



EXAMINATION RULES AND REGULATIONS

BHIKSU UNIVERSITY OF SRI LANKA

Regulation Number - 01/2024

Approved on - 09.08.2024

1.0 Introduction

The legal basis for the conduct of examinations and award of degrees of the Bhiksu University of Sri Lanka (BUSL) originates from the Universities Act No.26 of 1996 and its amendments. The Bhiksu University of Sri Lanka recognizes assessment as a vital component of the teaching and learning process that promotes and measures student learning outcomes. Therefore, the University conducts mid-semester examinations (undergraduate) in the middle of the semester and other in-course assessments as a formative component, and final examinations as a summative component in the scheduled period of the end of the semester within a study programme. This policy provides the essential components for centrally administered examinations that are conducted adhering to the approved examination schedules.

2.0 Definitions

“Assessment” means any form of student activity in a Course to which a grade is to be granted by the instructor.

“Assignment” means any form of Assessment other than examinations.

“Course” means any educational activity for which credit may be earned by a student.

“Course Coordinator”/“Lecturer In-charge” means a member of the academic staff responsible for postgraduate and external courses.

“Examination” means the final examination of a course, which is held during the formal examination period identified in the academic calendar at the university.

“Examiner” means the member of the academic staff (including contract academic staff) who is responsible for the mode of Assessment and the grades to be granted in a Course.

“Head of the Department” means an academic member who is in-charge of the department.

“Mid Semester Examination” means a formative examination that is conducted middle of the semester.

“Moderator” means an appointed academic who ensures that the assessment is fair, valid, and reliable and that it is in line with the ILOs.

“Setter” means the academic who sets the question paper.

“Student” means a person who is studying at the university.

“Subject in charge” means a member of the academic staff responsible an undergraduate course.

“University” means the Bhiksu University of Sri Lanka.

3.0 Appointment of Examiners

- 3.1 The Head of the Department (HoD) shall prepare and submit to the Deputy Registrar (DR)/ Senior Assistant Registrar (SAR)/ Assistant Registrar (AR) (Examination) of the University a list of Setters and Moderators of question papers, the First and Second Examiners and panels of examiners for evaluation of written, *viva voce* examinations and oral presentations, as appropriate, for all course units offered or coordinated by a Department of Study in a particular semester.
- 3.2 All Internal/(First), External/Second Examiners, should possess relevant qualifications and competence in the subject to be the Setter, Moderator, First, and External/Second Examiners. The DR/SAR/AR (Academic and Student Services) shall proceed to obtain the recommendation of the Faculty Board and the DR/SAR/AR (Examinations) shall obtain the approval of the Senate for the appointment of examiners.
- 3.3 The First Examiner (Setter) should adhere to the examination guidelines and format of the question paper and liaise with the External/Second examiner.
- 3.4 The qualifications (academic) of the External/Second Examiner should be equal to or above the level being evaluated and have the credibility to maintain the reliability of the examinations.
- 3.5 External/Second Examiner should arrive at independent and impartial decisions on student evaluation and all examiners should not have any conflict of interest with the assessment party involved.

- 3.6 It is also possible to have External/Second Examiners from other departments or other faculties of the same institution (BUSL) if they are experts in the relevant fields of study or the subject.
- 3.7 The External/ Second Examiner does not have the right to claim any benefits from the University except the payments for the examination and reimbursement of travel.
- 3.8 In the case of a course taught by a Visiting Lecturer(s)/ Temporary Lecturer(s), an internal Senior Academic staff/ HoD as approved by the Senate upon the recommendation of the Faculty Board shall finalize the question paper or shall coordinate the setting of the question paper in consultation with the Visiting Lecturer(s)/ Temporary Lecturer(s).

4.0 Conduct of Formative Assessments

- 4.1 The formative assessments are given throughout the course unit while the learning is occurring. Formative assessments should not be performed before a unit begins (diagnostic assessments) or at the end of a unit (summative assessments).
- 4.2 The formative assessments shall be designed in such a way that they contribute to the summative task.
- 4.3 To improve their final performance, the teacher shall provide students with the necessary timely feedback after formative assessments.
- 4.4 The teacher can incorporate traditional methods of testing and/or online assessments which allows teacher to track their knowledge and understanding levels.

5.0 Allocation of Marks

- 5.1 Allocation of marks for formative and summative assessments is in a ratio of 40% to 60%, respectively. Any deviation from this ratio will be communicated in the student handbook.

6.0 Setting of Question Papers (Summative Assessments)

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

- 6.2 The Setter shall prepare of a question paper together with a marking scheme.
- 6.3 The Setter is responsible for setting the examination papers aligning with the course ILOs.
- 6.4 Weightages (marks) for different components of assessments, such as MCQ, structured, short answers, essays etc. are assigned based on the time spent on acquiring the assessed ILOs.

7.0 Moderation of Question Papers

The purposes of moderation of question papers are to obtain the observations of a subject matter expert, preferably outside the University, and to improve the quality of the paper to be on par with other Universities while increasing transparency.

- 7.1 The question papers of examinations are required to be moderated by subject specialists outside the University or within the University.
- 7.2 The Moderator should have higher or equal academic qualifications and/or designation than the Setter.
- 7.3 The Moderator should ensure that the assessments are fair, valid, and reliable and that they are in line with the ILOs.
- 7.4 The Moderator should ensure that the marking scheme is correct and question paper corresponds with the marking scheme.
- 7.5 The Moderator is responsible for checking the feasibility of answering the paper within the examination hours and sending feedback on the question paper.
- 7.6 The question paper together with the marking scheme, course ILOs and the prescribed form (Annex I) for the report of the Moderator should be sent through a secure means to the Moderator.

8.0 Scrutinizing of Question Papers

The purpose of scrutinizing is to ensure that the question paper adequately covers the Intended Learning Outcomes (ILOs), to avoid possible overlaps of questions or parts thereof between question papers of different courses, language editing, to avoid recycling

of questions, evaluate the marking scheme and the marks distribution therein, etc. before sending to printing.

- 8.1 The academic staff members who are the teachers of particular courses pertaining to the particular examination shall form the Scrutiny Board.
- 8.2 The HoD shall arrange a meeting of the Scrutiny Board and shall coordinate the process where the Dean of the Faculty chairs the Scrutiny Board.
- 8.3 The Board of Scrutiny shall have the power to examine all question papers, to modify any question in respect of language, and to refer back where necessary to the Examiner/ Examiners with their suggestions, any – papers containing questions which appear to them to be unsuitable or unsatisfactory.
- 8.4 When each paper has been certified by the Board of Scrutiny they should ensure the paper is now suitable for printing.
- 8.5 A report on each question paper based on the observations of the Scrutiny Boards shall be prepared on a prescribed form (Annex II) and handed over to the respective Setter, in order to make necessary adjustments to the questions or to the marking scheme/ model answer or both.

9.0 Printing and Packeting of Question Papers

- 9.1 Printing of question papers should only be done in the confidential room of the office of DR/ SAR/AR (Examinations) unless specific permission is granted by Dean or DR/ SAR/ AR (Examinations) to print a paper at a different location.
- 9.2 Printing of question papers should be coordinated by the HoD. The HoD should maintain a record at the department to make sure that the question papers are printed and packeted on time.
- 9.3 Printing of question papers should be arranged by the respective Setter/ Subject in-charge by getting appointments from the office of the DR/ SAR/ AR (Examinations).
- 9.4 Printing should be done by a person who is authorized for the purpose by DR/ SAR/ AR (Examinations) under the supervision of the respective Setter/ subject in charge of the particular question paper.

- 9.5 Printing of the question paper should be completed at least three (03) working days prior to the scheduled date of examination of a particular subject.
- 9.6 The Setter/ Subject in charge should verify the number of scripts printed, wasted, and discarded with proper records. Discarded or wasted papers should be destroyed under the supervision of the Setter/ Subject in charge.
- 9.7 Packeting of the printed papers should be done under the supervision of the Setter/ Subject in charge.
- 9.8 The Setter/ Subject 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, date and time of the examination and duration of the examination, number of candidates appearing the examination, number of papers included in the packet, etc.
- 9.9 Once the paper packet is sealed, the Setter/ Subject in charge should place his signature to certify that the paper packet is printed and packeted under his supervision and that the information given on the label is correct.
- 9.10 The DR/ SAR/ AR (Examinations) should sign on the packet to certify the process of printing and packeting were done with appropriate process to ensure confidentiality.
- 9.11 The sealed packet of question papers is then handed over to the DR/ SAR/ AR (Examination) after proper recording in the book maintained at the office of the Dr/ SAR/ AR (Examinations).
- 9.12 The packets of question papers should be kept in the document safe under the custody of DR/ SAR/AR (Examinations) until the supervisor takes over the packet on the day of the examination

10.0 Conducting Examination

- 10.1 A candidate is expected to be outside the Examination Hall at least 15 Minutes before the commencement of each paper, but shall not enter the Hall until he is requested to do so by the Supervisor.
- 10.2 On admission to the hall a candidate shall occupy the seat allocated to him and shall not change it except on the specific instructions of the Supervisor.

- 10.3 Candidate shall not be admitted to the Examination Hall after the expiry of 30 minutes from the commencement of the Examination in the case of one to three hours duration. If an MCQ paper is included in the evaluation, candidates shall not be admitted after the expiry of 10 minutes of the commencement of the Examination. No candidate may leave the examination hall within the first hour or the last 15 minutes of the exam. A candidate shall not be allowed to leave the hall until the Examination is over and the papers are collected and counted. However, under exceptional circumstances, the Supervisor in consultation with the Vice Chancellor/Dean of the Faculty or Registrar concerned may use his discretion in the enforcement of the above.
- 10.4 A candidate shall have his student record book/student identity card and the admission card with him in the examination hall on every occasion he presents himself for a paper. His candidature is liable to be cancelled if he does not produce the student record book/student identity card and admission card when requested to do so. If he fails to bring his student record book/student identity card and the admission card he shall sign a declaration in the form provided for it, in respect of the paper for which he had not produced the student record book/student identity card or admission card acknowledging that he has been permitted to sit the paper conditionally until the matter is resolved, and produce the student record book/student identity card and/or admission card on the next occasion when he appears for the examination. If it is the last paper or the only paper he is sitting on, he shall produce the student record book/ student identity card to the Registrar or the DR/SAR/AR (Examinations) within the next three working days. If a candidate loses his student record book/student identity or admission card during the examination period, he shall obtain a duplicate of the student record book/student identity card/admission card as the case may be from the Registrar or DR/SAR/AR (Examinations) for production at the Examination Hall.
- 10.5 A candidate shall not have on his person or in his clothes or on the admission card, timetable, student record book/student identity card, any notes or formulae etc. Books, notes, parcels, handphones and electronic devices etc. which are not permitted which a candidate has brought with him should be kept at a place identified by the Supervisor/Invigilator.
- 10.6 Examination stationary (i.e. writing paper, graph paper, drawing paper, ledger paper etc.) will be supplied at the Examination Hall as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/ Invigilator shall be used by candidates. All material supplied, whether used or unused, including rough work, shall not be removed from the Examination Hall by the student.

- 10.7 Every candidate shall enter his Index Number on each answer book and on every continuation paper. He shall also enter all necessary particulars as required. A candidate who inserts on script an Index Number other than his own is liable to be considered as having attempted to cheat.
- 10.8 A script that bears no Index Number or has an Index Number which cannot be identified is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer script.
- 10.9 Candidates are under the authority of the Supervisor and shall assist him by carrying out his instructions and those of the Invigilators during the examination and immediately before and after it.
- 10.10 Every candidate shall conduct himself in the Examination Hall and its boundaries as not to cause disturbance or inconveniences to the Supervisor or his staff or to other candidates. In entering and leaving the hall, he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the Examination Hall for disorderly conduct.
- 10.11 Candidates shall stop answering and keep answer scripts ready to be collected promptly when ordered by the Supervisor/Invigilator to do so.
- 10.12 Absolute silence shall be maintained in the Examination Hall and its areas. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/ Invigilator. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his hand from where he is seated.
- 10.13 During the course of answering no candidate shall be permitted to leave the Examination Hall temporarily. In case of an emergency, the Supervisor/Invigilator may grant him permission to do so but the candidate will be under his surveillance.
- 10.14 No person shall impersonate a candidate at the examination nor shall any candidate allow himself to be impersonated by another person.
- 10.15 Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence.
- 10.16 The Supervisor is empowered to obtain from any candidate a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate just after the

examination inside the examination hall. No candidate shall refuse to make such a statement or to sign it. If such a candidate refuses to make such a statement or refuse to sign it, the Supervisor shall make his own statement and report the matter to the Vice Chancellor/Dean/ Registrar.

- 10.17 Every candidate shall hand over the answer script personally to the Supervisor/Invigilator, or remain in his seat until it is collected. On no account shall a candidate hand over his answer script to an attendant, a minor employee or another candidate.
- 10.18 Every candidate who registers for an examination shall be deemed to have sat the examination unless he withdraws from the examination before the commencement of the examination. In case of sickness, he should submit a medical certificate in support of his absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination, a candidate shall inform of his inability to attend the examination to the Dean of the Faculty or Registrar within two weeks after the commencement of the examination. The medical certificate shall conform to the Senate Regulations.
- 10.19 When a candidate is unable to present himself for any part/section of an examination, he shall notify or cause to be notified of this fact to the Dean of the Faculty and relevant DR/ SAR/ AR (Examinations) immediately. This should be confirmed in writing with supporting documents by registered post within two weeks.
- 10.20 A student who does not maintain an attendance of not less than 80% of a given Semester for both Lectures/Practicals and does not fulfil other requirements specified by the relevant Faculty is not eligible to sit the particular examination paper.
- 10.21 No student shall sit an examination if he has exhausted the number of attempts that he is allowed to sit that particular examination unless he has been granted special permission to do so by the Senate.
- 10.22 Student/s with disabilities sitting an examination, should inform the University.

11.0 First Marking

- 11.1 The 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.
- 11.2 The first marking should be done using red ink according to the marking scheme. The marks allocated for the sections of questions and the total marks allocated for each question should be stated on the answer scripts. The total marks allocated for each question should be transferred to the front page of the answer book and then to the marks sheet. The detailed mark sheets should be signed by the First Examiner.
- 11.3 After completing the first marking, the First marking examiner shall hand over the packets(s) of marked answer scripts to the DR/ SAR/ AR (Examinations). The packets should include marked answer scripts, the detailed mark sheet that carries marks, totals, and averages and the signature of the First Examiner, marking scheme, two copies of question paper, course capsule and ILOs, voucher, marks returning envelope, copy of the attendance list and form for reporting (Annex III) by the Second marking examiner.

12.0 Second Marking

- 12.1 The DR/ SAR/ AR (Examinations) shall send the packet of answer scripts to the Second Examiner through a secure means.
- 12.2 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.
- 12.3 The Second Marker should have higher or equal academic qualification and / or designation than the First Examiner
- 12.4 For fair assessment, the Second Examiner should use the already moderated, well-defined marking scheme/rubric for the Second marking submitted by the First Examiner.
- 12.5 Second marking should be done using purple ink. The marks allocated for the sections of questions and the total marks allocated for each question should be stated on the answer scripts or a tick mark should be placed if the same mark allocated by the First Examiner is accepted. The Second Examiner shall check if

the total marks allocated for each question have been correctly transferred to the front page of the answer book and then to the marks sheet. The detailed mark sheets should be signed by the Second Examiner.

- 12.6 The Second Examiner is requested to submit a report in the prescribed form (Annexure III) on the appropriateness of the first marking.
- 12.7 The final marks will be determined by averaging the marks given by the First and Second Examiners.
- 12.8 After being marked answer scripts independently by the First and the Second Examiners and any discrepancies more than 10% need to be agreed upon or sent to a Third Examiner. Then, the final marks will be determined by averaging the marks given by the Third Examiner and selecting the marks from the First or Second Examiner that closely align with the marks of the Third Examiner.

13.0 Preparation of the Final Mark Sheet

- 13.1 The First Marking Examiner(s) is (are) responsible for preparing the final mark sheet of the particular course.
- 13.2 Marks of different components of the examination (eg. theory, practical, reports, continuous assessments, etc) should be entered in different column of mark sheets. The appropriate percentages of marks of different components should be transferred to the final mark sheet, and the total percentage mark of each candidate should be calculated and entered in the column dedicated to that. A column should be dedicated to the Second Examiner's marks and the final marks particular component should be the average of the First and Second Examiners. The format of the final mark sheet should have obtained the approval of the Senate.
- 13.3 The grade obtained by each candidate should be determined by an agreed-upon scale and entered in the appropriate column in the final mark sheet. The First Marking Examiner should sign the final mark sheet.

14.0 Releasing of Results

- 14.1 The relevant First marking examiner/In-charge of the question paper should hand over the Final Marks Sheet, together with the Detailed Mark Sheet and Assignment Marks Sheet etc. to the DR/SAR/ AR (Examinations) or an authorised office. A copy should be retained at the department.

- 14.2 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. The composition shall receive approval from the University Senate.
- i. Vice Chancellor
 - ii. Dean of the Faculty
 - iii. Registrar
 - iv. Heads of the Departments
 - v. Course Coordinator/s
 - vi. All teachers of the courses pertaining to the examination (on invitation)
 - vii. DR/SAR/ AR Examination – convener
- 14.3 Prior to the Board of Examiners convenes, a pre-results board will be conducted within each department, chaired by the Head of the respective department. All teachers and course coordinators will participate to review and recommend any modifications to the results before they are presented to the Board of Examiners.
- 14.3 At the results board, the Board of Examiners shall have the authority to change the marks of the borderline students. Those who have received 39 marks can have their scores changed to 40 and the relevant grade shall be given accordingly. This change is valid for one proper attempt and one repeat examination per semester.
- 14.4 After the Board of Examination, the DR/ SAR/AR (Examinations) shall submit the results to the Senate for its approval.

15.0 Number of Attempts that Candidate Eligible to Sit for an Examination

- 15.1 Each candidate gets a proper chance and two other repeat attempts to sit for an examination.
- 15.2 In addition, each candidate is granted one grace chance by the Senate for all subjects within the study period only if he does not commit any examination offences or disciplinary violations.

- 15.3 In the case of a change in the curriculum, the candidate is eligible to receive two retake opportunities and one grace chance (as mentioned in 15.2) for all revised subjects.

16.0 Verification of Results (Re-Scrutinization)

- 16.1 Verification of results shall be done according to the UGC circular no. 978.

17.0 Confidentiality

- 17.1 Examinations should be conducted as high security operations according to accepted procedures of the university, in order to maintain the trust and confidence of students and the public. Therefore, every possible measure must be taken to ensure that the examinations are conducted in a fair and transparent manner. It is only through strictly following procedure, proper record keeping, attention to detail and eternal vigilance that examinations can be conducted satisfactorily over long periods.

18.0 Examination Offenses and Punishments

- 18.1 Refer to the policy on the above subject approved by the 244th Council on 12th July 2019 of the Bhiksu University of Sri Lanka.

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

-END-

Annex I

Bhiksu University of Sri Lanka
REPORT OF THE EXAMINATION SCRUTINY BOARD

Faculty:

Department:

Examination:

Course code and title:

No	Description	Yes	No	Comments
1	The paper follows the stipulated structure and format			
2	The question paper is free from grammatical/ spelling errors			
3	Marks allocated for the questions are sufficient			
4	Time allocated for the questions is sufficient			
5	Questions have a good flow and connectivity			
6	Questions are not overlapping			
7	Questions are unambiguous			
8	Aligned with intended learning outcomes			
9	Use of recycled questions			
10	Questions are clear, concise and understandable			
11	Space given to answer the questions is sufficient			

General comments on examination paper: (please use overleaf if necessary)

Follow-up action by the First Examiner

.....
First Examiner's name

.....
Signature:

.....
Date

Certification of the Dean of the Faculty:

.....
Signature and stamp of the Dean of the Faculty

.....
Date:

Annex II

Bhiksu University of Sri Lanka
REPORT OF THE MODERATOR OF THE EXAMINATION PAPERS

Faculty:

Department:

Examination:

Course code and title:

No	Description	Yes	No	Comments
1	Questions are aligned with the course ILOs			
2	Questions are evenly distributed across the course content			
3	Distribution of marks is fair			
4	Marking scheme is acceptable			
5	The time allocation is adequate			
6	Questions address different levels of assessment			
7	Language is simple and understandable			
8	Overall quality and the appearance of the paper is acceptable			

General comments on the examination paper and marking scheme: (please use overleaf if necessary)

.....
 Moderator's name

.....
 Signature

.....
 Date

Follow-up action by the First Examiner

.....
 First Examiner's name

.....
 Signature:

.....
 Date

Certification of the Head of the department:

.....
 Signature and stamp of the Head/ Department

.....
 Date:

Annex III

Bhiksu University of Sri Lanka
REPORT OF THE SECOND MARKING OF EXAMINATION PAPERS

Faculty:
Department:
Examination:
Course code and title:

No	Description	Yes	No	Comments
1	Marks are given according to the marking scheme			
2	Marking is consistent throughout			
3	Marks distribution among sections of questions is fair			
4	Calculations (additions) are correct			

General comments on the marking: (please use overleaf if necessary)

.....
Second Examiner's name Signature Date

Follow-up action by the First Examiner

.....
First Examiner's name Signature: Date

Certification of the Head of the Department:

.....
Signature and stamp of the Head/ Department Date: