

SOUTH EASTERN UNIVERSITY OF SRI LANKA

REGULATIONS RELATED TO SETTING AND PRINTING QUESTION PAPERS, EVALUATION OF ANSWER SCRIPTS AND RELEASING RESULTS

01. Setting Examination Papers

- The setter / course-in-charge as approved by the Senate upon the recommendation of the Faculty Board should set the question paper or get the question paper set in case of visiting lecturers, together with the marking scheme (marking key) on time.
- The question paper together with the marking scheme should be sent to the moderator who was appointed by the approval of the Senate upon the recommendation of the Faculty Board by the setter / course-in-charge.
- The moderator's signature should be placed with the date of moderation on the paper.
- The Head of Department should ensure that the question papers are set at least four (04) weeks before the date of the examination and get moderated.
- The Head of Department should make sure to maintain the format of the examination paper that was approved by the Senate.
- The Head of the Department should keep the moderated papers together with answer keys in the Office of the Head for Quality Assurance Purposes.
- It is preferred to obtain a written report from the moderator on the moderated paper for Quality Assurance Purposes.

02. Printing Examination Papers

- Printing of question papers should only be done at the examination branch of the University unless a specific permission is granted to print a paper at a different location.
- Printing of the question paper should be done under the supervision of the respective lecturer-in-charge of the particular subject.
- Printing of the question paper should be completed at least three (03) days prior to the scheduled date of examination of a particular subject.
- The lecturer-in-charge should make sure the number of papers printed based on the number of candidates appear for the particular subject.

- The number of papers printed should be 10 papers more than the number of candidates appear for the subject.
- The lecturer-in-charge should verify the number of scripts printed, wasted, discarded with proper records. Discarded or wasted paper should be destroyed under the lecturer-in-charge's supervision.
- Packing of the printed papers should be done under the supervision of the lecturer-in-charge.
- The lecturer-in-charge should verify the details entered in the label to be affixed on the paper packet such as the code of the subject, title of the subject, examination hall, time of the examination and duration of the examination, number of candidates appearing the examination, number of papers included in the packet, etc.
- Once the paper packet is packed and sealed, the lecturer-in-charge should keep his signature to certify that the paper packet is printed and packed under his supervision, and the information given in the label are correct.

03. General guidelines on printing question papers

- Printing of question papers should be arranged by the respective lecturer-in-charge by getting appointments from the examination branch. The examination branch will maintain a printing schedule.
- The examination branch will not remind anyone or plead anyone to come for printing question papers.
- The printed and sealed examination paper packets should be handed over to the SAR/Examination with proper recording. The printing of question paper is verified using the slips given in the annexure I.
- In no circumstances, temporary academic staff members should be allowed to print question papers. Examination branch will not proceed with printing question papers if a permanent academic staff member is not supervising the printing process.
- Printing question papers should be coordinated by the Head of Department. The Head of the Department should maintain a record at the department to make sure that the question papers are printed and packed on time.
- Where a subject is taught by a visiting lecturer or a temporary lecturer, Head of Department should assign the printing work to a permanent academic staff member.
- If any close relative of a staff member (academic, administrative or non-academic) is appearing for the relevant examination, he/she should declare it in writing to the Vice

Chancellor through the relevant head. A proper replacement should be identified and employed to complete the tasks.

- Some other procedures on conducting examinations are also given in the “Guidelines to Supervisors and Invigilators”.

04. Evaluation of Answer Scripts

4.1 General Guidelines

- The packets of answer scripts should be collected by the respective Head of the Department from the SAR/ Examination or from the authorized officer to whom the packets of answer scripts were handed over. The Head of the Department may authorize the lecturer-in-charge of the subject to collect the respective packets of answer scripts.
- The SAR/ Examination or the authorized officer to keep the packets of answer scripts after the examinations should maintain a register to record the following.
 - The subject code, title of the paper, date of examination, date and time of receiving the packet(s) of answer scripts, the lecturer who handed over the packet(s), signature of the lecturer who submitted the packet(s), lecturer who obtained the packet(s) of answer scripts for marking, date and time of obtaining the packet(s), signature of the lecturer.
- The Head of Department should also maintain a register at the Department to record the following.
 - The subject code, title of the paper, date of examination, the lecturer who has obtained the packet(s) of answer scripts for marking, date and time of obtaining the packet(s), signature of the lecturer, date and time of returning the marked packet(s) of answer script(s), name of the lecture returning the marked packet(s) of answer script(s), signature of the lecturer returning the packets.
 - Fix a label on the packet of answer scripts as given in the Annexure II
- The Head of Department should ensure that the marking of scripts completed and results released within three months from the date of examination.

4.2 First Marking

- First marking of the scripts should be done by the examiner(s) who was/were approved by the Senate upon the recommendation of the Faculty Board.
- First marking should be done using red ink according to the marking scheme. The marks allocated for the sections of questions and the total marks allocated for each question should be stated on the answer scripts. The total marks allocated for each question should be transferred to the front page of the answer book and then to the marks sheet. The mark sheets should be signed by the first examiner.

4.3 Second Marking

- Second marking of the scripts should be done by the examiner(s) who was/were approved by the Senate upon the recommendation of the Faculty Board.
- Second marking should be done using green ink according to the marking scheme. The marks allocated for the sections of questions and the total marks allocated for each question should be stated on the answer scripts or a tick mark should be placed if the same marks allocated by the first examiner is accepted. The total marks allocated for each question should be transferred to the front page of the answer book and then to the marks sheet. The mark sheets should be signed by the second examiner.

5.0 Releasing Results

- The relevant examiner (In Charge of the subject) should prepare and forward the Final Marks Return Sheet (together with 1st Marking Sheet, 2nd Marking Sheet and Assignment Marks Sheet) with soft copy to the Examination Division. A copy should be retained at the department.
- Once the Final Mark Return Sheets for individual subject are received, the examination branch will take action to release the results for individual subject.
- The individual results will be released by the provisional results board comprising following members
 - i) Dean of relevant faculty
 - ii) Head of relevant department
 - iii) Relevant examiner (In Charge of Subject)
 - iv) Senior Asst. Registrar (Examination) – convener

The Provisional Results will be displayed on the Notice Board by Senior Asst. Registrar /Examinations.

- Once all the results for individual subjects of a semester are received, the semester results will be released within three months by the Board of Examination, comprising the following members.
 - i) Vice Chancellor
 - ii) Dean of the Faculty
 - iii) Heads of the Departments
 - iv) Senior Asst. Registrar (Examination) – convener

After the Board of Examination, the Passed List of particular examination will be displayed on the Notice Board.

Annexure I

Lecturer-in-Charge's copy

Examination Branch – South Eastern University of Sri Lanka

Report on Printing Question Papers

Academic Year: Semester:

1. Subject Code: Title of the subject:
Lecturer-in-Charge:
Machine Operator:
Officer in charge of printing:

2. No. of papers printed: No of copies printed:
Number of copies discarded: Total :

3. Statement of the officer in charge

Sealed paper packet with papers of the course code was accepted by me. All the discarded papers, stencils etc. were destroyed under my supervision.

Signature:

Date:.....

4. Statement of the lecturer in charge

The above mentioned paper packet was sealed on at am/pm under my supervision. I am satisfied with the printing process and the confidentiality of the printing was maintained. All the discarded papers and material were destroyed under my supervision.

Signature:

Date:.....

Office copy

Examination Branch – South Eastern University of Sri Lanka

Report on Printing Question Papers

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Signature:

Date:.....

Annexure II

South Eastern University of Sri Lanka
Department of
Faculty of

Record on Marking Answer Scripts

Academic Year: Semester:

Subject Code: Title of the subject:

Examiner (1st or 2nd)	Receiving date of the Packet of Answer Scripts	Returning date of the Packet of Answer Scripts