



TERMS OF REFERENCE OF THE SCRUTINY BOARD OF THE UNDERGRADUATE DEGREE PROGRAMMES

Bhiksu University of Sri Lanka

The Scrutiny Board of Bhiksu University of Sri Lanka (BUSL) is a subcommittee of the Senate, governed by the Manual of Procedure for University Examinations dated September 1, 1983, issued by the University Grants Commission (UGC). Each faculty shall consist of its own scrutiny board/s. The Board is responsible for matters related to undergraduate examination and could make recommendations to the Senate for approval.

Composition of the Board of Scrutiny

The Scrutiny Board for the Undergraduate Programmes at each faculty shall consist of the following persons:

- Dean (Chairman of the Committee)
- Relevant Heads of the Departments
- Course Coordinator/s
- All Setters

Meeting Schedule of the Board of Scrutiny

The date and time of the meeting of the Board of Scrutiny shall be informed by the DR/SAR/AR of the Student Services, as convener, who shall arrange the meeting for both faculties.

Duties and Responsibilities of the Board of Scrutiny

1. The Board of Scrutiny shall have the power to examine all question papers, to modify any question in respect of language, and other specific errors as stated under section 2, and refer back, where necessary, to the Examiner/s (setter/s) with their

suggestions, any papers containing questions which appear to them to be unsuitable or unsatisfactory.

2. Additionally, there are specific areas that the Board of Scrutiny will focus on,
 - 2.1. The clarity of the question.
 - 2.2. The wording and language used in both English and Sinhala: Are there difficult words? Can the language be simplified?
 - 2.3. Are the questions free of spelling and grammatical errors?
 - 2.4. Is there enough allocated time to answer the questions? If the Board determines that the content area of the question is excessive, they will recommend deleting specific sections of the question.
 - 2.5. Is the distribution of marks acceptable, or are modifications needed?
 - 2.6. Whether the marking scheme is structured with a breakdown of marks.
 - 2.7. Whether the marks of all components have been totaled and are correct.
 - 2.8. Is there any duplication of content areas being tested? The Board might identify such significant overlaps and recommend changes.
 - 2.9. Are the questions clear or not?
 - 2.10. Whether figures, tables, equations, if any, are clear and correct.
 - 2.11. Is the question paper free from typographical errors?
 - 2.12. Whether the numbering of pages and questions is correct.
 - 2.13. Whether the question paper is formatted as prescribed in the university guidelines (header, instructions & body).
 - 2.14. Is the essential information included for the candidate adequate and accurate?
3. The Board of Scrutiny may make recommendations on future examinations.
4. Under unavoidable circumstances, the moderated question/s may be revised after the consent of the Moderator or under the approval of the Chairman of the Board of Scrutiny, and inform the Moderator if any changes have been incorporated.
5. Each question paper should be certified by the Board of Scrutiny (Chairman, HoD, respective Course coordinator, and Setter)
6. The respective Setters should incorporate all the suggestions given by the Board of Scrutiny to the question paper.

7. After incorporating the corrections made by the Board of Scrutiny by the Setter to the final question paper, it should be handed over to the Chairman of the Board of Scrutiny for final approval.
8. The Chairman of the Board of Scrutiny should submit the approved final question paper to the DR/SAR/AR Examination to be filed under tight security until printing.
9. The Examination Division is responsible for preparing the printing schedule and communicating it to the respective Heads of Departments.
10. The transactions of the meetings should be confidential, cordial, and not confrontational.

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Revised on: *The date of the Senate approval* – 21.11.2025

The date of the Council approval – 09.01.2026