



TERMS OF REFERENCE FOR
SETTER, MODERATOR, FIRST, AND SECOND EXAMINERS
BIKSHU UNIVERSITY OF SRI LANKA

Bikshu University recognizes the importance of having terms of reference for setter or first examiner, moderator, and second examiner at the Semester Examinations as an important quality standard. The moderation and second marking of scripts shall ensure maintain high standards at semester examinations as well as transparency of the process.

Setter

Setter: Person who prepares the examination paper. Most often the person who delivers the paper to the students during the semester is the setter. The Setter should be appointed by the Senate.

1. Course ILOs, credit amount of the course and assessment weightage allocated for each section (part) of the examination paper (given in the lesson) should be taken into account.
2. Time allocation for the entire question paper should be based on the credit amount of the course.
3. Reasonable time allocation for each section (part) of the examination paper should be based on the number of questions, content, and assessment weightage given for a particular section (part).
4. The setters shall prepare a marking scheme together with the setting of a question paper.
5. Prepare the examination question paper in compliance with the standard format practiced at the faculty.
6. Check the first proof of the examination paper before sending it for moderation.
7. Handover marking scheme, course ILOs, evaluation form of the moderator, and examination paper for moderation before the prescribed date set by the Dean of the Faculty.
8. Appropriate comments of the moderator should be incorporated into the examination paper and marking scheme.
9. Ensure that changes suggested at the scrutiny board meeting on examination paper and the evaluation form (Annex II) have been appropriately addressed in the examination paper.
10. Recheck a copy of a printed paper before mass printing of papers for printing defects (e.g. unclear diagrams or pictures).
11. Printing, assembling, and sealing of examination papers should be done in the presence of the setter or his/ her nominee.

Moderator

Moderator: The Senate appointed member with appropriate subject knowledge for the particular paper and who checks the quality of error-free standard examination paper. The moderator shall be a Senior Academic whose field of expertise fall in the subject area of the examination paper. Moderator ideally should have higher academic qualifications and /or designation than the Setter.

1. Moderation of examination papers should be done after an interactive session between the Setter and Moderator.
2. Ensure that alignment of examination paper with course ILOs
3. Credit amount and assessment weightage given for a particular section (part) should be considered.
4. Attention should be paid to the number of questions and the depth of the answers when considering the appropriate time allocation.
5. Ensure that answers are aligned with the questions in the marking scheme.
6. Confirm that marks allocation for questions and distribution of marks within sections and sub-sections of the main question are fair and appropriate.
7. Moderator should evaluate the examination paper on the prescribed evaluation form (Annex I) send by the setter or examination branch of the faculty.
8. During the process of moderation both the setter and examiner collaborate with each other to achieve timely printing of examination papers.
9. During the process, the moderator should present constructive criticisms to improve the standard of the question paper in a friendly yet a professional way to avoid any misunderstanding or ill feelings in either party.
- 10 Members of the teaching panel should not serve as a Moderator.

First Examiner

First Examiner: The person who does the marking of answer scripts for the first time. He/ she is appointed by the Senate. Most often this marking is done by the Setter.

1. Marking of answer scripts should be done according to the moderated marking scheme by the moderator.
2. This process should be error-free evaluation and reasonable for the candidate for their effort.
3. All marks should be entered into the standard mark sheets practiced by the faculty.
4. Marked answer scripts and evaluation form (Annex III) should send to the second examiner on or before the prescribed date set by the Dean of the faculty.
5. Marks should be processed by averaging the marks of the first and second examiners.
6. It is expected that the first examiner complies with the specified time intervals and submission of answer scripts to the second examiner.
7. Hand over detailed mark sheets indicating the marks given by two examiners together with attendance sheets and absentee forms to the Head of the Department and final mark sheets with grades to the Examination Branch.

Second Examiner

Second Examiner: The person who does the marking of answer scripts after the first marking by the first examiner. He/ she is appointed by the Senate. Most often this activity is done by the person who performed the role of Moderator. He/she should have higher academic qualifications and/or designation than the First Examiner.

1. Second marking should be done independently from the first marking.
2. Marking of answer scripts should be done according to the moderated detailed marking scheme.
3. Ensure that the first marking has been done according to the moderated marking scheme.
4. All answer scripts should be evaluated individually by the second examiner.
5. All marks should be entered into the approved mark sheets.
6. Need to check that the allocations of marks for answers are just and fair by the candidate and up to the standard of the test.
7. Confirm that calculations (additions) are accurate.
8. Second examiners should comply with the specified time and adhere to submission deadlines to assure the speedy release of the results.
9. The Second examiner should evaluate the first marked answer script on the prescribed evaluation form (Annex III) send by the setter or examination branch of the faculty.
10. Members of the teaching panel should not serve as a Second Examiner.

-END-