



STANDARD OPERATING PROCEDURE FOR CONDUCTING EXAMINATIONS

BHIKSU UNIVERSITY OF SRI LANKA

Background

This document is prepared with the objective of documenting a set of Standard Operating Procedures (SOP) and guidelines for the conduct of examinations of the Bhiksu University of Sri Lanka (BUSL). The material in this manual will complement existing university documents on this subject, such as the University Act No: 26 of 1996 and its amendments, Degree Programme By-Laws etc.

At the BUSL, the Examination Branch, under DR/SAR /AR of (Examinations) generally coordinates the functions pertaining to the conduct of examinations.

1. Calendar of Dates and Beginning of Examination Procedures

- 1.1 The draft calendar for the academic year inclusive of the dates of examinations shall be prepared by the DR/SAR/AR (Academic and Student Services) with the concurrence of the Dean and DR/SAR/AR (Examinations) and the recommendation of the Faculty Board and approval of the Senate shall be obtained.
- 1.2 Approval for the academic calendar shall be obtained from the month prior to the commencement of the academic year.
- 1.3 If it becomes necessary to revise the dates of examinations, such revision shall be made not later than one month prior to the initial scheduled date of such examination.

2. Examination Timetables

- 2.1 At least one month prior to the last date of the academic semester, the DR/SAR/AR (Examinations) shall prepare the draft timetables for examinations, in consultation with the Dean and Heads of the Departments (HoDs).
- 2.2 After the preparation of the draft timetable, it should be posted on the notice board and among the staff for comments.
- 2.3 After incorporating the comments received, the DR/SAR/AR (Examinations) should finalise the timetable and post it on the students' notice board and the LMS.
- 2.4 After finalizing the timetable, DR/SAR/AR (Examinations) shall create a supervision and invigilation timetable, and assign examination centres/halls within a week.
- 2.5 The DR/SAR/AR (Examinations) shall send copies of the supervision and invigilation timetable not later than one week prior to the date of starting the examination to all staff concerned.

3. Application for Examinations

- 3.1 The DR/SAR/AR (Examinations) shall invite examination applications from registered candidates for respective course modules at least six weeks before the end of the academic semester and close entries after two weeks.
- 3.2 Upon submission, all applications shall be carefully scrutinized, and ineligible applicants will be notified within a week.

4. Making Schedules of Candidates

- 4.1 The HODs shall compile a list of eligible candidates for the exam within a week of the end of the academic semester and send it to the DR/SAR/AR (Examinations).

5. Issuing of Admission Cards

- 5.1 Drawing attention to the examination rules, offences, and punishments, DR/SAR/AR (Examinations) shall issue Admission Cards to all candidates not later than two weeks before the commencement of the examination.

6. Preparation of Attendance List for Each Course

- 6.1 The DR/SAR/AR (Examinations) shall be responsible for preparing a list of attendees for each course. This list should contain the names and index numbers of all candidates taking the exam.

7. Appointment of Examiners

- 7.1 At least 8 weeks prior to the last date of the academic semester, the DR/SAR/AR (Examinations) shall send a list of the scheduled dates of examinations to the HoDs and request the HoDs to prepare and return the list of Setters, Moderators, and Second Examiners.
- 7.2 Recommendation and approval shall be obtained from the Faculty Board and Senate respectively for examiner appointments at least one month prior to the academic semester's end.
- 7.3 Upon receiving Senate approval, the DR/SAR/AR (Examinations) shall be required to inform all examiners of their appointment and the duties assigned to them within one week. Furthermore, the DR/SAR/AR (Examinations) must obtain a signed conflict of interest statement from all relevant examiners. After receiving the appointment letter, the Examiner should acknowledge receipt of it within one week.
- 7.4 If a revision is required for the list of examiners, the Head of the Department can request the Dean to recommend a new examiner/s. However, the recommendation is subject to the approval of the Faculty Board and the Senate.

8. Setting, Moderation, and Scrutiny of Question Papers

- 8.1 The Lecturer in charge shall be responsible for the coordination of activities with respect to the setting of the question paper.
- 8.2 If the Setter is a temporary staff member, the question paper setting will be done under the guidance of the Course Coordinator/senior Subject Expert/Subject in charge/HoD.
- 8.3 The lecturer in charge shall prepare questions and marking scheme four weeks prior to the commencement of the examination.
- 8.4 The lecturer in charge shall hand over the question paper and marking scheme along with the ToR of the moderator and moderator report (Annex II) under confidential cover to the DR/SAR/AR (Examinations).

- 8.5 On receipt of the moderated question paper together with the moderator's report (Annex II), the lecturer in charge shall incorporate the comments of the moderator into the question paper.
- 8.6 Then the Dean of the Faculty shall call for a Scrutiny Board for each department consisting of all the Setters including the HoD to scrutinise each of the question papers.
- 8.7 A report on each question paper based on the observations of the Scrutiny Boards shall be prepared on a prescribed form (Annex I) and the Setter shall incorporate the scrutiny board comments and finalise the question paper.

9. Printing and Packeting of Question Papers

- 9.1 The DR/SAR/AR (Examinations) shall maintain a schedule (date and time) for printing purposes.
- 9.2 The DR/SAR/AR (Examinations) shall inform the Setter, of the date and time of question paper printing.
- 9.3 The Setter shall hand over a copy of the question paper in a sealed envelope at the time of printing.
- 9.4 Printing should be done in a confidential room under the direct supervision of the Setter/ HoD, DR/SAR/AR (Examinations), and others assigned for printing and packeting.
- 9.5 The following details should be mentioned on the envelope:
 - Name of the examination
 - Number of question papers included
 - Date, time, and venue of the examination
 - Course name, course code, and the type of paper
- 9.6 Printing of the question paper should be completed at least three (03) working days prior to the scheduled date of examination of a particular course.
- 9.7 Printed papers should be sealed and kept under lock and key under the custody of DR/SAR/AR (Examinations).

10. Desk Arrangements in the Examination Hall

- 10.1 Desks shall be arranged in parallel rows and numbered with candidate index numbers in the order of the attendance list.

- 10.2 It is recommended that at least 2 1/2 feet shall be left between the back of one candidate's chair and the front edge of the desk of the candidate seated immediately behind him. It is also recommended that the distance between two columns of desks shall be at least 4 feet. Desks shall be numbered column wise with index numbers of the candidates in the order shown in the attendance list. The index numbers shall be written clearly in chalk on each desk or written distinctly on a label and pasted on the desk.
- 10.3 Before each paper, the Supervisor must inspect the hall to ensure proper desk arrangement and numbering of seats for students.

11. Appointing Supervisor, Invigilator and Hall Attendant

- 11.1 Two weeks prior to the examination, the HoD shall prepare the list of Supervisors, Invigilators, and Hall Attendants for the examinations and send it to DR/SAR/AR (Examinations).
- 11.2 Supervisors shall be selected among the Heads of the Departments and Senior Lectures Grade I and above.
- 11.3 At least 2 weeks prior to the examination, the Supervisors/Invigilators/ Hall Attendant shall be sent letters of appointment, with provision for acknowledgement.
- 11.4 The DR/SAR/AR (Examination), shall enclose with the appointment letter, the following:
- i. A copy of the examination Timetable
 - ii. A copy of the examination rules
 - iii. Copy of the Instructions to Supervisors/Invigilators/Hall Attendants
 - iv. Voucher
 - v. Any other relevant documents
- 11.5 If an Invigilator is unavailable to perform his duty for a specific examination, he should arrange for another academic staff member to take his place. Both the appointed Invigilator and the replacement staff member should fill out and sign the form (Annex V). The replacement staff member must submit the completed and signed form to the Supervisor before the examination begins.
- 11.6 The staff on duty at each examination hall should include at least a Supervisor, an Invigilator, and a Hall Attendant. If the number of candidates at a centre is more than 20, there should be an additional Invigilator for every additional 20 candidates or part thereof, exceeding 05. If the number of candidates at a centre is more than 30, there should be an additional Hall Attendant for every additional 30 candidates or part thereof, exceeding 15. If the number of

candidates exceeds 180 at a centre, there should be an additional Supervisor for every additional 180 candidates or part thereof, exceeding 60. This unit with separate Supervisors, Invigilators, and Hall Attendants should form a separate unit. However, this general pattern may vary depending on the number of candidates, papers, available accommodation, and other exceptional circumstances.

12. Duties of Supervisor

- 12.1 The Supervisor will have overall responsibility for the examination hall. Invigilators and Hall Attendants will work under the Supervisor's direction and provide assistance as needed. All examination hall staff must be present at the centre at least 30 minutes prior to the commencement of the examination.
- 12.2 The Supervisor should check the question paper packets against the timetable to ensure that the correct packets have been handed over by the DR/SAR/AR (Examinations) and are properly sealed.
- 12.3 The Supervisor should ensure that the Invigilators and Hall Attendants are present and assign their duties appropriately. If the full staff is not available, the Supervisor should make the best possible arrangements with the available staff. If additional staff is required, the Supervisor should contact the DR/SAR/AR (Examinations) as soon as possible.
- 12.4 The Supervisor should assign candidates to each Invigilator and keep attention to Invigilators and Hall Attendants of their duties.
- 12.5 Candidates are allowed to enter the examination hall only 10 minutes prior to the commencement of the exam.
- 12.6 If the exam starts later than scheduled, the lost time will be added at the end and the DR/SAR/AR (Examinations) will be notified.
- 12.7 Each day 5 minutes prior to the commencement of the examination, the Supervisor should brief the examination rules and regulations that the candidate should obey during the examination.
- 12.8 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.

- 12.9 If a student comes to the examination hall without the admission card (not eligible, not collected, misplaced etc.), the incident/relevant forms have to be filled, and signed. The Supervisor have to allow the student to sit for the paper. However, after the examination the eligibility of the student needs to be verified and necessary action needs to be taken. The decision on the non-issuance of the results of ineligible students shall be made by the Faculty Board.
- 12.10 Before the examination commences, the supervisor will obtain signatures from two candidates inside the examination hall to authenticate that the question paper packet/s are appropriately sealed. Thereafter, the Supervisor open the question paper packet/s infrount of an Invigilator and verify whether the question papers are the correct ones for the particular examination. Then, the Supervisor will distribute the required number of question papers to each Invigilator, who will be responsible for giving them to the candidates assigned to them. Also, the balance of question papers shall remain in the Supervisor's custody and later handed over to the DR/SAR/AR (Examinations).
- 12.11 If the question paper packet is not the relevant paper packet the Supervisor should not distribute the question papers to candidates. In case, the Supervisor has distributed the question papers, he should immediately collect the question papers reseal them and inform the DR/SAR/AR (Examinations).
- 12.12 After the opening of the question paper packet, the Supervisor should read the question paper. If there is any clarification to be made the supervisor shall call the Subject in charge or the HoD.
- 12.13 After the first half-hour of the exam, the Supervisor will instruct each Invigilator to have every candidate sign the Attendance List and confirm their identity. Additionally, the Invigilator will sign the Admission Card issued to each candidate. Once completed, the Attendance List and admission card are to be returned to the DR/SAR/AR (Examinations).
- 12.14 When marking answer scripts for an examination, a tick mark (✓) should be used to indicate the presence of the candidate, while "AB" is used to indicate absence. If answer scripts need to be packaged separately, duplicate attendance sheets should be included in each packet. In cases where a candidate is absent from the examination, a separate absentee form should be completed for packeting. In addition, the Supervisor should enclose the mark sheet and two copies of the question paper in the paper packet.

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- 12.15 If a candidate is unable to present their Student Identity Card or Record Book during an examination for identification purposes, they will be asked to present it during the next session or within the next working day, whichever is shorter.
- 12.16 Once the Invigilators complete the Attendance Lists, the Supervisor shall collect them and prepare envelopes and labels for the packeting answer scripts.
- 12.17 At the end of the examination the Invigilators shall collect all the scripts of the candidates assigned to each of them and hand them over to the Supervisor who shall check that each Invigilator has arranged the scripts in order of index numbers.
- 12.18 In case the candidate has not submitted the answer script, the Supervisor should make a report and hand it over to the DR/SAR/AR (Examinations) along with the answer script packet. If any answer script is misplaced, the Supervisor shall search for the script and hand it over to the DR/SAR/AR (Examinations).
- 12.19 The Supervisor should keep all the candidates inside the examination hall until all the scripts are collected and accounted.
- 12.20 The Supervisor shall hand over the paper packet inclusive of all above-mentioned documents, Supervisor report, examination offence if any, and balance question papers to the DR/SAR/AR (Examinations) at the end of each examination with the Supervisor's signature.

13. Duties of Invigilator

- 13.1 The Invigilator is responsible for efficiently fulfilling assigned duties under the Supervisor's guidance.
- 13.2 The Invigilator must be present at the centre at least 30 minutes prior to the start of the examination.
- 13.3 As instructed by the Supervisor, the Invigilator should write the index numbers of the candidate on desks according to the given attendance list.
- 13.4 The Invigilator must place the examination stationery on each desk before the start of the examination. This includes distributing signed and date-stamped answer booklets and maintaining a supply of signed and date-stamped continuation sheets for future use. These continuation sheets should be given to candidates upon request.
- 13.5 The Invigilator should make sure that none of the examination stationery is taken out of the examination hall.

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- 13.6 The Invigilator shall distribute the question paper to the candidates assigned to him and return the balance papers to the Supervisor if any.
- 13.7 The Invigilator is responsible for closely monitoring the candidates during the exam. They should move around the room at regular intervals without disturbing the candidates. If the Invigilator notices a candidate with any unauthorized documents or materials, they must confiscate them and report the incident immediately to the Supervisor.
- 13.8 The Invigilator shall collect candidate signatures on the Attendance List after the first 30 minutes of the commencement of the examination and sign the admission cards after verifying the identity of the candidates.
- 13.9 The Invigilator must ensure that the scripts of every candidate are collected and should check that the index number is stated before candidates leave the examination hall and hand over those to the Supervisor.
- 13.10 The answer scripts written in different languages must be packeted separately according to the chronological order of the index numbers.
- 13.11 Written statements shall be obtained from candidates who are found committing examination offences. If any candidate refuses to give a statement, the Invigilator should not argue with the candidate but should instead make a detailed report, indicating the fact that the candidate refused to give a statement. The script of a such candidate is also placed with other scripts of the candidates.
- 13.12 The Invigilator must monitor candidates requiring the use of the restroom during the examination.
- 13.13 The Invigilators shall assist the Supervisor in packeting and sealing answer scripts as guided by the Supervisor.

14. Duties of Hall Attendant

- 14.1 It shall be the responsibility of the Hall Attendants to comply with all instructions provided by the Supervisor and Invigilator.
- 14.2 The Hall Attendants should report to the DR/SAR/AR (Examinations) office at least one (01) hour before each examination to assist with setting up necessary equipment and stationery.
- 14.3 The Hall Attendants should assist in sweeping and cleaning the hall and arranging the furniture and numbering desks at least 45 minutes before the start of the examination.

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- 14.4 The Hall Attendants should assist the Invigilators in marking the index numbers on desks in the examination halls.
- 14.5 They should not distribute the question papers to the candidates and collect the scripts from them.
- 14.6 The Hall Attendants must be vigilant that the stationeries are not taken out of the examination hall.
- 14.7 They should assist the Supervisors in bringing the question paper packets from the examination Unit and handing the answer scripts back to the Unit.
- 14.8 They shall assist the Supervisor/Invigilators in distributing stationery and in packeting and sealing answer scripts when requested.
- 14.9 The Hall Attendant should wear the Official Identity card during the examination times.

15. Illness of Candidate Inside the Examination Hall

- 15.1 In the event of a candidate falling ill during the examination, the Supervisor, where possible, shall seek the assistance of the University Medical Officer (UMO). However, if the UMO is not available, the Supervisor may take whatever action he deems necessary to help the candidate.
- 15.2 If the candidate is compelled to/wishes to discontinue answering the paper, the Supervisor shall collect the answer script, mark the time at which it was collected and submit a report to DR/SAR/AR (Examinations).
- 15.3 If the candidate is able to resume the examination after a period of time, the Supervisor in consultation with the Dean of the Faculty may grant the candidate additional time to answer the paper. The Supervisor should submit a report on every such case.

16. Receiving of Answer Scripts from the Examination Centers

- 16.1 The Supervisor must hand over the answer script packets to the DR/SAR/AR (Examinations) immediately after the examination. The receipt of the answer packets must be acknowledged by the DR/SAR/AR (Examinations).
- 16.2 The DR/SAR/AR (Examinations) shall verify if all packets of answer scripts for the examination have been received.

17. Distribution of Answer Scripts to Examiners and Obtaining Marks

- 17.1 The DR/SAR/AR (Examinations) shall arrange packets for delivery to the First Examiner within two working days after the examination and maintain a record of distribution of answer scripts
- 17.2 After marking the scripts, the First Examiner should return the mark sheets in a sealed envelope and the answer script packet to the DR/SAR/AR (Examinations).
- 17.3 If marks are not received by the due date, the DR/SAR/AR (Examinations) will escalate the matter to the Head of Department for appropriate action, with a copy sent to the Dean of the Faculty.
- 17.4 Upon receiving the packet/s of answer scripts, the DR/SAR/AR (Examinations) shall arrange to hand over the answer scripts, mark sheet, Second Examiner report (Annex III), and letter of appointment to the Second Examiner.
- 17.5 The Second Examiner must return the answer script packet, the Second Examiner report (Annex III), and the completed mark sheet in a sealed envelope to the DR/SAR/AR (Examinations).
- 17.6 DR/SAR/AR (Examinations) shall make necessary arrangements to hand over the mark sheet received from the Second Examiner to the First Examiner.
- 17.7 Upon receipt of the mark sheet, the First Examiner shall complete and return the signed final mark sheet to the DR/SAR/AR (Examinations) in a sealed envelope.
- 17.8 When the difference between the marks given by two examiners for any individual candidate exceeds 10% of the maximum mark for the paper, the examiner who set the paper should bring this to the attention of the Head of Department.
- 17.9 The HoD will then ask the two examiners to review the assignment of marks to try to reduce the difference to less than 10% of the maximum mark for the paper.
- 17.10 If the two examiners are unable to reduce the difference to below 10%, the HoD will appoint a Third Examiner and ensure that the relevant scripts are marked independently by the Third Examiner. The final marks will be determined by averaging the marks given by the Third examiner and selecting the marks from the First or Second Examiners that closely align with the marks of the third examiner.

17.11 Before handing over the final mark sheet to the DR/SAR/AR (Examinations), the First Examiner must obtain the recommendation of the HoD.

18. Results Board, Releasing of Results, and Verification

18.1 Results sheets are to be in the standard format recommended by the Faculty Board and approved by the Senate.

18.2 Steps shall be taken to release the results of an examination within three months after the last date of the examination according to the circular letter 15/2015 of the University Grants Commission (UGC).

18.3 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.

18.4 The DR/SAR/AR (Examinations) shall be given sufficient time to enter the results and shall call the Board Examiners chaired by the Dean/ Vice Chancellor.

18.5 All Setters (on invitation), Course Coordinators, and DR/SAR/AR (Examinations) are required to be present at the Results board.

18.6 After checking carefully, the results at the Results Board, each page of the results sheet shall be initialled by the DR/SAR/AR (Examinations) and the respective Dean.

18.7 All examination results will be posted on the notice board.

18.8 All provisional results will be sent to the University Senate for approval.

18.9 The students' final GPA should be rounded up to two decimal places.

18.10 Students are allowed to request verification of their examination marks and grades.

18.11 Requests for re-scrutinization of marks and grades can only be made within two weeks following the release of examination results.

18.12 The verification procedure must be carried out according to the circular issued by the UGC.

19. Issuing of Academic Transcript, Detailed Certificate of Results, and Degree Certificate

- 19.1 Academic Transcript, detailed certificates of the courses followed, and degree certificates are to be in the standard format recommended by the Faculty Board and approved by the Senate.
- 19.2 Every candidate may be issued an Academic Transcript, Detailed Certificate of results, and degree certificate, and these statements should be collected personally.
- 19.3 The Academic Transcript will only be released upon payment of the specified fee and upon receipt of a formal written request from the student or an authorised representative of an external institution.
- 19.4 Academic Transcript shall contain information as to the subjects, modules offered, marks, grades, and GPA obtained by the candidate.
- 19.5 The Detailed Certificate of results can be obtained after confirmation of results at the Senate. It only comprises subject grades, GPA and class obtained.
- 19.6 Generally, every candidate who completes the degree programme shall be awarded the Degree Certificate at the convocation. However, the University may confer the degree certificates without holding a convocation.
- 19.7 To obtain the Degree Certificate, every candidate who completes the degree shall pay the prescribed fees and submit duly completed application forms to the Registrar before the convocation with the clearance form.
- 19.8 A certified copy of the original Degree Certificate shall only be issued if satisfactory evidence is provided to show that the original certificate was damaged, destroyed, or lost. The certified copy of the degree certificate shall be issued only under the signature of the current Registrar of the University.

20. Specific Guidelines for DR/SAR/AR Examinations

- 20.1 DR/SAR/AR (Examination) shall be responsible for administrative matters pertaining to examinations.
- 20.2 After finalisation of the calendar dates DR/SAR/AR (Examination) shall prepare a detailed plan for examination.
- 20.3 After identifying relevant staff members related to the examination, DR/SAR/AR (Examination) shall appoint and delegate for all examination-related activities/requirements with relevant ToRs and guidelines at least three weeks before the due date.

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- 20.4 DR/SAR/AR (Examinations) shall allocate halls and vehicles with adequate facilities, the numbering of seats in the examination halls, preparation of attendance sheets, appointment of Invigilators and Hall Attendants etc.
- 20.5 The DR/SAR/AR (Examinations) shall keep examination materials in his/her custody until those are collected by the Supervisor at least 30 minutes before the commencement of the examination.
- 20.6 It is the responsibility of the Supervisor to inform if any error or defect in the examination materials or any other issue is detected to DR/SAR/AR (Examinations).
- 20.7 Attendance List shall be issued in duplicate for each course separately.
- 20.8 Record Book/University ID and the Admission Card should be provided to candidates for that examination with the timetable. The Admission Card should carry the signature of the candidate and should specify the courses in which the candidate is eligible to sit. The student record book should carry both the signature and a photograph of the student.
- 20.9 The DR/SAR/AR (Examinations) or another responsible staff member as assigned by the DR/SAR/AR (Examinations) shall receive the following documents after each examination from the Supervisor.
- i. The packets of answer scripts.
 - ii. The original attendance lists signed by candidates.
 - iii. Balance question papers.
 - iv. Balance stationery.
 - v. Statements of the candidates and the report of the Supervisor regarding examination offences (if any) in a sealed envelope.
 - vi. The report of the Supervisor.
 - vii. Attendance lists of staff.
- 20.10 DR/SAR/AR (Examinations) shall maintain all records confidentially and securely.

21. Keeping Old Answer Scripts

- 21.1 The Examination Unit shall keep the answer scripts of the past 5 years.

22. Method of Disposing of Old Answer Scripts

22.1 The Examination division shall dispose of old answer scripts, in accordance with Section 16, chapter IX of the University Establishment Code issued in the year 2023.

23. Payments for the Examination Staff

23.1 The payments for examination staff are made according to the relevant UGC Circular.

- END -

Annex I

Bhiksu University of Sri Lanka

REPORT OF THE EXAMINATION SCRUTINY BOARD

Standard operating procedure for conducting examinations

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

Standard operating procedure for conducting examinations

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

Standard operating procedure for conducting examinations

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:

ANNEX IV

Bhiksu University of Sri Lanka

HANDING OVER THE EXAMINATION PAPERS FOR PRINTING

Standard operating procedure for conducting examinations

Faculty:.....
 Department:
 Examination:.....
 Course code and title:

Ready to print: **Yes / No**

Name of the Setter Signature

Tel . No.

Name of the Moderator Signature

Tel . No.

(Name of the moderator is sufficient if it is difficult to obtain his/her signature)

Stationery required for the Examination (Please tick (✓) if required/allowed)

Answer Books	
Calculator allowed	
Rough sheets	
Graph papers	

Statistical Tables	
Maps SL	
Maps World	
Div Classification Books	

Technical support required for the Examination (Please tick (✓) if required)

Laptops	
Multimedia	
Sound System	

Computer Lab	
Language Lab	
Technical Officer	

Any other requirements, if any

Date of Examination :

Date of Submission to Examinations Branch :

This Paper has been moderated

Signature of HoD :

Date:.....

ANNEX V

REPLACEMENT OF SUCCESSOR FOR AN INVIGILATION

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If an invigilator is unavailable to perform his duty for an examination, he must arrange for another academic staff member to replace him. Both the appointed Invigilator and the replacement staff member must complete and sign this form. The replacement staff member is required to submit the completed and signed form to the Supervisor before the examination begins.

01. Name of Invigilator :

02. Contact No. :

03. The Invigilator :

Date	Time		

unavailable date & time

04. Reason for :
unavailability :

05. Name of Successor :

06. Contact No. :

Applicant's Signature: Date:

I agree to perform examination duties in place of the above invigilator

Successor's Signature: Date:

Report of the Supervisor

To: (HoD)

I hereby certify that the successor in place of the Invigilator nominated by you did/did not report for examination duty on the appointed date.

Supervisor's Signature: Date:

Copy: DR/SAR/AR (Examinations)