

## **Guidelines for Examination Procedures in Undergraduate Study Programs of the University of Peradeniya**

### **Introduction**

The University of Peradeniya, hereinafter referred to as the University, aims to maintain the highest degree of integrity and validity in examination procedures in all undergraduate and postgraduate study programs.

Any examination process in the University includes following three-phases

- I. Preparation for examination
- II. Conducting the examination
- III. Marking and grading, and releasing results

This document spells out overarching guidelines in relation to Phases I and III and detailed guidelines in relation Phase II. In relation to Phases I and III the faculties and other institutions of the University are expected to develop detailed guidelines for relevant procedures and have mechanisms in place and approved by the respective faculty boards/ board of managements and submit to the Senate for information. These guidelines should cover all components of assessments in different courses in study programs as appropriate.

### **Approved faculty specific guidelines and procedures on Phase I may include the following as appropriate with relevant involved individuals/officials specified**

- A) Appointing examiners/setters/supervisors/invigilators/external examiners/coordinators. Names of examiners and external examiners shall be forwarded to the Senate for approval before appointment. All appointments shall be done by the faculty or institution
- B) ToRs of examiners/setters/supervisor/invigilators/external examiners/coordinators and any other relevant individuals
- C) Setting questions for different assessment components
- D) Moderating/scrutinizing questions and developing marking schemes and/or model answers
- E) Securely and confidentially storing questions and props and examination related materials
- F) Maintaining templates for different question papers/questions and maintaining consistency across study programs of the same faculty and academic years/semesters regarding the styles/formats and standard items in the headers and footers
- G) Printing and storing printed question papers and custody, handling and transport of question paper bundles and other materials before the examination
- H) Maintaining question banks and props and assessment blueprints
- I) Pre-arrangements and guidelines for second/double marking
- J) Conducting examination related meetings and maintaining attendance and records
- K) Setting deadlines for various steps in all phases

### **Approved faculty specific guidelines and procedures on Phase III may include following as appropriate with relevant involved individuals/officials specified**

- A) Custody, handling and security of answer scripts/bundles following examination and related responsibilities
- B) Handling marks, making calculations and grading
- C) Results boards meetings/meetings of Board of examiners and releasing results
- D) A mechanism to analyze students' performances, results and different items/components in the examination in order to maintain and improve validity and quality of the assessment

**(Phase II) Conducting the Examination  
GUIDELINES FOR SUPERVISORS/INVIGILATORS**

01	Supervisor shall give his/her full attention to the examination related matters from the time of entrance to the examination hall and/or from the time of collection of question papers, till the moment that the scripts are bundled and sealed and taken to his/her custody. It is a full-time assignment.	The Supervisor
02.	The Supervisor shall be responsible for taking all steps to ensure both the smooth and efficient conduct of the examination	The Supervisor
03.	Allocations of halls, numbering of seats, preparation of attendance sheets, appointment of hall attendants are the responsibilities of the Senior Asst. Registrar/Assistant Registrar of the faculty. SAR/AR shall appoint Invigilators in consultation with the Dean. Contact numbers of AR/SAR, examiners and invigilators should be made available to the Supervisor (Annexure 01).	Making resources available SAR/AR
04.	The Supervisor of each Hall/Center shall call over at least half-an-hour before each session commences, at the office of the relevant SAR/AR and collect the question papers and other material for his/her Hall/Center for each session or each day as the case may be.	Collection of Question Papers
05.	The Supervisor shall check the question paper packets with the timetable (Annexure 02) in order to make sure that the correct question paper packets have been handed over, that no question paper for the session/day is missing and that the packets are properly sealed.	Checking Correctness
06.	The Supervisor shall be in the Examination Hall at least 15 min before the commencement of the examination.	
07.	The Supervisor shall be supplied with the required stationery/documents by the SAR/AR concerned.	Collection of other materials SAR/AR
08.	On arrival at the Examination Center, the Supervisor shall: <ul style="list-style-type: none"> <li>I. Check whether the correct question papers and relevant documents for the particular session have been brought by him/her.</li> <li>II. Check that the Hall has been cleaned and the chairs and/or desks have been properly arranged and numbered according to the attendance list provided (Annexure 03).</li> <li>III. Ascertain that the Invigilators and Hall Attendants are present and shall assign their duties as deemed appropriate. In the event of the all assigned staff not being present, he/she shall make the best possible arrangements with the available staff and contact the relevant SAR/AR immediately if additional staff is considered necessary.</li> <li>IV. Assign each Invigilator with a certain number of candidates (approximately 20-25 candidates per invigilator).</li> </ul>	Duties on arrival at the Examination Center

- V. Draw the attention of the Invigilators and the Hall Attendants to the duties assigned to them.
- VI. See that a list of Index Numbers / Registration Numbers of candidates sitting, the titles of the question papers to be held in that Examination Hall, and the authorized materials (Annexure 04) allowed into the Examination Hall are posted outside the Hall.

09. The Supervisor shall ensure:

Admission of candidates

- I. that candidates shall be allowed to enter the Examination Hall only through the authorized entrance/entrances and directed to take their seats according to the Index Number/Registration Number marked on the desk. A Supervisor, however, may at any time during the examination and with reason/s, change the place occupied by a candidate and inform such change/s in writing to the SAR/AR (Annexure 05).
- II. that an Invigilator shall be posted at each entrance to ensure that entry is orderly, and candidates do not bring any unauthorized materials to the Examination Hall.
- III. that candidates shall not be admitted to the Hall earlier than 10 minutes before the time of commencement of a paper.
- IV. that if a candidate presents himself/herself at a Center not allotted to him/her, the candidate shall be directed to the correct center. If there is no sufficient time, if relevant examination material is available at the said Center, the candidate shall be allowed to sit only for the said examination session at that Center. Any such situations should be reported by the Supervisor to the SAR/AR (Annexure 06)
- V. that no candidate shall be admitted to an Examination Hall after the expiry of half an hour from the commencement of the examination. A candidate shall not be allowed to leave the Hall until half-an-hour has elapsed from the commencement of the Examination or during the last 15 minutes of the examination except under exceptional circumstances.
- VI. that if a candidate is allowed to leave the Examination Hall during the examination time period due to valid reason/s, he/she shall not be allowed to take any material out from the Hall. Whatever his/her attempted answer script should be collected and included in the same bundle of answer scripts.
- VII. that if for any reason, the examination is commenced later than the scheduled time, the time lost shall be given at the end and the fact shall be brought to the notice of the relevant SAR/AR (Annexure 07). Such changes should be informed to the students at the commencement of the examination.

- 10. I. The Supervisor shall see that all writing papers issued to the candidates are date stamped, and that the answer books or any relevant writing material have been set out on each desk by the time the candidates take their seats in the examination hall. If more than one session are to be held in a day, the stamp shall specify the time in addition to the date.

Distribution of answer books

II. Distribution of any additional examination material shall be the responsibility of Invigilators.

11. The Supervisor shall make the following announcements before the commencement of the examination:

Announcements  
before the  
commencement

I. Strict silence is to be observed by candidates till the end of the examination.

II. No candidate shall remove from the Examination Hall any answer books or continuation sheets or any other stationery or other materials issued to him/her whether used or unused.

III. No candidate shall have with him/her books, notes, packets or files or any stationery or material other than those issued to him and if any such material has been brought into the examination hall by any candidate, he/she shall hand them over to the invigilator immediately.

IV. Candidates should check whether the answer books and sheets have the correct date and time and that the books and the sheets are blank.

V. No candidate is allowed to leave the hall within the first half-hour or the last quarter-hour of the examination.

Note: The Supervisor shall announce any unscheduled changes to the conduct of the examination

12. The Supervisor shall open the question paper packet/packets one by one in the presence of an Invigilator and check whether the question papers are the correct papers for the session, and that the special requirements such as graph papers, maps, logarithm books, etc. required according to the rubric are available. Before opening the sealed packets, they should be held in such a way that the candidates notice that the packets have not been tampered with.

Opening of  
Packets of  
Question papers

13. The Supervisor shall hand over the required number of question papers to each Invigilator for distribution to the candidate allocated to each of them, together with any special requirements mentioned at 11 above.

Distribution of  
Question papers

14. The balance question papers shall remain in the Supervisor's custody and he/she shall ensure that no question paper is allowed to be removed out of the Hall until the end of the examination.

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| 15. | The Supervisor shall make the following announcements after the distribution of the question paper:   | Announcements                              |
|     | I. Please check whether you have received the correct question paper.   |  |
|     | II. The question paper in (subject) .....contains (number).....pages and (number) .....(type of questions) questions. Please check whether you have got the full question paper.  |  |
|     | III. You are advised to read the instructions given in the question paper before answering the paper.   |  |
| 16. | The Supervisor/Invigilator shall not, under any circumstances, give any clarification/explanation with regard to the questions to any candidate. However, if any error or defect in a question paper has been notified by the relevant SAR/AR, the Supervisor shall announce such correction/modification as indicated, and make the correction in the question paper/papers that will be enclosed with the scripts and insert the time of announcement for the information of the marking examiner. If such a clarification is given that should be announced to ensure every candidate receives the message in the same manner. | No clarification of Question paper         |
| 17. | The Supervisor shall ensure that the Invigilators and the Hall Attendants are attending to the duties assigned to them. If an Invigilator/Attendant wishes to leave the examination hall for a short time, he/she should obtain permission from the supervisor.   | Supervision of Invigilators and Attendants |
| 18. | I. At the expiry of the first half-hour after the commencement of the paper, the Supervisor shall direct each Invigilator to get the original of the Attendance List signed by the candidates (Annexure 03), to mark the attendance in the duplicate list (Annexure 08) and to check the identity of the candidates.  | Marking of Attendance List                 |
|     | II. Attendance List shall be issued in duplicate. No candidate shall be permitted to appear for a paper if his/her Index Number has not been included in the Attendance List for that paper without the consent from the AR/SAR. However, if a candidate makes a declaration that he was offering that paper and if the Supervisor is satisfied with the bona fides of the declaration, he may include the Index Number of the candidate concerned in the Attendance List and allow him/her to sit the paper. Every such case shall be reported to the relevant SAR/AR with the prescribed form (Annexure 09)                     |  |
|     | III. <u>ORIGINAL (Annexure 03)</u> Every candidate present for the examination shall be required to place his/her signature against the relevant Index Number. Candidates who are absent shall be so marked by the Invigilator concerned. This original attendance list shall be sent by the Supervisor <u>under separate cover</u> to the relevant SAR/AR.   |  |
|     | IV. <u>DUPLICATE (Annexure 08)</u> The Invigilator concerned shall specify in the duplicate attendance list against each Index Number whether the candidate to whom it refers was present or absent for the examination. This duplicate attendance list shall be sent by the Supervisor <u>under separate cover</u> to the relevant SAR/AR. The candidate <u>shall not be asked to sign this copy</u> .   |  |

To ensure that the signature is not placed on the duplicate, a rubber stamp or a similar device may be used indicating that the signature is not to be placed in the space provided for it. A copy shall be enclosed by the Supervisor in the packet of answer scripts.

Where present the mark '✓' shall be inserted and where the candidate is absent 'ab' shall be inserted. Where parts or sections of answer scripts have to be packeted separately, a separate duplicate Attendance Sheet shall be prepared and enclosed in each packet.

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| V.  | In the performance of this exercise the Supervisor/Invigilator shall satisfy himself of the identity of a candidate by reference to the Record Books/University ID and the admission form (evidence of candidature) provided by the SAR/AR of the faculty for that examination, which contains the candidates photographs as well as their signatures.   | Identity of Candidates          |
| VI. | If a candidate fails to produce his/her Record Book/ University ID and the admission form (evidence of candidature) at any component of the examination for purposes of identification, he/she shall be requested to produce the evidence of candidature within two working days to the Supervisor.  | Failure to Produce Record Books |
|     | <p>Meanwhile, he/she shall be required to sign a declaration (Annexure 10) that he/she has been provisionally allowed to sit the paper. The supervisor of the examination should confirm the eligibility of the particular candidate with the SAR/AR. The SAR/AR after confirming the eligibility of the candidature of the student within three working days of the said examination and should inform the candidate as well as the supervisor whether the candidate completed the eligibility for the said examination by returning a copy of the form.</p> <p>The Supervisor shall on production of the evidence of candidature by the student within two working days, certify on the declaration that he was satisfied with the identity of the candidate for that paper.</p> |                                 |
| 19. | As soon as the Attendance List are marked, the Supervisor shall collect the originals from the Invigilators and proceed to prepare the relevant envelopes and labels for the packeting of scripts.   | Preparation for Packeting       |
| 20. | <p>The Supervisor shall make the following announcements at the appropriate times with appropriate words: -</p> <p>I. Half an hour before the end of the paper, the Supervisor shall announce <u>“Half-an-hour-remains.”</u></p> <p>II. Fifteen minutes before the end of the paper the Supervisor shall announce <u>“15 minutes remain”</u>. <u>“Please check whether you have entered the Index Number, correct title of the paper and the medium. Tie up your papers together. Attach all the rough work to the answer script. You may continue to write after doing so. No candidate shall leave the Hall till the end of the respective component of the question paper.”</u></p>   | Announcements                   |

In case of early exits, signatures of the relevant candidates should be obtained along with the time they leave the examination hall.

III. At the end of the paper - “Please stop work and remain in your seat until all the answer scripts are collected and you are asked to go.”

IV. After the Invigilators have collected the scripts - “Have all the candidates handed over the answer scripts?”

V. In the absence of any concern, “The candidates may leave the Hall.”

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| 21. | At the expiry of the session, the Invigilators shall collect the scripts of the candidates assigned to each of them and hand them over to the Supervisor. Supervisor shall ensure that all the answer scripts of candidates are collected.                          | Collection of Answer Scripts                              |
| 22. | At the end of the examination an Invigilator shall be placed at the exit to check that examination materials are not being taken out of the Hall by the candidates.   |   |
| 23. | The Supervisor will then arrange the scripts to be packeted. Each medium shall be packeted separately. When it is required to packet the scripts of each part/ section separately, they shall be packeted separately in the same manner.                            | Packeting of Answer Scripts                               |
|     | The Supervisor shall enclose in each packet:-   |   |
|     | (a) a copy of the duplicate of the Attendance List.   |   |
|     | (b) two copies of the question paper  |   |
|     | Each packet shall be tied securely, labeled and sealed. Before pasting the labels, the supervisor shall ensure that all details on the label have been duly filled.   |   |
| 24. | In order to obviate the possibility of candidates bringing into the Examination Hall the University Answer Books and Continuation Sheets on which answers may have been prepared previously, and to prevent their misuse, the following precautions shall be taken: | Safe Keeping of Answer Books and Continuation Sheets      |
|     | (a) No examination stationery shall be permitted to be removed by candidates or Examination Hall Staff.   |   |
|     | (b) All unused examination Answer Books and continuation sheets shall be returned to the relevant SAR/AR by the Supervisor.   |   |
|     | (c) A specific stamp (date and session/time) shall be placed on all answer books and continuation sheets on the day of the said examination.  |   |
| 25. | The Supervisor shall hand over to the relevant SAR/AR/another responsible staff member as appropriate decided by the Faculty at the end of each session/day the following:  | Report for the session and handing over of Answer Packets |
|     | (a) The packets of answer Scripts.  |   |
|     | (b) The original attendance Lists   |   |
|     | (c) Balance question papers   |   |
|     | (d) Balance stationery.   |   |
|     | (e) Statements of the candidates (Annexure 11) and the reports of the invigilator/s regarding examination offences (if any) in a sealed envelope.   |   |
|     | (f) The report of the supervisor (annexure 12) regarding 8 VI, 15, 17 VI.   |   |
|     | (g) Attendance lists of invigilators and attendants.  |   |
|     | (h) List of packets handed over to the Senior Assistant Registrar/Assistant Registrar in duplicate.   |   |

## DUTIES OF INVIGILATORS

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| 1. | The Invigilator shall be responsible to the Supervisor for the efficient discharge of the duties assigned to him.  | The Invigilator                       |
| 2. | The invigilator shall give his/her full attention to the examination related matters from the time of entrance to the Examination Hall till the moment that the scripts are bundled and sealed and taken to the custody of the supervisor. It is a full-time assignment.<br><br>He/she shall move among the candidates at intervals without disturbing them and if he/she notices a candidate having with him/her unauthorized documents/materials he/she shall take possession of the same and report the matter immediately to the Supervisor. | Full attention on invigilation        |
| 3. | The Invigilator shall place on each desk the examination stationery before the commencement of the examination and he/she shall also distribute the date and session-stamped answer books and continuation sheets to the candidates when called for. In date and session-stamping the continuation sheets, to avoid wastage of stationery, he/she shall ensure that not more than the required number for the session are stamped. This duty should be supervised personally by the Invigilator.   | Distribution of additional stationery |
| 4. | The Invigilator shall distribute the question paper to the candidates assigned. He/she shall return the balance question papers, if any, to the Supervisor.  | Distribution of Question Papers       |
| 5. | The Invigilator shall, at the expiry of the first half-hour, go around and get each candidate to sign the Attendance List. He/she shall return the original Attendance List to the Supervisor.   | Mark Attendance                       |
| 6. | The invigilator shall not admit any candidate to the Hall after the expiry of half-an-hour from the commencement of the examination, nor shall any candidate be permitted to leave during the first half-hour, or during the last 15 minutes of the paper. The invigilator shall inform the supervisor of any such attempt.  | Admission of Candidates               |
| 7. | The Invigilator shall collect the scripts of every candidate who leaves before the last 15 minutes.  | Collection of Scripts                 |
| 8. | As soon as the time allotted for the Examination is over and the Supervisor has instructed to collect the scripts, the Invigilator shall collect the scripts in an orderly manner so that he/she does not miss any candidates allocated to him/her. While collecting, the invigilator should check whether the scripts bear the correct Index Numbers/Registration Numbers.  |                                       |
| 9. | The invigilator shall check that the answer scripts have the Index Numbers/Registration Numbers of the candidates and the title and the medium of the paper and thereafter hand over the scripts to the supervisor. He/she shall check the collected scripts with the duplicate Attendance List and if any candidate has failed to hand-over a script, he/she shall bring this matter to the notice of the Supervisor.   | Check with Attendance                 |



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| 10. | Written statements shall be obtained from candidates detected committing examination offenses (Annexure 11). If any candidate refuses to give a statement, the Invigilator shall not enter into argument with the candidate but shall make in his detail report with a note that the candidate has refused to give a statement. | Obtaining Statements                     |
| 11. | After the candidates leave the Hall, the Invigilator shall go around and inspect the section allotted to him/her to ensure that all answer scripts and other examination stationery have been collected.  | Inspection of hall at end of examination |
| 12. | The Invigilators shall assist the Supervisor, in packeting and sealing answer scripts.  | Assistance in packeting                  |

### **GUIDELINES FOR SAR/AR**

**(In this document, detailed guidelines are made available only for the Phase II)**

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| 01  | Senior Assistant Registrar/Assistant Registrar (SAR/AR) shall be responsible for administrative matters in relation to all three phases in conducting examinations as instructed by the Dean  | SAR/AR  |
| 02  | With the finalization of <i>calendar of dates</i> , the SAR/AR shall maintain a detailed plan and a schedule of all examinations in the Faculty. Timeline of preparations and required details shall be determined based on the nature of the study program and the specific guidelines set by the Faculty.   | Planning  |
| 03. | SAR/AR shall have relevant staff members identified, appointed and informed for all examination related activities/requirements with relevant ToRs and guidelines at least three weeks before the due date. Once appointed, contact numbers of all relevant individuals shall be maintained by the SAR/AR and be made available to the Supervisor in Supervisors' file (Annexure 01). | Making human resources identified and available |
| 04. | The SAR/AR shall delegate the tasks of examinations appropriately to relevant staff members with written ToRs.  | Delegation of duties                            |
| 05. | Allocations of halls and vehicles with adequate facilities, numbering of seats in the examination halls, preparation of attendance sheets, appointment of Invigilators and attendants etc. are the responsibilities of the SAR/AR of the faculty in relation to Phase II. The Supervisor shall be supplied with the required stationery/documents by the SAR/AR concerned.            | Making physical resources available             |
| 06. | A list of index numbers / registration numbers of candidates sitting, the titles of the question papers to be held in that examination hall, and the authorized materials (Annexure 04) allowed into the Examination Hall should be posted outside the Hall.  | Notices at the entrance                         |
| 07. | A map of seating arrangement of the Examination Hall shall be prepared by the SAR/AR for all theory papers (Annexure 13) and should be made available in the Supervisor's file.   | Seating arrangement                             |
| 08. | The SAR/AR 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. The SAR/AR shall have an arrangement to get the signature of the Supervisor in handing over the question papers and relevant material and keep the time noted.   | Custody of examination materials                |

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| 09. | The Supervisor should immediately be informed if any error or defect in the examination materials or any other issue is detected   | Troubleshooting and error correction               |
| 10. | Attendance List shall be issued in duplicate (Annexure 03 and Annexure 08) for each course separately.   | Attendance lists                                   |
| 11. | Record Books/University ID and the admission form (evidence of candidature) should be provided to candidates for that examination with the timetable (Annexure 02). The admission card should carry the signature of the candidate and should specify the courses which the candidate is eligible to sit. The student record book should carry both the signature and a photograph of student.   | Student identification and eligibility             |
| 12. | The SAR/AR should be ready with relevant information to confirm the eligibility of candidates if queried by the Supervisor during the examination.   | Eligibility information                            |
| 13. | <p>The SAR/AR/another responsible staff member as assigned by the SAR/AR shall receive the following at the end of each session from the Supervisor and keep a record on that:</p> <ul style="list-style-type: none"> <li>(i) The packets of answer Scripts.</li> <li>(j) The original attendance Lists</li> <li>(k) Balance question papers</li> <li>(l) Balance stationery.</li> <li>(m) Statements of the candidates and the report of the Supervisor/s regarding examination offences (if any) in a sealed envelope.</li> <li>(n) The report of the Supervisor.</li> <li>(o) Attendance lists of staff.</li> </ul> | Receiving answer scripts and the Supervisor's file |
| 14. | All records should be confidentially and securely maintained. A register shall be maintained in order to handle set questions/question papers, printed question paper bundles, answer script bundles, marks handed over by examiners to maintain the accountability in the process.  | Record keeping                                     |
| 15. | The SAR/AR shall compose a brief report and submit it to the Dean at the end of each examination. The report should highlight the problems or difficulties experienced and suggest corrective measures to prevent similar situations in future   | SAR/AR's report                                    |