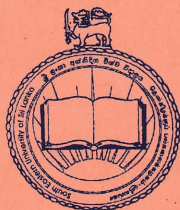


A GOOD EXAMINER



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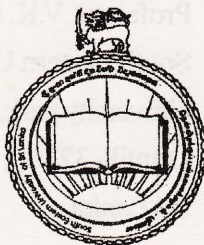
Professor V.K.Ganesalingam

B.Sc.(Hons.) (Ceylon), M.Sc.(Hawaii), Ph.D.(London)

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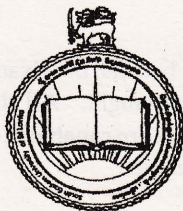
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A GOOD EXAMINER



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**“In the middle of
difficulty lies
opportunity.”**

- Albert Einstein

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PREFACE

One of the main functions of a university is to conduct examinations to those who study there. While the academics impart knowledge among the students, the examination determines the academic standard of the students and gives their appropriate grading. The results of their final examination determine the way of their future life.

The academics of the University become the Examiners who find out whether the students have inspired what was taught. All the Examiners, namely Internal Examiners and External Examiners are capable of assessing the students' future by their answers given at the examination.

Therefore the duty of the examiners is enormous and important. All the examiners should become Good Examiners.

In this book, Prof. V.K. Ganesalingam has given the attributes of a Good Examiner fully well. He explains the Examination process and the Examiners' duty, asking first "Why is the examination?" and he includes 'Examination criteria', 'Evaluation criteria', 'Multiple choice questions', 'Essay type questions', 'Questions & Question Bank', 'Marking the answer scripts' etc. in the undergraduate and postgraduate levels. More than that, he stresses that the marking of scripts should be done meticulously, diligently and without delay. The Examination Board, which determines the results, is considered to be the pivot of the examination matters. At the end he mentions about the 'Administration of Examinations', which gives a stepwise methods of conducting examinations.

I congratulate Prof. V.K. Ganesalingam for writing a book of this nature for the benefit of our young staff. He has already written several books with regard to the academic matters of the University. This is one of them and is a good 'gift' to all our academics.

"You cannot be a failure if you are still trying"

- Brian Duncalf

K.M.H. Kalideen,
Dean, Faculty of Arts & Culture,
South Eastern University of Sri Lanka,
Oluvil.

A GOOD EXAMINER

INTRODUCTION

Teaching of students in an institute leads to examination. The result of the examination is the deciding factor to lead the students to proper employment or higher education. Examination is the process of testing the knowledge or ability of the candidates by written or oral examination to determine whether they are qualified for a pass or pass with class, and to present him/her a certificate authorized by the institute. The conduct of examination is in the hands of the examiners. The examiners have to conduct the examinations according to the Rules and Regulations in setting questions based on the syllabus, marking the answer scripts according to the marking scheme, grading them according to the evaluation criteria and keeping up the standard and credibility of the institute.

1. UNIVERSITY EXAMINATIONS

The power of Degree Awarding Institute with regard to conducting examinations and conferring degrees as stated in the Universities (Amendments) Act No. 7 of 1985 is as follows:

- a) to admit students and provide instruction in such branches of learning in respect of such Institute;
- b) to hold examination for the purpose of ascertaining the persons who have acquired proficiency in the courses of study in such branches of learning;
- c) to grant and confer degrees, diplomas, certificates and other academic distinction on persons who have followed instruction in the course of study in such branches of learning and passed such examinations;

- d) to grant and confer degrees on persons who have conducted research under its supervision and subject to conditions specified by the specific authority.

Therefore a university has the legal power to conduct examinations to those candidates who have followed a course in the University and to award Degree, Diploma or Certificate. The examiners who are the academics conduct the examination. Therefore the academics should be Good Examiners.

2. WHY THERE IS AN EXAMINATION?

The products of his labour judge the suitability of a person for a job. For professional employment, the most accepted norm is the certificate of success in an appropriate examination. The examination success in a principal subject with merit or distinction is a commonly accepted alternative, which determines the ability of the person for the particular job or higher education. Most employers consider the result of the examination of a candidate as a valuable indication of his/her suitability, especially when compared with the other candidates.

3. "PASS" OR "FAIL"

"Pass" or "Fail" of a candidate in an examination indicates his/her standard in the examination conducted by the examiner. As far as the university is concerned, a student who enters a course of study continues to attend all the academic works, faces the examinations, becomes qualified, and applies for a suitable employment. During the selection for employment every effort will be made to select a candidate based purely on merit and ability of his/her academic knowledge. Therefore, the examiner becomes an important resourceful expert in assessing the candidates so that the employer is made known about the candidate's ability well, before selection for the particular job. Therefore the "Pass",

"Pass with class" or "Fail" that the examiner determines in respect of candidates is of considerable importance for the employer's decision and the candidate's destiny.

4. RULES & REGULATIONS

The examiner concerned should study the 'examination criteria' and 'evaluation criteria' to award a 'pass' or 'pass with class' without ambiguity. All these are well prepared and approved by the respective Faculty and Senate and any modification can be taken up as amendment depending on the existing needs and requirements. Although the Rules and Regulations vary from university to university; the essentials are same. The individual university has its own method of assessing the candidates as approved by its Senate. Obviously there is a difference in the standard of the candidates of the same level of various universities. Although a unified system is needed, it may not be possible because most of the universities are specializing in different fields.

5. WHO COULD SIT FOR THE EXAMINATION?

The students who satisfy the following conditions can sit for the examination for the award of Degree/Diploma/ Certificate:

- a) He/she should have been registered in the university for studies approved by the university;
- b) He/she should have completed the programme of studies for each semester to the satisfaction of the Senate;
- a) He/she should possess the University Admission card and University Identity card.

A student who wishes to sit the examination should apply in prescribed form to the Examination Branch with the recommendation of the Head confirming his/her attendance. The admission card to sit for relevant

examination will be issued to the eligible candidate. The Senate allows postponement of a candidate for the examination, if informed on time, stating the reasons with necessary supporting documents. He/She should repeat the examination at the first opportunity available to him/her.

6. THE CONDITIONS TO SIT FOR THE EXAMINATION

Usually 80% percent of attendance of the candidate is essential to appear for the final examination. The appeal from the candidates for postponement to sit the examination on health ground will come up to the Faculty and Senate for consideration. Medical certificate, if any, in support of absence of the candidate should be channelled through the Dean of the respective Faculty to the University Medical Officer for consideration. "Grace chance" to appear for the examination may come up from those candidates who have already sat for a number of times, giving reasons to consider on sympathetic or health reasons. All these have to be studied in detail by the respective Faculty and Senate before making a decision.

7. EXAMINATION CRITERIA

The examinations are held in the Course Unit System in all the Universities of Sri Lanka. The examination in each course unit is held at the end of every semester in which the course is conducted. Therefore, both the semester examinations held during the year will make the total examination for the year. Likewise the semester examinations will be held for the three or four year periods. The total marks scored in all these years will be taken into consideration for determining the final results. In addition there are continuous assessment, fieldwork and assignments. They are tested periodically. Thus, the credits accumulated over a period of three or four years are computed for the final result. Therefore, the examinations are conducted frequently and the examiners will have to get ready for such examinations.

8. EVALUATION CRITERIA

The candidates who satisfy the conditions prescribed in the Evaluation criteria shall be awarded the General degree or Special degree with the appropriate class. In some universities there is a practice to award "Certificate" or "Diploma" to those candidates who intermit or terminate their studies, providing they satisfy the conditions prescribed in the Evaluation criteria. The examining academics should study these details for effective functioning.

9. THE EXAMINERS

The names of the examiners are recommended by the respective Faculty and the Senate and approved by the Council. One of the powers of the University Council is "to appoint examiners, whether from the staff of the University or from elsewhere, after consideration of the recommendation of the Senate and to determine any fees which may be paid to such examiners".

(University Act No: 16 of 1978.)

10. QUESTIONS

- a) The questions should be designed to evaluate the candidates' competence; the question be based on the candidates' knowledge of the subject.
- b) The questions should be specific; the questions should be restricted to a particular aspect.
- c) The questions should stimulate new thinking and new concept; the candidate has to think in different prospects.
- d) The questions should be interesting; the candidate be made active and encouraged in giving the answers interestingly.
- e) The questions should be in simple words; the candidates should understand the meaning of the questions and understand them immediately.

- f) The questions should be based on the syllabus; if the questions are from outside the syllabus the candidates will not be able to answer and the examiners will be blamed for this.
- g) The questions should be based on what was taught; this is a "gift" to the internal candidates, who study directly under the teachers who are the examiners.
- h) Questions should be impressive and memorable; the candidate will remember such questions throughout their life. They may even use similar questions later in their life if they engage in teaching.
- i) The questions should be original; normally all the questions are "copy rights reserved". Reproducing such questions is not allowed.
- j) The questions are considered to be a "test" for the examiners. The ability of a teacher is known not only by his teaching but also by the questions he/she sets.

11. MULTIPLE CHOICE QUESTIONS

These questions need one answer to be picked up from several answers or it should be written in one word or in a brief statement. The answer has to be written on the question paper in the space allocated for this purpose. The questions are tricky and worded in a "cross examination" manner. The multiple choice questions should be prepared by the examiner taking into consideration of the following guide lines:

- a) The stem of the question should contain critical problem to be answered in one word or a sentence.
- b) The question may be direct, with less vagueness and ambiguity.
- c) The question should have clarity and constructed with simple words.
- d) Negative statements may be avoided as it may confuse the candidates.
- e) Commonly used language should be used in the question to facilitate the candidates.
- f) Textbook work should be avoided, as it needs memorization by the students.

- g) Alternate answers should be given clearly that the candidates should not be encouraged to do guess work.
- h) Grammar, phrase and spelling should be done carefully for the candidates to understand.
- i) Correct response for the question should be placed randomly.
- j) Overlapping the questions or answers should be avoided.
- k) The answers for the questions should be absolutely correct.
- l) New questions are prepared and the past questions should be avoided or modified.

12. ESSAY TYPE QUESTIONS

These questions need answers of description and discussion. There should be a marking scheme for assessment. The following guidelines should be taken into consideration in preparing essay type questions:

- a) Questions may be direct, comparative or descriptive, consisting of single question or multiple sections of a single question.
- b) Words, phrase and language should be clear and understandable.
- c) Questions should be set within the syllabus, so that candidates cannot omit any questions.
- d) The candidates should have the required time to answer the questions and the questions should be framed accordingly.
- e) The questions should be thought provoking and stimulating.
- f) The candidates should have enough choice to pick up questions they like.
- g) Rubric and the instructions should be given prominently on the front page or first page of the question paper.
- h) The marks allocated for each question should be printed below each question so that the candidate will choose the favourable questions to score good marks.
- i) The marks given should be consistent and no discrimination be shown what so ever.

- j) The marking examiner should strictly adhere to the marking scheme.
- k) The examiner should mark a particular answer in all the answer scripts. This will be easy because the matters would remain fresh in the mind at that time.
- l) The examiner may prepare comments on all the questions and answers given by the candidates to submit a report to the Controller/Head.

13. QUESTION BANK

An academic should have his own question bank. The questions shall be based on the syllabus, tutorials and assignments. The question should be reasonable, of high standard and clear to the students. The structure, wording and phrase of each question should have to be carefully formulated. Repeating the questions may not be advisable, and new questions are welcome. Questions should be constructed in such a way to be answered by the students with confidence. The question should extract what the students know and not what they are ignorant of. The questions should help the students to give good answers and not to panic them psychologically. It is essential to send the marking scheme along with the questions and answers for moderation. Once the external examiners moderate them, the examiners may have to abide by the external examiners' version.

14. REASONS FOR EVALUATION

- a) To evaluate the students' standard so that he/she would improve the studies in future.
- b) To evaluate the teachers' performance, so that he/she would improve teaching in future.
- c) To certify the grades of achievement so that the candidate would choose the appropriate direction of avenues of progress.
- d) To provide the records and reports to be used them for interviews for employments.
- e) To inform the parents or guardian for their knowledge about the candidates concerned for them to take appropriate action.

15. TYPES OF EVALUATION

There are different types of evaluation depending on the need.

- a) **Placement evaluation:** This determines the students' standard to categorize them into groups before instruction begins. This also leads to what type of instruction will have to be provided to them. The instruction should be done on the existing knowledge so that students will be able to retain them well.
- b) **Diagnostic evaluation:** If a candidate fails even after a hard work, diagnosis for his failure may form a remedy for his future life. An evaluation will show his/her faults and weaknesses. The candidate will be able to improve once the faults and weaknesses are discovered.
- c) **Formative evaluation:** This determines the progress during the learning process as to what the problems are encountered in acquisition of knowledge and technique. The formative evaluation focuses on an independent and a narrow range of knowledge to be improved. If problems are alleviated periodically further progress is easy and affirmative.
- d) **Summation evaluation:** This measures the final result at the end of the semester or term. The evaluation at the end of the semester may not give a clear indication of the candidates' capability. Just only a single final test may not help a candidate to improve the learning process for the whole year. It is true that the summation test may not be able to give a clear standard of the candidate.
- e) **Informal evaluation:** This evaluation involves assessment by informal tests, which are held daily to assess the performance. This is considered to be a powerful and influential method than any other tests. The teacher continuously makes judgments of the students' work and their behaviour daily.

- f) **Alternate evaluation:** By analyzing the contributions of the students an examiner can assess the performance of the students without the 'paper - pen' methods. Such methods consists of self learning, collaborative work, issue solving methods, quality production, community based contributions etc. The products are of great value, which emerge from those students who cannot answer verbally. Their products will answer their ability.

(Ornstein,1995)

- g) **Open examination:** In this examination books and necessary documents are given for the candidates to answer the questions. The candidates are expected to refer these material to pick up the correct answer. This is being considered a feasible method to assess the students.

16. EVALUATION METHODS

There are a number of different forms of evaluation as seen below:

- | | |
|---------------------------------|------------------------------|
| a) Tutorial | (Weekly) |
| b) Seminar | (Weekly) |
| c) Continuous Assessment | (Weekly/Monthly) |
| d) Assignment | (at the end of the Semester) |
| e) Practical Record | (at the end of the Semester) |
| f) Field Work Record | (at the end of the Semester) |
| g) Formal Practical Examination | (at the end of the Semester) |
| h) Formal Written Examination | (at the end of the Semester) |

Normally the practical examinations and the written examinations of a semester together form the main examination, which fetches majority of the marks. The marks of the other evaluations also contribute to get a better final mark. By conducting such number of examinations, candidates will be made to be attentive for the whole semester. The

candidates will be able to obtain more marks in the final examination by attending all the evaluation tests seriously. If the candidate could get a good grade in the weekly evaluation tests, he/she will be encouraged and this will induce to obtain a better grade in the final examination. If the marks are lesser they have to work hard to get a better mark/grade.

While the processes of evaluation are familiar to the examiners, the students should be made to understand about the evaluation methods before the examinations are held. The students should be provided with the guidelines. This is essential because the format may vary from subject to subject and year to year. The students cannot be guinea pigs for experimentation.

The evaluation data that have been submitted by the candidates have to be preserved and stored for future reference. The examiners learn from the earlier evaluation to formulate new methods of assessment. A more clearly defined examination programme may be presented with modification of the past for the coming years.

There needs a number of improvements in assessments that will help in future. The key aspect in evaluation is to apply a new formula by using experience and expertise of the examiners, so that the same old method may not be repeated over and over again.

The evaluation has to be carried out by two examiners. When they put together their methods and efforts, the outcome will certainly be better. Although they combine to frame the appropriate methodology, the evaluation for each item has to be done independently. This will not give any chance for prejudice and injustice. Such precaution is essential during the evaluation as it is a good foolproof method.

During the examination of the candidates, the assessment has to be done to find out the subject knowledge of the candidates. By feedback methods, one can determine the out come of learning and its effects.

Finally the examiner has to find out whether the candidate has the quality in his subject that a university expects. This may be clear from the questions asked and the answers that he/she has given at the examination. Alternatively, the overall assessment may come out from the External Examiners. His/her report in this matter is of considerable importance.

Although evaluation is necessary, it should not hurt the feelings of the failed candidates and cause embarrassment. Such feelings may cause some students to abandon their studies.

17. EVALUATION BY VIVA VOCE TEST

This is a test performed to determine the candidates orally, with regard to their knowledge, language and performance. The following matters have to be taken into consideration in performing the viva voce test:

- a) The questions may be general and interesting with regard to the subject matter.
- b) The questions must extract the real standard and knowledge of the candidate.
- c) The questions should not panic or confuse the candidate.
- d) If the candidate is excited, he should be questioned gently.
- e) If the candidate's answers are not clear the question should be repeated.
- f) The members of the Board should be well versed in the subject concerned.
- g) All the questions should be decent and direct.
- h) The candidate should be given adequate time to answer.
- i) The atmosphere should be conducive for the candidate to answer comfortably.
- j) The candidate should not be "cross examined". This will make the candidate depressed and disillusioned.
- k) The candidate should be candidly evaluated without prejudice.

18. EXAMINATION SUPERVISION AND INVIGILATION

When conducting the examination, practical or written, as supervisor or invigilator, the examiner should be familiar with the "Rules and Regulations of conducting the examination" and adhere to them strictly. His attendance on time should be prompt. He is in charge of question paper and answer scripts. He admits the students on time. Before giving the question papers, the Supervisor has to give instructions to the candidates not to take any unauthorized materials into the examination hall and if the candidate is found guilty in an examination hall, he/she has to face the punishment. The Supervisor distributes the question papers on time, supervise the examination, collect the answer scripts and get them packetted to be handed to the Examination Branch. He should not effect any change in the question paper by himself. The Invigilators assist the Supervisor in the conduct of the examination

The Supervisor should inform the University authorities of any examination offence made by the candidates. He should be ready to give evidence if there is an inquiry on this matter.

19. EXAMINATION OFFENCE AND PUNISHMENTS

A Supervisor/Invigilator who conducts the examination should know the Examination offence and punishments that a candidate is liable to receive if the Board of Inquiry of the Senate proves the guilt beyond reasonable doubt. He should inform the candidates accordingly at the beginning of the examination. The offences are as follows:

- a) Possession of unauthorized document;
- b) Removal of examination stationery;
- c) Disorderly conduct of a grave nature;
- d) Copying;
- e) Attempting to obtain or obtaining improper assistance or cheating; and
- f) Aiding and abetting in the commission of these offences.

Procedure for inquiry and determination of punishment to those found guilty of Examination offence are as follows:

- a) Examination offences shall be reported to the Registrar through the Dean of the relevant Faculty who shall place them for consideration by the Vice-Chancellor.
- b) The latter shall then appoint an Examination Offences Committee which will be required to inquire into the alleged offences.
- c) The finding of this Committee will be reported to the Senate by the Vice-Chancellor.
- d) The Senate, shall, after consideration of the Vice Chancellor's report, determines the punishment due to those found guilty of the examination offences.

Punishment for Examination Offences are as follows:

The following minimum punishments are recommended provided the guilt in the respective cases is established beyond reasonable doubt:

- a) Possession of unauthorized or removal of examination stationery - Cancellation of candidature from the examination in which the offence was committed.
- b) Disorderly conduct of a grave nature, copying, cheating, attempting to obtain or obtaining improper assistance - Cancellation of candidature for 3 years including the one in which the offence was committed.
- c) Impersonation - Cancellation of candidature for 5 years including the one in which the offence was committed.

Punishment for any other type of offence not covered above may be decided by the Senate in keeping with the above.

The Senate may impose additional punishments on any of the above mentioned types of Examination Offences whenever it deems it appropriate to impose same. Such punishments may include expulsion as a student of the University.

(Universities Act No:16 of 1978, as amended by the Universities Amendment Act No:7 of 1985).

20. USE OF ELECTRONIC EQUIPMENT AT THE EXAMINATION

Unless the Examiner/Head/Examination authority gives instructions, no electronic instruments shall be provided to the candidates in the examination hall. If the calculators are to be used, only the calculators belonging the university should be provided. Private calculators are not allowed, because those calculators may have been fed with some answers. Under no circumstances cellular phone is allowed to be used by the candidates in the examination hall.

21. REPEAT EXAMINATIONS

The failures of the examinations can sit for the repeat examination at the earliest opportunity when it is held. As there are two semesters in a year it is a big load of work for the academics to conduct not only the usual examinations but also the repeat examinations. It is much more difficult specially, when there is a dearth of senior academics to complete the work. Conducting lectures, examinations and marking answer scripts and releasing the results take place as a cycle round the year. Therefore there shall be no repeat examination. However, as far as the failures of the previous semester are concerned, they have to know the results before the closing date of the application of the next semester examination. This is reasonable because, the results of the previous semester may not been

known for them to apply for the failed units. Therefore, it is a must that the results of the examination of the previous semester should be released before the closing date of the application for the next semester examination. This will facilitate the failed candidates to prepare themselves for the repeat units.

Sometimes it so happens that only a few students, sometime a single student, may apply for the repeat examination to complete his/her credit units. There is no alternative other than to conduct the examination for the candidate who has registered for the credit unit. It may also happen that only one candidate repeats a unit again and again after getting the "grace chance" from the Senate. Even in such case the examination should be conducted at any cost, providing the candidate is within the purview of the regulation. If it is a legitimate claim by the candidate, the duty of the examiners and administration is to conduct the examination without fail.

Under no circumstances additional examinations be held, which is contradictory to the Regulations. If a candidate wants to repeat examination he/she has to wait until the examination at the end of the next semester or next year.

22. MARKING THE ANSWER SCRIPTS

Marking the answer scripts is an important part of the examination. The marking examiners must be honest. Marking should be done according to the marking scheme, prepared initially and authorized by the moderator. Reading the answer scripts patiently with great care to understand what the students have written should be given high consideration. Every mark is essential to determine the students' destiny. Any facts which the lecturer has given in his lecture, or what the candidate has gathered from the library books or text books should be given due consideration, because the student would have written them with confidence.

Addition of marks should be repeated and done meticulously. Wrong answers and unwanted answers should be marked wrong. Diagrams, methods of calculations, good hand writing, adhering to the notation of examinations should be given credit. The examiner should be satisfied with the marks given to each answer. The marks and the scripts should be sent to the External Examiners (Moderators) for their scrutiny. If there is a drastic difference, an average mark may be taken as the final mark. The marks should be sent to the Examination Branch for official recording with the signatures of the Examiners and the Head of the Department.

The Examiners will have to mark the answer scripts promptly and complete them on time. Due to the delay of marking, the examination result will be delayed. If the results are delayed there will be resentment from the students. The students who have to repeat certain units may suffer due to lack of time for preparing for the repeat examination.

Those students who score high marks in written examination may tend to score such good marks in practical, tutorial and assignment too. Mostly good candidates do well in all the papers. However, poor candidate obtain poor marks in most of the papers. This is true in most cases.

Examiners cannot discuss the questions directly or indirectly with the students who are going to appear for the examination. Questions are top confidential matters. Even if an examiner discusses this with a student or group of students it should be considered to be an offence. If by any chance, the questions are leaked out, or marks are leaked out before release, the responsible people for the examination will have to face the inquiry by the Senate. If found guilty, they have to face the consequence. Friendliness and devotion towards students enhance the rapport of the teacher-students relationship. But this must not go to the extent of revealing questions, marks or other confidential matters to the students by the examiners.

Unfortunately when examiners are selected only by qualifications in the subject is taken into consideration, but not the experience and efficiency. It is true that there is a difference between the individual examiners in their marking. This difference becomes much more amplified in conference marking. It is always good if the examiner is allowed to mark by him at home or office giving enough time, so that the work done is of superior quality. However the examiner should complete the given task before the dead line.

23. DISCIPLINARY ACTION

Offences carried out by the Examiners may come under an inquiry. The headings under which offences may be broadly categorized are:

Inefficiency; Incompetence; Negligence; Lack of integrity; Improper conduct (whether connected with the person's official duties or otherwise); and Indiscipline.

Of the above, improper conduct may be categorized as follows:

Habitual drunkenness; Disorderly behaviour in public places; Immoral conduct that becomes a public scandal; Aggravated cases of indebtedness caused by improvidence or other reprehensible causes; Any other act which brings his place of work or the office he holds into disrepute.

The seriousness of an offence should be judged not only in relation to the nature of the act or omission, which constitutes the offence, but also in relation to the office held by the person concerned, his seniority and experience, his level of responsibility and all the circumstances surrounding the commission of the offence. Even the minor offence when committed repeatedly in spite of warning and/or punishments, will assume graver proportions for disciplinary purpose.

(The Regulation of the Administration of Higher Educational Institutions. - UGC)

24. EXAMINATION BOARD

The recorded marks will come up for the meeting of the Examination Board, which consists of the Vice Chancellor as the Chairman, the Dean of the Faculty and all the examiners. The marks are read and due consideration is made for "pushing" the deserving cases. However the "pushing" should be reasonable and uniform and no discrimination can be shown. The Board should be consistent on all examination matters. The results are confirmed by the Senate and approved by the Council.

25. RESULTS

The results are based on the GPA System (Grade Point Average System). A letter grade is awarded for each course. It is a measure of quality of the work done in a course. The marks are given for each grade and the total Grade Point is used for the assessment of the final result. GPA is computed to the first decimal point. There are some Basic courses and English course that a candidate should pass to get a degree certificate. A candidate who has failed to obtain the required credits of the year may have to repeat the failed courses at subsequent examinations. Once the candidate completes all the requirements he/she will be awarded the degree certificate. They are entitled to receive their original certificate at the General Convocation of the respective university.

26. NO RE-SCRUTINY

In the university system there is no re-scrutiny of the answer scripts. No university can entertain re-scrutiny. The examination results cannot be reversed. Once the results are released it is final and no change can be effected in the result. However, if there are any malpractice or dishonesty by the examiners at any level, they have to face serious consequences by the Senate and the Council.

27. POSTGRADUATE EXAMINATION

Postgraduate examination consists of written examination and oral examination of the thesis. With regard to the written examination the examiners are responsible to carry out their duties as it is done for the undergraduate examination.

Once the dissertation/thesis is completed three copies of the dissertation/thesis are submitted to the Faculty of Graduate Studies or Postgraduate Section and ultimately these are sent to the respective examiners whose names are approved by the Senate. The examiners assess the thesis whether it has been done properly, written in good form, the facts are true and acceptable and whether there are any discrepancies. The examiner sends the thesis and the report without any delay to the university authorities. The reports are submitted at the Examination Board meeting to determine the results.

The Oral Examination will be held to find out certain facts stated in the dissertation/thesis, to determine the candidate's knowledge and to make sure whether the candidate concerned did the work. Normally the Oral examination is held based on the Examiners' report.

28. ADMINISTRATION OF EXAMINATION

1. At least two months before the date of Examination, the Head, as the Chief Examiner sends a confidential note to all the Senior Academic Staff of the Department to forward him/her the questions for the respective examinations in the respective fields they taught, giving a deadline,
2. The other academic staff (probationary, temporary, visiting etc.) may send the questions to the Head through the Senior Lecturer under whose direction they have taught. The junior academic staff do not involve in setting the questions directly but are allowed to mark the answer scripts, provided their scheme is acceptable by the Head and their names are approved by the Senate.

3. Once the questions have been received, the Head has to prepare a full question paper, check the name of the examination, duration, year, rubric and other details of examination in consultation with the senior academic staff of the Department and the Dean and sends it to the external examiner preferably with the marking scheme for moderation of the questions.
4. Normally the Head types the question paper, after finalizing the questions as modified by the external examiner. If he/she is unable to type, permission has to be obtained from the Vice Chancellor to be typed by his/her clerk or the stenographer in the Examination Branch.
5. It is the entire responsibility of the Head to get the question papers roneoed or photocopied, packetted and sealed, giving all the details of name of the examination, subject concerned, date and time of the examination on the face of the question paper packets, with the assistance of the AR/ Examinations.
6. Question paper packets are handed over by the Head to the AR or SAR or DR/Examination who is the custodian of the question paper packet until the time of the examination.
7. Examination Branch sends out a form to the Heads to be filled by those who are willing to perform the duties of the Supervisor / Invigilator / Hall Attendant .
8. Examination Branch prepares the Examination Timetable, in consultation with the Dean of the respective Faculty and displays it two weeks before the date of Examination. Examination Branch sends the Admission Cards, Timetable and other details to the students or the students are directed to collect them from the Examination Branch.
9. The Examination Branch sends out the Invigilation time table and other details to the Supervisor/ Invigilator /Hall attendants. The Examination Branch also instructs the Maintenance Branch for seating arrangement in the prescribed Examination hall.

10. The Examination Branch writes the candidates' Index numbers on the desks accordingly before every examination.
11. One Supervisor is entrusted with not more than one Examination at one time.
12. All the staff conducting the examination should be present positively at least 15 minutes before commencement of the Examination. If they do not do so or absent for their duties without approval, they have to be debarred from such assignment for a considerable period in future.
13. The packet of question papers is opened and distributed 05 minutes before, after signing by the appropriate people (normally the Supervisor, two Invigilators and two Candidates), to ensure the intact of the packet concerned.
14. Under no circumstances the Supervisor or Invigilator effects any change on the wordings of the question paper, unless the Head announces such changes, if any. It is the duty of the Head/ Senior Lecturer concerned goes through the question paper at the time before it is distributed at the examination hall, to find any lapses.
15. The Supervisor and Invigilators have to watch carefully the discipline and honesty of the candidates, complete all the requirements of signing the admission cards, checking attendance and identity of the candidates and reporting about the examination staff (for their allowance). The answer scripts, attendance sheets of candidates (tallying with the number of scripts), mark sheet form and two question papers are packetted and sealed.
16. They are collected by the Examination Branch and sent to the respective Heads after taking respective signatures.
17. Head distributes the answer scripts among the Senior Lecturers concerned of the Department for marking the answers of their respective questions as Internal Examiners.

18. The answer scripts marked by the Internal Examiners are sent to the External Examiners (locally or abroad) by the Head. (The Examination Branch will reimburse the cost).
19. The marks of the scripts of the External Examiners are taken into consideration and final marks are determined with the help of the other Senior academic staff of the Department. All the marks are finally sent to the Examination Branch with the signature of the Head and respective Examiners.
20. The Head or any other Senior Academic Staff checks the marks in the Examination Branch before the commencement of the Examination Board meeting.
21. The Heads and the Examiners take part in the Examination Board meeting to determine the final results of individual candidates and the results are displayed after finalizing every thing, under the supervision of the Dean, with the Vice Chancellor's signature. The transcripts are given to the candidates thereafter at the earliest.
22. It is always better to have a deadline for each of the above activities; otherwise every thing will get delayed, specially the release of the results.
23. If the results are delayed the victims are the students as they may miss interview for employments. They may raise protest if the results are delayed. The University has to be blamed for such unnecessary delay.

29. CONCLUSION

Examination is the end product that a student would have at the end of the studies in the University. When the examination is successfully completed he/she will be presented with a certificate giving all the particulars. It is for this certificate that one worked hard to enter the University by severe competition, studied hard and sat for the final

examination. Although teachers are good enough to give a good education in the University, they have to be Good Examiners too to assess the academic performance of candidates. The examination determines the candidate's ability and capacity. The examiners prepare questions of high standard, based on the syllabus and on what they were taught. The question paper covers all the area of importance in which the candidates should have been well enlightened. As the setting of questions is in the hands of the examiners, they should have been well prepared and moderated to avoid confusion in the candidates' mind in the examination hall. Once the written, practical, oral examination, assignment examinations are completed, the answer scripts are passed to the examiner, who determines the destiny of the candidates by assessing the answers. The final results form a "pass port " for the candidates to acquire a suitable employment or higher studies. For that matter, the examiners' suitability and integrity should be high so as to be a Good Examiner, who remains in the hearts of the candidates as a creator or mentor of his/her future.

30. SUMMARY

A Good Examiner should have the ability, capacity and well versed in his field to teach and examine the candidates based on the syllabus.

In the University, examinations are held for those students who have been prescribed certain conditions to appear as the candidates.

The examinations are held at the end of the course in each semester to determine whether the candidate has attained a reasonable standard in his subject.

The "Pass" and "Fail" that the Examiner determines is of paramount importance because, it gives encouragement for the "Pass" candidates and to study further for the "Fail" candidates.

There are Rules and Regulations approved by the respective Faculty and Senate for a proper execution of the examination. They have to be adhered properly without deviation.

Only the registered candidates who have completed the programme of studies during the semester are entitled to sit for the examinations. They will be sent all the documents by the Examination Branch to enable them to appear for the examinations.

The students should have attended 80% of the academic work of the semester to become eligible for the university examinations.

The unsuccessful candidates in the examinations have to repeat at the first available opportunity but the Senate on sympathetic or health ground also may allow "grace chance".

There are the examination criteria stating that the credits accumulated over a period of three or four years are computed for the final result. That is to say, all the examinations are important as all the marks put together when determining the final result of the candidate.

Evaluation criteria are used to determine the grades of the candidates.

There is a provision to award "Certificate" or "Diploma" for those who intermit or terminate the university education before completing the Degree programme.

The examiners, both internal and external, are recommended by the respective Faculty and Senate and approved by the Council.

The questions are the important aspect in an examination. Interesting questions will make the candidates stimulating. The authorities should moderate the questions and the proof should be well read before printing. If not, it will confuse the candidates.

Examiner should prepare the multiple choice questions and essay type questions with proper guide lines.

Viva voce test is also of considerable importance.

Mostly the final examination fetches the highest marks. However all the other assignments fetch certain marks but not considerably.

There are a number of methods to evaluate the students' performance. There are recent methods of assessments introduced to determine the students' performance accurately. The examiners should go for new methods of assessment.

Examination supervision and invigilation should be carried out methodically to avoid occurrence of examination offence among the candidates.

The candidates should not involve themselves into examination malpractices. There are severe punishments for any incidence of dishonesty among the candidates.

No candidate shall use electronic equipment in the examination hall, unless the examiners give permission for the use of calculators belonging to the university only. Cellular phone cannot be used in the examination hall.

Examination will be held only in accordance with the semester system. The repeat candidates will have to wait for the next available opportunity. No additional examinations will be held before the prescribed semester examination.

Marking the answer scripts is an important task of the examiners. The examiner has to complete marking the answer scripts without delay. This will help the candidates to obtain their result on time. This will allow the candidates to get an employment early.

Results are computed on the GPA system. The total Grade point is used for the assessment of the final marks. The award of pass or pass with class is based on the total GPA.

The Examination Board, consisting of the Examiners, with the Vice Chancellor, as the Chairman will determine the results of the candidates. The result has to be confirmed by the Senate and approved by the Council.

There is no re-scrutiny in the university system. Once the results are released and confirmed by the Senate, it is final.

In the postgraduate examination too the similar procedure will take place. Considering the theory marks along with the examiners' report of the thesis of the candidate if any, the results will be determined by the Examination Board.

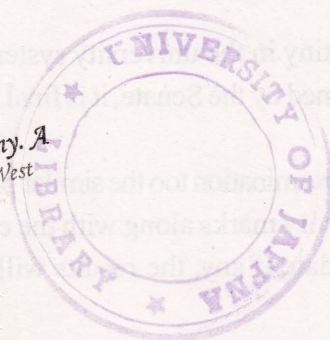
If an Examiner makes any malpractice in the examination matters, he/she may have to face an inquiry by the Senate. The consequences will be severe if proved beyond reasonable doubt.

If an Examiner does his duty efficiently and sincerely, he will be regarded as a 'Good Examiner', who will get a good name in the minds of all the candidates.

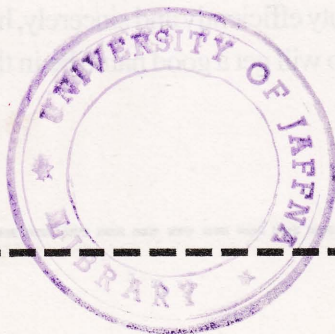
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