course overview of the subject
 - Moderated paper
 - Partly filled Form B.
- 3.3.17 Moderated paper must be kept under the custody of the Head of Department for record purpose.

3.4 Examination paper scrutinizing

- 3.4.1 Examination papers must be formally approved by a Scrutiny Process, normally a panel of senior staff of the Department/Faculty under whose remit the courses in question fall. The scrutiny process should ensure the quality of the questions are appropriate.
- 3.4.2 Depending on the availability of senior academic staff, the **Scrutinizing Boards** can be held at the Department or Faculty level.
- 3.4.3 The Head of Department/Dean's office should notify a date for examination paper scrutinizing and the board consists of Dean and/or Heads of Departments and paper setters. If the Scrutinizing Board is held at the Department level, the Head of Department, Professors and senior academics should attend the meeting.
- 3.4.4 It is the responsibility of the scrutinizing board - after discussions with the setter – to confirm that in their opinion the examination:
- is a fair, balanced and appropriate assessment of the module specified by the published module descriptor;
 - contains only material that is technically correct (within the limitations imposed by the level of the examination);

- is grammatically correct and worded in a way that will be unambiguous to the candidates;
- conforms to the templates and guidelines for preparing exams, and is free from typographical errors;
- contains the correct number of questions, with the correct number of marks, and is described by an accurate rubric;
- is supplied with a complete set of marking criteria as described above.

3.4.5 Any comments on the examination paper suggested by the scrutinizing board should be addressed by the paper setter and re-submit the final paper to Head of Department. If the Setter does not agree with the revisions suggested, the setter should provide the valid reasons to the Scrutinizing Board (use form B).

3.4.6 The scrutinized paper must be kept under the custody of the Head of Department for record purpose.

4 PRINTING OF EXAMINATION PAPERS

4.3 The Head of Department should hand over the final corrected version of the print-ready examination papers to the Assistant Registrar (AR) of the Faculty. AR places the paper in an envelope and seals it in the presence of the Head of Department and, then both Head of Department and the AR sign the envelope. AR keeps the sealed envelope in his/ her possession.

4.4 If the papers are printed in the Examination Division of the University, the AR should send the sealed envelope to the Deputy Registrar/Examinations.

4.5 Depending on the place where the printing take place, Deputy Registrar/Examination (in case of University Examination division) or AR (Faculty level Examination Division) opens the envelope carrying the paper in the presence of the Setter just before printing. One 'proof' copy of each examination paper will be printed under the supervision of the Deputy Registrar/AR at least three working-days before the exam date. The Setter must review this copy and sign and date the front cover to confirm his/her final approval. There should, obviously, be no errors in the paper at this stage. If errors are found, however, the necessary action (errata, reprinting, announcement, etc.) should be discussed and agreed with the Faculty administration without delay.

4.6 If the Setter is not available on the date for multiplying, the Head of Department should nominate another academic from the same department in consultation with the Deputy Registrar/AR.

4.7 When multiplying, the number of copies of the paper should not be exceeded by five over the number of candidates confirmed for the subject.

4.8 Staff of the Examination Unit prints the paper, packs and seals it under the inspection of the Setter and the Deputy Registrar/AR.

- 4.9 Copies of each individual section are packed together with the original paper in one packet and the packet is labeled appropriately.
- 4.10 Only authorized persons are allowed to enter the Examination Division during printing and sealing the paper packets.
- 4.11 Deputy Registrar/AR keeps the possession of the sealed paper packets until the day of the examination.

5 CONDUCTING EXAMINATIONS AND INVIGILATION

- 5.3 The AR appoints the examination staff (Supervisor, invigilators and attendants/laborers) in advance on the recommendation of the Heads of Departments.
- 5.4 Hall preparation for examinations
 - 5.4.1 The Dean's office should timely instruct the examination attendants on preparation of examination halls.
 - 5.4.2 Attendants are responsible to follow all the instructions given by the Dean's office/Assistant Registrar on time to prepare the halls.
 - 5.4.3 All stationery and examination answer writing booklets have to be supplied to the examination hall by the attendants prior to the relevant exam date.
 - 5.4.4 If any student with special needs request special facilities that has to be facilitated by the Dean's office accordingly.
 - 5.4.5 The physical hall arrangements should adhere to any health and safety procedures and guidelines imposed by government or UGC according to prevailing condition in the country.
- 5.5 Supervisor collects the respective paper packets and admission cards of the students from the Deputy registrar (Examination) or AR thirty minutes prior to the examination commencement time.
- 5.6 Examination staff enters the examination hall 30 minutes prior to the commencement.
- 5.7 Examination staff checks the attendance sheet and verify the desk arrangement.
- 5.8 Supervisor instructs the students to enter the examination hall ten minutes prior to the examination commencement time.
- 5.9 Supervisor requests candidates to sign the cover of the paper packet after verifying the paper packets are sealed.
- 5.10 Supervisor opens the paper packet of the respective section and verifies the title of the paper.
- 5.11 Supervisor instructs the invigilators to distribute the paper of the due section while instructing students not to start writing answers to the paper until asked.
- 5.12 Supervisor instructs the students to start answering the paper after giving common instructions.
- 5.13 Supervisor advises the invigilators to be scattered and mobilized in the

examination hall.

- 5.14 Supervisor should advise the invigilators to inform him/her of any incidents of examination offences immediately.
- 5.15 Supervisor should not allow non eligible students to sit the exam.
- Note: If a student is not eligible to sit a subject, that subject appears strike off in the admission card.*
- 5.16 Supervisor should not allow any unauthorized person to enter the examination hall except special situations such as some mistakes appear in the paper and must be attended by the authorized person.
- 5.17 Supervisor makes announcements regarding any corrections to the paper only after verifying.
- 5.18 Supervisor makes sure that admission cards of students are signed, and attendance sheet is appropriately marked.
- 5.19 Supervisor informs candidates to provide necessary information in the answer sheet as instructed.
- 5.20 Supervisor, in final 15 minutes, makes announcements appropriately.
- 5.21 Supervisor, soon after the allocated time is over, makes the final announcement and asks the students to stop answering the paper, close the answer script and leave it on the desk.
- 5.22 Supervisor after making sure that all candidates keep answer scripts on the desk instructs;
- (a) the invigilators to collect the scripts.
 - (b) the hall attendants to collect all unused answer writing sheets provided to students.
- 5.23 Supervisor asks the candidates to leave the hall after making sure that the number of scripts tally with the number sat the paper.
- 5.24 Supervisor makes sure that;
- (a) the answer scripts are arranged in the same order as index numbers appear in attendance sheet.
 - (b) for each section, a copy of the relevant paper is included in respective packet.
 - (c) a copy of the attendance sheet is included.
- 5.25 Supervisor submits the following to the AR;
- (a) the sealed packets of answer scripts.
 - (b) used papers (if collected from the candidates – for example, MCQs).
 - (c) extra papers of all sections
 - (d) the supervisor's report and any other reports (Annex 1).
 - (e) students' admission cards

5.26 Supervisor should inform the AR of any incidents such as examination offence that has occurred at the examination hall.

For further guidance relating to invigilation for examinations, refer to the Guidelines issued by the Examination Division of the University (Annex 2).

6 EXAMINATION REQUIREMENTS FOR STUDENTS WITH DISABILITIES

The University provides modified assessment arrangements to accommodate students with a disability or medical condition that may impact upon their studies. A modified assessment arrangement is an adjustment or alteration to the standard conditions or format of assessment.

6.1 Applications for a modified assessment arrangement should be made as early as practicable to the Dean's Office and before assessment occurs.

6.2 A modified assessment does not represent a weakening or lowering of the academic standard being assessed. Students must still meet the inherent requirements of the assessment tasks for a unit of study.

6.3 Special or alternative support arrangements may include, for example:

- special seating arrangements
- extra time for exams
- adjusted or alternative assessment tasks
- use of an interpreters or scribes in tests/exams

6.4 The application for ongoing modified assessment must be supported by medical (or other allied health field) documentation from a qualified professional (can be a general practitioner) in the relevant field. It should explicitly address:

- the nature of the impairment or condition,
- the impact the condition is likely to have on the student's ability to complete assessment activities; and
- recommended support services and/or reasonable adjustments,
- the recency of the certification/assessment of impairment.

6.5 The student must be informed in writing about the outcome of an application for modified assessment as soon as possible. Appropriate documentation concerning the application and outcome should be attached to the student's file.

6.6 Review, agreement and communications regarding ongoing modified assessment are approved by the Senate on the recommendation of the Faculty Board.

6.7 If a student is dissatisfied with a decision regarding modified assessment, they may opt to appeal to the Faculty Board/Senate.

7 DISRUPTIONS TO ASSESSMENTS

- 7.1 Students will not be disadvantaged in the event of a significant disruption to an assessment that is outside the control of students or staff.
- 7.2 Where an invigilator considers an assessment to have been significantly disrupted, staff may provide students with the opportunity to take a replacement assessment.
- 7.3 The students should be notified as soon as possible in the event of disturbance, cancellation or change at short notice due to an emergency situation e.g. severe adverse weather, structural issues with the venue, power outage.

8 MARKING AND RETENTION OF EXAM SCRIPTS

8.1 Marking of the answer scripts

- 8.1.1 The marking of examination scripts must be conducted by the first examiner. First examiner;
 - (a) marks the scripts.
 - (b) enters the marks in the detailed marks sheet (Form C1)
 - (c) signs all pages of the detailed marks sheet.
- 8.1.2 Following completion of marking, the First examiner is responsible for calculating the composite mark obtained by each student for the class, and for returning the marks to the Head of Department with the marking scheme and completing the Part 1 of the Form D.
- 8.1.3 Head of Department should handover the answer scripts marked by the first examiner to the second examiner.
- 8.1.4 The purpose of second marking is to assure error free evaluation of answer scripts. Second marking shall be done by a second examiner appointed by the Senate. During the second marking process the second examiner pays attention to the following focal points:
 - (a) whether the first marking has been done according to a marking scheme.
 - (b) whether there are any unmarked questions.
 - (c) whether the allocation of marks is justifiable and fair for the answer
 - (d) whether the additions and subsequent calculations to obtain the final mark is accurate and are transferred the marks to the marksheet accurately.
- 8.1.5 If the number of answer scripts presented for second marking is small or moderate, second examiner may mark all the answer scripts individually based on the marking scheme presented to him and calculate the final mark.

- 8.1.6 If the number of answer scripts presented for second marking is considerably high, the second examiner may first mark a representative and random sample and if considerable deviations from the first marking exist (e.g., differences greater than five in total marks), second examiner may mark all the answer scripts individually and calculate the final mark.

The following table is indicative but should guide practice on the scale and extent of second marking, wherever practical.

Cohort size	Sample size
1-20	100%
21-50	50%
51-100	40%
More than 100	20%

- 8.1.7 The sample should reflect the full range of marks for that particular examination paper. The First Examiner is responsible for ensuring that the sample is representative of the different markers that contributed and different student cohorts that have taken the course. The sample must include examples of low, middle and high work within each classification band. Where the cohort is lower than 20 in total, all student work should be included in the sample.
- 8.1.8 However, in certain specific instances where quality concerns arise, this will necessitate second marking for the entire cohort. In such cases this would be determined according to a risk assessment and a requirement for second marking.
- 8.1.9 Second examiner will mark the answer scripts anonymously.
- 8.1.10 Second examiner returns the marks (Form C2) along with answer scripts and feedback form (Form D) to the Head of Department.
- 8.1.11 Head of Department will hand over the comments of the Second examiner and other relevant documents to the first examiner.
- 8.1.12 First examiner verifies and makes corrections to scripts considering the comments given by the second examiner.
- 8.1.13 Resolving differences following first marking / second marking
- (a) Any differences between markers that are identified should be resolved through consultation between first examiner and second examiner, if necessary, through a third marker with sufficient expertise in the discipline.
 - (b) When all the student work for a cohort has been second marked then individual marks may be changed through agreement between the two markers. Any changes must be documented.
 - (c) If the student work has not all been second marked then changes to

individual marks cannot be recommended by the second examiner, unless changes are a result of minor error for example if the marks on the front of an exam script have not been added up correctly.

- (d) Second examiner may recommend a re-mark of the entire cohort of student work for part or all of the assessment.
- (e) All marks for a cohort may be scaled, up or down, as a result of the second marking process (See 8.3). In such circumstances the proposal must be provided by the second examiner and confirmed at the Faculty Results Board.

8.2 Multiple markers for an assessment

- 8.2.1 When there are multiple markers for an assessment, standardization of marking is recommended. Standardization is the process used to ensure that all members of the course or module teaching team are familiar with, and have a common understanding of, the marking standards and grading criteria in relation to the provision of feedback.
- 8.2.2 Standardization is completed in advance of marking and involves a group of assessors all independently marking a sample of student work and assigning grades using agreed criteria.
- 8.2.3 Following individual grading, the team meets, discusses and agrees a grade, which serves as a benchmark for the module run. The meeting should also confirm and clarify other issues concerning marking and feedback, for example penalties for omitting key items. Arrangements for moderation and method and quality of feedback should also be discussed so that it is as consistent as possible.
- 8.2.4 Where the same assessment item has been used before, previously submitted work can be used for the standardization activity. Where the assessment item is new, a sample from submitted work can be used. If possible, a range of quality of work should be used, with particular attention being paid to the boundary between a pass and a fail grade.
- 8.2.5 All members of the module marking team must be involved in the standardization activity. Where members cannot attend a meeting, alternative means of communicating should be used. At the minimum, all members should grade the piece(s) of work and be informed of the result of the exercise prior to grading submitted work.
- 8.2.6 Where there are new and/or multiple markers for a defined assessment, a standardization exercise must be undertaken before marking begins to ensure consistency between markers.
- 8.2.7 A standardization exercise must be undertaken for all items of summative assessment.

8.3 Scaling of marks

- 8.3.1 Scaling is the adjustment of marks carried out on an assessment task so that the marks can better reflect the achievement of the students. The purpose of scaling is to ratify anomalies in mark distribution that arise from unexpected circumstances.
- 8.3.2 Scaling of marks is a position of last resort once all other methods of scrutinizing and moderation have been exhausted; therefore, it is expected to only be done in exceptional circumstances.
- 8.3.3 Outlined below are the key principles regarding the scaling of marks. These principles should be adhered to in any decision to scale marks.
- (a) Scaling should take place before marks are finalized, and only after all other scrutinizing/moderation mechanisms have been ruled out.
 - (b) If scaling is to take place it should be applied at task level (e.g., questions in the examination paper) only, not at the course level (e.g. total marks of the examination paper or total marks for the course).
 - (c) Scaling should be applied fairly to all students taking the assessment, and must not unfairly benefit or disadvantage a subset of students (i.e. failures or high passes). Any scaling function applied to a set of marks must not reverse the rank-order of any pair of students at task level, nor place any student in a failure position at course level.
 - (d) Scaling must not be applied to assessments for which a zero mark has been awarded for non-submission, or as a result of a sanction imposed due to academic misconduct.
 - (e) Decisions regarding scaling will be made by reviewing the reports by the Faculty Results Board.
 - (f) The raw marks, the rationale for scaling and the impact on marks should be clearly presented to the Faculty Results Board for ratification.
 - (g) The Board must avoid using criteria that inevitably cause grade inflation/deflation, e.g. by considering only courses/modules with a high number of 'fail' grades but ignoring modules with a high number of 'excellent' grades.

Refer Annexure 3 for Supplementary advice regarding scaling of marks

8.4 Finalizing marks

- 8.4.1 First examiner adds any marks of the continuous evaluation components appropriately according to the assessment criteria of the course/module.
- 8.4.2 First examiner will submit the final marksheet to the Head of Department placing the signature in all pages.

8.4.3 Heads of Departments should verify the correctness of the following information given in the final marksheets.

- (a) Code number and the title of the subject
- (b) Number of credits
- (c) Equation for grand total and its application

8.4.4 The first and second marking of answer scripts is a time bound process. Hence, it is expected that the first and second examiners comply with the specified time intervals and submission deadlines to assure speedy release of the results.

8.5 Return of marks

Head of Department will return the marksheets to the Dean/AR of the Faculty along with duly filled Form E.

8.6 Retention of examination scripts

Senate requires exam scripts on which decisions have been taken by the appropriate Board of Examiners to be retained until after the end of the first semester of the following academic year.

8.7 Confidentiality

Comments, examination scripts and raw marks (i.e. the marks from individual examiners before agreement or reconciliation) are strictly confidential and in no circumstances may be shown to or discussed with anyone other than examiners or properly appointed assessors. Details of the discussions at examiners' meetings are equally confidential. Apart from the Dean, only authorized administrative staff may process the entry of marks and otherwise assist in the handling of information.

9 RESULTS

9.1 Recording total marks from continuous and summative assessments

All individual assessment marks should be recorded in a spreadsheet (Form E) or within the relevant class pages in Management of Information System (MIS). This includes marks for both continuous and summative assessments, such as marks for presentations, oral assessments, practical demonstrations, etc and end-semester examination.

9.2 Board of Examiners

- 9.2.1 Board of Examiners (BoE) meets to finalize marks, but not for finalizing the Awards.
- 9.2.2 BoE chaired by the Dean conducts a meeting in the seventh week from the last date of the examination in which all results of all courses are due.
- 9.2.3 All examiners are members of the BoE. Assistant Registrar of the Faculty provides the administrative support. The External Examiners for the programmes being considered are also members of the Board.
- 9.2.4 BoE will verify the accuracy of the marks entered, calculations, grades given etc.
- 9.2.5 BoE will verify the results if the marks are standardized by the first examiner.
- 9.2.6 BoE may suggest scaling of marks and upgrading the borderline marks of candidates to the next higher grade if the marks falling one (01) mark below the next higher grade.
- 9.2.7 BoE will observe the distribution of marks/grades in the student cohort of each course/module and make further recommendations, comments and make queries.

9.3 Return of marks to University Examination Division

A deadline for the return of marks is set for each semester and is printed in the Calendar of Dates. Marks and Grades verified by the BoR must be returned to the University Examination Division by the published deadline.

9.4 Processing of marks

The Examination Division of the University will enter individual candidate's marks and Grades and calculate the Grade Point Averages based on the assessment criteria of the programme. The details will be available for the University Results Board and Awards Board.

9.5 University Results Board (URB)

- 9.5.1 The Vice Chancellor chairs the University Results Board (URB). Dean and all examiners are the members of the URB. The External Examiners for the programmes being considered are also members of the Board. The Deputy Registrar/Examination acts as secretary to the Board.
- 9.5.2 An active involvement is expected from External Examiners in the business of the Board. External Examiner(s) for the degree programme in question may sit on the Board, or provide their input in alternative ways.
- 9.5.3 Marks Schedules for Results Board shall be prepared by the Examination Branch of the University.
- 9.5.4 The Board will consider the performance of candidates in accordance with the assessment criteria of the courses, verify and recommend the final results of the courses to the Senate.

- 9.5.5 The Board shall satisfy itself that appropriate adjustments were made prior to the Board for candidates.
- 9.5.6 Deputy Registrar/Examination is responsible for ensuring that all decisions of the Results Board are properly recorded and that the Marks Schedule is signed by the Vice Chancellor, the participant members and the External Examiner at the end of the meeting.
- 9.5.7 The results will be released to students and may be displayed on other mediums as appropriate (e.g. the University's Notice Boards or MIS). The students may be notified that the results are provisional and subject to the approval of the Senate and the Council. Departments/Faculties should not communicate classification and final marks to students directly. No candidates' marks should be released by examiners to colleagues in departments.

9.6 University Awards Board (UAB)

- 9.6.1 The University Award Board (UAB) usually meets once per year to check and approve the final results.
- 9.6.2 The Vice Chancellor chairs the UAB. Dean and all examiners are the members of the UAB. The External Examiners for the programmes being considered are also members of the Board. The Deputy Registrar (Examination) acts as secretary to the Board.
- 9.6.3 An active involvement is expected from External Examiners in the business of the Board. External Examiner(s) for the degree programme in question may sit on the Board, or provide their input in alternative ways.
- 9.6.4 Marks Schedules for UAB shall be prepared by the Examination Division of the University.
- 9.6.5 The UAB shall satisfy itself that appropriate adjustments were made prior to the Board for candidates.
- 9.6.6 The UAB decides on an appropriate award and Honours classification based on each candidate's overall performance and the appropriate programme regulations.
- 9.6.7 Deputy Registrar (Examination) is responsible for ensuring that all decisions of the UAB are properly recorded and that the Marks Schedule is signed by the Vice Chancellor, the participant members and the External Examiner at the end of the meeting.
- 9.6.8 The results will be released to students and may be displayed on other mediums as appropriate (e.g. the University's Notice Boards or MIS). The students may be notified that the results are provisional and subject to the approval of the Senate and the Council. Departments/Faculties should not communicate classification and final marks to students directly.

9.7 Minutes of URB / UAB meetings

Minutes should be kept of examiners' meetings (and retained in accordance with the retention schedule). These should include names of those present at meetings, details of how the meeting was conducted (e.g. via Zoom or MS Teams), any issues that arose with attendance, and the decisions which were taken. Information contained in the minutes about individual candidates should be restricted to a note recording their final marks, and how authorized information about medical or other mitigating circumstances was taken into account.

9.8 Student appeals on examination results

In line with the **UGC Circular No: 978: Provision for re-scrutinization of marks and grades of undergraduates** (Annex 4), the students may make a request to re-scrutinize their examination scripts. The re-scrutinizing of marks has to be done following the procedure outlined in the circular.

9.9 Change of results

After the results have been released to the students it is not possible to change the results unless:

- An error has been identified (e.g. calculations, discrepancies in marking etc). Where the change in marks to correct the error results in the examination outcome, or to the final award outcome.
- A candidate has been accidentally omitted from the results list. In such instances the examiners must compile an additional Results List and submit this to the Examination Branch with the reason why. This additional Results List should contain the candidates missing from the original Results List.
- A student has submitted an appeal to re-scrutinize the results (see 9.9). If the results of a student of a course have been changed after re-scrutinizing the results, and the Committee appointed by the Dean has agreed that the student's Grade should be upgraded, the revised results should be approved by the URB.

9.10 Prizes, Medals and Awards for examinations

Where examiners are responsible for awarding prizes, medals and awards on the basis of examination results, it is the duty of the Dean to submit the notification of the awards to the faculty board. The relevant information for deciding the prizes, medals and awards should be provided by the Examination Division. Once the Faculty Board approves the list, it should be submitted to the Senate with the verification of the Deputy Registrar (Examination) for the approval.

9.11 Transcripts of results

All examination candidates will be provided with a transcript showing their final agreed Grades and cumulative or semester Grade Point Averages (GPA) using

the approved template on their request.

9.12 Examination offences, Poor academic practice and plagiarism

Examiners may apply penalties for poor academic practice in accordance with the examination by-laws.

Academic penalties for examination offences, poor academic practice and plagiarism can only be imposed by the Senate on the recommendation of the duly appointed committee according to the University Examination By-laws. If examiners have concerns about an assessment, they should raise them with the Chair of the relevant Results or Awards Board.

DEFINITIONS

Assessment

The generic term 'assessment' applies to all activities designed to measure student learning, including examinations and continuous assessment, formative and summative assessments.

Continuous assessment

The evaluation of a student's progress by regular assessment throughout a programme of study, as distinct from by examination.

'Continuous Assessment' refers to any assessment approach which has a submission date, but is not otherwise time constrained, also referred to as coursework. Students therefore have time and opportunity during the assessment to seek support through study skills, external proof reading or additional support software where required.

Examination

'Examination' refers to any assessment approach which is formally time constrained and normally independently invigilated unless stated. Students generally do not have time or opportunity during the assessment to seek support through study skills, external proof reading or additional support software where required, and other reasonable adjustments, including additional time, are applied to ensure equality of opportunity.

Moderation ensures that the form and content of assessment tasks are appropriate, fair and valid in terms of standards, will effectively assess the achievement of learning outcomes and present an appropriate level of challenge to students.

Marking involves the academic judgement of students' submitted assessments against predetermined criteria and the provision of a mark (percentage, grade band or pass/fail grade).

'On Campus' Examination

Examination taken with students physically attended at a secure venue with independent invigilators.

Online Examination

Examination which students take on-line in conditions which, as far as possible, replicate an in-person examination. The examination will normally be invigilated or subject to remote proctoring.

Second marking is where a second mark is allocated to a piece of work by a second internal marker. This is a thorough second marking of student work and may be carried out blind (where the second marker does not have access to the marks and comments of the first marker) or sighted (where the second marker can view the marks and comments of the first marker). Second marking of the whole cohort is sometimes referred to as 'double marking'. Second marking results in a single, agreed mark.

Second marking is employed to ensure that academic standards are appropriate, that marking is regulated within agreed norms or against predetermined marking criteria across a module/course. It also ensures that the assessment outcomes for students are fair and reliable. It is undertaken internally and if necessary, externally. Second marking can be undertaken by reviewing a sample of student work, or by independent second marking.

Second marking by reviewing a sample of student work - The role of the Second Examiner is to check that first marking has been carried out correctly, that mark schemes have been properly applied, and that the total mark is arithmetically correct for a sample of student work.

Summative assessment

Summative assessment usually assesses a student's performance at the end of the teaching period. It provides a final grade for the that piece of work and that grade is often combined with others to produce a final grade for the student for that course.



Wayamba University of Sri Lanka

Examination Supervisor's Report (to be completed by Supervisor)

Faculty	
Name of the Examination	
Academic Year	
Date of Examination	
Paper Title	
Course Code	
Venue / Hall	
Time	
Name of the Supervisor	

Section I (Check list)

Please tick (✓) your response for the following.

s	Yes	No
Examination papers were securely packetted when they were collected from Examination Division		(Go to Section II)
All invigilators and hall attendants were present at the examination hall on time		(Go to Section II)
Examination hall was properly arranged/cleaned/seats were numbered before the examination		(Go to Section II)
Examination venue was provided with supplies of exam materials		(Go to Section II)
All students entered the examination hall at least 10 minutes before the schedule time of the examination		(Go to Section II)
All students presented a Student ID card on entry to the exam venue.		(Go to Section II)
All students were identified by the supervisor/invigilator before starting the examination		(Go to Section II)
Examination started on correct time (started timeam/pm)		(Go to Section II)

Examination finished on scheduled time		(Go to Section II)
Attendance was taken from each candidate and the admission was signed		(Go to Section II)
Was any student allowed to leave the examination hall earlier than the scheduled time?	(Go to Section II)	
Were any unauthorized items possessed by a student (s) found before/during/after the examination?	(Go to Section II)	
Was any student found cheating or accessing non-permitted materials?	(Go to Section II)	
Was any alleged misconduct happened before/during/after the examination?	(Go to Section II)	
Was there any mistake on the exam paper or extra information is provided?	(Go to Section II)	
Did any student fall ill during examination?	(Go to Section II)	
All answer scripts were collected, counted and checked with the number of candidates present		(Go to Section II)
Are there any answer scripts without candidate's admission number found?	(Go to Section II)	
All answer scripts were securely packed?		(Go to Section II)

*Please Go to Section II of the document

No. of candidates registered	
No. of candidates present	
No of candidates absent	
Index No.s of the absent candidates	
No of answer script packets	

Section II: Examination Incidence Report

(to be completed by Invigilator **PRINT CLEARLY**)

Name of Candidate:	
Index Number:	
Date of Examination:	
Examination session (am/pm):	
Examination Hall:	
Time of Incident:	
Examination paper title:	
Course code:	

REASON/S FOR USE OF INCIDENT REPORT FORM: (Please tick as appropriate)

Any disruptions: including electrical power cuts, failure of lights, clocks, noise, fire, etc	
Specific complaint from Student	
Errors or omissions on the examination paper	
Query on the examination paper (no error found)	
Any candidate illness and/or extended absence from the room	
Suspected exam misconduct e.g. notes found in a candidate's possession, writing on hands and other body parts, unauthorised scrap paper, annotated books, calculators when not permitted, use of any electronic and or application devices etc.)	
Any other	

<p>Please provide a short report of the incident including details of:</p> <ul style="list-style-type: none">i) What happened (description of incident)ii) When (What time did the incident occur)iii) Who (was involved in the incident including Student(s); Invigilator(s); witnesses)iv) How (was the incident dealt with or what action taken)
--

REPORT:

(Attach additional papers in needed)

IMPACT OF INCIDENT ON STUDENT(S): (Please tick yes/no as appropriate and indicate volumes)

	Yes	No	Volume
Individual Student only			
All Student sitting identified paper			
All Students in the exam venue			
If all Students in venue, please state reference no of other papers:			

Name of Supervisor:	Signature	Date

PLEASE NOTE: For all incidents excluding 'suspected exams misconduct' please complete Supervisor's Report and return in the Examinations Material Envelope.

For incidents of 'suspected exams misconduct' only please complete and bring to the SAR - Examination Division / Assistant Registrar's Office immediately after exam along with the Student.

WAYAMBA UNIVERSITY OF SRI LANKA

Guidelines for Supervisors/ Invigilators

1. Duties of the Supervisor

- 1.1 The supervisor shall be responsible for taking all steps, before, during and after the examination to ensure both the smooth and efficient conduct of the examination.
- 1.2 The supervisor of each Hall/ Centre shall call over atleast half-an-hour before each session commences, at the office of the SAR/ AR and collect the question papers and other material for his Hall/ Centre for each session or each day as the case may be.
- 1.3 The supervisor shall check the question paper packets with the time table in order to make sure that the correct question paper packet have been handed over, that no question paper for the session/ day is missing and that the packets are properly sealed.
- 1.4 The supervisor shall be supplied with the following by the SAR/AR:-
 - (a) Packet/ Packets of question paper for the session/ day.
 - (b) Attendance lists for each paper
 - (c) Examination time tables
 - (d) Invigilation time table
 - (e) Printed envelopes for answer papers
 - (f) Labels for answer packets
 - (g) Report Form for Examination offences
 - (h) Supervisor's Report
 - (i) The seal for sealing of packets
 - (j) Date-stamp for stamping answer books / sheets
- 1.5 On arrival at the Examination Centre, the Supervisor shall
 - 1.5.1 Check whether the correct question papers and relevant documents for the particular session have been brought by him.
 - 1.5.2 Check that the Hall has been cleaned and the desks have been properly arranged and numbered according to the attendance list provided.

- 1.5.3 Ascertain that the Invigilators and hall Attendants are present and shall assign their duties (vide 2.1). In the event of the full assigned staff not being present, he shall make the best possible arrangements with the available staff and contact the Registrar as early as possible if additional staff is considered necessary.
- 1.5.4 Assign each invigilator with a certain number of candidates.
- 1.5.5 Draw the attention of the Invigilators and the Hall Attendants to the duties allocated to them.
- 1.6 The Supervisor shall ensure:-
 - 1.6.1 That candidates shall be allowed to enter the examination hall only through the authorised entrance/entrances, and directed to take their seats according to the Index Number marked on the desk. A Supervisor, however, may at any time during the examination and without giving any reason, change the place occupied by a candidate.
 - 1.6.2 That an Invigilator shall be posted at each entrance to ensure that entry is orderly and candidates do not bring any unauthorised material to the examination hall.
 - 1.6.3 That candidates shall not be admitted to the Hall earlier than 10 minutes before the time of commencement of a paper.
 - 1.6.4 That if a candidate presents himself at a center not allotted to him, and if there is sufficient time, the candidate shall be directed to the correct centre. If there is not sufficient time, the candidate shall be allowed to sit the examination for that session only at that centre. The answer script of such a candidate shall be packeted separately and the matter brought to the notice of the Registrar.
 - 1.6.5 That no candidate shall be admitted to an Examination hall after the expiry of half an hour from the commencement of the examination.
 - 1.6.6 That if for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the paper and the fact brought to the notice of the Registrar,
- 1.7 The answer books with the cover shall be issued initially and books without covers or loose sheets (continuation sheets) subsequently.
 - 1.7.1 The Supervisor shall see that the date stamped answer books have been set out on each desk at least 15 minutes before the commencement of the examination.

- 1.7.2 Continuation sheets shall be issued preferably by the Invigilators (and not by Attendants) and each sheet shall be date stamped before being issued.
- 1.8 The Supervisor shall make the following announcements before the commencement of the examination:-
- (a) Strict silence is to be observed by candidates till the end of the examination.
 - (b) No candidate shall remove from the examination hall, any answer books or continuation sheets or any other stationery or other material issued to him.
 - (c) No candidate shall have with him books, notes, packets or files or any stationery or material other than those issued to him and if any such material has been brought into the examination hall by any candidate he shall hand them over to the Invigilator immediately. This includes any notes ect. written or authorised material to be brought in such as Record Book, Time table, Admission card ect.
 - (d) No candidate is permitted to leave the examination hall during the first half-an-hour of the paper, or during the last 15 minutes.
- 1.9 The Supervisor shall open the question paper packet/ packers one by one in the presence of an invigilator and check whether the question papers are the correct papers for the session, and that the special requirements if any, required according to the rubric are available.
- 1.10 The Supervisor shall hand over the required number of question papers to each invigilator for distribution to the candidates allocated to each of them, together with any special requirements mentioned at 1.9 above.
- 1.11 The balance question papers shall remain in the Supervisor's custody and he shall ensure that no question paper is allowed to be removed out of the hall before the expiry of the first half-hour.
- 1.12 The Supervisor shall make the following announcements after the distribution of the question paper:-
- i. Please check whether you have received the correct question paper.
 - ii. The question paper in containspages and questions. Please check whether you have got the full question paper.
 - iii. You are advised to read the instructions given in the question paper before answering the paper.

- 1.13 The Supervisor/ Invigilator shall not, under any circumstances, give any clarification/ Explanation with regard to the questions to any candidate. However, if any error or defect in a question paper has been notified by the Registrar the Supervisor shall announce such correction/ modification as indicated by the Registrar.
- 1.14 The Supervisor shall ensure that the Invigilators and hall attendants are attending to the duties assigned to them.
- 1.15 (a) At the expiry of the first half hour after the commencement of the paper, the Supervisor shall direct each Invigilator to get the original of the Attendance Lists signed by the candidates, to mark the attendance in the supuplicate list and to check the identity of the candidates.
- 1.15.1 Attendance lists , shall be issued in supuplicate. No candidate shall be permitted to appear for a paper if his Index Number has not been included in the attendance list for that paper. However, if a candidate makes a declaration that he was offering that paper and if the Supervisor is satisfied with the bona fides of the declaration, he may include the Index Number of the candidate concerned in the attendance list and allow him to sit the paper. Every such case shall be reported to the Registrar.
- 1.15.2 **Original:** Every candidate present for the examination shall be required to place his signature against the relevant Index Number. Candidates who are absent shall be so marked by the Invigilator concerned. This copy shall be sent by the Supervisor under separate cover to the Registrar.
- 1.15.3 **Duplicate:** The Invigilator concerned shall specify in the duplicate against each Index Number where the candidate to whom it refers was present or absent for the examination. The candidates shall not be asked to sign this copy. To ensure that the signature is not placed on the duplicate, a rubber stamp or a similar devise may be used indicating that the signature is not to be placed in the space provided for it. This copy shall be enclosed by the supervisor in the packed of answer scripts. Where present the Mark '√' shall be inserted and where the candidate is absent 'ab' shall be inserted. Where parts or sections of answer scripts have to be packeted separately, a separate duplicate Attendance Sheet shall be prepared and enclosed in each packet.
- 1.15.4 In the performance of this exercise the Supervisor/ Invigilator shall satisfy himself of the identity of a candidate by reference to the Record Books issued by the University which contains the candidates photographs as well as their signatures.

- 1.15.5 If a candidate fails to produce his Record Book at any paper, for purposes of identification, he shall be requested to produce the Record Book on the next occasion he present himself for the examination.

Meanwhile he shall be required to sign a declaration () that he has been provisionally allowed to sit the paper, under the condition that he shall establish his identity by producing the Record Book at the next session at which he sits for a paper.

The supervisor shall on production of the Record Book at the next session, certify on the declaration that he is satisfied with the identity of the candidate for that paper.

- 1.16 As soon as the Attendance lists are marked, the Supervisor shall collect the originals from the Invigilators and proceed to prepare the relevant envelopes and labels for the packeting of scripts.
- 1.17 The Supervisor shall make the following announcements at the appropriate times:-
- (a) Half an hour before the end of the paper, the Supervisor shall announce – “Half-an-hour-more”
 - (b) Fifteen minutes before the end of the paper the supervisor shall announce – “15 minutes more”. Please check whether you have entered the Index Number, correct title of the paper and the medium. Tie up your papers together. You may continue to write after doing so. No candidate shall leave the Hall till the end of the paper.”
 - (c) At the end of the paper – “Stop work and remain in your seats until your answer papers are collected.”
 - (d) After the Invigilators have collected the scripts – “the candidates may leave the Hall’.
- 1.18 At the expiry of the session, the Invigilators shall collect the scripts of the candidates assigned to each of them and hand them over to the supervisor who shall check against the duplicate Attendance sheets.
- 1.18.1 The supervisor shall check that each Invigilator has arranged the scripts in order of Index Numbers.
- 1.19 At the end of the examination an invigilator shall be placed at the exit to check that examination materials are not being taken out of the Hall by the candidates.

- 1.20 The supervisor will then arrange the scripts to be packeted. Each medium shall be packed separately. The answer scripts shall be packeted in bundles of sixty, unless otherwise instructed. Where however, the number is over sixty, but less than 120, the main packet shall contain 60 and the other packet the balance. Where, however, the balance is less than 15, they shall be packed together with the main packet, if it can be done so conveniently. Where it is required to packet the scripts of each part/section separately, they shall be packeted separately in the same manner.

The Supervisor shall enclose in each packet:-

- (a) a copy of the attendance list,
- (b) two copies of the question paper and
- (c) adequate detail mark Sheets

Each packet shall be tied securely, labeled and sealed. Before pasting the labels he shall ensure that all details on the label have been duly filled.

- 1.21 In order to obviate the possibility of candidates bringing into the Examination Hall University answer books and continuation sheets on which answers may have been prepared previously, and to prevent their misuse, the following precautions shall be taken:

- (a) No examination stationary shall be permitted to be removed by candidates or examination Hall staff.
- (b) All unused examination answer books and examination sheets shall be returned to the Registrar by the Supervisor.
- (c) All examination answer books and examination stationary shall be kept under lock and key by the Registrar.

- 1.22 The supervisor shall hand over to the Registrar at the end of each session/day, and obtain acknowledgement for the following:

- (a) The packets of answer scripts
- (b) Supervisor's report (Form
- (c) A report on examination offences on Form
- (d) The original Attendance Lists
- (e) Description of answer packets made In duplicate
- (f) Balance question papers
- (g) Balance stationary.

2.1 Duties of Invigilator

- (a) The Invigilator shall be responsible to the Supervisor for the efficient discharge of the duties assigned to him.
- (b) The Invigilator shall devote his whole attention to the continuous supervision of candidates. He shall, move among the candidates at intervals without disturbing them and if he notices a candidate having with him unauthorized documents/materials he shall take possession of same and report the matter immediately to the supervisor.
- (c) ~~The Invigilator shall place on each desk the examination stationery before the commencement of the examination and he shall also distribute the date stamped continuation sheets to the candidates, when called for.~~ In date stamping the continuation sheets, to avoid wastage of stationary, he shall ensure that not more than the required number for the session are date stamped. This duty should be attended to personally by the Invigilator and should not be entrusted to the Hall Attendant.
- (d) The Invigilator shall distribute the question paper to the candidates assigned to him. He shall return the balance question papers, if any, to the supervisor.
- (e) The Invigilator shall, at the expiry of the first half-hour, go round and get each candidate to sign the Attendance List. He shall, also mark the Attendance on duplicate Attendance List and certify both sheets in the space provided for. He shall return the originals Attendance List to the Supervisor but retain with him the duplicate to check when collecting the answer scripts. (Please see 1.18)
- (f) No candidate shall be admitted to the hall after the expiry of half-an-hour from the commencement of the paper, nor shall any candidate be permitted to leave during the first half-hour, or during the last 15 minutes of the paper.
- (g) The Invigilator shall collect the scripts of every candidate who leaves before the last 15 minutes.
- (h) As soon as the time allotted for the examination is over, the Invigilator shall collect from every candidate his scripts whether answered or not. In doing so, he shall check that the script bears the correct Index Number.

- (i) The Invigilator shall check that the answer scripts have the Index Numbers of the candidates and the title and the medium of the paper and title and thereafter hand over the scripts to the Supervisor. He shall check the collected scripts with the duplicate Attendance List and, if any candidate has failed to hand over a script, he shall bring this matter to the notice of the Supervisor.
- (j) Written statements shall be obtained on Form _____ from candidates detected committing examination offences. If any candidate refuses to give a statement, the Invigilator shall not enter into argument with the candidate, but shall make in his detail report on form _____ a note that the candidate has refused to give a statement.
- (k) After the candidates leave the Hall, the Invigilator shall go round and inspect the section allotted to him to ensure that all answer scripts and other examination stationary have been collected.
- (l) The Invigilators shall assist the Supervisor, in packeting sealing answer scripts.

3.1 Duties of Hall Attendants

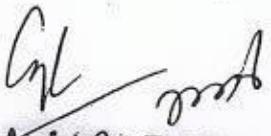
- (a) It shall be the duty of the Hall Attendants to carry out all instructions given to them by the Supervisor/ Invigilator.
- (b) Hall Attendants shall call over at the Examinations Branch each session/day, atleast 45 minutes before the commencement of the session and assist the Registrar/ Supervisor/ Invigilator in collecting stationary and other equipment necessary for the examination.
- (c) They, shall assist in the arranging and numbering of desks.
- (d) They shall clean the hall and arrange the furniture at least half-an-hour before the commencement of each session.
- (e) They shall, assist the Supervisor/ Invigilator in distributing the stationary and in the parcelling and sealing of answer scripts when they are called upon to do so. They, shall, not distribute continuation sheets.
- (f) They shall, carry parcels of answer scripts, stationary and other equipment under the supervision of the Supervisor/ Invigilator.
- (g) They shall not leave the hall except with the specific permission of the supervisor.
- (h) Hall Attendants shall return to the Examination Branch Keys of the Examination Hall after each session/ day and collect same from the Examinations Branch before the next session.

4 Illness of candidates in Examination Hall

- 4.1 In the event of a candidate falling ill while answering a paper, the Supervisor, where possible, shall seek the assistance of the Medical Officer, However, if a Medical Officer is not available the Supervisor may take whatever action he deems, to overcome. If the candidate is compelled to discontinue answering the paper, the Supervisor shall collect the answer script mark the time at which it was collected, and make his report on the matter.

If the candidate recovers and is able to answer the paper after a period of time, the Supervisor may at his discretion grant the candidate additional time to answer the paper. Generally the additional time granted should not exceed half-an-hour. He shall make a report on every such case.

- 5 In the case of handicapped students the Supervisor shall ensure that the facilities allowed to such students are provided.


Senior Assistant Registrar / Examination
WAYAMBA UNIVERSITY OF SRI LANKA
BULIYATTIVA.

Annex 3. Supplementary advice regarding scaling of marks

Definition of scaling

Scaling is the systematic adjustment of marks for an entire cohort, carried out on a piece of assessed work in order to ensure the final marks better reflect the achievement of the students as defined by the Faculty's standard scale for the expression of agreed final marks i.e. the qualitative marks descriptors.

Scaling is not a mechanistic process but one which requires examiners to use their academic judgement to determine (i) whether scaling is appropriate and (ii) if the outcome of the scaling process has resulted in marks that fairly reflect student achievement.

Scaling should only be undertaken in exceptional circumstances. Here, exceptional may take either of two meanings. The first is that scaling is only undertaken rarely. An indicative (but not exhaustive) list of scenarios for the initiation of a discussion about scaling is given below. However, the satisfaction of a scenario does not require that scaling be undertaken.

Determining whether scaling is appropriate

The examiners aim to set questions and mark schemes which will generate a spread of marks that fairly reflects the student cohort's performance compared with the Faculty's standard scale for the expression of agreed final marks (i.e. the qualitative marks descriptors) as set out in the course assessment criteria. However, it is recognized that despite the very best efforts at the examination setting stage, an examination may not generate the expected spread of raw marks. Scaling, with academic judgment via qualitative checks, may then be needed to translate raw marks to marks that are a fair reflection of the performance of candidates on the Grading scale.

Agreed scenarios when scaling can be applied

Scaling of marks on a paper is only appropriate when the examiners can supply evidence for at least one of the following scenarios:

- (a) A paper was more/less difficult than in previous years
- (b) An optional course paper was more or less difficult than other optional papers taken by students in a particular year
- (c) A paper has generated a spread of marks which is not a fair reflection of student performance on the Faculty's standard scale for the expression of agreed final marks, i.e. the marks do not reflect the qualitative marks descriptors.

In each case, examiners need to establish if they have sufficient evidence for scaling.

Different considerations need to be taken into account for each of cases (a), (b) and (c).

<p>(a) A paper was more difficult or easy than in previous years</p>	<p>Examiners may wish to consider scaling where a paper has a higher or lower median or mean mark for a paper relative to previous years as this may indicate that the paper was easier or more difficult than intended, especially in a core paper taken by a large cohort. However, this would not in itself constitute sufficient evidence for scaling. Scaling is not a mechanistic process but one which requires academic judgement. Further evidence should also be identified, for example, via:</p> <ul style="list-style-type: none"> • examiners' academic evaluation of the performance of the candidates (possibly guided by qualitative descriptors of each class); • a comparison with the questions set in previous years' papers; and/or an analysis of the spread of candidates' performance in compulsory papers compared to their performance in the paper in question. • Scaling should not be used mechanistically to fit the spread of classes on a paper to historical norms (i.e. norm referencing - in order to obtain specific proportions of candidates with particular grades.
<p>(b) An optional paper was more or less difficult than other optional papers taken by students in a particular year</p>	<p>Again, a higher or lower median or mean mark for an optional paper relative to other optional papers would not in itself constitute sufficient evidence for this. The differences in mean or median scores of students taking different optional papers could simply be the result of natural variation in ability within the cohort of students. If the number of students taking options is small, statistical analysis (say of performance of students in optional versus compulsory papers) can be an unreliable tool.</p>
<p>(c) A paper has generated a spread of marks which are not a fair reflection of student performance against the University's standard scale for expression of agreed final marks</p>	<p>The examiners should take all steps which they consider to be reasonable academically to set questions and mark schemes which seek to generate a spread of marks that fairly reflect the student cohort's performance compared with the Faculty's scale for standard expression of agreed final marks and the Grade descriptors set out in the course examination criteria. However, it is recognized that despite the very best efforts at the examination setting stage, an examination, particularly in a quantitative subject where there is a precise model solution and mark scheme, may not generate such a spread of raw marks. Scaling,</p>

	with qualitative checks, may then be needed to translate raw marks to marks that are a fair reflection of the performance of candidates on the Faculty scale. Again, academic judgement will be critical here.
--	--

In addition to the above, the following are some of the situations for scaling to be considered. The occurrence of a situation given below does not require that scaling be undertaken.

- Reasoned evidence of a problem with the relevant assessment component for which the special considerations process is not appropriate;
- Where there has been an exam invigilator incident report and a Special Board has made a recommendation to the Faculty to consider whether scaling would be appropriate.

It is important to review the marks over all relevant modules before making the decision to scale the marks of any individual assessment component or module.

Evidence requirements

Examiners will need to demonstrate there is more than one source of evidence that one or more scenarios has been exemplified by the paper in question. Examples of the types of evidence which could be considered include:

- A paper has a higher/lower median/mean mark relative to previous years;
- The examiners' academic evaluation of the performance of the candidates (possibly guided by qualitative descriptors of each class);
- A comparison with the questions set in previous years' papers;
- An analysis of the spread of candidates' performance in other examination papers at the same level compared to their performance in the paper in question;
- A paper does not produce the expected spread of raw marks for the cohort.

Scaling practice

The scaling should be:

- **Transparent** – the scaling methods (for example an algorithm) should be made publicly available to examiners and students.
- **Justifiable** – the rules of any algorithm used must be fully consistent with the examination standards of the programme, the reason(s) for scaling should be included in the examiner's report.
- **Fair** – the scaling should be applied to all candidates, not just to problematic subsets, for example failures or high passes.
- **Reasonable** – the scaling should not be applied to candidates if this takes their mark below 0 or over the total marks available for the script.

Scaling should not be:

- Used mechanistically to fit the spread of classes on a paper to historical norms (e.g. scaling should not be undertaken merely to obtain a desired mean mark for the marks of all students for an assessment component or for a course/module overall. Rather, scaling must be undertaken with clear sight of the learning outcomes of the piece of assessment in mind.).
- Applied if the number of students being considered is small, unless the examiners are confident that the statistical analysis is a reliable tool.
- Considered on only one piece of evidence; for example, the differences in mean or median scores of students taking different papers could simply be the result of natural variation in ability within the cohort of students.

Examples of scaling algorithm methods

1. Simple addition – a fixed number of marks is added to either (i) a particular assessment component (e.g a particular question) of a script, or (ii) the final script mark, as long as no scaled marks are then greater than the total marks available for the script.
2. Simple subtraction – a fixed number of marks are subtracted to either (i) a particular assessment component of a script, or (ii) the final script mark, as long as no scaled marks are less than 0.
3. Multiplication by a factor – all marks on a script are multiplied by a particular factor (for example 1.10).

Examples of unacceptable scaling practice include:

1. add 4 marks to all failed marks on an assessment component and leave all pass marks unadjusted;
2. add 10 marks to all marks on an assessment component, without checking whether this leads to a mark greater than 100.

Examiner process for applying scaling

Examiners who intend to scale should:

1. Document that there is sufficient evidence to support that the paper to be scaled meets one or more of the scenarios (this will need to be included in the examiner's report).
2. Ensure the paper to be scaled has been marked by a second examiner.
3. Consider the scaling method to be applied and ensure the rules of any algorithms are consistent with the examination standards
4. Apply the scaling
5. Review the outcome of the scaling process by considering a sample of papers either side of the classification borderlines to ensure that the outcome of scaling is consistent with academic views of what constitutes a paper in each class.
6. Document in the examiner's report (i) why scaling was necessary (ii) how scaling was

applied. This same information should also be supplied to students.

Important points

1. Examiners may discover very early on in the marking of papers that the paper was too hard. Therefore, the first examiner can decide to adjust the mark scheme prior to continuing with the marking instead of applying a wholesale rescaling at the end.
2. Examiners should consider that addition/subtraction affects only the mean/median and not the spread of marks, whereas multiplication affects both the mean and the spread. The approach chosen by the Results Board should be guided by the issue they are trying to correct; this could involve one or the other or a combination of two.



University Grants Commission

Commission Circular No. : 978

No. 20, Ward Place,
Colombo 07.

9th April 2012

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Provision for re-scrutinization of marks and grades of undergraduates

The University Grants Commission at its 838th meeting held on 17th November 2011 has decided to request the Universities / Higher Educational Institutes (HEIs) to amend the existing examination by-laws to grant provision for undergraduate students to request verification of their examination marks and grades, if they wish to do so. Accordingly, all Universities/HEIs shall revise existing Examination By-laws / Guidelines as per the Policy Guidelines and Procedures prescribed herein and submit to the respective Senates and Councils for approval.

The following policy guidelines and procedures are issued to all Universities/HEIs for compliance.

Policy Guidelines

- 1) Student assessment is considered as a key element in higher education system and all Universities/HEIs shall ensure accountability, confidentiality and transparency of the evaluation system.
- 2) All marks and grades obtained by a student at any examination (i.e. in-course assessment, assignment, semester examination, final examination, etc.) must be free of any errors of addition, computation and transcription.
- 3) Provisions shall be made for undergraduate students to submit requests for verification of their examination marks and grades, if they wish to do so, particularly for the end-semester examinations / year-end examinations and final examinations.
- 4) However, the examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the pre-determined criteria and/or model answer expected shall not be undermined and hence the verification process will be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts.
- 5) The provision for requesting re-scrutinization of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination. As the cost of re-scrutinization process must be borne by the student, a non-refundable fee, calculated on the basis of actual cost of re-scrutiny process shall be levied on the student.

- 6) The Dean of the Faculty in consultation with the Chief Examiner of the Examination shall convene Results Verification Board, constituted as prescribed by this Circular and verification of results must be conducted in accordance with the guidelines prescribed herein.
- 7) If the marks and grades are not changed, the candidate shall be notified by the Dean through SAR / AR of the Faculty after the meeting of the Results Verification Board. However, if the marks and grades are changed, the outcome of the verification shall be notified to the candidate (s) only after the ratification of results by the Special Result Board of the Faculty/Institute in the case of end-semester/year-end examination whereas in the case of Final Examination, amended results should only be released after obtaining the approval of the Senate and Council of the respective University.
- 8) The results issued to the student (s) following the re-scrutiny of marks and grades shall be the final and no more requests shall be entertained thereafter.

Procedures

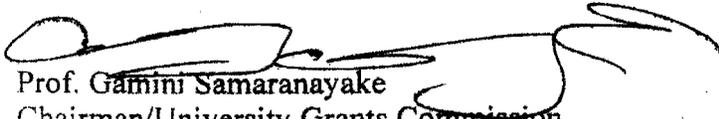
- 1) SAR/AR should notify the students of the relevant examination the period during which the requests for verification of results are entertained by displaying a notice in the Notice Board of the Deans' Office.
- 2) A payment of Rs. 500/= (subject to revision) per course/subject of an end - semester examination / year-end examination / final examination shall be charged for verification of the marks and grades and the issue of application forms (Annexure 1) must be done only upon submission of receipt for the prescribed payment.
- 3) The Dean shall convene the Results Verification Board meeting for verification of marks/ grade within 3 working days upon closure of the applications.
- 4) The Results Verification Board shall consist of the following persons:
 1. Dean of the Faculty (convener)
 2. Head of Department (s)
 3. Chief Examiner (if applicable)
 4. Examiners in-charge of each subject/paper

When the Head is a Chief Examiner/ Examiner in charge of each examination /subject /paper, another member from the same Department can be called for the Results Verification Board.

- 5) The Head of the Department in-charge of the relevant course (s) / subject(s) shall present the individual marks/grades sheets for different components of the examination (s) (i.e. written, oral, laboratory, continuous assessment, etc.) and the answer scripts for scrutiny of the Results Verification Board.
- 6) The Results Verification Board should proceed to check the accuracy of addition, computation and transcription of results (ACT Verification).

- 7) If the number of applications received is too large the Dean of the Faculty in consultation with the Chief Examiner can appoint relevant Sub-Committees for verification of marks and grades. In such instances verified results should be tabled at the Results Verification Board for ratification.
- 8) If there is no change of grades, the Dean of the Faculty through the SAR/AR should inform the candidate (s) soon after the Results Verification Board meeting.
- 9) A Special Results Board should be held within five working days to ratify the results if a revision of marks /grades is necessary and the decision of the Special Results Board shall be the final.
- 10) If the marks and grades are changed, in the case of end-semester /year-end examination the outcome of the verification shall be notified to the candidate (s) following the ratification of amended results by the Special Result Board of the Faculty/Institute whereas in the case of final examination, amended results ratified by the Special Results Board should further be approved by the Senate and Council of the respective University before it is released to the candidate (s).
- 11) SAR/AR of the Faculty should maintain a record of all verification applications and the outcome of all applications and should submit a report to the Faculty Board after completion of re-scrutiny process.
- 12) Members of the Results Verification Board should be remunerated as per the rates decided by the UGC for re-scrutinization of papers.

Please take action accordingly with immediate effect.


Prof. Gamini Samaranayake
Chairman/University Grants Commission

- Copies:
1. Secretary/Ministry of Higher Education
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 8. Financial Controller/UGC
 9. Bursars of Universities
 10. Librarians/SAL/AL of the Higher Educational Institutions/Institutes
 11. Deputy Registrars/Snr. Asst Registrars/Asst. Registrar of Campuses/Institutes
 12. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
 13. Chief Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditor/Asst/Int. Auditor of HEIs
 16. Secretaries of Trade Unions
 17. Auditor-General

Annexure I

Application Form for Verification of Examination Marks & Grades

Faculty of

University of.....

1. Details of the Candidate

Name of the Candidate			
Registration No.		Index No.	
Year		Semester	

2. Assessment(s) to be verified

End-semester/Year-end Examination/Final Examination	Course/Subject	Marks Received	Grade Received

Total amount paid: Rs.....(at the rate of Rs. 500/- per Course/Subject/Examination);
(Original receipt should be attached)

Date:.....

Signature of the Candidate:.....

FOR OFFICE USE:

Results after Verification

End-semester/Year-end Examination/Final Examination	Course/Subject	Marks Received	Grade Received	Changed/ Not Changed

Name and Signature of Verification Board Member:

Date of Verification:.....

Name	Designation	Signature

Note: In the case of final examination relevant minutes of the Special Result Board and the Senate must be attached



Form A

Wayamba University of Sri Lanka

Faculty of << >>

APPOINTMENT OF EXAMINERS

Name of the Examination:

Month:

Year:

Semester:

Academic Year:

Department:

Serial No.	Code/Title of the Paper/Duration/Theory/ Practical	Setter(s) and First Examiner(s) Name/Title * Qualifications & Address (Only for external examiners)	Moderator (s) and Second Examiner(s) Name/Title * Qualifications & Address (Only for external examiners)
01			
02			
03			
04			
05			
06			
07			
08			
09			

Head of the Department :

Accepted by the Faculty Board on :

Date :

Dean of the Faculty:

Date :

EXAMINATIONS - FACULTY OF

Course Code / Title of the paper
 Degree programme/s
 Examination
 Academic year
 Name of setter(s)
 Name moderator

Part 1: Submission for moderation (To be filled by the Setter)					
Date of submission:		Signature of the Setter			
Structure of the examination paper					
	Duration			Questions	Contribution
Section I					
Section II					
Section III					
Part 2: Report of the moderator (To be filled by the moderator)					
Section I	Are the questions in line with the ILOs of the course unit?	Yes	No		
	Is Section I compatible with time allocation?	Yes	No		
	Other comments & suggestions and proposed changes.				
Section II	Are the questions in line with the ILOs of the course unit?	Yes	No		
	Is Section II compatible with time allocation?	Yes	No		
	Other comments & suggestions and proposed changes.				
Section III	Are the questions in line with the ILOs of the course unit?	Yes	No		
	Is Section III compatible with time allocation?	Yes	No		
	Other comments & suggestions and proposed changes.				
Overall observation / comment of the moderator		Signature of the moderator Date:			
Part 3: Reasons for disregarding any major comments / corrections / changes suggested by the moderator (to be filled by the setter)					
Date:	Signature of the Setter (s)				

Part 4: Observation and recommendation of the Scrutiny Board (SB)						
Recommended		Recommended with minor changes		Recommended with major changes		
Date:		Signature of the Dean of the Faculty				
Part 5: Reason for not adapting recommendations made by the FSB (To be filled by the setter(s))						
				Signature of setter(s):		
Part 6: Receipt of the final version of the examination paper by the Assistant Registrar (AR)						
	Section I	Section II	Section III	Ready for printing	Yes	No
# pages				Signature of the AR		
# Qs				Date:		



WAYAMBA UNIVERSITY OF SRI LANKA
FACULTY OF

MARKS RETURN SHEET

Degree Programme : **BSc Hons in**
Examination :
Course Unit Title :
Course Unit Code :
No. of Credits :

S/N	Reg.No. (Students Enrolled)	Status			Section I (Out of 20)	Section II (Out of 40)	Section III (Out of 40)	Final Marks 100%
		Applied / Not Applied	Proper / Repeat	Eligibility Yes / No				
1		Applied	Proper	Yes				0.0
2		Applied	Proper	Yes				0.0
3		Applied	Proper	Yes				0.0
4		Applied	Proper	Yes				0.0
5		Applied	Proper	Yes				0.0
6		Applied	Proper	Yes				0.0
7		Applied	Proper	Yes				0.0
8		Applied	Proper	Yes				0.0
9		Applied	Proper	Yes				0.0
10		Applied	Proper	Yes				0.0
11		Applied	Proper	Yes				0.0
12		Applied	Proper	Yes				0.0
13		Applied	Proper	Yes				0.0
14		Applied	Proper	Yes				0.0
15		Applied	Proper	Yes				0.0
16		Applied	Proper	Yes				0.0
17		Applied	Proper	Yes				0.0
18		Applied	Proper	Yes				0.0
19		Applied	Proper	Yes				0.0
20		Applied	Proper	Yes				0.0
21		Applied	Proper	Yes				0.0
22		Applied	Proper	Yes				0.0
23		Applied	Proper	Yes				0.0
24		Applied	Proper	Yes				0.0
25		Applied	Proper	Yes				0.0
26		Applied	Proper	Yes				0.0
27		Applied	Proper	Yes				0.0
28		Applied	Proper	Yes				0.0
29		Applied	Proper	Yes				0.0
30		Applied	Proper	Yes				0.0

Signature of the First Examiner :

(Marks Entered & Certified)

Date :



WAYAMBA UNIVERSITY OF SRI LANKA
FACULTY OF

MARKS RETURN SHEET

Degree Programme : **BSc Hons in**
Examination :
Course Unit Title :
Course Unit Code :
No. of Credits :

S/N	Reg.No. (Students Enrolled)	Status			Section I (Out of 20)	Section II (Out of 40)	Section III (Out of 40)	Final Marks 100%
		Applied / Not Applied	Proper / Repeat	Eligibility Yes / No				
1		Applied	Proper	Yes				0.0
2		Applied	Proper	Yes				0.0
3		Applied	Proper	Yes				0.0
4		Applied	Proper	Yes				0.0
5		Applied	Proper	Yes				0.0
6		Applied	Proper	Yes				0.0
7		Applied	Proper	Yes				0.0
8		Applied	Proper	Yes				0.0
9		Applied	Proper	Yes				0.0
10		Applied	Proper	Yes				0.0
11		Applied	Proper	Yes				0.0
12		Applied	Proper	Yes				0.0
13		Applied	Proper	Yes				0.0
14		Applied	Proper	Yes				0.0
15		Applied	Proper	Yes				0.0
16		Applied	Proper	Yes				0.0
17		Applied	Proper	Yes				0.0
18		Applied	Proper	Yes				0.0
19		Applied	Proper	Yes				0.0
20		Applied	Proper	Yes				0.0
21		Applied	Proper	Yes				0.0
22		Applied	Proper	Yes				0.0
23		Applied	Proper	Yes				0.0
24		Applied	Proper	Yes				0.0
25		Applied	Proper	Yes				0.0
26		Applied	Proper	Yes				0.0
27		Applied	Proper	Yes				0.0
28		Applied	Proper	Yes				0.0
29		Applied	Proper	Yes				0.0
30		Applied	Proper	Yes				0.0

Signature of the Second Examiner :

(Marks Entered & Certified)

Date :

Form D: Answer script marking and second examiner's observations
EXAMINATIONS - FACULTY OF

Code / Title of the paper
Degree programme/s
Examination
Academic Year
Name of Examiner(s)

(a) 1st examiner:

(b) 2nd examiner:

Part 1: Preliminary details about the paper (to be filled by the 1st examiner)					
Number of candidates eligible:	Section	# of scripts	Marks allocation		
Number of candidates present:	Section I				
Give the final equation for grand total as appears in the course overview:	Section II				
	Section III				
	Sig. of the 1 st examiner:				
Part 2: Documents received by the 2nd examiner (to be filled by the 2nd examiner)					
Answer scripts;	Yes	No	Answers and marking scheme,	Yes	No
Detailed marks sheet	Yes	No	Course overview	Yes	No
Attendance sheet	Yes	No			
Part 3: Second examiner's observation on first marking (to be filled by the 2nd examiner)					
Section I	Is marking in accordance with the marking scheme? Yes / No		If No , give reasons		
Section II	Is marking in accordance with the marking scheme? Yes / No		If No , give reasons		
Section III	Is marking in accordance with the marking scheme? Yes / No		If No , give reasons		
Overall observation / comment of the second examiner on 1 st marking.					
Part 4: Second examiner's observation on detailed marks sheet (to be filled by the 2nd examiner)					
Have you noted mistakes in adding up part marks of each question? Yes / No			If Yes , indicate them in the appropriate place of the detailed marks sheet and put your initial		
Have you noted mistakes in adding up marks in each section? Yes / No			If Yes , indicate them in the appropriate place of the detailed marks sheet and put your initial		
Have you noted mistakes in transferring marks to detailed marks sheet? Yes / No			If Yes , indicate them in the appropriate place of the detailed marks sheet and put your initials		
Have you noted mistakes in applying the equation for calculating the grand total Yes / No If Yes , indicate it here:					
Part 5: Final suggestions of the 2nd examiner (to be filled by the 2nd examiner)					
(a) For upgrading:			(b) For scaling:		
Date:			Sig. of 2 nd examiner		
Part 6: Decision of the HOD and the 1st examiner on above suggestion (to be filled by 1st examiner)					
Has suggestion a taken? Yes / No		If No , why?			
Has suggestion b taken? Yes / No		If No , why?			
Date	Sig. of the 1 st examiner		Sig. of the HOD		
Part 7: Recommendation of the Board of Examiners					
Accepted / Not accepted and advised to resubmit in two days.					
Date			Sig. of the Dean		
Resubmission					
Accepted					
Date:			Sig. of the Dean		



WAYAMBA UNIVERSITY OF SRI LANKA
FACULTY OF

MARKS RETURN SHEET

Degree Programme :
Examination :
Course Unit Title :
Course Unit Code :
No. of Credits :

S/N	Reg.No. (Students Enrolled)	Status			Continuous Assesment (Out of 50%)	Summative Assessment (Out of 50%)	Final Marks %	Letter Grade
		Applied / Not Applied	Proper / Repeat	Eligibility Yes / No				
1		Applied	Proper	Yes				
2		Applied	Proper	Yes				
3		Applied	Proper	Yes				
4		Applied	Proper	Yes				
5		Applied	Proper	Yes				
6		Applied	Proper	Yes				
7		Applied	Proper	Yes				
8		Applied	Proper	Yes				
9		Applied	Proper	Yes				
10		Applied	Proper	Yes				
11		Applied	Proper	Yes				
12		Applied	Proper	Yes				
13		Applied	Proper	Yes				
14		Applied	Proper	Yes				
15		Applied	Proper	Yes				
16		Applied	Proper	Yes				
17		Applied	Proper	Yes				
18		Applied	Proper	Yes				
19		Applied	Proper	Yes				
20		Applied	Proper	Yes				
21		Applied	Proper	Yes				
22		Applied	Proper	Yes				
23		Applied	Proper	Yes				
24		Applied	Proper	Yes				
25		Applied	Proper	Yes				
26		Applied	Proper	Yes				
27		Applied	Proper	Yes				
28		Applied	Proper	Yes				
29		Applied	Proper	Yes				
30		Applied	Proper	Yes				
31		Applied	Proper	Yes				
32		Applied	Proper	Yes				
33		Applied	Proper	Yes				
34		Applied	Proper	Yes				
35		Applied	Proper	Yes				

Marks	Grade	Grade Point
90-100	A+	4.00
85-89	A	4.00
80-84	A-	3.70
75--79	B+	3.30
70-74	B	3.00
65-69	B-	2.70
60-64	C+	2.30
55-59	C	2.00
50-54	C-	1.70
45-49	D+	1.30
40-44	D	1.00
Below 40	F	0.00
Incomplete	I	0.00

← Marks and Grades vary depending on the Assesment By-Laws of the Faculty

Signature of the Examiner :

(Marks Entered & Certified)

Date :

Recommended and Forwarded by,

Signature of the Head of the Department :

Date :

Use of Examination Unit Only

Received on :

Board of Examiners Approved / Not Approved

.....

Dean

.....

Date

Remarks :

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