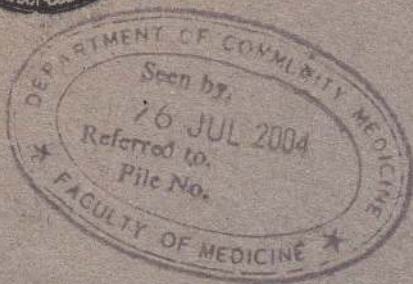


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# **GUIDELINES FOR EXAMINERS**

**UNIVERSITY OF JAFFNA  
SRI LANKA**





## GUIDELINES FOR EXAMINERS - UNIVERSITY OF JAFFNA

Dean is overall in-charge of all matters pertaining to the Examinations /Evaluations of the respective Faculty.

Head of the Department is in-charge of all matters pertaining to the Examinations/ Evaluation of the Department concerned. The academic staff responsible for the paper is the Chief Examiner of the paper. Continuous Assessment, Practical Assessment, Viva-voce etc will be conducted by Chief Examiner of the particular discipline under the guidance of the Head of the Department. Head of the Department/ Chief Examiner should possess with him all such continuous assessment marks and all others marks in safe custody.

Examiners such as Setters, Moderators, First Marking Examiners, and Second Marking Examiners should be the most appropriate persons with suitable qualifications in each case and their names should be approved by the respective Faculty followed by the approval of the Senate. On repeat examination of the same paper the same procedure should be followed when an examiner is changed. In case if there is a necessity arises to change an examiner at a short notice just before the examination, it can be done with the concurrence of the Dean of the Faculty

provided such change is brought to the subsequent Faculty Board and Senate for approval.

Head of the Department/ Chief Examiner should request the Setter to set the question paper giving a copy of the curriculum. Setters should make sure that all items are used to measure the aims of the curriculum. If there are two or more examiners involved in setting a paper, each examiner should be told by the Head of the Department/ Chief Examiner to set a certain number of questions outlining the area of study in the curriculum. Each Setter should prepare a marking scheme comprising the salient features of the expected answer indicating the value of the marks to be awarded to each step/ part/ feature of the answer. Setter should hand over the question paper along with the marking scheme to the Head of the Department/ Chief Examiner who in turn should hand over them along with a copy of the curriculum to the Moderator. Moderator tames the items in the question paper to the expected difficulty level and in the meantime eliminates overlap, ambiguity, unwanted clues for answering and errors in the items of the question paper. All suggestions made by the Moderator should be conveyed to the Setter who is most likely expected to accommodate the suggestions made by Moderator and eventually hand over the final question paper /hand written or computer printed on CE11 FORM signed by the Setter along with the marking scheme to the Head of



the Department/ Chief Examiner. Head of the Department / Chief Examiner should possess duly signed moderated paper under safe custody.

Stencilling of the question paper can be done by the Setter (when structure of the paper can not be easily made by typist) or by a typist of the Department of the Asst.Registrar/ Exams (Confidential) under the supervision of the Head of Department / Chief Examiner / Setter. Duplication and packing of the question paper be also done under the supervision of the Head of the Department / Chief Examiner / Setter at the Confidential Section of the Examination Unit. Before packing it should be checked that each page of the question paper is properly printed. COVER of the question paper packet should be properly labelled by the Head of the Department/ Chief Examiner / Setter.

It is the responsibility of the respective Dean and the Head of the Department concerned to nominate names for Supervisor/ Invigilators when Asst.Registrar/ Exams (Confidential) finds difficult to obtain suitable staff to perform these duties.

A candidate is eligible to sit for an examination when his/her application made through an EXAMINATION ENTRY FORM (issued by the Faculty) is duly certified by the Head of the Department (making sure of the eligibility of the candidate to sit for the examination, particularly the

attendance of the candidate in the lectures/ practicals/ tutorials/ ward classes and continuous assessments). When a candidate does not possess the required 80% attendance due to exceptional circumstance but attended sufficient classes may be allowed to sit for the examination with the approval of the Faculty Board and Senate. The practise of allowing candidates, to sit for the repeat examination who do not possess the required attendance should also have to be approved by Faculty Board and Senate. Faculty Board and Senate approval is also necessary to allow a candidate to sit for an examination after approved number of attempts of an examination are exhausted.

An application of an Examination Entry Form finally approved by the Dean of the Faculty be sent to Asst.Registrar/Exams (Confidential). Thereafter, an ADMISSION CARD to sit for an examination will be issued by the Asst.Registrar/Exams (Confidential). No candidate will be allowed to sit for an examination by the Supervisor in the examination Hall without the Admission Card and University Identity Card. A candidate who lost any of these documents should meet the Asst.Registrar/Exams (Confidential) to obtain a duplicate one.

Supervisor, Invigilators and Hall Attendants should arrive at the examination hall half-an-hour



before the commencement of the examination. Index Numbers should be placed at each desk of the examination hall the day before the date of the examination. Supervisor/ Invigilator should initial and place the date stamp on each fresh answer script before issuing to the candidate. Candidates should be requested to take the seat 15 - 30 minutes before the commencement of the examination. Answer script book should be served 10 minutes ahead of an examination. Question paper packet should be opened in the presence of Invigilators and Students by the Supervisor. It will be a good practice to get the signatures of an Invigilator and a candidate on the cover of the question paper packet before opening the packet. QUESTION PAPER should be distributed by Supervisor/ Invigilators not earlier than 5 minutes before the examination. However it should be ensured that all candidates are supplied with question paper before the commencement of examination. All extra fresh answer scripts should also be duly initialled by the Supervisor/ Invigilator with date stamped and distributed at the request of the candidate.

At the examination hall, the Supervisor and an Invigilator should certify the attendance of the candidates by placing (✓) tick for being present or Ab for being absent against the index number of the ATTENDANCE SHEET.

No candidates are allowed to enter the exam hall 30 minutes after the commencement of the examination and at the same time no candidates could be allowed to leave the examination hall within 30 minutes of the commencement of the examination. It should also be noted that no candidate should be allowed to leave the examination hall during the last half -an-hour of the examination.

Setter of the paper is expected to be available in the Examination Hall for atleast half an hour at the commencement of examination for any clarification in the paper. At the examination hall either Supervisor or Invigilators should not take the role of the Setter of the question paper. To clear any typing error, the supervisor can refer the CE 11 form kept within the question paper packet. Other errors including translation error should not be responded by the Supervisor/ Invigilators. Genuine errors or omissions in the question paper will be dealt by Setter / Chief Examiner / Head of the Department only when marking is performed. Written request could be made by the candidate to the Head of the Department/ Dean of the Faculty by the candidates soon after the examination is held if there is any error or other matters to be pointed out on the question paper. Supervisor of the examination should inform Asst.Registrar/ Exams (Confidential) through the relevant form, all incidents taken place



at the examination hall including examination  
offence, if any.

It will be a good practice to announce at the examination hall to instruct the candidates to make sure that their index numbers and the question numbers are written at the proper places. Also they should be instructed to tie the answer scripts and be ready to hand over the scripts at the end of the examination. The answer scripts collected at the end of the examination should be counted and checked before allowing the candidates to leave the hall. The scripts should be packeted as per instruction including two question papers, a copy of the attendance sheet and a sheet to inform the absent candidates. It is the usual practice that the Asst.Registrar/ Exams (Confidential) will make arrangement to collect the answer script packet, balance question paper packet and other instruction/information sheets from the examination hall.

Asst.Registrar/Exams(Confidential) should hand over the answer scripts packets at the earliest opportunity but not later than one week to the Head of the department who in turn hand over to the Chief Examiner / first marking examiner on the same week.

On receipt of the answer scripts packet the examiner should open the packet to check the index

numbers of the answer script with that of attendance sheet to see whether they are tallying. If there are discrepancies it should be brought to the notice of the Asst.Registrar/Exams (Confidential). It is an offence to bring such discrepancies with lapse of time (say taking more than a week). It is the responsibility of the examiners to keep all the answer scripts in safe custody.

The model answers with the scheme of awarding of marks (marking scheme) has already been prepared and kept in safe custody. Now by collecting samples of answer scripts at random from the packet check whether marking scheme accommodate all possible correct answers provided by the candidates. If not, the marking scheme should be modified. When marking is done, it will be a good practice to mark question by question; that is mark question No. 01 to all answer scripts and then go for question No.02 to all answer scripts and so on. This will bring more uniformity in marking. First marking examiner should award the part marks according to marking scheme on the correct place of the body of the answer script using a red pen. These part marks should be sub-totalled and placed at the left side margin of the answer script, say 14/25 when the candidate obtains 14 marks out of 25 for that part of the question. Say each question carries 100 marks. If there are four equal parts, each part carries 25 marks. It varies according to question. There are



question carrying asymmetric distribution of part marks, say (a) 30, (b) 20 and (c) 50, totalling 100. At the end of each answer total marks should be indicated stating

$$Q1 = \frac{14}{25} + \frac{10}{25} + \frac{20}{25} + \frac{5}{25} = \frac{49}{100}$$

or

$$Q2 = \frac{22}{30} + \frac{15}{20} + \frac{27}{50} = \frac{64}{100}$$

First marking examiner should carry forward the marks to the front page of the answer book. Example for a question paper carrying 6 questions and required to answer 5 questions out of 3 hours, the front page could show as follows ;

Q1	49	
Q2	64	
Q3	51	
Q4	29	Excess
Q5	35	
Q6	68	
	5	267
		53.4

The first marking examiner should transfer the marks of each question to the DETAILED MARK SHEET as follows:-

Index No	Q1	Q2	Q3	Q4	Q5	Q6	Max	%
								53.4
A 2005	49	64	51	29	35	68	267	<del>54.3</del>
Excess								

A 2006	36	34	40	-	30	33	173	34.6
A 2007	35	30	40	-	30	40	175	35.0

*Any mistake in entering could be corrected by the first marking examiner by simply cut the marks and re-enter the correct marks and initial as given above for 53.4;*

After completion of marking and entering the marks in the Detailed Mark Sheet, the first marking examiner should place his signature and the date at the bottom of the Detailed Mark Sheet.

Thereafter the answer scripts should be packed along with the question paper, marking scheme, Detailed Mark Sheet and Attendance Sheet and handed over to the second marking examiner or handed over to the Head of the Department or AR/ Exams (Confidential) and they in turn hand it over (or post) to the second examiner.

The second marking examiner is a well experienced university teacher and expert in the field like the 1<sup>st</sup> examiner of the subject concerned. He/She had experience in teaching and evaluating similar candidates for the examination referred to



him/ her. Therefore the second marking examiner is in a position to comment on the question paper, marking scheme, candidate's performance, and the errors made by first examiner including transferring and addition mistakes etc. He/ She will go through the candidates' performance individually, question by question. He will take special attention on the candidates who performed below average and poor as evaluated by the first marking examiner. He also will go through the answer scripts of the candidates who excelled well. Thereafter the second marking examiner will give his marks for each candidate question by question. The second examiner may be totally endorsing the marks given by the first examiner for several candidates. In some instance he may elevate the final marks of some index numbers giving reason. For a (A/2005) candidate, he may endorse the marks given by the first examiner for question 1,2,3 and 6 but he may disagree with the marks of the question 5 for which the second examiner awards 44 (instead of 35) and therefore the total marks became 55.2% instead of 53.4% given by the first examiner as given in table below.

### DETAILED MARK SHEET

Index No.	Q1	Q2	Q3	Q4	Q5	Q6	Max	%
A-2005	49	64	51	29	44	68	276	55.2
A-2006	41	40	45	-	34	43	203	40.6
A-2007	46	44	50	-	42	51	233	46.6

For A-2005 first and second examiners differ by 1.8% but for A-2006 they differ by 6% and for A-2007 they differ by 11.6%. Although the second examiner has awarded pass marks (40% and over for this examination) for all three candidates, average marks between the first and second examiners for A-2005 is 54.3, for A-2006 is 37.6 and for A-2007 is 40.8%. Here it could be noted that the candidate bearing index number, A-2006 has failed the paper if we consider the average of first and second examiners' marks. In this situation the Chief Examiner / Head of the Dept. has a role to play. He could invite the first examiner to study the marks and comments made by the second examiner. The first examiner can revise his marks wherever the second examiner differed especially for those candidates whose marks changes from fail to pass or from grade to grade. For minor changes within the same grade the average could be taken.

In the above context, the marks awarded by the first and second examiners after the negotiation are as follows :

Index No	1 <sup>st</sup> Exa.	2 <sup>nd</sup> Exa.	Ave.
	100%	100%	100%
A - 2005	53.4	55.2	54.3
A - 2006	40.6	40.6	40.6
A - 2007	46.6	46.6	46.6



Head of the Department can go for a third examiner if the variation between first examiner and second examiner are very high, say by more than 10 and when the first examiner does not agree with the second examiner. This third examiner is also appointed with the approval of the Faculty Board and the Senate.

For practical tests in performing art, such as Music, Dance, Painting etc and for other subjects such as foot ball in sports education, there should be a Supervisor of the examination.. At the end of each candidate's performance, Supervisor should check the marks awarded by the first & second examiners and if the deviation is more than 10, Supervisor can get the opinion of the first and second examiners to narrow down the difference and in case if they are not in agreement, the third examiner is invited. The verdict of the third examiner will be final. Therefore for such practical papers on testing performance, a third examiner be nominated and approved by the Faculty and Senate as a rule.

For practical tests candidates are called usually in small numbers batch by batch to perform the test. This is true not only for performing arts, but also for practical oriented science based subjects and for evaluation of sport events. Therefore their Attendance Sheet will not reflect the date on which the candidates sat for the examination. Therefore in addition to perfecting the Attendance Sheet,

supervisor of the examination should list the index numbers batch by batch with date and time and this information too have to be furnished to the Examination Branch along with the attendance sheet.

Now the Chief Examiner/Head of Dept. has Detailed Mark Sheet duly filled and signed by the first and second marking examiners respectively. He then transfer the above (end semester) marks on the MARK RETURN SHEET. There are columns for marks of the first examiner, second examiner, practical, viva, assessment etc in the Mark Return Sheet.

When assessment marks are made available, it should be entered in the Mark Return Sheet. Usually there are three assessments comprising 10+10+05 marks or any other composition and they should be entered in the column provided. Thereafter they should be totaled for 25% as given in the example,  $7.0 + 7.0 + 3.5 = 17.5$  for A - 2005.

Say now the Chief Examiner / Head of the Department is in possession of all marks; continuous assessment marks, practical marks, viva marks, end semester marks. All these marks are provided by the examiners and their signature and date are placed to certify that they are responsible for the marks provided by them. Head of the department should fill them in the Marks Return Sheet.



For Example

MARK RETURN SHEET																
Index No.	THEORY										PRACTI CAL		VIVA		100% (50 <sup>TH</sup> , 25PR, 25Vi)	
	Continuous Assessment				End Semester				100%		100%		100%			
	10	10	05	25 % C A	1 <sup>st</sup> Ex	2 <sup>nd</sup> Ex	A V1 00 %	75 %	Th	P/ F	PR	P/ F	Vi va	P/ F	Fi nal F	
A-2005	7	7	3.5	17.5	53.4	55.2	54.3	40.73	58.23	P	52.0	P	45.5	53.0	P	
A-2006	5	4	3.5	12.5	40.6	40.6	40.6	30.45	42.95	P	42.0	P	43.0	43.0	F	
A-2007	5	6	3.5	14.5	46.6	46.6	46.6	34.95	49.45	P	35.0	F	65.0	50.0	F	

It should be noted that decimal points in two decimal places whenever available have to be maintained until the last column. Take for example for A-2005, the 75% End semester theory final mark is 40.73, and the 25% assessment mark is 17.5, then the final theory 100% is 58.23. If we round the figure at each point, then the final result may vary as you could observe in the above example; the 75% end semester theory mark round to 41 and that of assessment round to 18 and therefore the final result would be 59

(one mark more than 58). By rounding up at each point there are chances to obtain  $\pm 2$  marks when other components such as practical, viva are added as well.

The Mark Return Sheet should be designed to indicate whether the candidate has passed or failed the examination. Say when an examination require 40% minimum marks to pass each component such as practical, viva and end semester exam and requires 50% overall marks to pass the paper, it is the responsibility of the Head of the department/Chief Examiner to design the Mark Return Sheet to reflect it in the Mark Return Sheet :

In the above paper one can see that Index No: A - 2005 pass (P) the paper. In the case of Index No A - 2006, although this candidate passes (P) in all components such as theory, practical and viva, he



/she has not reached the overall pass marks of 50% and as such he/she is failing (F). The third candidate Index No A - 2007 although reached an overall average of 50, he/she fails the paper as he has failed (F) in one of the components, that is below 40% for practical. Examination regulations of the Faculty should clearly specify which component(s) of the paper should be repeated by the candidate to pass the paper.

Head of the Department should send the duly completed Mark Return Sheet along with photocopies of a copy of individual assessment marks, viva marks, practical marks, first examiner marks, second examiner marks duly signed by the respective examiners to the Examination Unit (Exams) along with copy of the medical certificate supported by Senate decision, if any.

AR/Exams will be able to get ready to release the results in two to three weeks from the time when all the marks reached the Unit. Depending on the number of candidates the time varies between two to three weeks. Before releasing the result, Heads of the Departments will be invited to check the entries in the ledger and Heads of Departments should place their signature in the ledger to certify that they have checked and found correct. Head of Department should ensure that the marks of the paper be sent to the Examination Branch within the period of three

months from the date of the respective examination. However in case of Medicine, Siddha Medicine and RAFA where repeat examination has to be conducted, the marks should be sent within one month from the date of the examination.

To release the results, a Result Board will be held with all the examiners presided by the Vice Chancellor. AR/Exams will provide the marks ledger, all relevant marks lists, copies of medical certificates of candidates who submitted them, and rules and regulations for conducting examinations and release of results and award of scholarships, endowment prizes. Vice-Chancellor will first read the conditions necessary for passing the paper/examination and award of classes and prizes. When Vice Chancellor is reading the marks and award of classes and prizes any member of Board of examiners can clarify any matter related to release of result. When a candidate do not pass in English, but all other requirements are met to pass the examination, then the result be noted as "Not Completed". When a candidate is absent with duly accepted medical certificate, then the result is noted as 'With - held'. There are results classified as referred, re-referred, fail when candidates do not satisfy conditions to complete the degree. When a candidate satisfies all condition necessary to complete the degree, it will be noted as a Pass/



Second Class Lower/ Second Class Upper / First Class.

The abbreviations entered in the mark ledger is given below:

- (a) AB -Absent
- (b) NAP -Not applied for examination
- (c) P -Pass
- (d) F -Fail
- (e) NA -Not applicable
- (f) ENH -Exam was not held
- (g) NSD - Not submitted dissertation

Other notations in the ledger

a. Not awarded : the prize /scholarship is not awarded to any candidate during this academic year since no one obtained the required marks /grades.

b. Does not arise: the prize/scholarship is not awarded since the condition of award did not permit during this academic year (example once in two or three years).


Statement of result semesterwise will be issued by AR/Exam two weeks after the result is approved by the Senate. Degree certificate is issued within two months after the convocation. Transcript of result will only be issued on payment of cash when a University is making such request.

Prof.S.Mohanadas  
Vice Chancellor  
University of Jaffna  
2004-07-15

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