



**BHIKSU UNIVERSITY OF SRI LANKA
CENTER FOR QUALITY ASSURANCE (CQA)**

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

Purpose

Each faculty shall consist of its own scrutiny board. The Scrutiny Board of each faculty of the Bhiksu University of Sri Lanka is a subcommittee of the Senate bounded by the Manual of Procedure for the conduct of University Examinations dated 01.09.1983 issued by UGC, which is responsible for the matters pertaining to the undergraduate results and recommend it to the Senate for its approval.

The Dean of the Faculty shall appoint the Scrutiny Board Committee for a particular examination.

Composition of the Scrutiny Board

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

- a) Dean (Chairperson of the Committee)
- b) Relevant Head of the Department
- c) Course Coordinator/s, (Lecturer/s)
- d) Senior Assistant Registrar/ Assistant Registrar (Academic Student service) -
Convener

Meeting Schedule

The date and time of the meeting of the Board of Scrutiny shall be indicated in the examination schedule or may be informed by the SAR/AR of the Faculty who shall arrange the meeting.

Responsibilities of the Scrutiny Board

The Scrutiny Board for the undergraduate programmes shall perform the duties and responsibilities as follows.

1. The Board of Scrutiny shall have the power to examine all parts of the question papers (i.e. MCQs, SEQs, essays, etc). The marking schemes and model answers may also be examined.
2. Some areas that Board of Scrutiny will be specifically perusing include,
 - a) The clarity of the question.
 - b) The wording used and level of language: Are there complex/unfamiliar words? Can the language be made simple?
 - c) Is the time adequate to answer the questions? If the Board identifies that the content area covered by the question is excessive, they will suggest deleting certain sections of the question.
 - d) Is the allocating of marks acceptable, or are any modifications necessary?
 - e) Is there a duplication of content areas tested? The Board may detect such gross overlaps and suggest changes.
 - f) Whether the essential information to the candidate is included.
3. The Board of Scrutiny may make recommendations on future examinations.
4. The scrutiny expert/s may send any suggestions or comments in writing to the Dean.
5. The transactions of the meetings should be cordial and not confrontational.

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