University of Peradeniya

MANUAL OF PROCEDURES FOR CONDUCT OF UNDERGRADUATE EXAMINATIONS

For Examiners and Administrators

University of Peradeniya
Sri Lanka

October 2023

University of Peradeniya

Manual of Procedures for Conduct of Undergraduate Examinations

These Rules, Regulations, Procedures and Guidelines are made by the Senate of the University of Peradeniya and Approved by the Council under the powers vested on it by the Universities Act No 16 of 1978 as amended and under the provisions of the Establishments Code of the University Grants Commission and the Higher Educational Institutions/Institutes.

The regulations, procedures and guidelines included in this Manual shall supersede all the previous rules, regulations and procedures governing examination procedure or offences presently enforced.

The effective date of this Manual is 29th October 2023.

Centre for Quality Assurance
University of Peradeniya

Approved by the 535th Meeting of the Council of the University of Peradeniya held on 29.10.2023

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Abbreviations

ADPC	: Academic Development and Planning Committee
AR	: Assistant Registrar
BoM	: Board of Management
BoS	: Board of Study
C&AD	: Council and Academic Division
CA	: Continuous Assessments
CC	: Course Coordinator
CDC	: Curriculum Development Committee
CDCE	: Centre for Distance and Continuing Education
CE	: Chief Examiner
CDC	: Curriculum Development Committee
CGPA	: Cumulative Grade Point Value
CMD	: Cooperate Management Division
CMO	: Chief Medical Officer
CoI	: Conflict of Interest
CQA	: Centre for Quality Assurance
DAP	: Disability Assessment Panel
DR	: Deputy Registrar
ECTS	: European Credit Transfer and Accumulation System
ED/EU	: Examination Division/Examination Unit
EDC	: Examination Disciplinary Committee
EE	: External Examiner (= External Moderator)
EM	: External Moderator (= External Examiner/EE)
EMQ	: Extended Matching Question
ER&R	: Examination Rules and Regulations
ERT	: Emergency Remote Teaching
EU	: Examination Unit
FB	: Faculty Board
GPA	: Grade Point Average
GPV	: Grade Point Value
HoD	: Head of Department
ICT	: Information and Communication Technology
ILO	: Intended Learning Outcome
ID	: Identity Card
IQAC	: Internal Quality Assurance Cell
LDD	: Legal and Documentation Division
MCQ	: Multiple Choice Question
MIS	: Management Information System
MOODLE	: Modular Object-Oriented Dynamic Learning Environment
MoUs	: Memorandums of Understanding
N/A	: Not Applicable
NCSU	: Network and Communication Service Unit

OBE	: Outcome-Based Education
ODL	: Open and Distance Learning
OSCE	: Objectively Structured Clinical Examination
OSPE	: Objectively Structured Practical Examination
PGI	: Postgraduate Institute
PGIs	: Postgraduate Institutes
PLOs	: Programme Learning Outcomes
R&R	: Rules and Regulations
RVB	: Results Verification Board
SAQ	: Short Answer Question
SAR	: Senior Assistant Registrar
SBS	: Subject Benchmark Statement
SDC	: Staff Development Centre
SEQ	: Short Essay Question
SLQF	: Sri Lanka Qualification Framework
SOPs	: Standard Operating Procedures
SWDs	: Students With Disabilities
T&L	: Teaching and Learning
TL&A	: Teaching, Learning & Assessment
ToR	: Terms of Reference
UGC	: University Grants Commission
UGs	: Undergraduate students
UoP	: University of Peradeniya

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Introduction

The University of Peradeniya is committed to providing high-quality education to all its learners, both full-time and part-time. Therefore, the University has taken all measures to ensure the reliability and fairness of assessments by conducting them in accordance with established standards and guidelines. The standards, guidelines, and practices have evolved over the last 80 years and have become well-entrenched in the University. They were last published in 1977 as a manual, and the new "**Manual of Procedures for Conduct of Undergraduate Examinations"** is a compilation of all the well-established practices and includes recent developments. The procedures and conduct detailed in the new Manual are aligned with the efforts to ensure that all university graduates satisfactorily achieve the graduate profile and intended learning outcomes.

The Manual aims to enhance the quality of assessment practices in all undergraduate study programmes by ensuring validity, consistency, objectivity, comprehensiveness, and the absence of ambiguity in assessments. The guidelines will also ensure that individuals and administrative entities are well-prepared to conduct assessments in a comprehensive manner. In order to achieve the aims, the Manual includes university policies relevant to assessment practices, an overarching comprehensive assessment procedure, regulations relating to examination offences and punishments, duties and responsibilities of examiners, guidelines for moderation, Standard Operating Procedures (SOPs) and relevant templates.

Within the guidelines and procedures stated in the Manual, the faculties and programmes will be able to develop detailed SOPs covering the entire process of assessment. If a faculty wishes to deviate from any overarching guidelines, fresh approval from the Senate and Council must be obtained.

The Manual shall be reviewed, updated, and revalidated by the University every five years. In addition, new SOPs and any amendments to the Manual will be incorporated and uploaded as they are developed.

The University appreciates the contribution of all academic, administrative, and non-academic staff members in bringing out this Manual.

Vice-Chancellor
University of Peradeniya
10.04.2023

Part 01

Policies Relevant to the Examination Procedures

1.1. Policy on Assessment and Award of Qualifications

Policy name:	Policy on Assessment and Award of Qualifications
Policy number:	UOP-P 005
Date of Approval:	27.11.2022 (Approved at the 522nd meeting of the Council)
Supersedes:	UOP-P 005 (approved at the 502nd Meeting of the Council on 27.02.2021)
Approving Authority:	The Council, University of Peradeniya
Administrative Responsibility:	The Senate, Boards of Management, Faculty Boards, Boards of Study, Boards of Examiners
Monitoring responsibility:	The Council, University of Peradeniya

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Overview

Assessment is the systematic collection, analysis, interpretation, and communication of information about the educational achievements of learners measured against identified goals and criteria and performed to provide formative feedback on learning and facilitate summative decision-making on progression, certification and awards.

The Council shall review and confirm the policy every five years to maintain its relevance. The Council shall possess the sole authority and power to exercise its discretion with respect to any or all of the clauses of this policy and provide for any interpretation, modification or amendment to the policy that shall be made from time to time as necessary.

Scope and Application

This Policy on Assessment and Award of Qualifications covers all assessment-related processes and procedures of all study programmes offered by the University of Peradeniya, including those of Postgraduate Institutes (PGIs) affiliated with the University. The policy applies to all administrators, examiners, support staff and candidates of examinations conducted by the University. The objectives of the Policy on Assessment and Award of Qualifications of the University of Peradeniya are to ensure that the assessments are

1. designed to promote student learning,
2. designed to measure student achievement against intended learning outcomes in order to arrive at judgments and decisions that are valid and consistent,
3. designed to produce feedback that is useful for student learning and the University to evaluate relevant programmes,
4. designed to guarantee the trust of the public in the education process upheld by the University
5. fair, transparent and equitable,

6. aligned with relevant national guidelines and maintain the local standards on par with relevant international standards, and
7. conducted, and awards are recommended by all faculties, PGIs and CDCE, having followed appropriate and approved procedures and under the supervision of relevant university authorities.

Key Policy Principles

Overall Process

1. The University shall institute procedures for designing, approving, monitoring and reviewing the assessment strategies for programmes to maintain academic standards of awards through appropriate assessment practices.

2. The University shall institute credible procedures and guidelines for effectively conducting assessments.

3. The University shall follow relevant internal and external benchmarking in maintaining academic standards of awards through instituted assessment practices.

4. The University shall review and amend assessment practices and regulations periodically to ensure they remain fit for purpose.

5. The University shall ensure that students are assessed using criteria, regulations, and procedures, which are published in writing, in print and/or in electronic mode. These shall include but are not limited to the dates of importance, deadlines, formats for required work/assessment tasks, the weightage of different components in the assessment scheme, the method of marking (e.g. single marking, blind double marking, conference marking), the procedures followed in setting examinations/assignments, the procedures involved in returning graded work and releasing results, the provisions for appeal, the requirements for progression in relevant study programmes, and due notice of dates, times and venues of written/oral examinations and other assessment tasks. This information shall be included in examination by-laws, programme manuals, student handbooks, study guides, schedules and internal circulars, which are made available at the beginning of every course to all students registered and the staff involved in carrying out assessments.

6. There shall be a clear delegation of responsibility of assessment-related procedures within Faculties/Institutes/Centres, the details of which are determined and communicated to respective individuals by way of by-laws, SOPs, internal circulars, ToRs, and letters of appointment.

7. The staff involved in assessments shall be competent to undertake their roles and responsibilities, and they shall have no conflicts of interest. Any existing conflicts of interest shall be declared by the relevant students and/or the staff members at the beginning of the relevant academic year.

8. The University shall ensure that any transfer of credits between the programmes within the University or with those of other universities is subject to prior approval of the Senate of the University of Peradeniya or is carried out in accordance with relevant prior arrangements/MoUs approved by the University.

9. Information on the mechanisms and procedures for the recognition of prior learning/ qualifications and inter-faculty and inter-institutional credit transfers, where relevant, shall be made available to prospective applicants.

10. The University shall institute by-laws, guidelines, and SOPs on conducting e-assessments, including online remote assessments, which comprehensively address issues related to technology failures, candidate authentication, plagiarism, and all forms of cheating, including contractual cheating.

11. The University shall institute a mechanism to adopt/introduce and monitor processes, procedures, rules, regulations, and by-laws to prevent any emerging forms of assessment malpractices, especially those associated with remote and online assessments and modern high-tech devices.

12. The University shall ensure that the degree awarded, including the name of the degree, complies with the national requirements as per SLQF (qualification descriptors, learning volumes, and level descriptors).

Ensuring constructive alignment

13. The University shall ensure that the assessments are aligned with the programme & course learning outcomes, teaching and learning strategies & course content and guided by the level descriptors of the Sri Lanka Qualification Framework (SLQF) and the requirements of relevant Subject Benchmark Statements (SBS) & national and/or international professional bodies.

14. The University/Faculty shall have a policy on weightage relating to different components of assessments in course specifications. Each assessment scheme will set out individual assessment components and their respective weighting in calculating the final grade for the course.

15. The University shall ensure that the volume, timing, and nature of assessment tasks of study programmes enable valid and credible measurement of students' attainment of relevant programme outcomes.

Setting and conducting assessments

16. The confidentiality of examination materials is of utmost importance to the University. The University shall have by-laws, SOPs, and necessary infrastructure and services to ensure the security and confidentiality of examination materials and raw scores/marks at every stage of the assessment process (including e-assessments). These by-laws and

SoPs shall ensure the secure storage and transfer of examination-related materials, including assessment blueprints, questions, model answers, question papers, answer scripts, raw marks, mark sheets, and any other relevant material, and secure communication among examiners/officials/ offices. They shall also ensure that discarding any examination-related materials follows established procedures and practices. Non-adherence to the relevant SoPs accounts for malpractices/irregularities listed under Item 6.

17. The University shall ensure that newly recruited academic and administrative staff is competent in adhering to standard procedures and guidelines related to secure delivery of assessments at every stage of the process before entrusting to them the relevant duties and responsibilities and allowing them to carry them out in an unsupervised manner.

18. Students shall be provided with regular, appropriate, and timely feedback on formative assessments to promote effective learning and support their academic development.

19. The University shall adopt policies and regulations governing the appointment of internal and external examiners. Such examiners shall be provided with clear ToRs. The reports from external examiners/moderators shall be given due consideration by relevant examination boards in finalizing examination papers & results and by the Faculty Boards /Boards of Management in further improving the assessment processes.

20. The University shall ensure that assessment blueprints are used for every summative assessment at the course level to ensure adequate coverage, constructive alignment, and application of appropriate assessment tasks to evaluate student attainment of learning.

21. Provisions shall be made available to cover any infringements of the rules and regulations by candidates while conducting the assessments.

Marking, grading and releasing of results

22. Marking students' assessment work shall be conducted with rigour, honesty, transparency, fairness, and with due regard to confidentiality and integrity.

23. The University maintains the standards in marking/evaluating students' assessment work with appropriate procedures and involves external/independent second examiners, double marking and/or conference marking. The grading shall involve appropriate standard-setting procedures.

24. The University shall adopt well-defined marking schemes, moderation/scrutiny procedures, relevant forms for second marking (open marking & blind marking), and procedures for recording and verifying marks to ensure transparency, fairness, and consistency.
25. The University shall ensure that assessment results and decisions are documented accurately and systematically

26. The University shall communicate the decisions of relevant assessment panels/ examination boards/ faculty boards to students within a stipulated time.

27. Authenticated and approved results are communicated without delay and will be made available on the university/faculty website.

28. The graduation requirements shall be ensured in the degree certification process, and the transcript shall accurately reflect the stages of progression and student attainments.

29. The University shall ensure a system to make available a complete transcript that conforms, in scope and layout, to the principles agreed to by the Senate of the University. Further copies shall be made available from the registry on request (physical/online) and at a fee. Provisions shall be made available for current students to receive an interim transcript at any point upon request.

30. The University shall ensure that appeals against the outcome of any assessment are considered per the relevant provisions of the prevailing rules and regulations.

31. The University shall ensure that measures are taken immediately to rectify any erroneous results upon the detection.

Equity and equality in the assessment process

32. The University shall ensure that every student is provided with an equal opportunity to demonstrate their competencies.

33. The University shall ensure the proper implementation and strict enforcement of examination rules and regulations

34. There shall be a validated, quality-assured system to support students with disabilities during assessments. During assessments, appropriate provisions shall be made for candidates with formally recognized permanent or temporary disabilities. The University shall ensure that such assessments are made available online where relevant.

The Credibility of the Assessment Process and Prevention of Irregularities/Malpractices

35. The Faculty/PGI/Centre shall evaluate students' performance in a course only by engaging the members of an evaluation panel appointed by the Senate and adhering to the course assessment structure approved by the Senate. Exceptions due to constraints shall be specified in the Guidelines for Examination Procedures of the University approved by the Senate.
36. The Faculty/PGI/Centre shall provide a designated facility for duplicating all assessment-related printed material and arranging any other materials used for practical/field work/clinical components of assessments.

37. The Faculty/PGI/Centre shall maintain records of submissions made by candidates for evaluation, movements of hard copies & access permissions for each category of online submissions until those are taken for long-term storage by the administration.

38. The Faculty/PGI/Centre shall provide suitable infrastructure, including rooms and software for examiners to store and mark the evaluation materials, including answer scripts, reports and other student submissions.

39. The Faculty/PGI/Centre shall keep the records of marks of different components of the assessments and grades of the Senate-approved results of candidates as hardcopies and backups of softcopies in safe custody.

40. The Faculty/PGI/ Centre should formulate and adopt rules & guidelines relevant and effective to uphold overarching requisites for confidentiality, accountability and fairness listed in this policy document but not limited to, in order to prevent likely irregularities/malpractices in conducting different assessment components of the courses used for evaluation of performance. These rules shall conform to the related overarching policies, rules, SOPs & codes of ethics of the University and shall be approved by the University.

41. The Faculty/PGI/Centre shall appoint a standing committee for receiving complaints, conducting preliminary investigations on violations of the rules & guidelines, and introducing new measures as required to curb irregularities/malpractices related to the evaluation of student performance in courses.

42. The Faculty/PGI/Centre shall initiate appropriate actions against any staff member (academic or non-academic) under the provisions of the Establishments Code of the University Grants Commission and the Higher Educational Institutions for alleged violations of the rules & guidelines of the University and those specific to the Faculty/PGIs/Centre as stated in 40 above applied to assessments unless such violations have occurred due to infrastructure constraints and/or due to any other conditions which are beyond his/her control. In any case of alleged violations, the Faculty/PGI/Centre shall promptly take measures fair to all parties and also introduce arrangements to prevent the recurrence of similar incidents.

Definitions:

- **Assessment criteria:** Specific outcomes that are expected to be demonstrated in any particular assessment task
- **Intended Learning Outcomes (ILOs)**: Clear statements that indicate what students are expected to know or be able to do upon the completion of a lesson/unit /programme
- **Formative assessment**: Assessments designed primarily to provide feedback to students on their progress against learning outcomes.

- **Summative assessment**: Assessments that are typically but not necessarily performed at the end of a unit of study that allow a teacher to measure a student's achievement of the ILOs to make decisions on progression, certification, or awards
- **Course:** a self-contained unit of study on a particular content with a defined level, credit value, aims, intended learning outcomes, mode(s) of delivery, a scheme of assessment, and also pre- and co-requisites (if applicable)
- **Course Credits:** the credit rating of a course, based upon the notional learning hours required for its completion and determined in accordance with relevant national frameworks
- **Award of Qualification:** a certificate or title conferred by an academic institution indicating that the recipient has successfully completed a prescribed course of study that leads to a qualification such as a degree, diploma, certificate, or any other form of formal recognition.

Related policies:

- Policy on Curriculum Planning, Development and Revision
- Policy on Teaching and Learning
- Policy on Quality Assurance
- Policy on Conflict of Interest
- Policy on Online Teaching, Learning and Assessment
- Policy on Students with Disabilities

Related Acts, Rules, Regulations, and Key Circulars:

- Universities Act, No 16 of 1978, as amended
- Sri Lanka Qualification Framework, UGC, 2015
- UGC circulars on assessment/re-corrections/credit policies
- Examination rules and regulations of the University of Peradeniya
- Guidelines for conducting examinations
- Right to Information Act, No. 12 of 2017

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1.2. Policy on Online Teaching Learning and Assessments

Policy name:	Policy on Online Teaching, Learning and Assessment
Policy number:	UoP-P 016
Date of approval:	29.01.2022 (Approved at the 512th meeting of the Council)
Supersedes:	Not relevant
Approving authority:	The Council, University of Peradeniya
Administrative responsibility:	Vice-Chancellor, Senate, ADPC, Directors of PGIs, Deans of Faculties, Directors of Centres and Units, Heads of Departments, NCSU, Heads of Faculty Units and Divisions
Monitoring responsibility	The Council, University of Peradeniya

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Overview:

The University of Peradeniya has been in the forefront in providing high-quality education at both undergraduate and postgraduate levels with a diverse multimodal learning experience. As the leading higher education institution in the country with multiple faculties, postgraduate institutes, and a well- established Centre for Distance and Continuing Education, the University of Peradeniya is making all efforts to use the online and multimode educational delivery platforms internally. The Policy on Online Teaching, Learning and Assessments establishes the principles and foundations which guide the development and coordination of related services across the Institution. The policy shall promote activities to supplement the activities undertaken through other modes of educational delivery. This policy covers the web-enhanced, blended and online learning of courses, hereinafter referred to as 'online learning', including the online delivery of courses during 'Emergency Remote Teaching' (ERT).]

Review of the Policy

This policy shall be reviewed and confirmed every two years to maintain its relevance and validity. The Council possesses the sole authority and power to exercise its discretion with respect to any or all of the clauses of this policy and provide for any interpretation, modification or amendment to the policy where necessary when the situation demands.

Scope and Application:

This policy applies to all the academic staff members, both internal or external, who teach in the courses offered for students and staff. The policy covers the following key areas:

a. Programme Design, Delivery and Requirements
b. Academic Standards and Ethics
c. Student Support and Ethics (Digital Citizenship)
d. Assessing-Students-Online and Requirements
e. Staff Training on Online Teaching and Learning

Objectives:

a. To provide a framework for the teaching staff to engage with online course delivery
b. To ensure that the learning environment has the necessary institutional supports for online course delivery
c. To ensure that the technical infrastructure is available for online course delivery
d. To ensure that the teaching staff and students are provided with necessary training on- and support for- online course delivery
e. To provide guidance on instructional design for online course delivery
f. To ensure that the legal and ethical responsibilities of the Institute have been met for online course delivery

Key Policy Principles:

Programme Design, Delivery and Requirements

1. Teaching, learning and assessment strategies and delivery mechanisms shall specifically be designed for online learning course delivery.
2. The University shall ensure that online learning courses are learner-centred and subject-led rather than technology-led and that the technology is appropriately used to support pedagogy.
3. The course/programme design shall specify the level of 'blending' between the online component and the regular face-to-face classroom-based component of the courses, and the synchronous/asynchronous nature of activities planned.
4. The course/programme design shall specify the nature of the effort required of the students towards the activities of teaching, content creation and moderation in blended and online learning delivery.
5. All newly developed and converted online and blended courses shall adhere to and comply with the standards and guidelines specified in the Policy on Curriculum Planning, Development and Revision.
6. The University shall take all practicable steps to ensure the security and reliability of its online learning and support systems in accordance with the information technology security policy of the University.
7. During 'Emergency Remote Teaching' (ERT), the University shall ensure that the best practices for ERT are adopted.

Academic Standards and Ethics

8. The online courses shall be newly developed or be converted from the existing courses in a manner that the academic standards of the University are maintained.
9. The inclusion of online components shall ensure accessibility to learning resources and activities for all learners, including those with special needs, and appropriate digital technologies shall be used to address the diverse learning needs of the learners.
10. The University shall ensure that the learning materials used in online teaching are free from plagiarism and that the ownership of such materials is adequately acknowledged.
11. The online course developers shall modify and build on existing openly-licensed

resources and create or co-create new digital educational resources in an ethical and responsible manner.

12. The University shall encourage the academic staff members to use an appropriate licensing service (e.g. Creative Commons) to protect the rights of intellectual properties.
13. The academic staff shall be provided with all necessary guidelines on the ethics pertaining to the online environment with the goal of promoting 'digital citizenship'. This shall include, but not be limited to, the following:
    - Online presence
    - Ethical use of online information
    - Responsible use of online materials in learning
    - Consequences of the irresponsible use of digital materials

Student Support and Ethics (Digital Citizenship)

14. At the beginning of courses, the students shall be made aware of the specific requirements pertaining to the online learning environment.
15. The university shall conduct an orientation programme on online learning at the beginning of each degree programme.
16. Prior to enrolment on an online learning course, students shall be provided with all necessary guidelines on the course. This shall include, but not be limited to, the following:
    - the nature and extent of independent learning involved
    - collaborative and supported aspects of learning
    - details of specific time slots assigned for synchronous learning or assessment
    - the regulations that are in place to provide a unique student identity and protect student information
17. Students shall be informed of the level and nature of support available, including but not limited to academic, technical and mentoring support for online learning.
18. The University shall ensure that procedures and regulations as specified in a Code of Conduct for students are fit-for-purpose in an online learning environment.
19. The University shall ensure that guidelines specifically formulated for the use of social media are fit-for-purpose in an online learning environment.
20. Students shall be provided with the required technical support when and where necessary.
21. Students shall be provided with all necessary guidelines on ethical conduct in an online environment, targeting 'digital citizenship'. This shall include, but not be limited to, the following:
    - Online presence
    - Ethical use of online information
    - Responsible use of online materials in learning
    - Consequences of the irresponsible use of digital materials

Assessing Students Online and Requirements

22. All online assessments shall adhere to and comply with the University Policy on Assessment and Award of Qualification.
23. In collaboration with the Network and Communication Services Unit (NCSU), the Office of the Dean in each faculty/institute shall provide the courses/programmes with accessibility to required/appropriate assessment software.
24. The individual faculty/institute shall decide the level of proctoring required during online assessments and make students aware of such conditions and requirements at the commencement of the course.
25. The NCSU shall be responsible for the cyber-security and backup facilities for student assessments.

Staff Training on Online Teaching and Learning

26. The University shall ensure that the academic staff involved in teaching on an online learning programme are appropriately trained and supported.
27. The University shall ensure, through the Staff Development Centre, that the members of the academic staff are provided with opportunities to develop their academic and technology - enhanced learning skills and digital competence.
28. The University shall assist the faculties, institutes, and centres in creating high quality online learning environments and innovative teaching and learning programmes and methods.

Definitions:

- Face-to-face classes: The usual classroom learning environment where no online technologies are used
- Web-enhanced learning: When the traditional face-to-face classes are combined with usually 1-30% of online technologies
- Blended learning: When the traditional face-to-face classes are combined with usually 30-80% of online technologies
- Online learning: When the learning takes place using >80% of online technologies
- Synchronous learning: When the learning takes place at a fixed time slot 'real-time' using online technologies
- Asynchronous learning: When the students learn at their own pace and time using online technologies
- Emergency Remote Teaching (ERT): a temporary shift of instructional delivery to an alternate delivery mode, perhaps online, due to a crisis situation, which involves the use of fully remote teaching solutions or some blended learning as a hybrid

Related Policies:

- Policy on Curriculum Planning, Development and Revision
- Policy on Assessment and Award of Qualification
- Policy on Teaching and Learning
- Policy on Distance Education
- ICT Policy

Related Acts, Rules, Regulations and Key Circulars:

- Sri Lanka Qualification Framework (https://www.ugc.ac.lk/attachments/1156_SLQF.pdf)
- Provisions of the Establishments Code relating to copyright
- Electronic Transaction Act No. 19 of 2006
- UGC circulars on assessment/re-correction/credit policies
- Examination Rules & Regulations and By-laws of the University
- Guidelines for Conducting Examinations, University of Peradeniya

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1.3. Policy on Credit Transfer

Policy name:	Policy on Credit Transfer
Policy number:	UoP-P 018
Date of Approval:	27.08.2022 (Approved at the 519th meeting of the Council)
Supersedes:	Not relevant
Approving Authority:	The Council, University of Peradeniya
Administrative Responsibility:	Vice-Chancellor, Deans of Faculties, and Directors of PGIs
Monitoring responsibility:	Boards of Management of PGIs, the Senate and the Council of the University of Peradeniya

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Overview

Credit Transfer refers to transferring credits (of learning) from one educational institution/university to another and having those credits recognized and counted for completion of study programmes by respective students. With increasing international opportunities for academic staff members and students, the University of Peradeniya acknowledges the need for a comprehensive policy on credit transfer to enhance academic mobility.

Scope and Application

This policy covers the procedure of credit transfer from other universities – both national and international to the University of Peradeniya, including the Postgraduate Institutes. It applies to all staff and undergraduate and postgraduate students at the University of Peradeniya.

This policy aims to streamline the process of credit transfer at the University of Peradeniya to promote and encourage academic exchange and mobility among higher education institutions nationally and internationally, thus expanding the horizons for learning.

Thus, this policy aims

- to improve the access of students to international programmes to enrich their capacity for learning and research
- to enhance the academic mobility of students across national and international universities
- to facilitate lateral and vertical mobility and progression within higher education and career pathways
- to enhance collaborations leading to such learning and research

To whom it applies:

1. All staff (academic and non-academic)
2. Students (undergraduate and postgraduate)

Key areas to which it applies:

1. Teaching, learning, and research
2. Undergraduate and postgraduate education
3. Assessments and grading
4. Quality assurance
5. Administrative and other non-academic staff

Key Policy Principles

The University shall establish the Policy on Credit Transfer in compliance with the policies, strategies and laws of the national system accepted by the University Grants Commission (UGC) and the Sri Lanka Qualifications Framework.

1. This policy ensures that when students undertake international exchange and other short term educational opportunities, such student(s) are not disadvantaged on their return to the University of Peradeniya. However, it is recommended that students who wish to undertake overseas study must seek prior approval from the Faculty/Postgraduate Institute for the course units to be studied overseas.

2. Required legal documentation must be fulfilled when proceeding with credit transfer programmes. The University may also enter into credit transfer agreements depending on the requirement.

3. Credit transfers to a study programme of a faculty or postgraduate institute shall be allowed only from national and international institutions with an equivalent semester-based course unit system where valid and reliable methods assess learning. Further, students must earn credits after completing the work prescribed at such institutions.

4. Students who wish to transfer credits for courses followed at overseas institutions without prior approval shall also have the provision to transfer credits subject to approval by the respective faculty/postgraduate institute following their return.

5. Students found guilty of misconduct are not allowed to transfer their credits.

6. Appropriate and reasonable time frames for lodging and processing applications should be advertised to students by faculties/postgraduate institutes of the University. Students shall be registered promptly to facilitate credit transfer. Credit transfers will not be allowed if the said study programme had been completed ten years prior to the date of application for credit transfer.

7. The approval of the Faculty Board with the recommendation of the relevant Department/s (or approval of the Board of Study in the case of Postgraduate Institutes) is required for credit transfers. Students who apply for transfer of credits shall present the original transcripts from respective universities and detailed course specifications (course description, learning outcomes and assessment scheme, etc.). If the original documents are in a different language other than Sinhala, Tamil, or English, an official signed/stamped translation of such documents shall be submitted along with the originals.

8. If formal arrangements such as memorandums of understanding/ agreements exist between the University of Peradeniya and the overseas institutions, such information relevant to an applicant's credit transfer shall be verified from official sources.

9. Follow-up during the processing of credit transfer applications – The applicants should be able to get information about the progress of their application and obtain information on any alternatives (if applicable) if the application is rejected.

10. Avenues of Appeal – Grounds for appeal and appeal procedures should be specified and explained clearly to the applicants. The appeals procedure should be consistent across the faculties and postgraduate institutes of the University

11. The maximum number of credits that a student can transfer shall amount to not more than one-third of the total number of credits of the relevant study programme at the University of Peradeniya. For research degrees, credits shall be earned by students after successful completion of the work prescribed by the overseas institution and completing the relevant assessment of learning.

Definitions

- ***Credit:*** The volume of learning at each level is described in terms of credits. A whole number indicates the number of credits per course unit or module. According to the Sri Lanka Qualifications Framework (SLQF), the minimum number of credits per course unit or module is one. One credit is considered equivalent to 50 notional learning hours of learning for a taught (with direct contact) course, laboratory studies course or field studies/clinical work. For industrial training, including time allocated for assessments, and for research, including time allocated for literature survey, one credit is considered equivalent to a minimum of 100 notional hours of learning. The student workload of a study programme is defined as 1500 notional learning hours per academic year. [Ref: https://www.ugc.ac.lk/attachments/1156_SLQF_2016_en.pdf]

  According to the European Credit Transfer and Accumulation System (ECTS), one credit in Sri Lanka's system equals two credits in the ECTS.

- ***Notional learning hours:*** Notional learning hours include direct contact hours with teachers and trainers, time spent in self-learning, preparation for

assignments, and carrying out assignments & assessments. The need to undertake any or all of these within a course/module will be considered when credits are allocated to respective courses/ modules when the curricula are designed.

It is understood that the combination of learning activities may vary from one-course unit or module to another.

In designating the number of credits to a particular course unit/ module, its workload should be computed based on the total amount of learning activities a student is expected to complete in order to achieve the foreseen learning outcomes, and the workload expressed in time should match the number of credits available for the course unit or module.

[Ref: https://www.ugc.ac.lk/attachments/1156_SLQF_2016_en.pdf]

- ***Short term educational opportunities*:** Include all teaching, learning and research activities (with or without accumulation of credit value) conducted at a university, which will not lead to a degree but shall be considered as a partial requirement (or substituents) for completing a degree. These include but are not limited to: summer school (or equivalent) programmes, short courses, certificate programmes, international student and /or staff exchange and mobility programmes, short term collaborative research, and special audit studentships.

- ***Overseas institutions:*** include,
    1. foreign institutes of higher education that are denoted by the following names: University, College, University College, Campus
    2. international research institutes (not focused on undergraduate and postgraduate teaching as their main purpose)
    3. international industries that combine and commercialize research and innovation in close operation with other foreign institutes of higher education

Related Policies

- Policy of Internationalization
- Policy on Conflict of Interest
- Policy on Assessment and Award of Qualifications
- Policy on Curriculum Planning, Development and Revision
- Policy on Teaching and Learning
- Intellectual Property Policy
- Policy on Quality Assurance
- Policy on Requirement to Align with National Policies and Frameworks

Related Acts, Rules, Regulations, Key Circulars

- Approved study programmes and their rules & regulations of the University of Peradeniya
- Universities Act, No 16 of 1978

NOTE: The University Grants Commission recognizes foreign Universities/Higher Educational Institutes based on international acceptance. Universities/Higher Educational Institutes that are listed in the following international publications, which are authentic sources of information on universities and higher educational institutes in different countries, are usually recognized at present**.**

1. Commonwealth Universities Yearbook
   (Published by Association of Commonwealth Universities)
   https://www.acu.ac.uk/

2. International Handbook of Universities
   (Published by International Association of Universities)
   https://www.whed.net/

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1.4. Policy on Conflict of Interest

Policy name:	Policy on Conflict of Interest
Policy number:	UoP-P 008
Date of Approval:	04.04.2021 (approved by the 503rd Council)
Supersedes:	Not relevant
Approving Authority:	The Council, University of Peradeniya
Administrative Responsibility:	All Officers of the University*, Directors of Postgraduate Institutes & Centres, and All Administrative Officers
Monitoring responsibility:	The Council, University of Peradeniya

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Overview:

The staff members of the university engage in a wide range of activities relevant to the designations and disciplines to which they are attached. The University recognizes the involvement of its staff with other parties in different activities and the advantages delivered by such activities to the University and the local and global community. Situations of conflict-of-interest can arise when the interests, both actual and perceived, of the staff member and the other related parties (hereinafter referred to as individuals) who are involved in a particular activity differ from the interests and primary obligations of the University as an institution. It is essential that all relevant individuals of the University avoid or manage situations of conflict-of-interest effectively and transparently and also be seen to avoid or manage those effectively and transparently.

The University trusts the ability and predisposition of its staff members to conduct themselves according to the principles/norms of professionalism, justice, fairness, and loyalty. Any failure on the part of staff members of the University to ensure such conduct could have dire consequences for both the institution and the concerned individuals. While the University affords its staff members the freedom that they deserve and require to effectively discharge the services expected of them, the University also recognizes the need to adopt a mechanism to protect itself and its staff members from such consequences. The Policy on Conflict-of-Interest is aimed at defining the official stance of the University of Peradeniya with regard to the notion of conflict-of-interest and provide a framework within which to manage situations of conflict-of-interest.

As per Part VI, Section 33 of the Universities Act No. 16 of 1978

- **Overall Policy Statement:** The University of Peradeniya trusts the ability and predisposition of its staff members to conduct themselves according to the principles/norms of professionalism, justice, fairness, and loyalty and is predisposed to protect its dignity and ensure that all individuals/parties who/that are engaged with the University are treated in a just and fair manner.

This policy shall be reviewed every five years to maintain its relevance and validity.

Scope and Application:

This Policy defines the University's position on the notion of conflict-of-interest. It also aims at raising awareness among the individuals in order to prevent situations of conflict-of-interest and to allow effective management of such situations. And the Policy outlines a framework to deal with situations of conflict-of-interest.

1. **Scope of the policy:**
   a) The University acknowledges the possibility of the individuals being in situations of conflict-of-interest. All the individuals are expected to identify the actual/potential/perceived situations of conflict-of-interest and then declare them and ensure that they are managed in a manner that is acceptable to the University.

   b) The University of Peradeniya recognizes the following situations/processes, among others, as ones where there is a high likelihood of situations of conflict-of-interest arising: recruitment processes; examination-related duties; research supervision; involvement in projects, activities with financial benefits to university staff members; processes involving tender decisions; contract management; getting appointed to executive/administrative positions; processes involving legal decisions and proceedings; policy making; processes involving the formulation of agreements and partnerships, activities in relation to research, development and innovation; provision or acceptance of donations; engaging in consultancy; the preparation and adoption of MoUs and contracts; and contributions to key decisions at meetings (boards, councils, etc.) particularly those of far-reaching consequences.

   c) The policy provides a framework to be used by the relevant authoritative bodies tasked with handling situations of conflict-of-interest in managing such situations, in a manner that the credibility of the University in the eyes of the public is always affirmed and upheld.

   d) It is expected that this Policy will uphold the credibility of the University, which will in turn enhance the University's chances of securing collaborations and partnerships that benefit the institution, the members of its community, and also the broader public.

2. **Application:** The "individuals" referred to in the policy statements include the following personnel of the University of Peradeniya:

a) all permanent and contract/temporary staff members of all levels,
b) outside individuals who serve on different boards, management committees, and councils,
c) outside individuals who perform collaborative activities with staff members of the University, and
d) outside consultants and any individuals or groups undertaking activities for or on behalf of the University.

Key Policy Principles

1. The University accepts that the effective and transparent management of situations of conflict-of-interest is fundamental to ensuring the credibility of both the University as an institution and also all the individuals involved.
2. All individuals/affiliated to the University shall place the public interest above their private interests when carrying out their official, University-related functions and duties (actual conflicts of interest).
3. The individuals shall not allow themselves to get into situations where outside interests may come into conflict or appear to come into conflict with the interests of the University (potential conflict of interest).
4. The individuals shall always conduct themselves in a manner that does not lead to any suspicion that the decisions that they make as individuals affiliated to the University have been influenced by personal/financial/other interests (perceived conflicts of interest).
5. The staff members shall avoid and be seen to avoid, engaging in outside activities that are in violation of the values and principles that the University upholds and/or compete with the activities undertaken by the University.
6. All individuals shall conduct themselves with complete neutrality and professional integrity, with regard to matters related to the University.
7. All individuals shall be responsible for avoiding situations of conflict-of-interest wherever and whenever possible; identifying potential situations of conflict-of-interest, declaring and/or reporting such situations; and managing any actual, potential or perceived conflict of interest that applies to them.
8. The individuals shall always disclose relevant situations/positions/circumstances before they engage in an activity, if they are in doubt whether such activity embody a conflict-of-interest.
9. The primary obligation of determining whether an individual is in a situation of conflict-of-interest shall rest with that individual. In the event that an individual feels that he/she is in a situation of conflict-of-interest or a position that could potentially lead to a situation of conflict-of-interest, he/she shall be under obligation to declare that to his/her immediate superior with regard to the

relevant activity and seek her/his opinion regarding whether the situation constitutes a conflict-of-interest. If the superior officer consulted does not feel that he/she is able to determine if the situation in question constitutes a conflict-of-interest, or if the individual is not satisfied with the opinion of the superior officer for some reason, then the matter should be referred to the next level in the management structure.

10. The University is of the view that a full disclosure of any conflict-of-interest followed by credible, genuine, and effective measures in managing and monitoring the situation are the key steps in preventing and resolving such situations. The University considers that a full disclosure demonstrates good faith on the part of the staff member and shall be used to protect his or her reputation and that of the University.
11. A declaration of an actual/potential/perceived conflict of interest in itself shall not necessarily restrict or preclude an individual from engaging in the relevant activity. The process of disclosure and careful fact-analysis may clarify doubts on the activity and may later be deemed acceptable and permissible.
12. Individuals shall regularly review the relationship between their private interests and their university duties in order to identify any changes in relation to the notion of conflict-of-interest.
13. The University shall have a proactive approach to assessing and managing the risks involved in situations of conflict-of-interest. Under this Policy, the University shall develop further guidelines to be followed when engaging in high-risk activities and shall commit itself to enforcing the relevant existing laws, rules and regulations to the maximum extent possible.
14. On request, the University shall accept declarations on situations of conflict-of-interest in a confidential manner; however, the declaration and a report on the decision with regard to the declaration shall be archived by the relevant officer (the Deputy Registrar, Senior Assistant Registrar/Assistant Registrar) in case of Faculties/Institutes, and a relevant officer identified by the Registrar in case of the other Divisions/Units/Centres of the University. All other regular declarations shall be archived along with the relevant documents/files
15. Individuals shall follow one or a combination of mitigation strategies listed below in managing situations of conflict-of-interest:
    a. relinquishing the private interests by the concerned individual;
    b. restricting the involvement of the concerned individual in the relevant activity;
    c. employing a disinterested third party to oversee the activity in question;
    d. removing the concerned individual from the activity in question if the conflict cannot be managed using the above strategies.
16. The University shall establish and maintain a mechanism and procedures for individuals to declare conflicts of interest and to assess the seriousness of the declared **actual/potential/perceived** and **direct/indirect** conflicts-of-interest.

The University shall make it mandatory for its employees/partners to declare any conflicts of interest particularly in the case of high-risk activities. The declaration form shall contain specific instructions for completing and submitting the form and outline a plan for managing situations of conflict-of-interest (as of #15).

17. In entering into MOUs, agreements and contracts, the identified interests of all the individuals shall be considered, analysed, and documented. Any doubts shall be referred to the Legal Division of the University and decided based on its clarifications and adjudications. The decision shall be fair by all involved individuals based on available legal provisions. And in such mutual contracts the University, its staff members and students shall experience no or minimum damages or losses.
18. All officers of the University, Directors, Heads of Departments and Administrative and Financial Officers shall sign a conflict-of-interest declaration form on the appointment, and they shall review the validity of their declaration annually.
19. When reports of apparent/perceived conflict of interest, failure to manage those or complaints of potential breaches are received, the University shall address it with the relevant individuals transparently and collaboratively through relevant authorities such as (Registrar, Directors of Centres, Directors of Institutes, Deans of Faculties, the Deputy Vice-Chancellor, and the Vice-Chancellor).
20. The DR/SAR/AR of the Legal Division shall be contacted in a dispute for further clarification. When a collaborative solution is not possible and a breach or a potential breach is apparent to the legal Division, the Vice-Chancellor shall appoint a review panel to review the dispute in relation to the disputed conflict-of-interest and the report be submitted to the Registrar, the Vice-Chancellor or the University Council depending on the involved individual. The University Council shall exercise powers and authority vested in it to judge the seriousness and take appropriate actions within available legal provisions.
21. The University shall promote awareness on conflict-of-interest and related policies and processes among all individuals attached to the University

Definition:

1. Conflicts-of-interest: A situation in which a public official or fiduciary who, contrary to the obligation and absolute duty to act for the benefit of the public or a designated individual, exploits the relationship for personal benefit, typically pecuniary.

2. Conflicts of interest can take the form of

    a) An ***actual conflict of interest*****:** There is a actual conflict between an individual's university duties/commitments and private interests.

b) A ***potential conflict of interest*:** An individual has private interests that could conflict with their university duties/commitments. This refers to circumstances where it is foreseeable that a conflict may arise in future and steps should be taken "now" to mitigate that future risk.

c) A ***perceived conflict of interest*:** The public or a third party could have the view that an individual's private interests could improperly influence their decisions or actions in the university duty/commitments, now or in the future

d) ***Conflict-of-duty:*** A conflict that arise when a person is required to fulfil two or more roles that may actually, potentially or be perceived to be in conflict with each other

- **Private interests:** A private interest means anything that can influence an individual. Private interests include direct interests, such as an employee's own personal, family, professional or business interests. They also include indirect interests arising from personal (including consensual), family, professional or business relationships with individuals or groups whom the individual is or was recently closely associated. Private interests may be pecuniary (i.e. financial), which includes any actual, potential or perceived financial gain or loss. They may also be non-pecuniary, which includes any tendency toward favour or prejudice resulting from personal or family relationships, such as friendships, enemies, or sporting, cultural or social activities.

Related policies:

Code of conduct/ for academic staff in the University of Peradeniya

Related Acts, Rules, Regulations, Key Circulars:

Establishment Code Chapter – XXI, Section 1:5

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1.5. Policy on Deferment of Registration and Leave of Absence for Registered Students

Policy name:	Policy on Deferment of Registration and Leave of Absence for Registered Students
Policy number:	UOP-P 001
Date of Approval:	28.08.2021 (Approved at the 507th meeting of the Council)
Supersedes:	NA
Approving Authority:	The Council, University of Peradeniya
Administrative Responsibility:	Deans and DR/SAR/AR of faculties, Faculty Boards
Monitoring responsibility:	The Senate & The Council, University of Peradeniya

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1) It is mandatory for all fulltime students of the University to register for their academic programmes on time and attend regularly to the prescribed work of their academic programme without discontinuity, to the satisfaction of the Dean of the Faculty, barring compelling circumstances.
2) All registered students should renew their registration within the period specified by the faculty at the beginning of each academic year. If a student fails to renew his/her registration, he/she should make a written request to the Dean of the Faculty for permission for late registration by giving a reason/s for not renewing the registration on time. The Dean reserves the right to accept or reject the reason/s stated.
3) Whenever a registered student fails or is unable to attend an academic programme for an unspecified period of time, the student or his/her parent/ guardian should inform the respective Dean of the Faculty immediately when such inability is recognized. However, within 02 weeks of such notice, the student should ensure to send a written communiqué to this effect to the Dean or the Senior Assistant Registrar/Assistant Registrar of the Faculty.
4) Deferments are considered only if the student is registered for the respective degree programme and has not taken any examination. However, after sitting for an examination, a student may request for "leave of absence" during the academic programme as detailed under No.7 below.
5) If any student wishes to get his/her registration deferred at the time of registration, he/she should;
    i. register with the University of Peradeniya,
    ii. register for the academic programme in the respective Faculty,
    iii. make a written request to the Faculty for a deferment (*only requests with reason acceptable to the Faculty Board will be entertained).*

6) When the deferment is granted;
    i. the period of deferment shall not exceed one academic year except on approved medical grounds*,
    ii. the total period of deferment granted shall not exceed two academic years including the period granted on medical grounds*,
    iii. the period of such deferment recommended by the respective Faculty Board and approved by the Admissions Committee will be excluded from the stipulated time period specified for the respective degree programme.
7) A student may request for "leave of absence" for medical* or any other acceptable reason (*eg: to accept a foreign scholarship/training etc.)* while following the academic programme and after siting for one or more examinations. Such leave as recommended by the respective Faculty Board and approved by the Admissions Committee will be excluded from the stipulated time period specified for the respective degree programme. Absence with a reason/s not acceptable to the Faculty Board may also be considered provided that the period of absence is not excluded from the stipulated time period specified for the respective degree programme.
8) After obtaining "leave of absence", the student is still eligible to earn a Class, if he/she completes the degree within the stipulated time period.
9) The maximum period of registration of a student at the University will be a period equivalent to double the stipulated time period for his/her respective degree programme.

*, Note :- Medical Certificates submitted should be acceptable by the Chief Medical Officer of the University of Peradeniya

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1.6. Policy on Student Progression

Policy name:	Policy on Student Progression
Policy number:	UOP-P 0##
Date of Approval:	##.##.2023 (Approved at the 5## meeting of the Council)
Supersedes:	NA
Approving Authority:	The Council, University of Peradeniya
Administrative Responsibility:	Boards of Examiners, Faculty Boards, Boards of Study, Boards of Management, The Senate
Monitoring responsibility:	The Council, University of Peradeniya

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Overview

Monitoring and reviewing student progression is paramount to ensure the attainment of teaching aims and learning outcomes at the course and programme levels. This, in turn, would guarantee that students reach academic excellence at the end of their study programme. Other than the teaching and learning strategies, student support mechanisms such as counselling, career guidance, mentoring, welfare facilities and financial assistance will also contribute enormously to student progression. This Policy on Student Progression documents the University's continuous commitment to facilitating students' academic progress and ensuring that they timely complete the study programmes per the predetermined award requirements stipulated in the rules and regulations of respective programmes.

The Council shall review and confirm the policy every five years to maintain its relevance and appropriateness. The Council, at its discretion, shall have the power to exercise any or all clauses of this policy. The Council shall interpret, modify, or make amendments to the policy from time to time when necessary.

Scope and Application

Student progression is a process in that students pass the required courses and fulfil the requirements for graduation with minimal or no dropouts. The faculty should review students' grades at the end of each semester to determine their progress in the enrolled programme. It is essential to ensure that a student completes a particular programme of study during the stipulated period. The examination and assessment systems must keep pace with contextual changes and benefit students without compromising standards. A review of student progression enables identifying students with poor academic performance and attainments and provides an opportunity to offer them support and advice to improve their academic performance, progress, and attain learning outcomes.

This policy aims to ensure that student progression is effectively monitored throughout the study programme and that appropriate actions are taken when necessary to ensure the smooth progression of students through the academic programme with stipulated durations.

The Policy on Student Progression shall apply to;

- All students admitted to undergraduate and postgraduate programmes of the University of Peradeniya. This policy does not apply to students admitted to elective and exchange programmes.
- Teachers of all study programmes
- All faculty Boards, Boards of Studies and the Senate

Key Policy Principles

1. The student shall be responsible for achieving satisfactory academic progress and achieving all award requirements, including completing their programmes within the maximum duration allowed to complete the programme.
2. The University shall be responsible for monitoring students who are unable to achieve and are at risk of not achieving academic progress as intended.
3. The University shall be responsible for providing adequate support to help students meet their award requirements.
4. The decisions on academic progression shall be based on predetermined and approved academic criteria.
5. In identifying and supporting students not achieving intended academic outcomes, the University shall be fair, equitable, consistent, transparent, respectful of privacy and timely.
6. In ensuring student progression, the University shall confirm that students achieve

    a. the Programme Learning Outcomes and the graduate attributes defined by the University; and

    b. professional standards of practice as determined by relevant regulatory professional bodies/accreditation agencies.

7. The monitoring and reviewing student progression shall be consistent and transparent, and the outcome shall be available to all stakeholders when and as necessary.

Guidelines for Effective Support Mechanisms for Student Progression

1. The University shall provide all students with handbooks/coursebooks on enrolment in the academic programmes. These materials shall have complete details on all available support mechanisms.
2. Each entity of the University that offers academic programmes shall have approved and documented strategies, tools and Standard Operating Procedures for evaluating student progression. Evaluating student progression and identifying weaker students shall be every entity's regular and timely practice.
3. The University shall establish formal support mechanisms with duly appointed academic advisors/HOD for students of each study programme. Relevant academic staff members shall be adequately trained for their intended roles. They shall

a. assist/ guide students in selecting appropriate course combinations within the study programmes related to their career expectations and available prospects.
b. attend to specific requirements, identify problems and provide solutions to students who struggle to attain the intended academic achievements.
c. refer students to Counseling and Psychological Support Unit (CaPSU) and Student Support Services and Wellbeing Services (SSS&WS) when necessary.
d. refer needy students to relevant experts/centres for specific support/care.
e. refer students to get English language support through ELTUs.
f. identify students who are unable to complete their course requirements and provide them with alternative educational pathways, where possible.

4. Each Faculty/PGI shall discuss matters related to student progression and the support mechanisms available at the Faculty Boards/Boards of Study/Boards of Management. In addition, each entity shall have Key Performance Indicators to evaluate student progression in general. The outcome shall be reported to the Senate.
5. The University shall assign a mentor for every student at the enrolment who would monitor and guide the student's progress throughout the study programme. In addition, an appointed student counsellor shall provide counselling support.
6. The University shall have mechanisms to address the genuine grievances of students at the earliest.
7. The University shall have zero tolerance for ragging and sexual and gender-based violence (SGBV) to create a conducive teaching and learning environment and avoid student dropouts.
8. The University shall appreciate the good academic performance of underprivileged/needy students with a specially designed scholarship programme.
9. The University shall provide career guidance for students by the Career Guidance Unit/Coordinator of the Faculty coordinated by the Career Guidance Unit of the University. Career guidance shall be there from the enrolment so that students have adequate opportunities for desired career choices.
10. The University shall address the language barrier of students by improving English proficiency through the English Language Teaching Unit (ELTU) of the University. In addition, adequate provisions shall be created in curricula within the first semester of academic programmes to provide opportunities for enhancing students' language competencies.
11. The University shall take all possible measures to release the results of formative and summative assessments on time, providing adequate opportunity for students to prepare for repeat/resit examinations and relieving tension. Formative assessments shall be held at multiple points in every course providing prompt feedback and allowing students to progress smoothly through the programme/course. Formative assessments with a summative value shall be integral to the assessment structure to reduce the impact of end-course assessments on the grades attained by students.
12. The university shall encourage academic excellence and overall excellence of students through various reward systems such as Dean's list and Faculty awards schemes and the Peradeniya University gold medal for scholastic and extra-mural excellence.

13. The University, with a central mechanism, shall identify impediments to students' progression in academic programmes in general, and strategies shall be formulated and implemented with well-estimated annual targets/KPIs
14. The University shall have fallback options made available within all undergraduate curricula and allow students to attain meaningful qualifications
15. The University shall have early exit and fallback options built into all postgraduate programmes to prevent dropouts.
16. All postgraduate programme providers (faculties and PGIs) shall have carefully designed mechanisms to support the progression of students enrolled in all postgraduate programmes. They shall
    a. devise structured opportunities/milestones to receive supervisor feedback
    b. obtain periodic reports/recommendations from the Principal Supervisor on the progress
    c. identify any additional training requirements
    d. enable research integrity to be monitored
    e. obtain appraisals of progress by both the student and all supervisors
    f. enable students and the University to monitor progress towards timely completion

Related policies:

- Policy on Curriculum Planning, Development and Revision
- Policy on Teaching and Learning
- Policy on Quality Assurance
- Policy on Students with Disabilities
- Policy on Sexual or Gender-based Harassment and Sexual Violence

Related Acts, Rules, Regulations, and Key Circulars:

- Commission Circular 04/ 2015 of the University Grants Commission on "Strengthening of Internal Quality Assurance System in Universities and Higher Educational Institutions Through Internal Quality Assurance Units
- Sri Lanka Qualification Framework, UGC, 2015
- University guidelines on curbing ragging
- Code of Practice on Career Guidance
- Guidelines for Selecting Students for Dean's List and Dean's Awards Scheme

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Part 02

The Examination Process

Introduction to the Examination Process

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 programmes.

Any examination process in the University includes following three Phases.

Phase I: Preparation for examination
Phase II: Conducting the examination
Phase III: Marking and grading, and releasing results

2.1. Preparation for Examination (Phase I)

2.1.1 Calendar of Dates

2.1.1.1 The Deputy Registrar (DR)/Senior Assistant Registrar (SAR)/Assistant Registrar (AR) of the faculty shall draft the calendar of dates* for the forthcoming semester**/academic year, and send it to the Dean, Heads of Departments (HoDs)/Course Coordinators (CC) for observations at least two months before the last date of the previous semester/previous academic year.

Preparation of calendar of dates

** The calendar of dates shall specify the date of commencement and date of completion of a semester/academic year, including academic programme, study leave, vacations, and examination period.*

***An academic year consists of 2 semesters, and a semester consists of 20 weeks, including the time for the teaching programme, study leave, and all examinations work. A semester needs to be defined based on the requirements of the Faculty/Study Programme.*

2.1.1.2 Within a week of the preparation of the draft calendar of dates of the semester, the DR/SAR/AR shall prepare the final draft of the same in consultation with the Dean and HoDs and finalize obtaining the approval of the Faculty Board not later than one month before the last date of the second semester of the previous academic year. Once approved by the Faculty Board, the DR/SAR/AR shall place the same at the Senate for its approval. Once confirmed, the calendar of dates shall be circulated to staff members and students and published on the faculty web page.

Finalisation of the calendar of dates and its availability

2.1.1.3 Any revisions to the calendar of dates due to reasons acceptable to the Faculty Board shall be made by the DR/SAR/AR in consultation with the Dean and obtain a new approval of the Senate.

Revision of calendar of dates

2.1.1.4 Once the calendar of dates is approved, the DR/SAR/AR in consultation with the Dean and HoDs/CCs, shall maintain a detailed plan and schedule of all examinations conducted by the faculty in the respective semester.

Planning of examinations in the faculty

Note:
This plan shall include

a. dates of appointing examiners, supervisors, and invigilators,

b. issuing admission cards/forms,
c. dates of different components of assessment (Including continuous assessments and skills assessment/practical examinations),
d. dates of moderation meetings (pre-scrutiny and final scrutiny board meetings),
e. completion of first & second marking,
f. dates of moderation of results (pre-results boards and results boards);
g. releasing of results and
h. time for provisions for re-scrutinization of marks and grades as per the UGC Circular 978 of 9th April 2012.

2.1.1.5 The examinations in any semester/course shall commence as Specified in the calendar of dates. The end-semester examination shall commence no later than one week after completion of the academic programme of the semester.

Commencement of examinations

2.1.1.6 The DR/SAR/AR shall make arrangements to release the results of examinations not later than three months from the last date of examination (as per UGC Establishment Circular Letter No.15/2015).

Deadline to Release results

2.1.1.7 If circumstances arise which, in the opinion of the Dean, render the postponement of a scheduled examination necessary, he/she shall postpone the examination and forthwith inform the DR/SAR/AR, Supervisors and relevant staff members and reschedule the examination with a revision of the Calendar of Dates through the Faculty Board and the Senate.

Postponement of a scheduled examination

2.1.2 Appointment of Examiners

2.1.2.1 Faculties shall adhere to the guidelines given in Note 1 and 2 below in developing their own policies and procedures in appointing Chief, First & Second examiners, and Moderators and their ToRs.

Faculty Policy on first & second examiners and external moderation

Note 1:

a. The First Examiners are usually appointed among Probationary Lecturers, Lecturers, Senior Lecturers, Professors, Senior Professors, & visiting lecturers who teach the course/content under examination.

b. The Second Examiners are selected from the same Department, a different Department, or another faculty/institute.

c. *External Moderator is a competent individual outside the faculty or the University.*

d. *HoD/CC is appointed as the Chief Examiner. Another competent person may be nominated by the Faculty Board, if the relevant HoD/CC is not available for a particular examination.*

e. *All examiners must declare conflicts using "**Declaration of Conflict of Interests (Short Form)" (Annexure 8.1)** and if a conflict is declared, it shall be managed per the guidelines in the full SOP on conflict of interests (See the SOP in Section 6.4).*

Note 2:

***Exceptions to the composition of evaluation panels due to constraints*:**

a. Evaluation of Mid and End course assessments of a course shall be carried out only by the members of the Senate-appointed evaluation panel.

b. Under unavoidable circumstances, staff members of the Temporary Lecturer category may be appointed by the Senate to the panel as "Marking examiners" * of a course. In that case, the Chief examiner should engage them for evaluation within the Faculty/PGIs/Centre premises under the supervision of permanent staff member/s of the evaluation panel. This provision shall be applicable to all components of assessments with a summative value.

*Marking examiners are members of the appointed panel only for marking the answers scripts and other students' submissions on assessment tasks.

c. Under unavoidable circumstances, marking of submissions of continuous assessments of a course may be carried out with the assistance of staff members who are not members of the Senate-appointed evaluation panel of the course. Such marking shall be carried out within the premises of the Faculty/PGIs/Centre under the supervision of permanent staff member/s of the Senate appointed evaluation panel of the course. Records of such evaluations and evaluators should be maintained by the Faculty/PGIs/Centre and should be reported to the Senate through the *"Semester Assessment Record (Annexure 8.17)"*

2.1.2.2	Prior to or within two weeks of the commencement of the academic programme, quoting the examination dates, the DR/SAR/AR shall request the HoDs/ CC to finalise and return the lists of examiners for each course of the respective department/study programme. The nominations should be made within two weeks from the date of request using the specified form approved by the Senate (Annexure 8.2). The list shall include examiners for all assessment components with a summative value (end-course examinations, continuous assessments, practical examinations, evaluation of thesis, seminar presentations and viva examinations and any other assessment component).	Request for the list of Examiners
2.1.2.3	Once received, the lists of examiners shall be organised by the DR/SAR/AR based on the study programme, academic year and the semester, the batch of students and subjects/courses. DR/SAR/AR shall scrutinise and ascertain the completeness of the lists (whether each HoD/CC has recommended examiners for all courses relevant to the semester).	List of Examiners and its Scrutiny
2.1.2.4	In consultation with the Dean, the DR/SAR/AR shall obtain approval of the Faculty Board and the Senate for the nominated examiners not later than ten weeks after the commencement of the academic programme of the semester.	Faculty Board and Senate approval of examiners
2.1.2.5	If any appointed examiner is unable to perform the assigned duty (set question papers; mark answer scripts/reports of research projects/assignments; conduct practical examinations and/or any other task related to examination), he/she shall forthwith inform the DR/SAR/AR with copies to respective the CC/HoD and Dean. In addition, he/she shall make alternative arrangements in consultation with the CC/HoD and inform the DR/SAR/AR immediately. If he/she is outside the University, the CC/HoD shall immediately find alternative arrangements and confirm with the Dean and the DR/SAR/AR.	Inability to perform assigned duties, and alternative arrangements
2.1.2.6	DR/SAR/AR shall obtain approval from the Faculty Board and the Senate for such alternative arrangements.	Approval for changes

2.1.3 Assessment and Grading Procedure

2.1.3.1 **Assessment Policy of the Faculty**

A	The performance of candidates within each course shall be assessed with formative and summative assessments conducted at critical stages of learning, where the assessment tasks are constructively aligned to the ILOs of the courses.	Constructive alignment & multiple assessment points

B	Examiners shall be responsible for ensuring fairness in the subjective evaluation of students' performances by engaging multiple assessment tasks and a panel of examiners in evaluating performance in relation to such ILOs.	Objectivity
C	Appropriate assessment procedure(s), the percentage contribution of each assessment component to the final marks, and proper time & level of assessment within each course shall be determined by the CC/Chief Examiner based on the course plan. It shall be approved by the relevant Department or at a common plenary session/appropriate committee organised by the Faculty or the Faculty Board. The approved assessment system/structure for a given course shall be made available to students & teachers at the commencement of the academic programme of the course by the CC. The Chief examiner shall ensure that the evaluation of students' performance shall be carried out only after giving sufficient prior notification to the students.	Availability of information on assessments
D	Each student shall be treated equally during the evaluation process. This uniformity should extend to the standard of assessment tasks, even when different tasks are assigned to test the prescribed Intended Learning Outcomes (ILOs) of a course.	Consistency
E	All assessment tasks with the summative purpose (i.e. used for grading) shall be moderated.	Moderation
F	The preparation of assessment tasks of an impending examination shall be done with utmost attention by the examiners ensuring that the information on the content of the materials is not leaked. Soft copies of evaluation material shall be password-protected, and the stored device shall be protected. Hardcopies of such material shall be kept locked in a secure place. Examiners/ Chief Examiner & the Registrar shall be responsible for ensuring confidentiality. If the assistance of third parties is used for setting assessment tasks and duplicating material for evaluation, the examiners shall make every effort to avoid leaking the related information.	Confidentiality in setting
G	Each course shall carry a minimum of one hour of assessments per candidate. However, the total duration may vary according to the number of credits of the course. It shall be predetermined by the study programme	The minimum total duration of assessment

and included in the course specifications provided to students at the commencement of the course.

H The different components of the assessment of a course shall be scheduled within a semester at different time points corresponding to the attainment of ILOs by the students as per the course plan. — Assessment of skills

I Depending on the examination rules and regulations of the study programme, a candidate who has failed a course but has completed all continuous assessments may/may not be required to repeat the continuous assessments in his/her next attempt to complete the course. — Handling continuous assessments on repeat attempts

2.1.3.2 **Grading Procedure**

A The faculty shall define its policy & procedure for grading undergraduate students on their performance in a course at examinations (the practice of standard-setting). — Grading policy & procedure

B The examiners shall assess the candidate's overall attainment of learning outcomes in a course on a 0-100 scale using validated marking schemes/assessment rubrics for all assessment components. A grade for the course is awarded to each candidate based on his/her marks according to the grading policy of the faculty. — Grading procedure

The grades and corresponding Grade Point Values (GPVs) based on UGC Circular 901 are as follows:

Letter Grade	GPV	Letter Grade	GPV
A+/A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	E	0.0
C+	2.3		

C Unless the Faculty Board determines a sitting of a candidate at an examination as a first attempt, a grade higher than C shall not be awarded at subsequent attempts. — Grading in repeat attempts

D To pass a course, a candidate shall achieve a minimum grade of C (unless otherwise a grade is specified by the — Requirement to Pass

examination rules and regulations of the study programmes).

E A grade of A+ is given only to those who are outliers in the distribution of marks as specified by the examination rules and regulations of the study programmes. — Upper cut off

F The Grade Point Average (GPA) shall be calculated based on the GPVs of grades obtained for all courses (candidate's performances) weighted according to the number of credits in corresponding courses (learning volumes/credits attempted) using the following formula. — GPA calculation

$$GPA = \sum C_i G_i / \sum C_i$$

where

G_i = the Grade Point Value of the ith course and

C_i = the number of credit units of the ith course

G Each study programme shall stipulate specific requirements to allow progression through the programmes in the rules and regulations applicable to the study programme. — Progression through the study programme

H The Cumulative GPA (CGPA) of each student for the entire study programme shall be calculated after completing all requirements of the degree, applying the formula given in F to the performances of all courses in the study programme. If another weightage is added based on the academic year/level (i.e., unequal proportions for different years of the academic programme), the CGPA shall be calculated as follows. — CGPA

$$CGPA = \sum (a_j T_j P_j) / \sum (a_j / T_j)$$

where

a_j = proportional contribution of each year

T_j = total course units credited in the year $_j$.

P_j = GPA in year $_j$.

I The classes will be awarded as given below based on the CGPA values rounded to two decimal values as prescribed by the UGC circular number 901 and subject to other requirements specified in the rules and regulations applicable to the study programmes. — Award of classes

Level of Performance	CGPA
First Class	≥ 3.70
Second Class (Upper division)	3.30-3.69

Second Class (Lower Division)	3.00-3.29
Pass	2.00-2.99

J For non-GPA courses (the courses of which the performance is not considered in calculating the CGPA/determining the eligibility for a Class), the candidates' performances on attaining the ILOs may be graded as pass/fail without assigning a letter grade as of 2.1.3.2, B (see 2.3.1.5).

2.1.4 Continuous Assessments

2.1.4.1 General Guidelines for Continuous Assessments

A All students shall attend continuous assessments of courses at the first available attempt as given in the course plan/schedule, which is informed at the commencement of the course. — Attempt and time of assessment

B When a student has not been able to present him/herself for continuous assessment(s), makeup assessments(s) can be provided by the CC/Chief Examiner. As specified in the rules and regulations of study programmes, the student must submit a written request giving a valid reason(s) acceptable to the Faculty Board for the continuous assessments' missed component(s). Except for urgent cases, students shall obtain prior approval to be absent at continuous assessments as specified by the examination rules and regulations of the study programmes. — Makeup assessments

C As of the faculty policy, once an assessment is complete (e.g., assignments, quizzes, tutorials, reports, & field notes), the assessed work shall be handed over to students with marks and comments before administering the subsequent assessment task in the same course. — Returning continuous assessment work and marks

2.1.4.2 Assessments of Practical Components in Continuous Assessments

A Assessments of practical content/components as continuous assessments shall be based on each course's course plan/schedule & ILOs. — Timing of practical components

B Once a practical examination is scheduled in the timetable as a continuous assessment, the HoD/CC shall keep the Examiners, Supervisor, Invigilators, Technical Officers, Lab attendants, and Work-Aides of laboratories informed of the scheduled practical examinations. — Making arrangements for practical components

C Assessment tasks/questions of continuous assessments conducted with the summative purpose shall be moderated — Moderation of practical assessment tasks

by all teachers of the course or at least by an internal moderator.

D The DR/SAR/AR shall display/notify timetables of assessments of such practical components to candidates at least seven days before the examination. Notice to students

2.1.5 Preparation of End Course Examinations

2.1.5.1 Requests for Setting Question Papers for End Course Examinations

A Within one week of the appointment of the Examiners, the DR/SAR/AR shall request the HoDs/CC to start setting examinations for each course. Then, the HoD/CC shall notify Examiners to set the examinations/assessment tasks for each course as per the assigned tasks. The HoD/CC/Chief Examiner shall also provide the following to the examiners: Setting papers and quality of questions

i. Structure of the examination and types and numbers of questions required giving details about the time and marks allocations of different assessment tasks/components.
ii. ILOs of the course
iii. formatting requirements/templates of question papers as per the study programme/faculty guidelines
iv. information on concerns/matters included in the Supervisor's/External Moderator's reports or decisions taken at Scrutiny Boards/Results Boards/Faculty Boards concerning previous examinations.

Notes:

a. In setting assessments, the Chief Examiner & Examiners of each course shall constructively align assessment tasks to ILOs with an Assessment Blueprint/Content Validity Grid and prepare model answers and the marking schemes. The Chief Examiner shall prepare the Assessment Blueprint/Content Validity Grid in consultation with other Examiners.

b. The study programmes that utilise question banks may develop questions for the banks, and questions may be selected from the bank based on the Assessment Blueprint. In such situations, the faculties shall have a policy and practice on updating and upgrading the question banks with appropriate moderation procedures (see Part 5).

B The CC/Chief examiner shall send duly prepared question papers formatted according to the faculty requirements and corresponding model answers and marking schemes to DR/SAR/AR of the faculty on or before the date specified for submission of question papers with completed Assessment Blueprints on a prescribed template by the faculty.

Submission of question papers

C Examination timetables, including details of all components (Course names and codes, dates, times, durations, and venue), shall be given to the students with the admission card (Annexure 8.4). If any special material is allowed into examination halls, especially in practical assessment components, announcements with adequate details should be given to students at least two weeks before the scheduled date of such assessment components.

Giving admission card, information & timetables

2.1.5.2 **Scrutiny/Moderation of Question Papers**

A The DR/SAR/AR shall announce the date/dates for scrutiny/moderation of question papers.

Announcing Scrutiny Boards

B The faculty shall obtain the approval of the Senate for the composition of the Scrutiny/Moderation Board(s) using the template provided in Annexure 8.2 not later than ten weeks after the commencement of the academic programme of a semester. The Final Scrutiny/Moderation Board(s) shall be chaired by the Dean/HoD/Semester Coordinator. It shall be attended by all Senate-appointed examiners of the course, two senior academics identified at the Department meeting/nominated by the Dean and approved by the Faculty Board (Internal Moderators), and/or the External Moderator.

Composition & approval of the Scrutiny Board

C The Board of Scrutiny/Moderation shall have the authority to examine all question papers with respect to

Authority/ToR of Scrutiny/ Moderation Board

i. accuracy of instructions,
ii. information given on the first page/header and its adherence to the approved format,
iii. academic standards,
iv. consistency & objectivity,
v. overlaps between parts of the question paper,
vi. comprehensiveness & balance (whether ILOs are assessed as per the Assessment Blueprint),
vii. structure of individual questions as per approved guidelines,
viii. clarity of questions and absence of ambiguity,
ix. degree of difficulty,
x. congruency with time and marks allocated,

xi. accuracy of marks and time allocation,
xii. adequacy and congruency of assessment strategies as per the Assessment Blueprint,
xiii. similarity to question papers of the previous years, and
xiv. adherence to other Faculty Board approved guidelines.

D When each paper has been scrutinised/moderated and approved by the Board, the Chairperson shall obtain signatures of the Board members on each page and a logbook maintained at the respective Department/Faculty. A note/minute of any special decision made at the meeting shall be maintained.

Attendance of Board(s) members & minutes

E It is the responsibility of the Chief Examiner to address all suggestions/corrections made by the Scrutiny/Moderation Board(s) before the multiplication of papers. The faculty shall have an approved procedure to ensure that the corrections made by the Scrutiny Board/Moderator are attended correctly and keep the original scrutinised/moderated papers by the respective Board (s) and a copy of the corrected paper under the custody of the HoD/Examination Unit.

Responsibility of Chief examiner, HoD, and Dean

2.1.5.3 **Multiplication of Question Papers**

A DR/SAR/AR shall list the number of candidates sitting for each paper with their attempts (for repeating students) at different examinations/under various courses in the semester. DR/SAR/AR shall make this information available to relevant HoD/Supervisors/Chief Examiners and make the information available in the printing room/Examination Unit where the multiplication of examination papers is done.

Number of copies required from each paper

B Final corrected question papers shall be multiplied at the Printing Unit of the Faculty on a date specified by the DR/SAR/AR. DR/SAR/AR shall be responsible for the multiplication of question papers with the support of the Chief Examiners.

Note: Based on the requirements of study programmes, the faculties shall develop and maintain Faculty Board approved policies and SOPs to cover the above task. In such situations, registries pertinent to the procedures should be available with the HoD/Examination Unit.

Multiplication of question papers

C The preparation of stencils, multiplication, collection of multiple pages according to the sequential order & stapling them together, and packeting shall be done under the immediate supervision of the DR/SAR/AR and the

Multiplication and packeting

Chief Examiner in a confidential manner at the printing unit. The DR/SAR/AR and the Chief Examiners shall ensure that question papers of different Examination Halls are separately packeted, and an adequate number of question papers are enclosed in each packet (i.e., one copy for each candidate and 5 - 10 extra papers). The packets of papers should be ready no later than two working days before the scheduled date of the examination.

Note: During multiplication and packeting, make sure to use both sides of the paper and that no sheet, which is illegible or smudged, is included, and that multiple-page question papers are stapled together in the correct order.

D	All used stencils, carbon papers, spoilt stencils, spoilt question papers, and other confidential documents used to prepare the question paper shall be destroyed immediately after the packeting process is completed under the supervision of DR/SAR/AR/Chief Examiner.	Destroying all confidential material
E	The DR/SAR/AR shall ensure that the question papers have been duplicated and packeted under strict security. The responsible DR/SAR/AR/Chief Examiner shall not seal any packet unless the required number of question papers have been enclosed in the packets and that the correct title of the paper, examination name, the course code & name, date, time & centre of the examination, and the number of question papers included have been entered on the label specified by the faculty on the packet.	Packeting and labelling of duplicated papers
F	The DR/SAR/AR shall ensure that the question papers and other relevant materials for each session are ready and that all relevant documents listed in the examination procedures (Per Section 2.2 and annexures) are in the Supervisor's file in time according to the Schedule of Examinations.	Daily examination schedule & supervisor's file

2.2. Conducting Examinations (Phase II)

Conducting the end-course examinations is based on the examination timetable and the Policy on Examination of the faculty.

End-course examination schedules

Based on the Policy on Examination and pertinent rules & regulations, the faculty shall provide information on repeat or makeup examinations for end-course examinations of academic programmes to relevant candidates.

Details of repeat examinations for end course exams

2.2.1 Guidelines for Supervisors

2.2.1.1 General

A	The supervisor is required to dedicate his/her undivided attention to examination-related matters from the moment they enter the examination hall and/or collect the question papers, until the scripts are securely bundled, sealed, and taken into their custody. This role is a full-time commitment.	The Supervisor
B	The Supervisor shall be responsible for taking all steps to ensure both the smooth and efficient conduct of the examination.	The Responsibility
C	Contact numbers of examiners, invigilators and other appointed staff should be made available to the Supervisor by the DR/SAR/AR (Annexure 8.3).	Making resources available DR/SAR/AR
D	The Supervisor of each Hall/Centre shall call over at least half an hour before each session commences, at the office of the relevant DR/SAR/AR and collect the question papers and other material for his/her Hall/Centre for each session or each day as the case may be.	Collection of Question Papers
E	The Supervisor shall check the question paper packets with the timetable (Annexure 8.4) in order to make sure that the correct question paper packets have been received, that no question paper for the session/day is missing and that the packets are properly sealed.	Checking Correctness
F	The Supervisor shall be in the Examination Hall at least 15 min before the commencement of the examination.	
G	The Supervisor shall be supplied with the required stationery/documents by the DR/SAR/AR concerned.	Collection of other materials DR/SAR/AR

2.2.1.2 **On arrival at the Examination Centre, the Supervisor shall:**

Duties on arrival at the Examination Centre

A check whether the correct question papers and relevant documents for the particular session have been brought by him/her.

B 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 8.5).

C ascertain that the Invigilators and Hall Attendants are present and shall assign their duties as deemed appropriate. In the event of all assigned staff not being present, he/she shall make the best possible arrangements with the available staff and contact the relevant DR/SAR/AR immediately if additional staff is considered necessary. The Supervisor shall note in his/her report of all such events of uninformed absences/noncompliance.

D assign each Invigilator with a certain number of candidates (approximately 20-25 candidates per invigilator).

E draw the attention of the Invigilators and the Hall Attendants to the duties assigned to them.

F 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 8.6) allowed into the Examination Hall are posted outside the Hall. If not, the Supervisor shall take actions to post and announce the predetermined lists of authorized material.

G confirm that a specific stamp (the date and session/time) be placed on all answer books and continuation sheets.

2.2.1.3 **In Conducting the Examination:**

Admission of candidates

A The Supervisor shall ensure,

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 DR/SAR/AR (Annexure 8.7).

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 Centre not allotted to him/her, the candidate shall be directed to the correct centre. If there is no sufficient time, if relevant examination material is available at the said Centre, the candidate shall be allowed to sit only for the said examination session at that Centre. Any such situations should be reported by the Supervisor to the DR/SAR/AR (Annexure 8.8).

v. that no candidate shall be admitted to an Examination Hall after the expiry of half an hour from the commencement of the examination (For examinations which have a duration of one or more hours). Each faculty shall have approved guidelines to handle these concerns in relation to examinations/assessment components of shorter duration.

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 DR/SAR/AR (Annexure 8.9). Such changes should be informed to the students at the commencement of the examination.

viii. 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 is to be held in a day, the stamp shall specify the time in addition to the date.

Distribution of answer books

ix. Required adjustments shall be made for students with disabilities providing an extension of time (Section 6.2, Note 2, item 4) through the relevant procedure and under the direction of the Dean.

Extension of time for SWDs

B The Supervisor shall make necessary announcements in the medium of instruction of candidates to ensure following:

Announcements before the commencement

Note 1*: Supervisor may use another speaker competent in the language for that.*

i. The candidates maintain strict silence till the end of the examination.

ii. No candidate removes 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 have with him/her books, notes, packets or files or any stationery or material other than those issued to him during the examination. 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 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 leave the hall within the first half-hour or the last quarter-hour of the examination.

vi. Candidates keep their Student Identity Card/Record book and the Admission Card in possession for inspection.

Note 2: The Supervisor also shall announce any unscheduled changes to the conduct of the examination.

Note 3: Refer to Part 3.2 for the expected conduct of a candidate during an examination.

C 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

Opening of Packets of Question papers

should be held in such a way that the candidates notice that the packets have not been tampered with.

D 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 2.2.1.3 (C) above.

Distribution of Question papers

E 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.

F After the distribution of the question paper, the Supervisor shall ask the candidates to check whether the question paper is in the correct subject, contains the right number of printed pages and the type of questions. The candidates shall be advised to read the instructions given in the question paper before they start answering.

Announcements

G 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 DR/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

H 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

I 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 8.5), to mark the attendance in the duplicate list (Annexure 8.10) and to check the identity of the candidates.

Marking of Attendance

ii. The 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 without consent from the DR/SAR/AR. However, if a candidate declares that he/she should be able to sit for the 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 DR/SAR/AR with the prescribed form (Annexure 8.11).

iii. ORIGINAL (Annexure 8.5): 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 under separate cover to the relevant DR/SAR/AR.

iv. DUPLICATE (Annexure 8.10): 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 under separate cover to the relevant DR/SAR/AR. The candidate shall not be asked to sign this copy

    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.

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 DR/SAR/AR of the faculty for that examination, which contains the candidates photographs as well as their signatures

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

Identity of Candidates

Failure to Produce Record Books

Meanwhile, he/she shall be required to sign a declaration (Annexure 8.12) 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 DR/SAR/AR. The DR/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.

On production of the evidence of candidature by the student within two working days, the Supervisor shall certify on the declaration that he was satisfied with the identity of the candidate for that paper

vii. Once the Attendance List is marked, the Supervisor shall collect the originals from the Invigilators and proceed to prepare the relevant envelopes and labels for the packeting of scripts

J If candidates experience unforeseen requirements such as the need for use of bathrooms, the Supervisor shall arrange an invigilator to accompany the candidate. Supervisor shall include the incident in his/her report with the index number of the candidate.

Preparation for Packeting

K The Supervisor shall make periodic announcements on the following at the appropriate times with appropriate words: -

Announcements

i. To indicate remaining time 30 min before, 10 min before and at the end to stop writing,

ii. At the 10-minute announcement, ask the candidates to tie up papers, check if the registration/index number is clearly indicated, attach all rough work to the script, and continue writing. They should be told to place unused paper on a side of the desk for easy collection and not to take exam books out of the exam hall. Once the Supervisor announce the call to

stop writing, they must be told to remain in their seats until the papers are collected and the announcement is made to leave the hall.

Note 1: No candidate shall be allowed to leave the Hall till the end of the respective component of the question paper. 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 announce the candidates to stop work and remain in the seats until all the answer scripts are collected.

L At the expiry of the session, the Supervisor shall ensure that,

Collection of Answer Scripts and Prevention of Unauthorized Removal of Material

i. the Invigilators collect the scripts of the candidates assigned to each of them and hand them over to the Supervisor,
ii. all candidates have handed over the answer scripts,
iii. no examination stationery is removed by candidates except the printed essay-type question papers or by the staff in an unauthorized manner.

In the absence of any concern, the candidates shall be allowed to leave the Hall by the Supervisor.

Note: 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 except under exceptional circumstances. i. Under exceptional circumstances, the supervisor, in consultation with the Dean of the Faculty concerned, may use his/her discretion to enforce this Rule.

M At the end of the examination an Invigilator shall be placed at the exit to prevent examination materials being taken out of the Hall by the candidates

N 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:

i. A copy of the duplicate of the attendance list.
ii. Two-three copies of the question paper

Each packet shall be tied securely, labelled and sealed. Before pasting the labels, the supervisor shall ensure that all details on the label have been duly filled.

O To prevent the misuse remaining answer books and continuation sheets the Supervisor shall make sure that those are returned to the relevant DR/SAR/AR.

Safe Keeping of Answer Books and Continuation Sheets

P The Supervisor shall hand over to the relevant DR/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

i. The packets of answer Scripts.
ii. The original attendance Lists
iii. Balance question papers
iv. Balance stationery.
v. Statements of the candidates (Annexure 8.13) and the reports of the invigilator/s regarding examination offences (if any) in a sealed envelope.
vi. The report of the supervisor (Annexure 8.14) regarding requirements 2.2.1.2 F; 2.2.1.3.F and 2.2.1.3. I.vi.
vii. Attendance lists of invigilators and attendants.
viii. Seating arrangement of candidates (Annexure 8.15)
ix. List of packets handed over to the Senior Assistant Registrar/Assistant Registrar in duplicate.

Q If circumstances arise, which in the opinion of the supervisor, render the cancellation or suspension of the ongoing examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Dean of the relevant Faculty.

Cancellation/ suspension of an examination by the Supervisor

2.2.2 Duties of Invigilators

A The Invigilator shall be responsible to the Supervisor for the efficient discharge of the duties assigned to him.

The Invigilator

B 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.

Full attention on invigilation

	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.	
C	In date and session-stamping the continuation sheets, not more than the number required for the sessions shall be stamped. This should be supervised by the Invigilator to avoid waste.	Distribution of additional stationery
D	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
E	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
F	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
G	The Invigilator shall collect the scripts of every candidate who leaves the examination hall before the last 15 minutes.	Collection of Scripts
H	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.	
I	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
J	Written statements shall be obtained from candidates detected committing examination offenses (Annexure 8.13). If any candidate refuses to give a statement, the	Obtaining Statements

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.

K	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
L	The Invigilators shall assist the Supervisor, in packeting and sealing answer scripts	Assistance in packeting
M	If the Supervisor overlooks any crucial step, the Invigilator may kindly remind the Supervisor of the requirement. If the Supervisor is significantly delayed, the Invigilator should make an effort to promptly get in touch with the Supervisor. If the Supervisor does not respond, the Invigilator shall immediately contact the DR/SAR/AR of the faculty.	Proactive Communication

2.2.3 Guidelines for the Administrative Officer of the Faculty/Entity Responsible for Examinations

A	Deputy Registrar/ Senior Assistant Registrar /Assistant Registrar (DR/SAR/AR) shall be responsible for administrative matters in relation to all three phases in conducting examinations as instructed by the Dean	DR/SAR/AR
B	With the finalization of *calendar of dates,* the DR/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 programme and the specific guidelines set by the faculty	Planning
C	DR/SAR/AR shall appoint Supervisors & Invigilators in consultation with the Dean. DR/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 DR/SAR/AR and be made available to the Supervisor in Supervisors' file (Annexure 8.3).	Making human resources identified and available
D	The DR/SAR/AR shall delegate the tasks of examinations appropriately to other relevant staff members with written ToRs.	Delegation of duties
E	Allocations of halls and vehicles with adequate facilities, numbering of seats in the examination halls, preparation	Making physical

	of attendance sheets etc. are the responsibilities of the DR/SAR/AR of the faculty in relation to Phase II. The Supervisor shall be supplied with the required stationery/documents by the DR/SAR/AR concerned. Relevant forms with necessary information (annexures 8.3, 8.4, 8.5, 8.6, 8.15) and other relevant empty forms (annexures 8.7, 8.8, 8.9, 8.10, 8.11, 8.12, 8.13, 8.14) shall be made available in every Supervisor's file by the DR/SAR/AR.	resources available
F	A list of index numbers / registration numbers of candidates sitting, the titles of the question papers to be held in that examination hall (Annexure 8.5) , and the authorized materials (Annexure 8.6) allowed into the Examination Hall should be posted outside the Hall	Notices at the entrance
G	A map of seating arrangement of the Examination Hall shall be prepared by the DR/SAR/AR for all theory papers (Annexure 8.15) and should be made available in the Supervisor's file.	Seating arrangement
H	The DR/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 DR/SAR/AR shall have and 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
I	The Supervisor should immediately be informed if any error or defect in the examination materials or any other issue is detected	Trouble shooting and error correction
J	Attendance List shall be issued in duplicate (Annexure 8.5 and Annexure 8.10) for each course separately.	Attendance lists
K	Record Books/University ID and the admission form (evidence of candidature) should be provided to candidates for that examination with the timetable (Annexure 8.4). 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
L	The DR/SAR/AR should be ready with relevant information to confirm the eligibility of candidates if queried by the Supervisor during the examination	Eligibility information
M	The DR/SAR/AR/another responsible staff member as assigned by the DR/SAR/AR shall receive the following items at the end of each session from the Supervisor and keep a record on	Receiving answer scripts and the

i. the packets of answer Scripts
ii. the original attendance Lists
iii. balance question papers
iv. balance stationery
v. statements of the candidates and the report of the Supervisor/s regarding examination offences (if any) in a sealed envelope
vi. the report of the Supervisor and
vii. the attendance lists of staff.

Supervisor's file

N 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

O The DR/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

DR/SAR/AR's report

2.3. Marking, Grading and Releasing Results (Phase III)

2.3.1 Marking of Examination Papers and Releasing Results

2.3.1.1 Deadlines for submission of marks

A After completing the examination, the DR/SAR/AR shall send a notice to examiners/HoDs, indicating the deadline for submitting marks to the DR/SAR/AR. — Marks submission deadline

B The DR/SAR/AR shall send a reminder to submit marks at least one week before the deadline for submitting marks. — Reminder to submit marks

2.3.1.2 Marking of end-course examination answer scripts and compilation of marks

A DR/SAR/AR/HoD shall use a register to record all movements of answer script bundles — Recording movements of answer scripts

B On receipt of the answer scripts from the DR/SAR/AR, the Examiner shall check with the copy of the attendance sheets whether he/she has received the answer scripts of all candidates who had been present for the paper. If there is any discrepancy, he/she shall notify the same to the DR/SAR/AR immediately. — Receiving answer scripts by the Examiner

C The students' submissions for evaluation are properties of the university: — Safe custody of answer scripts

i. The Chief Examiner & Registrar shall make sure that answer scripts/bundles are safely stored to prevent being lost, misplaced, replaced, or contents are changed.

ii. In the case of other submissions for evaluations, including reports and assignments, the Head of the Department or his designated authority shall ensure that such submissions are recorded and safely stored to prevent being lost, misplaced, replaced, or contents are changed.

iii. It is the responsibility of the Examiner/s to keep all answer scripts and bundles in the safe custody during marking.

iv. Subject to the conditions in the clause 2.1.2., examiners may take the students' submissions for evaluations/answer script bundles outside the premises of the Faculty/PGIs/Centre for marking under the following conditions.

a. In the case of answer scripts, notify the examiner who borrowed the materials from the Registrar as the person who borrowed has the sole responsibility for the answer scripts.

b. In the case of other materials, obtain permission from the Head of the Department or his designated authority.

D	All scripts shall be marked personally by the Examiner/s based on the marking scheme prepared by Examiner (s). In addition, the Chief Examiner shall ensure the accuracy of additions and the final mark of each script. No marks/notes should be entered in the original answer scripts by the first Examiner if the blind second marking is practiced as a method of moderation (see Section 5.3).	First marking
E	Marked answer scripts with the marking schemes shall be handed over to the DR/SAR/AR/HoD/Examination Unit of the Dean's Office to be sent to the Second Examiner according to the Faculty Policy on second marking.	Second marking
F	Once the first & second examiners' marks are received, the Chief Examiners/HoD shall finalise the marks of answer scripts according to the Faculty Policy on finalising marks.	Deciding on the final mark for a script
G	As emphasised in *2.1.3.1 A* each course shall be assessed with more than one assessment conducted at critical stages of learning. Accordingly, the Chief Examiner shall compile marks of all continuous and end course assessments based on the type of assessment and the percentages allocated for different components as per the course plan/specification.	Compilation of continuous and end course assessments marks
H	The Chief Examiner shall collect marks for each assessment component of a course and compile the final marks for the course and assign grades with the help of other examiners of the course (a pre-results board; see details under moderation-Part 5.3) based on the faculty policy and predetermined and approved procedures for grading.	Compilation of the final marks and grading
I	After completing the marking process, answer scripts of all examinations shall be handed over to the HoD/Examination Unit of the faculty.	Custody of marked answer scripts
J	The HoD/Examination Unit shall keep records of marks of all continuous assessments and the end course assessments of all subjects/courses for reference purposes.	Archiving marks

2.3.1.3 **Marking and submission of marks of the research project**

A	If study programmes require the fulfilment of a research project, each student/a small group of students shall conduct a research project at a defined Semester under the directions	Research project and its conduct

of the Supervisor(s). It shall be the responsibility of the Supervisor(s) to monitor the students' progression.

B	For the evaluation of the research project, each Faculty/Department shall identify a Course Coordinator (CC) for conducting (i) proposal presentations of research projects, (ii) mid/interim presentations for progress evaluation, (iii) final presentations on research projects and (iv) thesis/project report evaluation and (v) compilation of final marks as per the faculty guidelines.	Role of CC
C	Each student shall be awarded marks for proposal development & presentation, the conduct of the project, mid-term/progress presentation, project report and student profile (supervisor's evaluation of the student) by the respective Chief Examiner/Research Project Coordinator & Supervisor based on guidelines of the study programmes and submit the same under a sealed cover to the HoD/ Examination Unit before making presentations by students. If more than one Examiner is involved, it is the responsibility of the Chief Examiner/ Research Project Coordinator to hand over the average as the final mark. The marking of the research project report shall be based on guidelines developed by the faculty, and marks for different components shall be predetermined, declared, and Senate approved.	Marks for the research project
D	The CC shall announce the date(s) and schedule of research project presentations and viva voce examinations.	Announcing dates of presentations
E	Once presentations and viva voce examinations are completed, the Chief Examiner shall obtain the marks of the research project report submitted by the Chief Examiner/ Research Project Coordinator to the coordinator from the HoD/Examination Unit.	Process of the compilation of marks
F	The Chief Examiner/CC compiles marks for (i) conduct of research project; project report and student profile; (ii) seminar presentation; and (iii) viva voce examination, and the final grade will be decided based on the faculty policy on grading. After presenting the marks at the pre-results Board, the HoD/CC/Chief Examiner shall submit marks to the DR/SAR/AR under a sealed cover before the deadline.	Grades for project work
G	Each student/student group must submit two bound copies (or an e-copy as instructed by the faculty) of the research project report/dissertation according to the prescribed format given by the faculty to the DR/SAR/AR through the respective HoD/CC on or before the deadline stipulated.	Submission of the project report

2.3.1.4 **Assessment of Implant /Industrial training**

Assessment of in-plant training

In-plant training shall be assessed through a process defined by the faculty. Students shall fulfil the stipulated requirement to obtain a satisfactory grade to pass the course. An in-plant training programme shall be arranged based on the study programme-specific guidelines of the faculty. A review of the performance towards the middle of the training is advised. The CC shall submit results of in-plant training through the respective HoD to DR/SAR/AR on or before the deadline to place at the Results Board.

2.3.1.5 **Assessment of Non-GPA Courses**

Assessment of non-GPA course

A Courses not counted for GPA (non-GPA courses) may be graded as satisfactory completion/pass and unsatisfactory completion/fail depending on the requirements of specific study programmes as stipulated in respective rules and regulations. However, satisfactory completion of non-GPA courses is mandatory to be eligible for the award of the degree and will appear in the transcript.

Notes:

a. All courses in a study programme that a student is required to take & complete shall be considered compulsory courses.

b. Non-GPA courses: the courses followed by students, but the achievements are not considered in calculating the CGPA.

c. Every faculty shall specify details of each study programme's compulsory, optional and non-GPA courses in the respective Prospectus/Student Handbook.

Marking and Submission of marks of non-GPA course

B Based on the faculty guidelines & examination rules & regulations, all non-GPA courses shall be assessed by examiners. The Chief Examiner shall provide marks/results to the DR/SAR/AR on or before the deadline to be placed at the Results Board. In addition, each Supplementary and Complementary (as defined in programme rules and regulations) course shall be completed on or before the stipulated semester.

2.3.1.6 **Pre-Results Boards**

Pre-Results Board

HoD/Chief Examiner shall arrange a Pre-Results Board in the presence of all Examiners of the Course, which shall be chaired by the HoD/Chief Examiner. The Chair shall present the distribution of marks, marks of first & second examiners, the relevant letter grades, and other prescribed

information as per the faculty guidelines (giving justifications for grades concerning the levels of achievements of ILOs of the course by candidates).

2.3.1.7 **Submission of Marks**

A	Once the pre-Results Board is completed, the HoD/Chief Examiner shall forward the mark sheet(s) with letter grades of candidates in both soft and hard copies with signatures of all examiners and HoD/Chief Examiner on the hard copy under a sealed cover to the DR/SAR/AR on or before the deadline specified by the Faculty Board while handing over a soft copy of the same. The grades of a course recorded in the system by the relevant administration shall be cross-checked by the Chief examiner. In case of a discrepancy, grades indicated in the hard copy shall be the final. In addition, the DR/SAR/AR shall maintain a registry of receiving marks by HoDs/Chief Examiner.	Submission of marks to DR/SAR/AR
B	The HoD/Chief Examiner shall hand over answer scripts of all subjects/courses to the DR/SAR/AR before the Results Board, and the DR/SAR/AR shall store marked answer scripts for twelve years.	Receiving and storing answer scripts

2.3.1.8 **Confidential Room and Entering of marks and Verifying Accuracy**

A	Submission and processing of marks may be made as soft copies using computers. However, mark sheets, mark books and all documents in connection with examinations shall be kept in the confidential record room attached to the faculty examination branch under the DR/SAR/AR.	Confidential record room
B	Once the DR/SAR/AR receive marks & grades, he/she shall enter marks & grades in the mark book of the faculty. No entry shall be erased and only be crossed out, and the correct mark/grade be written neatly.	Entry of marks in the mark book
C	Once the DR/SAR/AR enter marks, the Chief Examiner shall examine marks in the mark book compared with the submitted mark sheet on a date specified by the DR/SAR/AR. In addition, a soft copy of the final mark sheet shall be archived by the DR/SAR/AR.	Checking results

2.3.1.9 **Results Board**

A	The DR/SAR/AR shall check records to identify candidates with accepted medical certificates, not allowed for examinations, results withheld and incomplete results.	Determining a candidate's status
B	The DR/SAR/AR shall arrange the Results Board not later than three months from the last date of examination (as per Establishment Circular Letter No./5/2015). The Chairperson and Secretary of the Results Board shall be the Dean and the DR/SAR/AR, respectively. It shall be	The Results Board

attended by all Examiners of the courses of the respective semester and the External Moderator.

C	The Dean and the DR/SAR/AR shall present the distribution of marks with letter grades to examiners at the Results Board. Justifying that the grades given correspond to the levels of achievement by candidates in terms of ILOs of the course is the responsibility of the Chief Examiner.	Presenting results to the Results Board
D	At the meeting of the Results Board, the results of all courses of the semester shall be finalised, including the grades of candidates and their semester GPAs.	Results Board decision
	In final year examinations, borderline cases may be considered in determining classes, prizes, etc., before finalising results. Each faculty shall specify and maintain approved guidelines for this purpose depending on the requirements of each study programme. Depending on the faculty guidelines, deliberation on borderline cases may involve reviewing the steps taken in moderation of marking & grading and revaluating the answer scripts using the same marking scheme by the Results Board/first & second examiners.	Handling borderline cases
	The decision of the Results Board shall be the final with respect to the results of any course/modules subject to ratification by the Faculty Board & Senate.	Decision of the Results Board
E	After presenting all results to the Results Board and after signing the results sheets by the Dean, the DR/SAR/AR & examiners of the course/s, the provisional results of examinations (grades of candidates and their semester GPAs) shall be released with the signatures of the DR/SAR/AR, the Dean and the Vice-Chancellor.	Releasing provisional results
F	All records and important decisions taken at the Results Board shall be documented by the Secretary (the DR/SAR/AR) and reported to the Dean for necessary actions.	Minutes of Results Board decisions
G	After the Results Board, results are submitted to the Faculty Board for its concurrence.	Faculty Board
H	Once the Faculty Board recommends, provisional results of the final examinations shall be submitted to the Senate for approval.	Senate approval
I	A candidate shall follow UGC Commission Circular 978, "Provision for scrutinization of marks and grades of undergraduates", if he/she wishes to check marks of any subjects/course he/she sat in the examinations. However,	Re-scrutinizing of results

candidates shall make such requests before the Senate approves the results.

J DR/SAR/AR shall invite confidential reports from External Moderators & Chief Examiners and table these together with the decisions taken at the final Scrutiny Board and the Results Board for consideration at the Faculty Board with the concurrence of the Dean of the Faculty

Consideration of the External Moderator's & Chief Examiner's reports & decisions of the Scrutiny & results Board

2.3.2 Number of Attempts for Examinations and the Effective Date of the Degree

2.3.2.1 Number of Attempts for an Examination

A All students shall sit for the respective examinations at their first available opportunity.

First attempt

B If a student has not achieved required pass grades as specified by the faculty (i.e., grade C/as specified in rules and regulations) or did not attend the first available attempt without an acceptable reason such as a medical certificate, loss of close relatives and other reasons as listed in rules & regulations, the candidate is considered as a repeat candidate for the particular course.
The process of providing a medical certificate is given in the University Calendar/bylaws/Prospectus/Handbook.

Repeat student

C The maximum number of repeat attempts for a course shall be three (3).

Repeat attempts

D A student, who obtains a grade less than C for a course, has the option to repeat the course and upgrade to a maximum of grade C using the next available attempts.

Upgrading grades less than C

E If a student did not satisfy the requirement of a course (minimum achievement within three repeat attempts), a grace attempt could be considered by the Faculty Board with a written request from the student citing a valid reason.

Grace attempt

2.3.2.2 Effective Date of Degrees

The effective date of the degree of a candidate shall be the last date of examination he/she has completed to fulfil the requirements to be eligible for the award of the qualification. For the final year students who have to complete only the project report, the effective

The effective date of degree

date shall be the date the candidate submits the research project report to the DR/SAR/AR or completes the viva voce examination as specified by the faculty. For referred candidates, the effective date shall be the date of completion of the last examination to fulfil the requirements to be eligible for the award of the qualification.

2.3.3 Time - Periods of Degree Programmes

2.3.3.1 Stipulated Time-Period to Complete a Degree Programme

The stipulated time-period to complete degree programmes shall be defined in the prospectus/student handbook based on the degree programme and its rules and regulations. It shall commence from the date of registration at the University of Peradeniya. The period of deferments and/or leave of absence granted on medical and/or foreign scholarships shall be excluded in computing the stipulated time-period.

Stipulated time-period.

2.3.3.2 Maximum Time-Period Allowed to Complete Degree

A The maximum time-period of studentship of degree programmes shall be two times the duration of degree programmes (in terms of academic years) unless otherwise specified by the study programme/faculty.

The maximum period of studentship

B The period of deferments and/or leave of absence granted on medical grounds and/or foreign scholarships shall be included in computing the maximum time-period. The studentship of those students who do not complete the requirements of the degree programme within the maximum time-period given shall be cancelled.

Conditions for studentships

2.3.4 Requirements to Award a Degree and Class

2.3.4.1 The requirement to award a degree

A A student shall have completed the programme and fulfilled the required number of credits defined in the prospectus/student handbook/rules & regulations under the respective degree programme within the stipulated time-period or maximum time period allowed to complete the degree.

Shall follow and fulfil the required number of credits

B Students must obtain a minimum CGPA of 2.00 to be eligible for the award of a degree.

Eligibility for degrees by CGPA

C	Students shall successfully complete and obtain "a pass" for In-plant training and all non-GPA courses (the supplementary and complementary courses) listed under the respective degree programme.	Completion of non-GPA courses
D	Successful completion of the research project/dissertation is a requirement to obtain the degree if prescribed within the study programme.	Completion of the research project
E	Any other requirement as determined by the respective Faculty Board and included in the prospectus/student's handbook and the rules and regulations pertinent to the respective study programme at the time of registration of student to the study programme.	Completion of other requirements

2.3.4.2 **The requirement to award a Class**

A	In addition to satisfying the requirements stipulated under 2.3.4.1, in order to obtain a class, a student shall complete the respective degree programme within the stipulated time-period. A Faculty Board shall grant an extension to the stipulated time period for a student to complete the degree for a valid reason (i.e., conducting a research project overseas, leave of absence on medical grounds etc.) with the concurrence of the Senate Admission Committee. In such situations, the student shall make a written request to the Dean/Director with evidence.	Eligibility for classes
B	Students must obtain a minimum CGPA requirement for classes as specified in the rules & regulations given in the Prospectus/Student Handbook (see 2.1.3.2 (I) & Section 7.3).	Minimum CGPA requirement

2.3.4.3 **Medals and scholarships for academic performance**

A	The best academic performers of each degree programme in each semester shall be included in the Dean's list and be recorded in the Faculty Board and Senate.	Dean's List
B	For the Faculty award, the DR/SAR/AR shall call applications from eligible students, indicating a deadline for applications. Once applications are received, they shall be assessed as specified by the UGC guidelines. Once the Faculty Board recommends the Faculty Awards, the same shall be tabled at the Senate for approval. (See the UGC Circular letter dated 05.02.2018 in the section 7.4).	Faculty Awards
C	All medals and scholarships pertaining to the academic performance from the first year to the final year, as approved by the Senate, shall be reported at the Results Board. All medals and scholarships from the first year to	Academic performance from first to one year

one year before the final year shall be awarded to students at a special function of the faculty on the approval of such awards by the Senate.

before the final year

D All medals, scholarships and prizes granted to students for overall academic performance at the respective degree, decided upon the completion of the requirements of the degree, shall be awarded at the General Convocation on the approval of such awards by the Senate.

Medals, scholarships, and prizes for overall academic performance

2.3.5 Transfer of Credits

2.3.5.1 Transfer of Credits

Transfer of credits may be allowed to and from undergraduate degree programmes to facilitate student exchange programmes. The transferred credits and notional hours of each course shall be compatible with the credits and notional hours of courses from both institutions. Credit transfers in undergraduate degree programmes of a faculty shall be allowed only with national and international Universities that have an equivalent semester-based course unit system. The approval of the Faculty Board is required for such transfers. The faculty shall maintain approved guidelines for such evaluations.

Credit transfer

2.3.6 Issuing of Results to Students

2.3.6.1 Issuing of results to candidates

A Once all requirements of every semester/year of the degree programme are completed, candidates can request (i) certifications of studentship, (ii) partial results, and (iii) confirmation of medium of instructions using prescribed forms available at the faculty. No fee shall be charged for these. The candidates shall collect these statements personally.

Studentship, partial results & medium of instructions

B Once all requirements for the degree programme are completed, every candidate shall be issued a statement of completion of the degree programme giving information on class obtained, CGPA, medium of instruction and effective date of degree in printed form and duly signed by the Dean and DR/SAR/AR. No fee shall be charged for this. The candidates shall collect these statements personally.

Statement of completion of degree

C Every candidate who passed the final examination of the respective degree programme shall make an application,

Provisional certificate

within two weeks of the release of the results, together with a remittance for the prescribed fee, for a provisional certificate of the degree signed by the DR/SAR/AR. The provisional certificate includes grades obtained for each subject.

D Every candidate who passed the final examination of the respective degree programme shall make an application together with a remittance for the prescribed fee for an academic transcript of the degree. The transcript shall be issued in the prescribed template (Annexure 8.16) signed by the DR/SAR/AR and channelled to the relevant university/Institute, and a copy shall be handed over to the student.

Academic transcript

E Every candidate who passes the final examination of the respective degree programme shall be provided with a degree certificate signed by the Vice-Chancellor and the Registrar of the University by the Students' Registration Division of the Senate.

Degree certificate

2.3.7 The Semester Assessment Record

2.3.7.1 Every faculty shall table a record of assessments within a semester under each study programme at the Senate using the template in Annexure 8.17. In addition, attached with this Semester Assessment Record, the faculty's DR/SAR/AR, through the Dean of the faculty, shall submit a checklist on the faculty's adherence to the recommended procedures in this Manual in the prescribed format. Approval of these submissions by the Senate shall formally conclude the semester examination process unless in an exceptional circumstance.

2.3.8 The Requirement to Have Relevant Policies and Procedures at Each Entity

2.3.8.1 The faculties are required to develop policies and Standard Operating Procedures (SOPs) for all appropriate steps under the above overarching guidelines with the approval of the Faculty Board and keep those communicated to all relevant individuals involved in the examination process. The Internal Quality Assurance Cell and the Faculty Boards shall be responsible for maintaining updated policies and procedures at the faculty level based on the above overarching guidelines approved by the Council of the University of Peradeniya.

Faculty level policies and procedures

Part 03

Regulation Relating to Examination Procedure, Offences and Punishments for Examinations Conducted under the Semester-Based Course Unit System

3.1. Handling Examination Offences by Candidates

1.	In supervised assessments, the Faculty/PGI/Centre is expected to arrange an assessment environment in such a way that the candidates are disallowed to commit the examination offences listed in relevant rules & regulations, intentionally or unintentionally. Use of technology available such as video recording & online proctoring shall be promoted.	Assessment environment & prevention of offences
2.	Examiners/ Supervisor shall be responsible for promptly reporting apparent examination offences committed by candidates in any assessment components through proper channels for prompt action by the higher administration.	Reporting examination offences
3.	Faculty/PGIs/Centre shall maintain channels for reporting malpractices/irregularities and make sure that staff and students are aware of these channels.	Chanel of reporting
4.	Whenever Faculty/PGIs/Centre notices or is reported a malpractice/irregularity related to the performance evaluation of candidates in any assessment, the action has to be taken immediately and inform the same to the complainant.	Prompt actions on reported malpractices / irregularities
5.	The information on these guidelines that is relevant to students shall be made available to students as a separate section in the students' handbook/prospectus & through the respective websites (in addition to the information in the University Calendar and included in the students' handbook)	Providing necessary information to students
6	In the case of PGI, the functions of the Dean and the Faculty Board with regard to these regulations shall be performed respectively by the Director and the Coordinating Committee/Board of Management of the relevant Institute.	Examinations conducted by postgraduate institutes

3.2. Regulations Relating to Examination Procedure

Regulations made by the Senate of the University of Peradeniya and approved by the Council under Section 136 read with Sections 29, 45 and 46 of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No.7 of 1985.

Examination of a course/course unit/module may consist of several assessment components with diverse assessment tasks (quizzes, within semester and end-semester examinations, term papers, practical/clinical skills assessments, assignments, etc.)

* Regulations relating to examination procedure, offences and punishments for examinations conducted under the old system, please refer section 31 of the University Calendar 2007/08.

These Regulations may be cited as the Examination Procedure, Offences & Punishment Regulation No.1 of 20##.

1. A candidate is expected to be outside the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until he/she is requested to do so by the supervisor.

2. On admission to the hall a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instruction of the Supervisor.

3. A candidate shall have his/her student record book/student identity card and admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the student record book/student identity card and admission card when requested to do so. If he/she fails to bring his/her student record book/student identity card /admission card, he/she shall sign a declaration in respect of the paper for which he/ she had not produced the student record book/student identity card and admission card in the form provided for it, and produce the student record book/student identity card and admission card to the Supervisor within the next three working days. If a candidate loses his/her student record book/student identity card and admission card during the examination period, he/she shall obtain a duplicate of student record book/student identity card and admission card as the case may be from the Registrar or relevant Senior Assistant Registrar/Assistant Registrar for production at the examination hall.

4. A candidate shall not have on his/her person or in his/her clothes or on the admission card, time-table, student record book/student identity card, any notes, signs or formulae, etc., except those items that are permitted. All unauthorized items which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/Invigilator. The candidate shall not wear any digital devices such as smartwatches during the examination.

5. A candidate may be required by the supervisor to declare any item in his/her possession or person.

6. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. A candidate shall not conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. No candidate shall use any other unfair means or obtain or render improper assistance at the examination.

7. If any candidate was found to have copied from another candidate by an examiner at the time of marking, he/she would be treated as having committed a punishable offence.

8. No candidate shall submit a practical book or field book or dissertation/thesis or project study or answer script or assignment which has been prepared wholly or partly by anyone other than the candidate himself/herself. This section, however, does not apply to group projects/assignments/research of students.

9. A candidate shall bring his/her own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which he/she has been instructed to bring. The use of a calculator will be permitted only for examinations that contain a rubric to that effect.

10. Examination stationery (i.e., writing paper, graph paper, drawing paper, ledger paper, precis paper, etc.) will be supplied at the examination hall as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumbled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/Invigilator shall be used by candidates. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.

11. Every candidate shall enter his/her Index Number/Registration Number on each answer book and on every continuation paper. He/She shall also enter all necessary particulars as required. A candidate who inserts on script an Index Number/Registration Number other than his/her own is liable to be considered as having attempted to cheat.

    A script that bears no Index Number/Registration Number, or has an Index Number/Registration Number which cannot be identified, is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer script unless otherwise authorized.

12. All calculations and rough work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer script. Such work should not be done on any other material. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying.

13. Any answer or part of an answer, which is not to be considered for the purpose of evaluation, shall be neatly crossed out. If the same question has been attempted in more than one place, the answer or answers that are not to be considered for evaluation shall be neatly crossed out.

14. Candidates are under the authority of the supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilator during the examination and immediately before and after it.

15. Every candidate shall conduct himself/herself in the examination hall and its precincts as not to cause disturbance or inconvenience to the supervisor or his staff or to other candidates. In entering and leaving the hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.

16. Candidates shall start going through the questions only after being ordered by the Supervisor/Invigilator and stop work promptly when ordered by the Supervisor/Invigilator to do so.

17. Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated.

18. During the course of answering a question paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the Supervisor/Invigilator may grant him/her permission to do so but the candidate will be under his/her surveillance.

19. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.

20. Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence.

21. The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it. If such a candidate refuses to make such a statement or refuses to sign it, the Supervisor/Invigilator shall make his own statement and report the matter to the Dean of the relevant Faculty.

22. No candidate shall contact any person other than the Vice-Chancellor, Dean, Head of the Department, the Registrar or the relevant Senior Assistant Registrar of the Faculty regarding any matter concerning the examination.

23. Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee, or another candidate.

24. Every candidate who registers for a course/course unit shall be deemed to have sat the examination of that course/course unit unless he/she withdraws from the course/course unit within the prescribed period for dropping courses/course units. He/She should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination, a candidate shall inform of his/her inability to attend the examination to the Dean of the Faculty within a week after the commencement of the examination. The medical certificate shall conform to the Senate Regulations (Section 3.5).

25. When a candidate is unable to be present for any part/section of an examination of a course/course unit, he/she shall notify or cause to be notified this fact to the Dean of the Faculty and relevant Senior Assistant Registrar or Assistant Registrar immediately. This should be confirmed in writing with supporting documents by registered post within two weeks.

26. A student will be eligible for "a *Class*" if all requirements for the award of the respective Class are met within the prescribed period for the degree. However, candidates found guilty of an examination offence shall not be eligible for Classes.

27. No student shall sit an examination of a course/course unit, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Dean of the relevant Faculty.

3.3. Examination Offences and Punishments

1 Any candidate who violates Examination Rule 4 shall be deemed guilty of the offence of possession of unauthorized documents/items and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period varying from 1 - 5 semesters.

2 Any candidate who violates Examination Rule 6 or 7 shall be deemed guilty of the offence of copying and therefore his/her candidature shall be cancelled from the examinations of that semester and he/she, shall be prohibited from sitting any examination of this university for a period of five semesters.

3 Any candidate who violates Examination Rule 8 shall be deemed guilty of the offence of having cheated at the examination and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for period varying from 1 - 9 semesters.

4 Any candidate who is detected removing examination stationery and other material provided for the examination (Rule 10) shall be deemed guilty of an examination offence and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be liable to be prohibited from sitting any examination of the university for a period of three semesters.

5 Any candidate who violates any one or more of the Rules in 5, 14, 15, 16, 17 and 18 shall be deemed guilty of the offence of disorderly conduct and his/her candidature shall be cancelled from the examinations of that semester and he/she shall be prohibited from sitting any examination of this university for a period of three semesters.

6 Any candidate who violates Examination Rule 19 shall be guilty of the offence of impersonation and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university.

Impersonator/s may also be liable to any punishment under the Penal Code/Criminal Law. In the event the impersonator is found to be a graduate of this university, his/her degrees awarded by this university shall be withdrawn.

7 Any candidate who violates Examination Rule 20 shall be guilty of an examination offence and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period of 1 - 5 semesters.

8 Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be punished in respect of the offence in accordance with the provisions of the relevant section.

9 Any other offence which is not covered in the above sections alleged to have been committed by a candidate and reported to the relevant authority by a supervisor or examiner shall be inquired into and appropriate action taken.

3.4. Procedure on Examination Offences Committed by Candidates

There shall be an Examination Disciplinary Committee of not less than 3 members of whom at least one member is from outside the Faculty, appointed for each case by the Dean of the relevant Faculty to inquire into and make recommendations (including punishments) on examination offences referred to it. Member(s) outside the Faculty shall be selected from a panel of members appointed for this purpose by the Vice-Chancellor.

3.4.1. Classification of Offences

A. Examination offences may be broadly classified as follows:

i. Possession of unauthorized documents/items
ii. Copying
iii. Cheating
iv. Removal of stationery
v. Impersonation
vi. Unauthorized assistance
vii. Aiding and abetting in the commission of above offences
viii. Disorderly conduct
ix. Other offences (based on the judgement of the supervisor/ invigilator)

B. Punishments shall be as specified in the ***section 3.3***

3.4.2. The Procedure of Handling an Examination Offence *(See section 6.1 for the SOP on the Complete Procedure)*

1 In all cases of violation of examination rules detected, the Supervisor/Examiner shall take action as outlined below and forward his/her report to the relevant Dean/Director or DR/SAR/AR. In handling examination offences, the SOP given in the Section 6.1 should be followed.

2 In cases of disorderly conduct the supervisor shall in the first instance warn the candidate to be of good behaviour. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the supervisor is considered as causing a disturbance in the conduct of the examination. Where the candidate persists in unruly or disorderly conduct, the supervisor may exclude the candidate from the examination hall and issue him a letter with a copy to the relevant Dean/Senior Assistant Registrar/Assistant Registrar, cancelling his/her candidature from the examination.

3 In all cases of examination offences detected, the supervisor shall send a report to the relevant Dean along with any material taken into custody. Material taken into custody should be authenticated by placing the signatures of the candidate and the Supervisor/Invigilator and the date, time and place of detection. A supervisor should

give particulars of any incriminating material of which he/she cannot take possession. The Supervisor's report should be countersigned by one of the Invigilators.

4 The Dean after preliminary inquiry shall handle the matter as detailed in the Standard Operating Procedure (SOP) given in this manual in the section 6.1.

5 **The Decision**

A The punishment shall be decided per the details in the SOP (Section 6.1).

B Senior Assistant Registrar/Assistant Registrar of the relevant Faculty shall be the Convener/Secretary of the preliminary inquiry/ Examination Disciplinary Committee (EDC) on examination offences.

6 **Appeals Board**

Any appeals of a student on whom a punishment has been imposed, within a period of two weeks from the date of communication to him/her of such punishment, may appeal against such punishment to the

A. Dean/Director, if a punishment is determined by the Faculty Board/ Board of Management after the preliminary inquiry for a minor offence

or

B. Vice-Chancellor, if a punishment is determined by the Senate.

The Appeals shall be handled per the procedure described in the SOP (Section 6.1).

3.5. Acceptance of Medical Certificates Submitted by Students for Course Work and Examinations

3.5.1. Procedure for the Acceptance of Medical Certificates

1 Students should support the absence from course work or examination due to illness by a valid medical certificate conforming to the format of a medical certificate issued by a government hospital. Such medical certificate should be obtained from the following persons:

- University Medical Officer (UMO)
- District Medical Officer
- Consultant Specialist in the particular field
- Head of a Government Base Hospita1
- Medical Superintendent of a Provincial Ayurvedic Government Hospital
- Ayurvedic Physician registered in the Council

Under exceptional circumstances, medical certificates issued by private hospitals or registered private practitioners could be considered by the University Medical Board.

2 Students who fall ill during sessions or examination time should contact the University Medical Officer at the University Health Centre immediately.

If a student falls sick at home or elsewhere during sessions or examination time he/she or his /her guardian should inform the Dean of the respective Faculty within seven (7) days by telegram/fax/e-mail/text message followed by a letter indicating the nature of the illness and the name of the attending doctor, etc. A medical certificate supporting the illness of the student also should be sent to the Dean.

Under exceptional circumstances if a student was not able to meet the deadline mentioned above, he/she could send his/her appeal to the relevant Faculty Board.

The Dean on receipt of such medical certificate/s should follow the following procedure:

A. In case of Western Medical Certificates submitted by students to cover absence from course work or examination:

i. The medical certificate should be referred to the Chief Medical Officer (CMO) of the University for his/her observations and recommendations.

ii. The CMO in turn examines the certificate and if he/she wishes could summon the student for examination and thereafter send his/her observations and recommendations to the Dean.

iii. In cases where the CMO wishes to convene the Western Medical Board he/she may make arrangements to convene the Western Medical Board and refer the recommendations of the Board to the Dean.

iv. The Dean on receipt of such recommendations from the CMO or Western Medical Board should send it to the Faculty Board for ratification.

B. In the case of Ayurvedic Medical Certificates submitted by students to cover absence from course work or examinations, the following procedure should be followed:

i. Ayurvedic medical certificates submitted by student in respect of absence from examinations or course work should be circulated among the members of the Ayurvedic Medical Board for their observations by the DR/SAR/AR in charge of student registration of each Faculty in consultation with the Deans of the respective Faculties.

ii. Each member of the Ayurvedic Medical Board may send his/her observations and recommendations on the face of the medical certificate to the Dean of the respective Faculty through the DR/SAR/AR of the Faculty.

iii. In cases where the opinions of the members of the Ayurvedic Medical Board vary, the DR/SAR/AR of the Faculty in consultation with the Dean of the Faculty may take steps to convene a meeting of the Ayurvedic Medical Board.

iv. If the members of the Ayurvedic Medical Board think that the medical certificates should be examined at a meeting of the Board, the Dean of the Faculty should be informed accordingly.

v. If the members wish to examine the student/s concerned, they could be summoned before the Medical Board through the Senior Assistant Registrar/Assistant Registrar of the Faculty.

vi. The recommendation of the Ayurvedic Medical Board should be sent to the Faculty Board through the Dean of the Faculty for ratification.

vii. The original copies of the Ayurvedic Medical Certificate submitted by students should be kept in the files of the student/s concerned and copies of such certificates should be sent to the Chief Medical Officer for purposes of record.

3 When students request exemption from examinations or course work upon the basis of illness, the ultimate decision on the question of exemption, repetition of course and of eligibility for honours, shall be the functions of the relevant Faculty Board upon the recommendation of the Medical Board or the Chief Medical Officer.

3.5.2. Medical Boards

There shall be two Medical Boards in the University, viz., Western Medical Board and Ayurvedic Medical Board.

A. Western Medical Board

Composition

The Western Medical Board shall consist of the Heads of the Departments of Medicine, Surgery and Psychiatry of the Faculty of Medicine or their nominees and the CMO of the University.

Terms of Reference

i. The Western Medical Board shall consider cases where the Chief Medical Officer of the University has doubt about the validity of the grounds (including medical certificate) upon which the request of students to be excused for absence from course work of examinations.

ii. The Chief Medical Officer of the University shall convene the Western Medical Board if and when necessary.

iii. The Board has the right to call students before the Board when necessary for purposes of interview, examination and investigations.

iv. Recommendations of the Medical Board should be sent to the Faculty Board through the Dean of the respective Faculty.

B. Ayurvedic Medical Board

Composition

The Ayurvedic Medical Board shall consist of three (3) persons appointed by the Senate of the University.

Terms of Reference

i. The Ayurvedic Medical Board shall consider Ayurvedic Medical Certificates submitted by students requesting exemption from examinations or course work and make recommendations to the Senate through the Deans of the respective Faculties.

ii. The Board shall meet at least once within a semester. The Senior Assistant Registrar/Assistant Registrar in charge of student registration in consultation with the Dean of the respective Faculty shall convene meetings of the Ayurvedic Medical Board whenever necessary and co-ordinate the work between the Faculty and the Ayurvedic Medical Board.

iii. The Board has the right to call students before the Board when necessary for purposes of interviews, examination and investigations. Such requests should be sent to the students through the Senior Assistant

Registrar/Assistant Registrar in charge of student registration of each Faculty.

Guidelines for the Functioning of the Ayurvedic Medical Board

i. When accepting Ayurvedic Medical Certificates, caution is to be exercised by accepting from only those who are registered in the Ayurvedic Medical Council.

ii. General or special registered Ayurvedic Medical Practitioners could recommend, on any one occasion, leave up to 14 days at a stretch. Those with more than the above amount should get an endorsement from the Medical Officer in charge of the closest Government Ayurvedic Hospital or Government Ayurvedic Dispensary.

iii. The decision on leave stipulated in Medical Certificates from Ayurvedic Hospitals, Government Dispensaries or Local Government Ayurvedic Dispensaries rests with the Board.

iv. This Board possesses the right to question the validity of any Ayurvedic Medical Certificate.

v. The Board possesses the right to summon before them any student submitting an Ayurvedic Medical Certificate, if necessary.

3.6. Examination Offences by Those Other than Candidates

This section is relevant to all staff involved in the examination process at the University of Peradeniya.

3.6.1. The Types of Offences

1. Unauthorised Communications

A	Divulging the contents of an examination paper(s)/assessment tasks by anyone involved in the process until an examination is completed shall be an offence.	Unauthorised communication
B	Delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any other person who is not authorised to possess such material (according to this manual) or possession of such material by an unauthorised person shall be an offence.	Delivery of answer script

2. Unauthorised Divulging of Marks

A	An examiner or person entrusted with entering mark sheets, mark books etc., shall not divulge any information relating to the answer scripts, mark sheets, mark book or marks to any other person to whom he/she is not authorised to possess such information.	Unauthorised divulging of marks

3.6.2. Handling Examination offences by Those Other than Candidates

Each Faculty/Institute/Centre of the University is responsible for upholding the credibility of assessments and preventing examination malpractices as per clauses 35 to 42 of the Policy on Assessment and Award of Qualification (UoP-P 005) approved by the Governing Council of the University of Peradeniya at its 522nd meeting on 27th November 2022. **Please see the relevant clauses (35-42) on pages 9-10 of Section 1.1 of this Manual**. These clauses shall guide the handling of such incidents until relevant SOPs are developed under the provisions of the Establishments Code of the University Grants Commission and The Higher Educational Institutions and approved by the Council of the University. Negligence in execution of assigned examination related duties and responsibilities by any staff member shall be handled by the provisions available in the Establishments Code of the University Grants Commission and the Higher Educational Institutions.

Part 04

Definitions, Duties and Responsibilities of Different Types of Examiners and Their ToRs

4.1. Appointment of Examiners

Prior to or within two weeks of the commencement of the academic programme, quoting the examination dates, the DR/SAR/AR shall request the HoDs/ CC to finalise and return the lists of examiners for each course of the respective department/study programme [See 2.1.2.2.]. This shall include the Chief examiner, Examiners and moderators per the template provided in Annexure 8.2. The appointed examiners shall be responsible for all components of assessment with a summative value within a course of study.

Each faculty shall have its detailed SOPs based on these overarching guidelines on the appointment and role of different examiners.

4.2. The Chief Examiner

The Chief-Examiner is responsible for the entire process of examination within a course/module.

HoD or Course Coordinator (CC) shall get appointed as the Chief Examiner. If the HoD/CC is not available during the examination & preparation period (See examination phases in Part 2 of the Manual), any other competent internal person shall be appointed the Chief Examiner. The same person may preferably be selected as the Supervisor (Chief Invigilator) if the examination is conducted in a single Examination Hall.

Duties and Responsibilities of the Chief Examiner:

1. Developing the Assessment Blueprint/Content Validity Grid with the help of other appointed examiners. Assessment Blueprint shall cover all components of the assessment that has a summative value (e.g., continuous assessments, end-course theory assessments, practical/clinical assessments etc.).
2. Inviting other examiners (First Examiners) to set all types of questions/assessment tasks according to the Assessment Blueprint.
3. Developing and adding questions to question-banks in a timely manner, if practised at faculties.
4. Conducting and chairing Pre-Scrutiny (Moderation) Board meetings to finalize questions/assessment tasks (MCQ, SAQ, SEQ, EMQ, OSCE/OSPE etc.). These questions may be added to a question bank if available. Or to work with a specifically appointed internal moderators to achieve this task (if not done in Moderation Board). *(See details under Moderation [Section 5]).*
5. Selecting questions from question banks based on the Assessment Blueprint (if a question bank is practised)
6. Conducting continuous assessments with the relevant examiners and finalizing marks before the due date with appropriate moderation of marking *(see*

moderation in Section 5) and releasing the results to students within the stipulated period.

7. Attending final Scrutiny Board meeting (final moderation) with the draft end-course question papers and the Assessment Blueprint.
8. Signing record/log books of students for attendance and completion of continuous assessments (where relevant).
9. Finalizing the set examination papers/assessments to be delivered as per the recommendations during moderation.
10. Making the decision using the marks of the First Examiner & and the Second Examiner with the guidance of the External Moderator if necessary *(see under duties and responsibilities of the External Moderator).*
11. Making the final mark sheet with the marks received for all components officially through the Examination Unit/DR/SAR/AR of the faculty and proposing grades based on the raw marks following the grading policy & procedure of the faculty at a pre-result Board Meeting with all examiners of the Course *(see Section 5.4 under moderation of marking and grading).*
12. Obtaining the service of the internal specific moderator/s if appointed and available in setting, marking & grading.
13. Submission of finalized marks to the Examination Unit/HoD/DR/SAR/AR before the deadline.
14. Attending the Final Results Board meeting *(*final moderation of marking and grading by the ***panel of examiners****)* representing the Course with the results and analyses finalized at the Pre-Results Board.
15. Sending the confidential Chief-Examiner's report (Annexure 8.18) to the Dean of the Faculty within two weeks from the date of releasing results.
16. The Chief Examiner may act as a First Examiner (in such situation, all moderation of setting and marking of assessment tasks set by the person should only be done by the Moderator/Moderation Board, and the Chief Examiner shall only facilitate moderation).

4.3. First Examiner/s

The member/s who teach/es the content and affiliated to the faculty shall be appointed as First Examiner/s. If a person who teaches the content is not available for examination duties, another competent person can be nominated by the Faculty Board to the Senate to be appointed as the First Examiner. The First Examiner can be external if he/she teaches the content. The First Examiner shall mark answer scripts at first. The First Examiner shall often be the Setter of the relevant paper/question/assessment tasks. Chief Examiner may or may not become a Setter/First Examiner.

**** Note:** For an examination paper of a course of study, when the questions are set by several First Examiners, for questions set by one First Examiner, another First Examiner who sets other questions of the same paper can be the Second Examiner.*

Duties and Responsibilities of the First Examiner:

1. To set assessment tasks following the Assessment Blueprint/Content Validity Grid as prescribed by the Chief Examiner.
2. To be present at the Pre-Scrutiny Board ***(moderation board in setting)*** and the final Scrutiny Board ***(Examination/Final Moderation Board in setting)*** meetings and assist the Chief Examiner to finalize the examination papers/assessment tasks.
3. Create a model answer with a marking scheme and present it at the Pre-Scrutiny/Moderation Board meeting and agree on the marking schemes/marking rubrics and questions at the same meeting and attend the Final Scrutiny/Moderation Board meeting.
4. To mark the answer scripts/provide marks on the assessment task/student assessment work based on the performance of candidates using the agreed marking schemes/marking rubrics ***(this must be blind marking to ensure validity and usefulness of second marking)***.
5. Submit the marks and the answer scripts of candidates ***(without any marks/drawings on those)*** to the Examination Unit/DR/SAR/AR of the faculty before the deadline.
6. Any other appropriate task assigned by the Chief-Examiner.

4.4. Second Examiner/s

The purpose of double marking is to assure confidence about the marks assigned to individual scripts or students' assessment work by providing combined academic judgement through the agreement of marks between First and Second Examiners and resolution of problematic cases. The Second Examiner can be an internal or an external member of the University. He/she shall preferably be a person within the discipline examined or a person in a related discipline who is competent enough to use the same marking scheme/rubrics and evaluate the assessment work of the candidates. It may be a person from the same Department or the Faculty.

Duties and Responsibilities of the Second Examiner and double marking:

1. The Second Examiner shall mark the answer scripts after the First Examiner using the same marking scheme/marking rubric and shall be blind to the marks and feedback of the First Examiner during marking.
2. Preferably, all scripts shall be double marked. *Double marking means this,* which is the best practice.
3. If only a percentage of scripts is double marked as a strategy of moderation (see section 5.4), the final mark of candidates shall be decided based on the approved faculty guidelines developed around the overarching guidelines in this manual.

Part 05

Moderation of Assessments

5.1. Introduction to Moderation

5.1.1. The Purpose of the moderation:

Moderation is a process that ensures appropriate standards from designing the assessment to confirmation of the marks/grades by the Board of Examiners. It refers to a range of procedures conducted by an academic member/staff/Board to ensure that assessment tasks and marking are accurate, consistent, appropriate to the level of the assessment, ILOs & PLOs, and comparable with equivalent examinations in other institutions that offer similar study programmes. It will also contribute to continuous enhancement of assessment practices and ensure equality, fairness, accuracy and consistency in providing grades, awards & feedback. Moderation is a process that ensures the quality and relevance of graduates in relation to requirements of stakeholders.

A faculty shall have Faculty Board approved policies and forms of moderation for different types/components of assessments to ensure the proper operation of moderation processes. In addition, moderation methods shall be communicated to staff and students in appropriate forums. The Course-Coordinator/Chief-Examiner/HoD shall ensure that the moderation of assessments occurs as agreed and keep documented as defined by faculty policy. The Curriculum Committee/Academic Development and Planning Committee of each faculty shall be responsible for designing necessary specific SOPs under these guidelines and that shall be monitored by the IQAC.

Dictionary meanings of "moderation":

https://www.oxfordlearnersdictionaries.com/definition/english/moderation?q=moderation (moderation: the quality of being reasonable and not being extreme)

https://dictionary.cambridge.org/dictionary/english/moderation (Moderation: the quality of doing something within reasonable limits)

5.1.2. Best Practices for Effective Moderation of Assessments

A. Moderation of setting assessments

a. Presence of an External Moderator (=External Examiner)
b. Presence of a specially appointed Internal Moderators
c. Preferably moderation to done by a Moderation (Scrutiny) Board (e.g., Pre-Scrutiny & Final Scrutiny Boards) that include the Chief Examiner, Other Examiners (setters), and internal & external moderators

B. Moderation of marking and grading

a. Presence of an External Moderator (=External Examiner)
b. Presence of double marking/sample double marking
c. Preferably moderation to done by a Moderation (Results) Board (e.g., Pre-Results & Final Results Boards) that include the Chief Examiner, Other Examiners (setters), and internal & external moderators

5.2. Moderation of Setting

5.2.1. Recommended Strategies in Moderation of Setting

A. Appoint examiners early in a semester (as detailed in this Manual) to ensure that there would be ample time for the process to take place covering the continuous assessments as well. *All components of continuous assessments (in-course assessments) with a summative value are under the same Examination Rules & Regulations and Disciplinary Procedures for both candidates, examiners and any other person involved.*

B. Presence of an External Moderator as an ***overall quality controller*** of the assessment of a course/courses in a semester. (Please see the role/ToR of the External Moderator below under the section #### as per international practices on external moderation *(Note: external moderator is traditionally identified as External Examiner in the United Kingdom and some other countries).*

C. Presence of a specially appointed Internal Moderators. Internal moderators shall specially check the content and model answers/marking schemes as subject experts

D. Moderation by a Moderation/Scrutiny Board (Pre-Scrutiny & Final Scrutiny Boards) that include the Chief Examiner, other examiners of the course, and internal and external moderators.

* It is essential to appoint the individuals early in the semester so that the process can take place well in advance
* If Moderation/Scrutiny Boards is the practice of a faculty, it is important to have several Pre-Scrutiny/Moderation Board meetings covering different components, especially continuous assessments, as early in the semester to maintain the overall quality as much as possible.

5.2.2. Concerns to be Addressed in Moderation of Setting Regular Examinations/Timed Assessment Work

(Please find the template given in Annexure 8.19 for moderation)

Examination Paper/Assessment tasks

A. Whether the instructions to candidates are adequate & accurate.

B. Whether the time allowed for the examination/assessment tasks is what is stated in the Senate approved course specifications given to students at the beginning.

C. Whether the structure of the examination conforms to what is stated in the Senate approved course specifications.

D. Whether the set Assessment Blueprint adequately reflect the course ILOs.

E. Whether the set questions/assessment tasks are in line with the Assessment Blueprint.

F. Whether the questions/assessment tasks are of a standard appropriate to the level of students being assessed.

G. Whether the questions/assessment tasks are unambiguous or not.

H. Whether the questions/assessment tasks are able to differentiate the level of student performances.

I. Whether the questions/assessment tasks can be answered within the allocated time.

J. Whether the marks allocations for questions/assessment tasks are appropriate.

K. Whether the questions are free of spelling and grammatical errors.

L. Whether the numbering of pages and questions is correct.

M. Whether the text is readable (font type and size).

N. Whether relevant figures, tables, and equations are included and correctly numbered.

O. Whether figures, tables, equations, if any, are clear and correct.

P. Whether questions/assessment tasks are structured as per the approved guidelines (in terms of question type and time & marks allocation).

Q. Whether the question paper is formatted as prescribed in the faculty guidelines (header, instructions & body).

R. Whether the assessment tasks/questions are unacceptably similar to those of the previous three years. (However, core competencies may be tested every year).

Marking scheme / Model Answer/ marking Rubrics

S. Whether the answers/marking rubrics are accurate.

T. Whether the answers/marking rubrics are structured with a breakdown of marks.

U. Whether the marks allocation within components is rational & fair.

V. Whether the answers/marking rubrics are of a standard appropriate to the level of students being assessed.

W. Whether the marking schemes are adequately objective.

5.2.3. Concerns to be Addressed in moderation of coursework with a summative value on the Grades given

These are assessments done NOT under timed conditions (e.g., take-home assignments, projects, seminars & other components) where the task is not restricted to a time duration.

A. Whether the task enables students to demonstrate attainment of one or more of the ILOs of the course/module (constructive alignment).

B. Whether the task is straightforward.

C. Whether the set marking criteria are clear.

D. Whether the task is challenging enough so that students can demonstrate their skills and abilities.

E. Whether the candidates are aware of a reasonable duration & vigour that the Examiner think adequate for the completion of the task at their level so that they will not spend too little or too much of time on a given task; so that they will not sacrifice their time and energy that should get well distributed across all courses/modules.

F. Whether there is any significant overlap/similarity with tasks set in the past *(this is a good practice in designing out plagiarism rather than testing/worrying about plagiarism)*.

5.3. Moderation of Marking and Grading

5.3.1. Concerns to be Addressed in moderation of marking to ensure validity

See Annexure 8.20

A. Whether marking within assessment components is consistent.

B. Whether marking across assessment components within a course/module is consistent.

C. Whether marking across evaluators within an assessment component (especially in panel marking) is consistent.

D. Whether marking relative to other courses & cohorts (years) is consistent.

E. Whether the examiners have used the full range of marks in assessing.

F. Whether differences in academic judgements or procedural irregularity in marking are acknowledged, recorded and addressed.

G. Whether the study programme-specific marking scales and criteria have been used consistently.

H. Whether appropriate feedback has been provided at the assessment component and course level to help students to learn and justify the marks awarded.

I. Whether assessments are in line with course ILOs.

J. Whether marks of all components have been totalled and correctly inserted onto the spreadsheet.

K. Whether the spread of marks is appropriate and comparable to other courses and that of the same course in previous years.

L. Whether the descriptive statistics are appropriate (mean, median, mode, SD etc.) [based on prior experiences and expected attainment of ILOs].

M. Whether the form of scaling/standardization used (if necessary) is appropriate and yields valid grades.

5.3.2. Recommended strategies in moderation of marking and grading

Methods of moderation of marking must be robust enough to give reasonable assurance of standards, and those should be appropriate to the assessment component/task. Where different questions in an examination paper/assessment component are set & marked by different First Examiners, it is recommended that the moderation takes place at the level of each question to serve the purpose. The faculties should decide, document and report what moderation strategies it would adopt to achieve the requirements listed in annexure 8.20 in relation to marking and grading.

- *At least the strategy A and C shall be considered critical steps for any taught course/module/subject that will contribute to the final GPA or the Class of the degree awarded.*
- *Steps A, C & D, shall be compulsory for courses where evaluation of answer scripts is conducted employing panel marking.*
- *Faculties are encouraged to document their practices on each study programme based on these guidelines.*

A. Double-Blind Marking: Minimum standards recommended.

At least 15%-20% of scripts, and/ a minimum of 10 (& maximum of 50) scripts shall be marked by the Second Examiner *(Some universities advise all scripts to be double marked, which is a best practice but considered that it is a step beyond moderation).*

Course of actions in double-blind-marking

i. If the discrepancy between the first and the second marking is less than 15% for any examination component, the marks of the first Examiner shall be accepted. *(Universities in some other countries advise the tolerable discrepancy to be <5%.)*

ii. If the discrepancy between the first and the second marking is more than 15% in 33% or more of the double marked scripts *(some universities does not tolerate this much of a difference [15%] even for a single script),* the second Examiner shall mark all scripts and the average mark of first and second examiners shall be used for grading. The Chief Examiner shall decide on this, and the first Examiner shall be informed of this decision.

iii. When these mechanisms have not led to a resolution, the External Moderator shall be requested to adjudicate the disagreements. The EM shall recommend an action mentioned under item "E" stated under "Duties & Responsibilities of EM (under section 5.4).

iv. In a dispute, following a thorough discussion, the decision of a Board of Examiners chaired by the Dean of the Faculty shall be the final subject to ratification by the Faculty Board and the Senate.

B. Double-Informed Marking (also called Double-Seen marking)

The First Examiner marks, and then the Second Examiner marks the full cohort with the sight of the first marker's marks and feedback. The mark is either confirmed or amended after discussion between markers. **Double-Blind Marking** *is advised unless all scripts are marked by the second Examiner (which is beyond moderation).*

Double-Informed Marking is recommended in

i. reviewing the work of new or inexperienced First Examiner/Setter.

ii. dissertation /research projects

iii. as a solution for a severe discrepancy when a sample of scripts are marked by the Second Examiner (recommended by the External Moderator)

C. Sampled Moderation by Internal Moderators/Board of Moderation (Preliminary Results Board Chaired by the Chief Examiner)

The Internal Moderators/Moderation Board shall review a sample of marked scripts by the First Examiner/Panel of Marking Examiners & the Second Examiner to confirm that the final marks/grades are consistent with the marking criteria and requirements. The sample must be meaningful and random to ensure requirements stated in Annexure 8.20.

The sample must include scripts/assessment work from

i. several distant grades, including failed candidates and those with A & A+
ii. any individual candidate(s) where the examiners find significantly difficult to mark

At least 10%-15% of scripts and/ a minimum of 5 (maximum of 30) shall be considered in sampled moderation. The Chief Examiner shall determine the number.

The Internal Moderators/Moderation Board shall not generate a new mark for individual students. Instead, the Moderators/Board shall examine the concerns listed in Annexure 8.20, having already generated marks, graphical distributions & descriptive statistics (mean, median, mode and SDs), question papers, marking schemes/model answers, ILOs and Assessment Blueprint at hand. The moderation process should confirm that the generated grades are valid and fair by all stakeholders. If concerns about marking standards or a systematic error in marking or marks processing are identified, those shall be communicated to the Chief Examiner through Annexure 8.20. These may be handled together if moderation done by a Moderation Board (pre-results) and actions would be taken instantly. Possible actions would vary depending on the concerns raised and may include further moderation, mark adjustments, complete remark of the entire cohort of scripts etc. Any adjustments to marks, if proposed, must be conducted systematically so that all affected work is treated equally and not just the moderated sample.

The Chief Examiner may perform the task of an internal moderator if the person is not a First /Second Examiner. External Moderator (=External Examiner) shall be

consulted or be a mandatory member of the Board when significant decisions are made. The moderation report and the Examiners' response (Annexure 8.20) should be documented and communicated to the Chair (Dean) at the Final Results Board, so the Board shall decide whether to accept the response/treatment to marks/grades or require further actions at the Final Results Board.

Final Results Board

Once the Chief Examiner confirms the conformity of results to the requirement, the results shall be placed at the Final Results Board. Annexure 8.20 shall be tabled at the Final results Board.

In final year examinations, borderline cases may be considered in determining classes before finalising results during final moderation (Final results Board) per the section 2.3.1.9 of this guide. Each faculty shall specify the guidelines for this purpose.

****, This step of moderation of marking shall be compulsory for all courses/modules that will contribute to the final GPA and the Class of the degree awarded.***

D. Benchmarking during team/panel marking

In panel marking, the Chief Examiner shall call a meeting prior to marking to review model answers, marking standards and processes in the context of the relevant marking criteria. In this, a sample of assessments shall be marked by the Chief Examiner/one Examiner and share those with the panel members to establish a benchmark (calibration). Or each marker may mark a sample of papers and then share the marking and feedback with the Chief Examiner and other markers and achieve the calibration.

In moderation, to ensure concerns under Annexure 8.20 by the moderator/Board, the sample shall include scripts of candidates

i. with several distant grades, including failed candidates and those who received A & A+.
ii. any individual candidate(s) where the examiners find significantly difficult to mark.
iii. sample of scripts marked by each panel marker.

E. Performances, presentations, or practical examinations

When assessments (with a summative value) involve performances, presentations or a demonstration of a practical/skill, especially in continuous assessments where results are released to students within the semester, such assessment tasks should be observed by two evaluators with prior agreed and informed marking rubrics. Later

the marks should be moderated using the Annexure 8.20 at least by the Chief Examiner of the course/module with the assistance of the External Moderator if required before releasing results. When the employment of two evaluators is not possible, adjunct best practices such as moderation on student notes, slides, evaluator's notes and audio-visual recordings are recommended.

F. Dissertations and research projects reports

Dissertation or report assessment shall be subject to full, independent, and anonymous first & second marking (or having two examiners going through the research/project report independently). The Supervisor may also contribute to marking on selected aspects. Each faculty shall have detailed guidelines on pertinent procedures involved.

G. Exemptions from moderation of marking

The following assessment work of students can be exempted from moderation.

i. Assessments that have only a formative value
ii. Assessments of non-GPA course (The Chief Examiner may decide)
iii. When marking is automated only the concerns of Annexure 8.20 shall be ensured in moderation
iv. In any other instance that the Senate of the University determines.

Notes on Moderation:

- Clerical checking and moderation are different
- Each faculty shall have a workflow on moderation (both for setting & marking) covering the specific requirements in line with this Manual and maintain a Faculty Board approved policies and SOP on that.

5.4. External Moderator (= External Examiner)

An external experienced expert /retired academic /someone with professional expertise, experience and competence in assessment-related matters and in a related (broader) discipline shall be appointed as the External Moderator (EM). External Moderator shall play a significant role in the moderation of setting and marking to ensure the quality of academic standards are uniformly applied across academic years, semesters & courses in the assessment process and fairness and educational standards are ensured of grades and qualifications awarded.

Duties and Responsibilities of the External Moderator (EM):

A. EM shall serve as a mandatory member in the Final Moderation Board in Setting (Final Scrutiny Board) and Final Results Moderation Board (Final Results Board) in the assessment process.
B. EM shall provide the consent to the final examination papers considering the Assessment Blueprint and relevance to the Programme Learning Outcomes/Graduate Profile of the study programme.
C. EM shall ensure that difficultness of examination in one course/module is comparable to other courses in a semester, and the examinations in previous years.
D. EM shall not set or mark papers or award grades to individual candidates.
E. If the EM considers that the marks /grades allocated are not justified, or there is a dispute between the First & the Second Examiners, the EM shall recommend that,
    (i) all scripts to be double marked
    (ii) scripts be remarked by any one of the examiners
    (iii) adjustments to the marking scheme of the specific question are made
    (iv) adjustments to the marks/grades be done in a rational manner, and
    (v) steps be taken to avoid similar instances in future examinations.

F. EM shall have the right to inspect any step or material of assessments under his/her preview in the assigned semester.
G. At the end of the examination process, the EM shall certify the following with his/her signature.

    (i) Examination procedures have been fairly and adequately implemented, and decisions have been made after due deliberations.
    (ii) Standards of awards and students' performances are comparable to those in equivalent HEIs (within the approved PLOs).

H. The EM shall be consulted in case of any investigation into any examination malpractice or misconduct by a candidate, an examiner, the supervisor or an invigilator.

I. The EM shall submit a confidential report to the Dean in the prescribed format (Annexure 8.21) within two weeks from the release of results. If any, the recommendations and concerns shall be addressed by the Dean through respective standing committees, individuals, or the Faculty Board.
J. In case if the EM does not endorse the examination procedure carried out or the decisions of the Board of Examiners, the matter shall be referred to the Senate through the Faculty Board for a final decision.
K. The EM shall receive a payment as prescribed by the relevant UGC and University internal circulars.

5.5. The Board of Examiners

A. The Board of Moderation (Pre-Scrutiny Board & Pre-Result Board)

i. Chaired by the Chief-Examiner *(usually the HoD/Course Coordinator)*
ii. Attended by
    a. All Examiners of the Course
    b. At least one Internal Moderator *(Mandatory participant)*

TOR: Please see details under moderation and in the Section 2.3.1.6. Each Faculty/PGI/Centre shall have its own specific guidelines for practice developed under above guidelines based on the requirements of each study programme.

* The Chair shall present the distribution of marks, marks of first & second examiners, the relevant letter grades, and other prescribed information per the faculty guidelines (giving justifications for grades concerning the levels of achievements of ILOs of the course by candidates).
* The Board shall preferably review the performance of candidates based on the Annexure 8.20.

B. Final Scrutiny Board and Final Results Board (Final Moderation)

**, Final moderation boards may be conducted together for all courses of a Semester.*

i. Chaired by the Dean of the Faculty
ii. Attended by
    a. The External Moderator *(Mandatory participant)*
    b. Chief Examiner/s *(Mandatory participant/s)*
    c. The Internal Moderators *(At least one is mandatory)*
    d. All Examiners *(can be excused on individual personal/official reasons)*

TOR: Please see details under moderation and in the Section 2.3.1.9. Each Faculty/PGI/Centre shall have its own specific guidelines for practice developed under above guidelines based on the requirements of each study programme.

* Each Chief Examiner shall attend with their moderation form, distribution of marks, marks of continuous assessments and original marks of the first and second examiners, and verify the results finalized by the DR/SAR/AR

Part 06

University Standard Operating Procedures on Assessments

The University will continue to develop overarching University Standard Operating Procedures (SOPs) on different aspects of Assessments. Other than the SOPs published here, the newer SOPs will be added to the online version of this Manual once the Council approves those. Therefore, to access newer SOPs, the users are encouraged to access the online Manual.

6.1. The SOP on Dealing with Examination Offences Conducted by Candidates

SOP Number: *UoP SOP-*
Version: 1
Faculty/Department/Division/Centre/Unit/Other:
Effective Date: *(to be included once approved)*
The maximum time required for the procedure: *……. (D/W/M)*

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1. **Title**: **Inquiring Examination Offences Committed by Candidates**

2. **Purpose**: To describe the procedure to be followed in handling examination offences committed by candidates and conducting inquiries.

3. **Scope:**

    a. This SOP outlines the procedure to be followed in handling examination offences committed by candidates and conducting inquiries by the University. This SOP is under regulations made by the Senate and approved by the Council of the University of Peradeniya and under Section 136, read with Sections 29, 45 and 46 of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No.7 of 1985.

    b. Examination of a course/study programme may consist of several assessment components as continuous and end-course assessments. The assessment may use diverse assessment tasks based on Intended Learning Outcomes (ILOs) such as assignments; quizzes; practical/clinical examinations; assessments in work-based or industry place assignments etc.. The above regulations and this SOP shall be used in the event of a student committing an examination offence in any assessment component that has a summative value and is counted for the grade of the given course.

    c. For classification and nature of offences and required punishment based on the nature of the offence, the Examination Disciplinary Committee shall refer to Part 3 of this Manual (the Manual of Examination Procedures, University of Peradeniya).

    d. This SOP shall be valid for all postgraduate examinations until the Senate develops and approves separate procedures for postgraduate examinations.

    e. Supervisors, Examiners, Heads of Department or any other official of the University should immediately report any detected/suspected examination offences by students to the relevant Dean/Director.

4. **Overall Responsibility – Monitoring the SOP:**…….Dean of the Faculty/ Director/Postgraduate Institute/Director CDCE……

5. Overall Responsibility – Implementing the SOP:

a. **Name:** … …… N/A……..

Contact No:…Ext No: Dean's/Director's Office

b. **Designation:** ……*The Chief Examiner, DR/SAR/AR of the faculty/institute/centre or the Marking Examiner*……

6. The Procedure:

Prerequisites:

A panel of trained members be appointed by the Vice-Chancellor covering all faculties among experienced academics to be picked by the Deans/Directors as the external member of the Examination Disciplinary Committee (EDC) for a term of three years.

Part 1: Examination offences conducted during the examination *(for examination offences detected during marking, go to Part 2)*

Step	Time	Responsibility
1. Any behaviour of a candidate falling with the following shall be considered an offence a. Possession of unauthorized documents/items b. Copying c. Cheating d. Removal of stationery e. Impersonation f. Unauthorized assistance g. Aiding and abetting in the commission of above offences h. Disorderly conduct i. Any other examination offence (based on the judgement of the supervisor/ invigilator)	*At the incident*	*The supervisor and the Invigilator*
2. The Supervisor obtains a statement from the candidate and takes the suspicious material into the custody * *Use Annexure 8.13 given in this Manual* * *If the candidate declines to sign a statement, the Supervisor shall make his statement*	*At the incident*	*The supervisor and the Invigilator*
3. The supervisor shall authenticate any materials taken into custody (including the recorded statement) by placing the signature of the candidate, and the Supervisor and include the date, time and place of detection/incident.	*At the incident*	*The Supervisor*
4. A supervisor should give particulars of any incriminating material he/she cannot take possession of in the same form (Annexure 8.13).	*do*	*The Supervisor*

5. The Supervisor's report should be countersigned by one of the Invigilators.	*do*	*The Supervisor and Invigilator/s*
6. The supervisor shall send a report that includes the statement to the relevant Dean/Director along with any material taken into custody under a sealed cover .	*Immediately after the incident*	*The Supervisor*
7. Go to part 3		

Part 2: Examination offences detected during marking/evaluation

Step	Time	Responsibility
8. The examiner shall detect the following examination offences committed by a candidate when examining the answer script a. Copying b. Cheating c. Impersonation d. Unauthorized assistance e. Any other examination offence (based on the judgement of the Examiner)	*At the marking*	*The Examiner*
9. The examiner shall send a report to the relevant Dean/Director along with details of the material and the examination offence detected under a sealed cover. *, *The Examiner shall not discuss anything with the candidate nor investigate the incident/details personally*	*Immediately after the detection*	*The Examiner*
10. Go to part 3		

Part 3: The Inquiry

Step	Time	Responsibility
11. The Dean/Director or a 3-member committee appointed by the Dean/Director shall conduct a preliminary inquiry. ***Notes:*** * *A decision of the Faculty Board/Board of Management is not required to appoint a Preliminary Inquiry Committee.* * *The DR/SAR/AR shall provide administrative support for the preliminary inquiry to be completed within the stipulated time.* * *The work of the Committee shall involve interrogating the candidate alleged to commit the offence and any witnesses and inspection of materials.* * *The preliminary inquiry report shall reveal*	*Within two weeks of the incident*	*The Dean/Director* *The DR/SAR/AR*

(i) whether there is a prima facie case warranting further action by an EDC, and *(ii) the category of the offence as per Step 1 or Step 8 of this SOP*		
12. Based on the preliminary report, A. If the category of the offence is identified to fall within *1-g* to *1-i* or *8-e*, the preliminary report shall be tabled at the next available Faculty Board / Board of Management and move to Step 13 (Part 3A of the SOP) B. If the category of the offence falls within *1-a* to *1-f* or *8-a* to *8-d*, the Dean/Director shall immediately appoint the EDC and move to Step 18 (Part 3B of the SOP)	*Immediately after receiving the preliminary report*	*Dean*

Part 3 A: Offences that can be Dealt at the Faculty Board/Board of Management

13. After 12 A, The Faculty Board/Board of Management determines whether the gravity of the offence is serious enough compared with *1-a* to *1-f* or *8-a* to *8-d*, and warrant the appointment of EDC. A. If YES, the Faculty Board/ Board of Management recommends the Dean/Director appointing an EDC and moves to Step 18. B. If NO, the Faculty Board/ Board of Management decide on the punishment.	*Within two meetings of the Faculty Board or the Board of Management*	*Faculty Board or the Board of Management*
14. Faculty Board or the Board of Management decides on the punishment /action. ***Note:*** *The maximum punishment imposed by the Faculty Board or Board of Management shall be one or many among* *a. suspension of the student from the academic programme for up to 2 weeks,* *b. issuing a strong warning letter,* *c. keeping the student/s under supervision/probation for an extended period (minimum two years), where subsequent misconduct by the same student/s would be considered a serious offence. In such a situation EDC appointed for subsequent offences by the same student may consider reaching the higher ends of the punishments recommended for those offences and/or*	*Within two meetings*	*Faculty Board/Board of Management*

d. if the offence is in a Continuous Assessment, reducing the marks (from 20%-100%) earned for that component of the assessment so that the deduction will reduce the final mark earned for that course.		
15. The decision of the Faculty Board/Board of Management shall be communicated to the student immediately after confirmation and implemented	*Within two weeks*	*Dean/Director* *Academic Coordinator* *SR/SAR/AR*
16. The decision of the Faculty Board or the Board of Management shall be tabled at the Senate for its concurrence	*At the next meeting available*	*AR/SAR/DR*
17. If the Student appeals against the decision of the Faculty Board/Board of Management with a letter signed by him/her to the Dean, the Dean shall appoint an EDC and proceed to Step 18.	*Immediately*	*Dean/Director*

Part 3 B: Proceedings of the Examination Disciplinary Committee (EDC)

18. Appointment of the EDC * *The committee of not less than three members, of whom at least one member is from outside the faculty (from the pool/panel of members appointed by the Vice-Chancellor), appointed for each case.*	*Immediately after the Steps 12-B, 13-A or 17.*	*Dean/Director*
19. The Dean/Director shall submit the findings of the Preliminary investigation (after the Step 12-B)/decision of the Faculty Board (after Step 13-A)/ students appeal (after the Step 16) to the EDC	*Immediately after appointment*	*Dean*
20. The EDC conducts the inquiry and makes its recommendations * *This involves recording statements and perusing documents* * *DR/SAR/AR of the faculty shall facilitate conducting the inquiry and convene all meetings and individuals* * *DR/SAR/AR of the faculty shall ensure all communications/summons reach the relevant individuals promptly* * *EDC shall submit a report together with the findings and recommendations*	*Within one months of the appointment of the EDC*	*EDC* *DR/SAR/AR*
21. Placing the decision of the EDC at the Faculty Board/ Board of Management for its decision	*At the next available meeting*	*DR/SAR/AR*
22. Faculty Board/BoM decision on the recommendations of the EDC	*Within three meetings*	*Dean/Director* *Faculty Board/Board of Management*
23. Reporting the decision of the Faculty Board/BoM with the report of the EDC to the Senate	*Next available Senate from*	*DR/SAR/AR*

	the Faculty Board decision	
24. The decision of the Faculty Board shall be tabled at the next available meeting of the Senate	*Next available meeting*	*DR/SAR of C&AD*
25. The decision of the Senate The decision of the Senate shall be based on Sections 3.2 and 3.3 of this Manual and recommendations of the EDC.	*Within three meetings*	*The Senate*
26. Impose punishments in writing based on the decision of the Senate	*Immediately after confirmation*	*DR/SAR of C&AD* *The Vice-Chancellor*
27. The student, on whom a punishment has been imposed, within a period of two weeks from the date of communication to him/her of such punishment, may appeal against such punishment with a letter signed by him/her addressed to the Vice-Chancellor.	*Within two weeks from the decision communicated to the candidate*	*The candidate*
28. If no such appeal submitted within two weeks with a letter signed by the student, table the decision at the Council for its ratification	*At the next available meeting*	*DR/SAR of C&AD*

Part 4: The Appeals Board

Step	Time	Responsibility
29. Following the Step 25, the Vice-Chancellor submits the appeal to the Council requesting to appoint an Appeals Board	*At the next available meeting*	*The Vice-Chancellor,* *DR/SAR of C&AD*
30. A three-member Appeals Board form among the members of the Academic staff (only one member from the concerned faculty/related faculty [for PGIs]) is appointed	*Within a week of the appeal*	*The Council*
31. The Appeals Board reviews the decision. * *The Appeals Board shall be convened by the Legal and Documentation Division* * *The Appeals Board may look for new evidence if deemed necessary*	*Within four weeks from the appointment, with communication of information*	*Appeals Board* *DR/SAR of the LDD*
32. The Appeals Board submit the recommendations to the Senate. The Appeals Board may * *affirm* * *vary as deemed necessary* * *set aside the decision regarding the punishment with adequate justifications.*	*do*	*Appeals Board*

33. The decision of the Appeals Board tabled at the Senate	*At the next available meeting*	*DR/SAR of C&AD*
34. The Senate approves the recommendations of the Appeals Board	*Within two Senate meetings*	*The Senate*
35. The Vice-Chancellor Communicate the decision of the Appeals Boards to * *The student* * *Table the decision at the Council for its ratification*	*Within a week* *At the next available meeting of the Council*	*DR/SAR/AR of LDD* *DR/SAR/AR of LDD* *DR/SAR of C&AD*
36. Until the inquiry process is over, the accused student may continue the academic programme under the condition that the results of any examination taken by the student during the period are withheld until the inquiry is over. After the inquiry, whether to release the results or not shall be determined based on the decision of the Senate on the report of the EDC.	*During the inquiry period*	*Dean* *DR/SAR/AR*
37. Archiving the decision and the relevant document	*For 12 years*	*DR/SAR/AR C&AD*

***Abbreviations**: SOP, Standard Operating Procedures; CDCE, Centre for Distance and Continuing Education; PGI, Postgraduate Institute; BoS, Board of Study; AR, Assistant Registrar, SAR, Senior Assistant Registrar; DR, Deputy Registrar; EDC, Examination Disciplinary Committee; C&AD, The Council and Academic Division; LD, Legal and Documentation Division*

7. A note on Special Circumstances *(to be noted by the officer responsible for implementing the SOP for future reference and development of the SOP)***:**

Name of the SOP: …….

……

……

……

Notes for further enhancing the efficiency (by the officer responsible):

Any additional template/SOPs to be developed under/in relation to this for further enhancing the efficiency:

……

……

……

Difficulties experienced and suggested solutions:

……

……

……

Declaration by the Monitoring Responsibility

This SOP was reviewed on …… and observed to be adequate and acceptable/ or following revisions are suggested

a. ……
b. ……
c. ……

Date:…….. Signature: ……

Designation: …….

, The SOP shall be reviewed using the information on this page every two-years, and for that, this page shall be returned to CMD, UoP

6.2. The SOP On Reasonable Assessment Adjustments for Students with Disabilities

SOP Number:
Version:
Faculty/Department/Division:
Effective Date:
Maximum time required for the procedure:
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1. **Title: Reasonable Assessment Adjustments for students with disabilities (SWDs).**

2. **Purpose:** To provide reasonable adjustments to the assessments of SWDs so that they are not at a substantial disadvantage compared to other students.

3. **Scope:**
   a. This SOP is made under the University policies on Assessment and Award of Qualifications (Policy number: UOP-P 005) and Students with Disabilities (Policy Number: UoP-P-007)
   b. This SOP applies to all undergraduate and postgraduate students at the University of Peradeniya.
   c. All components of formative and summative assessments.
   d. Assessments should be done in such a way that the academic and/or professional standard of a degree programme is not compromised when adjusting the assessments for SWDs, and consistency is ensured with regard to assessment practices and processes across faculties.

4. **Overall Responsibility – Monitoring:** Dean of the Faculty/ Director/Postgraduate Institute/Director CDCE/Heads of the Department.

5. **Overall Responsibility – Implementing:**
   a. Name : ……..
   Contact No : ……..

   Designation: Assistant Registrar or Senior Assistant Registrar of the Faculty/Dean of the Faculty/Head of the Department

6. **The Procedure:**

Prerequisites for the operation of this SOP:

A. Each faculty/PGI/CDCE shall have a Disability Assessment Panel (DAP) nominated by the Faculty Board/Board of Management and appointed by the Dean/Director.

B. The DAP shall comprise the following personnel, and relevant expertise can be invited depending on the disability reported by the student when and as appropriate.

   i. Chairman *(to be nominated by the Faculty Board/Board of Management)*
   ii. DR/SAR/AR *(Convener & Secretary)*
   iii. A Senior Student Counsellor

iv. Medical doctor *(this may be a faculty member/s when expertise is available within the faculty. The other faculties shall appoint a willing Medical Doctor from another faculty or invite one from the Health Centre)*
v. Course coordinator/s of relevant courses *(to be invited as appropriate based on the student's application)*
vi. One member from the evaluation panels of relevant courses *(to be invited as appropriate based on the student's application)*
vii. Academic advisor of the student *(to be invited as appropriate based on the student's application)*
viii. Medical Experts *(to be invited as appropriate based on the student's application)*

C. Each Faculty shall have TORs and guidelines for the DAP depending on the requirement of each study programme. The following factors shall be considered when developing such TORs and guidelines for the DAP.

i. Compliance with the requirements on assessments per the Policy on Assessment and Award of Qualifications (UOP-P 005)
ii. Compliance with the "Disability Action Plan" (section 3.6) of the Policy on Students with Disabilities (UoP-P-007).
iii. Alternative arrangements shall not compromise academic standards.
iv. Alternative adjustments should be practical in terms of available resources and time.
v. Alternative adjustments should not result in an unfair advantage to SWDs compared to other students.

The SOP:

Step	Time	Responsibility
1. Setting a deadline to receive applications of disabilities from students at the beginning of the Semester (see Note 1).	*Within the first week of the semester*	*DR/SAR/AR of the Faculty*
2. Announcing call for applications to academic HoDs, other academic staff and students using electronic and printed media. A. However, provisions shall be there to submit applications at any time of the semester. B. Temporary conditions or injury that requires adjustments at examinations: i. Students with temporary disabilities such as broken limbs or fractures should also be considered under the provision of SWDs as special cases if it results in writing difficulties or any other physical inconvenience that may arise during examinations. ii. At the occurrence of such events, the students should submit an application for	*First week of the semester*	*DR/SAR/AR of the Faculty*

alternative arrangements with relevant medical certificates certified by CMO of the university Health Centre. This provision applies for both summative and formative assessments.		
3. The students who expect reasonable alternative examination arrangement submit the application given in Annexure 8.22 disclosing his/her disability ***directly to DR/SAR/AR*** of the faculty (see Note 3)	*Within two weeks from the date of announcement*	*Student*
4. The DR/SAR/AR receives the application and forward it to the Course Coordinator with a request to name an appointed examiner and a relevant medical expert to be invited to serve in the DAP	*Immediately after receiving the application*	*DR/SAR/AR*
5. The Course coordinator provide his/her feedback an nominations after consulting the HoD if necessary.	*Within a week after receiving the application*	*Course Coordinator*
6. A meeting of the DAP shall be scheduled after considering the availability of all members	*Within a week after receiving the nomination from the Course coordinator*	*DR/SAR/AR*
7. Providing information and documents to the DAP	*1 week before ethe schedule meeting*	*DR/SAR/AR*
8. The DAP shall evaluate the Evaluation of the application using the faculty TOR and guidelines *See Notes below*	*Within two weeks after receiving application*	*DAP*
9. DAP provides its decision as below a. The decision shall be to approve and recommend adjustments for examination arrangements per the guidelines *(see notes below and prerequisites above)* b. Rejecting the application considering the factors such as time of the application, nature and the degree of disability and practicability of providing alternative arrangements. c. Recommend deferring the examination if it is impossible to arrange alternative examination arrangements based on the recommendation of the medical opinion.	*Within a week from the meeting*	*DAP*
10. The DR/SAR/AR communicate the decision to the Course Coordinator and the HoD	*Immediately after the decision*	*DR/SAR/AR*
11. The recommendations are reported at the Faculty Board	*At the next available meeting.*	*DR/SAR/AR*

12. The Faculty Board confirms the decision at one meeting unless challenged by a majority	*At the first available meeting*	*Faculty Board*
13. Convey the decision to the student.	*Immediately after approval*	*DR/SAR/AR*
14. Students comply with the decision. If the student disagrees with the decision, he/she may move to step 17.	*On receipt*	*Student*
15. Implementation of the recommendation made by *DAP* * *Required budget, human resources, equipment, infrastructure should be provided by the faculty.*	*At applicable examinations*	*Dean* *DR/SAR/AR* *HoD* *Course Coordinator*
16. The decision of the Faculty Board is tabled at the Senate (irrespective of the decision) for its concurrence. If adjustments are recommended, the FB shall proceed with implementation pending the approval of the Senate.	*At the next available meeting*	*DR/SAR/AR*
17. Once the exam is over, feedback on the reasonable adjustments made should be collected from both the implementing body (The Supervisor, invigilators, DR/SAR/AR, Course Coordinator, Examiners, etc) and the students. Faculties can prepare appropriate feedback forms. Summary of the feedback should be reported to the FB semester wise	*Within 2 weeks after exam is over*	*DR/SAR/AR/Dean*

Part 2: Appeals by the Student

18. Student shall submit a letter under his signature a letter to the Vice-Chancellor citing the decision by the Faculty Board with a copy to the Dean of the Faculty/Director of the Institute	*Within two weeks from the decision.*	*Student*
19. The DR/SAR/AR shall provide all documents to the Vice-Chancellor in consultation with the Dean	*Immediately after the appeal*	*DR/SAR/AR*
20. The Vice-Chancellor appoint a three-member expert committee noting the disability reported in the report of the DAP and receiving nominations at the Vice-Chancellor's advisory committee	*Within a week from the appeal*	*Vice-Chancellor*
21. The Committee study the matter a. The Committee may summon the student b. The Committee may discuss with the Chairman DAP and the Dean of the Faculty c. The Committee may request that the student be examined by a consultant of its choice relevant to the disability and go through the report	*Within two months*	*The Committee*
22. The Committee submits it report to the Vice-Chancellor	*do*	*The Committee*

23. The Vice-Chancellor table the report at the Senate	*At the next available meeting*	*The Vice-Chancellor*
24. The Senate deliberates and decide on the appeal of the student	*Within two meetings*	*The Senate*
25. The decision is communicated to the student and the faculty for implementation	*Immediately after confirming the decision*	*DR/SAR C&AD*

***Abbreviations**:*

AR: Assistant Registrar; SAR: Senior Assistant Registrar; DR: Deputy Registrar; LDD: Legal and Documentation Division; CA-Continuous Assessment, CMO-Chief Medical Officer, DAP-Disability Assessment Panel, FB-Faculty Board, HOD-Head of the Department, SWDs- Policy on Students with Disabilities (SWDs) Policy Number: UoP-P-007; TOR-Terms of Reference; C&AD: Council and Academic Division

Notes on this SOP:

Note-1: Definitions (An extract from the **Policy on Students with Disabilities (SWDs) Policy Number: UoP-P-007)**

4.1 Disability

"Any person who as a result of any deficiency in his physical or mental capabilities whether congenital or not is unable by himself to ensure for himself, wholly or partly the necessities of life (Department of Census and Statistics, Census of Population and Housing 2001)". . It also includes a temporary, permanent, current, past or future disability, and chronic health conditions which may not commonly be considered disabilities

Commonly recognized disabilities include (but not limited to);

a. Blind/Low Vision
b. Deaf/Hearing Impairment
c. Physical and Systematic Disorders Including but not limited to: multiple sclerosis, cerebral palsy, chemical sensitivities, spinal cord injuries, cancer, AIDS, muscular dystrophy, and spina bifida.
d. Psychiatric/Psychological Disorders: Mental impairment that includes any mental or psychological disorder, such as emotional or mental illness.
e. Specific Learning Disabilities
f. Head Injury/Traumatic Brain Injury

4.2 Chronic Medical Conditions

A chronic medical condition is one that is persistent or otherwise long-lasting in its effects or a disease that comes with time. It generally cannot be prevented by vaccines or cured by medication, nor do they just disappear.

Note-2: Reasonable Adjustments (In the **Policy on Students with Disabilities (SWDs) Policy Number: UoP-P-007)**

Reasonable Adjustments

A person with a disability may require reasonable adjustments in order to ensure equal participation in work or study. The aim of reasonable adjustments is to provide negotiated measures to ensure that students with disabilities have equality of access to education. Such adjustments are not intended to compromise academic standards or to provide an undue advantage to students with a disability. A student must be able to fulfil the inherent requirements to undertake a course of study, unless their inability can be overcome by making a reasonable adjustment. In practice, the principle of reasonable adjustment allows that whenever it is possible, necessary or reasonable to do so, the usual policy or practice will be varied to meet the needs of a person with a disability. Examples of reasonable adjustments include variations to examinations and assessments, provision of adaptive equipment and modifying course delivery methods.

1. The University will make reasonable adjustments to delivery and assessment methods without compromising the academic standards.
2. The adjustment may take the form of an aid, a facility or a service that the student requires because of his or her Disability.
3. Make adjustments to examinations for students with a Disability (including students with chronic medical conditions), to provide students with an equitable opportunity to demonstrate their knowledge and competency for assessment purposes.
4. Alternate arrangements for examinations will be recommended after considering standard practices that redress the impact of a student's disability on their performance in examinations. These may include adjustments such as:
    a. Extensions of time
    b. Use of assistive technology
    c. A separate room
    d. Use of reader, scribe or computer where necessary
    e. Use of ergonomic chair
    f. Alternative formatting of exam papers
    g. Negotiation of an alternative assessment.
    h. Any other reasonable adjustments as may be decided time to time.
5. The University will ensure that it has a number of specially adapted rooms on campus for disabled students. Extra consideration will be given if the student has a disability or

medical condition that require them to carry out the activities during their stay at the University.

6. The University will provide resources and staff development opportunities to assist staff to meet the learning and support needs of students with disabilities, including inclusive teaching and learning strategies such as universal design for instruction and assessment practices.

Note-3: Disclosure of Disability (An extracted from the **Policy on Students with Disabilities (SWDs) Policy Number: UoP-P-007)**

1. An individual with a disability who does not require any adjustments is not obliged to disclose their disability at any time.
2. An individual with a disability who requires an adjustment is encouraged to disclose their need for the adjustment to the University, with appropriate documentation, as soon as possible.
3. Information regarding the disability, and any adjustments needed, may only be disclosed to the staff on a need-to-know basis. This may include disclosure to teaching staff, supervisors, facilities services, and other staff who may be required to implement the required adjustments. Subject to the above, University staff must treat as confidential and private any disclosure of information concerning a person's disability.
4. Evidence of a disability may be required for appropriate adjustments to be provided.
5. Staff will respect students' rights to confidentiality and decision to disclose personal information.

Note 4: Further Guidance on Different types of Adjustments

1. Extension of time: Usually given for student with processing difficulty, mental health issues such as depression, student with some kind of medication which cause slow cognitive processing, students with partially blindness. Standard additional time allocation is 25% of total time. However, depending on the condition the duration can be increased. When examination lasts for more than 3 hours, supervised rest period can be allowed.
2. Use of assistive technology:
3. A separate room: When medical evidence requires a student to be separated from the rest of students, a separate room or venue should be allocated. In some instances, when reader or scribe needs to be provided, a separate room should be allocated.

4. Use of reader, scribe or computer where necessary: When the student is not capable of writing or typing, a suitable person selected by the relevant authority* should be employed. (*Dean/HOD/Course Coordinator/FB).
5. Use of ergonomic chair:
6. Alternative formatting of exam papers: Depending on the requirement of students, question papers in large size, with different colours, or a reader reading the questions to students.
7. Negotiation of an alternative assessment: When a student cannot demonstrate their knowledge in a traditional manner. e.g., viva, take-home assessments, providing a range of assessment options.
8. Providing a computer: In exceptional circumstances the use of a computer may be allowed, offering a flexible approach to students with disabilities or injuries.

A note on Special Circumstances *(to be noted by the officer responsible for implementing the SOP for future reference and development of the SOP)***:**

Name of the SOP: …….

……

……

……

Notes for further enhancing the efficiency (by the officer responsible):

Any additional template/SOPs to be developed under/in relation to this for further enhancing the efficiency:
……
……
……

Difficulties experienced and suggested solutions:
……
……
……

Declaration by the Monitoring Responsibility

This SOP was reviewed on …… and observed to be adequate and acceptable or the following revisions are suggested

a. ……
b. ……
c. ……

Date:…….. Signature: ……

Designation: …….

, The SOP shall be reviewed using the information on this page every two years, and for that, this page shall be returned to CMD, UOP.

6.3. The SOP On Verification of Results

SOP Number: *UoP-SOP-*
Version No: 1
Faculty/Department/Division/Centre/Unit/Other:
Effective Date:
The maximum time required for the procedure*: 4 weeks*
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8. **Title**: **Verification of Results**

9. **Purpose**: To describe the procedure to be followed in the verification of marks and grades of candidates.

10. **Scope:**
    i) This SOP outlines the procedure to be followed in the verification of marks and grades of candidates based on the policy guidelines in the UGC Commission Circular No: 978 (dated 9th April 2012) as the minimum standards.
    ii) The minimum standards in the verification process shall be
        a. Checking the accuracy of additions of marks in the script of both first and second examiners,
        b. Verifying the accuracy of computation and transcription
        c. Verifying the absence of errors/oversights in the moderation processes in marking and grading adopted by the faculty/PGI/CDCE *(see Part 5 of this Manual under Moderation)*.
    iii) The verification shall involve all components of assessments with a summative value that contributed to the grade of the candidate.
    iv) The results released to the student(s) following the re-scrutiny of marks and grades shall be the final, and no more requests shall be entertained thereafter.

11. **Overall Responsibility – Monitoring the SOP:** ….Dean/Director…..

12. **Overall Responsibility – Implementing the SOP:**
    a. **Name:** …….
       Contact No: ……

    b. **Designation:** DR/SAR/AR responsible for examinations

13. The Procedure:

Prerequisites for the operation of this SOP:

A. The Faculties/PGIs/CDCE shall develop specific SOPs based on this university-SOP that provide adequate details on the responsible desks/staff members and relevant offices.
B. Each faculty/PGI/CDCE shall have their SOPs and relevant annexures (application, paying vouchers) as downloadable versions on the entity's website.

Steps	Time	Responsibility
Application procedure		
1. DR/SAR/ AR notifies the candidates of the period during which the requests are accepted for verification of results using digital and print media.	*Immediately after releasing the results*	*DR/SAR/AR*
2. Student downloads the application (Annexure 8.23) and paying vouchers and makes the prescribed payment at the Shroff. Note 1: The fee is non-refundable.	*Within two weeks of the release of the results*	*Student*
3. The student submits the fully completed application to the specified desk/office at the Dean's/Director's office	*do*	*Student*
4. Convene the Results Verification Board (RVB). Note 1: Composition of the RVB a. Dean of the Faculty/Director *(Convener)* b. Head/s of the Department/all relevant Heads of departments c. Chief Examiner d. External Moderator Note 2: When a Head is the relevant Chief Examiner, another member from the same Department shall be invited Note 3: If the number of applications received is too large, the Dean /Director shall direct *i.* all applications for one course/module are to be handled by a sub-committee that includes the relevant Chief Examiner and *ii.* the verified results are to be tabled at the RVB for ratification.	*Within three working days of the closure of the application*	*Dean/Director*
5. The Chief Examiner shall present detailed marks of all assessment components (end-course and continuous assessments) and the student's grade.	*At the meeting of the RVB*	*RVB* *DR/SAR/AR*

**, Answer scripts of all components shall be made available for the inspection of the RVB by the DR/SAR/AR*		
6. The RVB shall verify the accuracy of a. additions of marks in the script of both first and second examiners, b. computation and transcription and c. the moderation processes in marking and grading adopted by the faculty/PGI/CDCE (see Part 5 of this Manual under Moderation). d. The verification process of sub-committees if verification is performed separately for different courses/modules as the minimum standard in the verification process.	*do*	*RVB*
7. If there is no grade change, the Dean/Director directs the DR/SAR/AR to inform the candidate. If there is a change in the grade, move to Step 8.	*Immediately after the meeting of the RVB*	*Dean* *DR/SAR/AR*
8. Convening a special Results Board	*Within five working days*	*DR/SAR/AR*
9. Ratification of the revised results.	*At the Special Meeting*	*Special Results Board*
10. Convene a Special Faculty Board/Board of Management meeting and ratify the results (or at the regular Faculty Board/Board of Management meeting if available)	*Within a week of the Special Results Board*	*Dean* *DR/SAR/AR* *Faculty Board*
11. Informing the candidate a. If the revised grade is only for a course /module, the outcome of the verification shall be informed to the student. b. If the revised results are of the final-semester/final-year examination, move to Step 12.	*Immediately after the meeting of the RVB*	*DR/SAR/AR*
12. Table the confirmed results at the Senate	*At the next available meeting*	*DR/SAR/AR* *DR/SAR -C&AD*
13. Table the confirmed results at the Council	*At the next available meeting*	*DR/SAR -C&AD*

14. Publish the results and announce them to the student/s	*Immediately after confirmation*	*DR/SAR/AR of the Faculty/Institute /Centre*
15. Maintaining the records, including the completed application form, minutes of the RVB, Special Results Board, Special Faculty Board, Follow up actions after confirmation of the minutes of the Senate and the Council	*For 12 years*	*DR/SAR/AR of the Faculty/Institute /Centre*

Abbreviations:

SOP, Standard Operating Procedures; UGC, University Grants Commission; AR, Assistant Registrar, SAR, Senior Assistant Registrar; DR, Deputy Registrar; C&AD, Council and Academic Division; RVB, The Results Verification Board; PGI, Postgraduate Institute; CDCE, The Centre for Distance and Continuous Education

A note on Special Circumstances *(to be noted by the officer responsible for implementing the SOP for future reference and development of the SOP)***:**

Name of the SOP: …….

…… ……
……
……

Notes for further enhancing the efficiency (by the officer responsible):

Any additional template/SOPs to be developed under/in relation to this for further enhancing the efficiency:
……
……
……

Difficulties experienced and suggested solutions:
……
……
……

Declaration by the Monitoring Responsibility

This SOP was reviewed on …… and observed to be adequate and acceptable, or the following revisions are suggested

d. ……
e. ……
f. ……

Date:…….. Signature: ……

Designation: …….

, The SOP shall be reviewed using the information on this page every two years, and for that, this page shall be returned to CMD, UOP.

6.4. The SOP On Declaring and Managing Conflict of Interests

***SOP number**: UoP SOP-CQA-001*
***Version:** 1*
***Faculty/Department/Division/Centre/Unit/Other:** ……*
***Effective Date:** ……*
***Maximum time required for the procedure:** …… (D/W/M)*

---

1. **Title**: **Declaring and Managing Conflict of Interests**

2. **Purpose:** To explain the procedure to be followed in declaring and managing conflicts of interest by staff members and individuals affiliated to the University of Peradeniya.

3. **Scope:**
   a. As per the University Policy on Conflict of Interests, every staff member should be transparent about any perceived, potential, or actual conflict of interest, and must ensure that declarations are made in time with the immediate supervisor (Head of the Department, Dean of a Faculty, DR/SAR/AR of a faculty/Institute, Directors of Centres, DR/SAR/AR in general administrations, SABs, DBs in finance administrations, Bursar, Librarian, Registrar, Deputy Vice-Chancellor or the Vice-Chancellor).

   b. Individuals can fall into situations of conflict of interest. It could be a potential, perceived or actual situation of conflict of interest. Based on the Policy on Conflict of Interest of the University, the University recognizes the following situations/processes, among others, as ones where there is a high likelihood of situations of conflict-of-interest arising: recruitment processes; examination-related duties; research supervision; involvement in projects, activities with financial benefits to university staff members; processes involving tender decisions; contract management; getting appointed to executive/administrative positions; processes involving legal decisions and proceedings; policy-making; processes involving the formulation of agreements and partnerships, activities in relation to research, development and innovation; provision or acceptance of donations; engaging in consultancy; the preparation and adoption of MoUs and contracts; and contributions to key decisions at meetings (Boards, Councils and other bodies) particularly those of far-reaching consequences. If a teacher thinks that there is a conflict related to any other matter, he/she may declare it to the Head of the Department following the same SOP.

   c. A declaration should be made before getting engaged in any activity as detailed under “B” of the Scope of this document. The SOPs of relevant activities should identify the requirement of signing declaration forms.

   d. Declaration of Interest applies to the following individuals as per the University Policy on Conflict of Interest
      i. all permanent and contract/temporary staff members of all levels
      ii. outside individuals who serve on different Boards, Management Committees, and Councils,

iii. outside individuals who perform collaborative activities with staff members of the University, and
iv. outside consultants and any individuals or groups undertaking activities for or on behalf of the University.

4. Overall Responsibility – Monitoring the SOP: Faculty Board, Boards of Management, Senate, Council

5. Overall Responsibility – Implementing the SOP:

a. Name: …….. ……...

Contact No:……..

b. Designation: [AB/SAB/DB/Bursar/AR/SAR/DR/Registrar/Librarian/ HoD/Dean/Director/ (Decide as appropriate for the location/Division)] ……

6. The Procedure:

****, In relation to the high-risk areas identified by the University (Section 3, subsection B under Scope of this SOP), every individual involved shall be signing a declaration form, and the procedure shall start from item number 5 of Part 1 in such instances (see below).***

Part 1

Step	Responsibility
1. Check/be vigilant on the occurrence of a situation of a conflict of interest when an individual gets entrusted/involved in a task	The Individual
2. Use the checklist in appendix 1 to self-identify a situation of conflict of interest	The Individual
3. The individual identifies a conflict of interest	The Individual
4. The individual discusses the matter with the immediate supervisor/ superior in the management structure, and a decision is made on the requirement of signing a declaration	The Individual & the Immediate Superior/Supervisor
5. The individual submits the declaration form that includes the details about the conflicts with the proposed management plan.	The Individual, Officer-In-Charge for the Activity & the

***** As per the Policy on Conflict of Interest, the SOP should commence from this Step for all high-risk activities [Section 3, subsection B under Scope of this SOP]. The staff member In-Charge of that activity shall coordinate and get this signed.*** *E.g. DR/SAR/AR in relation to examinations***	Immediate Superior/Supervisor
6. The immediate supervisor/ superior in the management structure reviews the form, and an agreement is reached between the individual and the immediate Superior regarding a potential management plan • if an agreement is NOT reached between the individual and the Immediate Superior, the Immediate Superior/Supervisor shall take the matter to the next level of the administration ***(and continue from Part 2 of the SOP)***	The Immediate Superior/Supervisor
7. The Supervisor completes the relevant section and the conflict-of-interest management plan and signs the declaration form	The Immediate Superior/Supervisor
8. The individual's compliance to the agreed management plan	The Individual
9. Copies of the declaration form with the management plan shall be with the individual, the supervisor and the original to be sent to the Administrative Officer responsible for archiving • The Registrar of the University shall define officer/s responsible for archiving	The Immediate Superior/Supervisor & the Administrative Officer
10. The immediate supervisor monitors the engagement of the individual in the task in consultation with the individual	The Immediate Superior/Supervisor
11. The Administrative Officer obtains an annual report from the Immediate supervisor/Superior (for long term, high-risk activities)	The Administrative Officer

Part 2

Step	Responsibility
12. The officer at the next level of the management structure discusses with the individual	The Individual & the Officer at the next higher level
13. The officer at the next level seeks clarifications from the SAR/LDD	The Officer at the next higher level
14. The officer at the next level discusses with the individual and agrees with a management plan ***(an continue to Step 7 of Part 1 of the SOP)*** • If the individual fails to agree with a management plan with the officer at the next level, refer the matter to the Registrar/Vice-Chancellor as appropriate ***(and continue to Part 3 of the SOP)***	The Officer at the next-higher level & the Individual

Part 3

Step	Responsibility
15. The officer at the next level in the management structure refers the matter to the higher authorities (Registrar or the Vice-Chancellor as appropriate)	The Officer at the second higher level
16. Appropriate actions are taken for a collaborative solution by a committee appointed by the VC to discuss and deal with the situation	Vice-Chancellor
17. The individual provides the consent for a management plan ***(Continue to Step 7 of Part 1 of the SOP)***	The Individual
18. If the individual does not provide consent to a management plan following Step 16 of the SOP, refer the matter to the Governing Council to take appropriate actions with the assistance of the SAR/LDD	The Registrar
19. All documents to be archived by the officer responsible	The Administrative Officer

Abbreviations*: CoI – Conflict of Interest; SOP – Standard Operating Procedures; LDD – Legal and Documentation Division; MA - Management Assistant; AR - Assistant Registrar, SAR – Senior Assistant Registrar; DR – Deputy Registrar; AB – Assistant Bursar; SAB – Senior Assistant Bursar; DB – Deputy Bursar*

7. **A note on Special Circumstances** *(to be noted by the officer responsible for implementing the SOP for future reference and development of the SOP)***:**

Name of the SOP: …….

……

……

……

Notes for further enhancing the efficiency (by the officer responsible):

Any additional template/SOPs to be developed under/in relation to this for further enhancing the efficiency:

……

……

……

Difficulties experienced and suggested solutions:

……

……

……

Declaration by the Monitoring Responsibility

This SOP was reviewed on …… and observed to be adequate and acceptable/ or following revisions are suggested

g. ……

h. ……

i. ……

Date:…….. Signature: ……

Designation: …….

, The SOP shall be reviewed using this page every two years, and for that, this page shall be returned to CMD, UoP

Annex 1 to this SOP:

A <u>checklist</u> to help identify a Conflict of Interest

The purpose of this tool is to provide a checklist that you can go through when you are faced with a situation in which you think you might have an actual, perceived or potential conflict of interest. <u>This checklist is for your personal use</u>. However, after completing the form, if you have any doubts about whether or not you have a conflict of interest, you should complete a Conflict of Interest Declaration Form (Appendix 2 of this *Procedure)*.

Making the assessment

Asking the following questions from yourself may help you to understand whether you have an actual, perceived or potential conflict of interest.

Ask yourself every time when assessing these situations, 'could this conflict with my interests in relation to professional duties?' If you answer **YES** to any of the questions below, you ***<u>may</u>*** have an actual, reasonably perceived or potential conflict of interest, and you should complete a declaration form (Appendix 2 of this *Procedure)*.

	Yes	**No**
1. Would I or anyone associated with me benefit from or be detrimentally affected by my proposed/intended decision or action?		
2. Could there be benefits for me in the future that could cast doubt on my objectivity in relation to the present task?		
3. Do I have a current or previous personal, professional or financial relationship or association of any significance with the interested/other parties I will get engaged with?		
4. Would my reputation or that of a close relative, intimate partner, friend, or associate stand to be enhanced or damaged because of the proposed decision or action?		
5. Do I or a close relative, intimate partner, friend, or associate stand to gain or lose financially in some covert or unexpected way when I am going to engage with this?		
6. Do I hold any personal or professional views or biases that may lead others to reasonably conclude that I am not an appropriate person to deal with the present matter?		
7. Am I going to work in a private capacity in any way on a matter my Academic Unit/Division/the University is formally dealing with?		
8. Am I going to make any promises or commitments in relation to a matter where there can be personal gains (which are not seen acceptable) to me, a close relative, intimate partner, friend, or associate?		

9. I will receive a benefit or hospitality from someone who stands to gain or lose from my proposed/intended decision or action?		
10. Am I a member of an association, club, or professional or private organisation, or do I have ties and affiliations with organisations or individuals who stand to gain or lose by my proposed/intended decision or action?		
11. Can this situation influence future employment opportunities/income outside my current official duties?		
12. Can there be any other benefits/gains to my associates or me or factors that could doubt my objectivity?		

- If you still have doubts about your proposed decision or action, a direction should be sought from your Supervisor/Immediate Superior in the administrative structure of the University Governance.

Definitions

- **A close relative:** *(1) a spouse; (2) a child, grandchild, parent, grandparent, sibling, uncle, aunt, nephew, or niece, or the spouse of any such person; (3) a person having a step-relationship described in (2) above; (4) a parent-in-law or a brother- or sister-in-law; or (5) any other person who resides in the same household as the trustee, officer, or employee.*

- **Intimate Partner:** *"Intimate partner" refers to a person with whom one is romantically or sexually involved with*

Annex 2 to this SOP:

UNIVERSITY OF PERADENIYA

Declaration of Conflict of Interests by Individuals

As per the Policy on Conflict-of-Interest (the Policy), the University is obliged to ensure the highest integrity & accountability in the conduct of all individuals affiliated with it and maintain a high degree of public confidence in all core functions of the University. As a part of this Policy, the University requires those affiliated with the University to disclose any circumstances that could give rise to potential, reasonably perceived or actual conflict-of-interest as those may affect or appear to influence the objectivity and independent excise of duty/ function of the individual. ***A 'conflict of interest' is a conflict between the official responsibilities of a person in a position of trust and any other interests the person may have.*** A perceived conflict of interest exists when interest would not necessarily influence the individual but could result in the individual's objectivity being questioned by others.

The purpose of this form is to facilitate the disclosure and management of conflicts of interest in accordance with the Policy of the University. This form is designed to be used by university staff members and affiliates to disclose situations with actual, perceived, or potential conflicts of interest that may exist. If it is decided, a conflict of interest management plan must be agreed upon & implemented, as per Section 15 of the Policy. It is the responsibility of the university staff member or the affiliated individual disclosing the conflict to act in accordance with the agreed management plan, including, where necessary, performing a periodic review of the conflict of interest and the management plan and providing additional disclosures if circumstances surrounding the conflict of interest change.

You must disclose on this Declaration of Interests form any financial, professional, employment or other interest relevant to you, your close relatives, intimate partners, friends or associates that will conflict with the objectivity of the official task assigned to you.

Please note that NOT fully completing and disclosing all relevant information on this form may depending on the circumstances, lead the University to review the responsibilities handed over to you by the University.

Answering 'YES' to a question on Annex 1 does not automatically disqualify you from undertaking a task. Your answers will be reviewed by yourself and your immediate supervisor or another higher Officer in the administration, depending on the nature of the disclosure. Based on the nature of disclosed conflicts, the management plan will be established, implemented, and monitored collaboratively by you and your immediate supervisor or the responsible Administrative Officer.

If you are unsure whether you hold a conflict of interest, discretion should be sought from your Supervisor/Immediate Superior in the management of the University Governance.

Full name (underline the surname): Rev/Prof/Dr/Mrs/Mr/Ms ……...

……..

NIC number: …….

Designation (if in a permanent/contract/temporary appointment):……..

……..

Department/Division affiliated to: ……...

……..

Address for correspondence: ……..

……..

Email address: ……...

Mobile phone number: …….

Designation/appointment/description of the task/role affiliated to the University relevant to this declaration of interest: …….....

……..

……..

Name and the title of the person to whom you report (the Immediate Superior/Supervisor):

Name: …….

Designation: ……..

The conflicting interest	If it is relevant to a family member/or another close associate, specify the relationship	Describe the relevant details, including the nature and dates and duration of the circumstance/s of interest or the value of it, if financial

Declaration: I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge. Should there be any change to the above information, I will promptly notify my Immediate Supervisor/Superior and complete a new Declaration of Interest form that describes the changes.

Date: ……. Signature …….

Conflict of Interest Management Plan

As agreed by the individual and the immediate supervisor, write as "YES" in the appropriate box below and leave the other box empty;

A Conflict of Interest does not exist	
A Conflict of Interest exists, and the following management plan is agreed	

The Individuals shall follow, as decided in collaboration with the Immediate Superior /Supervisor or the Relevant Administrative Officer, one or a combination of mitigation strategies listed below in managing situations of conflict-of-interest:

(Tick as appropriate)

	1. Relinquishing the private interests by the concerned individual;
	2. Restricting the involvement of the concerned individual in the relevant activity;
	3. Employing a disinterested third party to oversee the activity in question;
	4. Removing the concerned individual from the activity in question if the conflict cannot be managed using the above (1-3) strategies.

Name of the relevant Individual/Staff member……

……..

Signature:……

Name of the Immediate Supervisor/Superior …….

Signature:……..

Date: …….

(Copies to be kept with the individual, the immediate supervisor and the original to be sent to the Administrative Office responsible for archiving)

Part 07

Applicable UGC Circulars

The UGC circulars included here are up to date by 31st March 2023. For any later versions, the users of this Manual should access the UGC website through the following link.

https://www.ugc.ac.lk

However, the University will continue to update the online version of this Manual, which can be accessed by users through the following link.

Online Version of This Manual

7.1. UGC Commission Circular No 978

University Grants Commission

Commission Circular No. : 978

No. 20, Ward Place,
Colombo 07.

9th April 2012

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Provision for re-scrutinization of marks and grades of undergraduates

The University Grants Commission at its 838th meeting held on 17th November 2011 has decided to request the Universities / Higher Educational Institutes (HEIs) to amend the existing examination by-laws to grant provision for undergraduate students to request verification of their examination marks and grades, if they wish to do so. Accordingly, all Universities/HEIs shall revise existing Examination By-laws / Guidelines as per the Policy Guidelines and Procedures prescribed herein and submit to the respective Senates and Councils for approval.

The following policy guidelines and procedures are issued to all Universities/HEIs for compliance.

Policy Guidelines

1) Student assessment is considered as a key element in higher education system and all Universities/HEIs shall ensure accountability, confidentiality and transparency of the evaluation system.

2) All marks and grades obtained by a student at any examination (i.e. in-course assessment, assignment, semester examination, final examination, etc.) must be free of any errors of addition, computation and transcription.

3) Provisions shall be made for undergraduate students to submit requests for verification of their examination marks and grades, if they wish to do so, particularly for the end-semester examinations / year-end examinations and final examinations.

4) However, the examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the pre-determined criteria and/or model answer expected shall not be undermined and hence the verification process will be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts.

5) The provision for requesting re-scrutinization of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination. As the cost of re-scrutinization process must be borne by the student, a non-refundable fee, calculated on the basis of actual cost of re-scrutiny process shall be levied on the student.

1

6) The Dean of the Faculty in consultation with the Chief Examiner of the Examination shall convene Results Verification Board, constituted as prescribed by this Circular and verification of results must be conducted in accordance with the guidelines prescribed herein.

7) If the marks and grades are not changed, the candidate shall be notified by the Dean through *SAR* / AR of the Faculty after the meeting of the Results Verification Board. However, if the marks and grades are changed, the outcome of the verification shall be notified to the candidate (s) only after the ratification of results by the Special Result Board of the Faculty/Institute in the case of end-semester/year-end examination whereas in the case of Final Examination, amended results should only be released after obtaining the approval of the Senate and Council of the respective University.

8) The results issued to the student (s) following the re-scrutiny of marks and grades shall be the final and no more requests shall be entertained thereafter.

Procedures

1) SAR/AR should notify the students of the relevant examination the period during which the requests for verification of results are entertained by displaying a notice in the Notice Board of the Deans' Office.

2) A payment of Rs. 500/= (subject to revision) per course/subject of an end - semester examination / year-end examination / final examination shall be charged for verification of the marks and grades and the issue of application forms (Annexure 1) must be done only upon submission of receipt for the prescribed payment.

3) The Dean shall convene the Results Verification Board meeting for verification of marks/ grade within 3 working days upon closure of the applications.

4) The Results Verification Board shall consist of the following persons:
    1. Dean of the Faculty (convener)
    2. Head of Department (s)
    3. Chief Examiner (if applicable)
    4. Examiners in-charge of each subject/paper

    When the Head is a Chief Examiner/ Examiner in charge of each examination /subject /paper, another member from the same Department can be called for the Results Verifica -tion Board.

5) The Head of the Department in-charge of the relevant course (s) / subject(s) shall present the individual marks/grades sheets for different components of the examination (s) (i.e. written, oral, laboratory, continuous assessment, etc.) and the answer scripts for scrutiny of the Results Verification Board.

6) The Results Verification Board should proceed to check the accuracy of addition, computation and transcription of results (ACT Verification).

7) If the number of applications received is too large the Dean of the Faculty in consultation with the Chief Examiner can appoint relevant Sub-Committees for verification of marks and grades. In such instances verified results should be tabled at the Results Verification Board for ratification.

8) If there is no change of grades, the Dean of the Faculty through the SAR/AR should inform the candidate (s) soon after the Results Verification Board meeting.

9) A Special Results Board should be held within five working days to ratify the results if a revision of marks /grades is necessary and the decision of the Special Results Board shall be the final.

10) If the marks and grades are changed, in the case of end-semester /year-end examination the outcome of the verification shall be notified to the candidate (s) following the ratification of amended results by the Special Result Board of the Faculty/Institute whereas in the case of final examination, amended results ratified by the Special Results Board should further be approved by the Senate and Council of the respective University before it is released to the candidate (s).

11) *SAR/AR* of the Faculty should maintain a record of all verification applications and the outcome of all applications and should submit a report to the Faculty Board after completion of re-scrutiny process.

12) Members of the Results Verification Board should be remunerated as per the rates decided by the UGC for re-scruitinization of papers.

Please take action accordingly with immediate effect.

Prof. Gamini Samaranayake
Chairman/University Grants Commission

Copies:
1. Secretary/Ministry of Higher Education
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/UGC
6. Deans of Faculties
7. Registrars of Universities
8. Financial Controller/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational Institutions/Institutes
11. Deputy Registrars/Snr. Asst Registrars/Asst. Registrar of Campuses/Institutes
12. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Chief Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditor/Asst/Int. Auditor of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

File No: UGC/AC/6/Recruitinization/2012

Please find the University approved application for this **(Annexure 8.23)**

Annexure I

Application Form for Verification of Examination Marks & Grades

Faculty of ..... **University of.....**

1. Details of the Candidate

Name of the Candidate			
Registration No.		**Index No.**	
Year		**Semester**	

2. Assessment(s) to be verified

End-semester/Year-end Examination/Final Examination	Course/Subject	Marks Received	Grade Received

Total amount paid: Rs.....(at the rate of Rs. 500/- per Course/Subject/Examination):
(Original receipt should be attached)

Date:..... Signature of the Candidate:.....

FOR OFFICE USE:

Results after Verification

End-semester/Year-end Examination/Final Examination	Course/Subject	Marks Received	Grade Received	Changed/ Not Changed

Name and Signature of Verification Board Member: Date of Verification:.....

Name	Designation	Signature

Note: In the case of final examination relevant minutes of the Special Result Board and the Senate must be attached

7.2. UGC Establishment Circular Letter No 15/2015

UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. /5/ 2015

No. 20, Ward Place,
Colombo 07.

November 17, 2015

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

RELEASING RESULTS OF INTERNAL EXAMINATIONS CONDUCTED BY HIGHER EDUCATIONAL INSTITUTIONS/INSTITUTES

The Commission having considered the delay in releasing results of Internal Examinations conducted by the Higher Educational Institutions/Institutes, decided that the results of Internal (Undergraduate & Postgraduate) Examinations should be released within a period of three (03) months from the date of examination.

2. Accordingly, the Heads of Higher Educational Institutions/Institutes are informed to take necessary action to **make payment for marking in connection with the said examinations subject to releasing of results of the examination within the period of three months.**

3. The above provisions are effective from 01.11.2015

4. Please take action accordingly.

Professor Mohan de Silva
Chairman

Copies :

1. Secretary/ Ministry of Higher Education & Highways
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/ UGC
6. Deans of Faculties
7. Registrars of Universities
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes
11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Deputy Int. Auditors/ Snr. Asst. int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/6/๑๑/๐๒/๐๔
T/-

7.3. UGC Circular No 901

25th November, 2008.

Vice-Chancellors of Universities,
Rectors of Campuses,
Directors of Institutes.

COMMON GRADES, GRADE POINT VALUES FOR COURSES AND CUT-OFF LEVELS OF GPA FOR AWARDING CLASSES/PASSES

The University Grants Commission having noted that there is a significant variation in the degree awarding criteria as well as in the structure of the degree programmes conducted by different faculties/universities within the Sri Lankan University System decided to formulate a common Credit and Qualification Framework (CQF) for Sri Lankan University System in order to maintain the consistency and comparability of university level qualifications.

Accordingly the University Grants Commission at its 767th meeting held on 06th November 2008 approved Grades and Grade Point Values and Cut-off levels of GPA for Awarding Classes/Passes for all the undergraduate degree programmes conducted within Sri Lankan University System as follows:

(a) Grades and Grade Point Values

Degree Programme	Grades and Grade Point Values											
	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	E
All Degrees	4.00	4.00	3.70	3.30	3.00	2.70	2.30	2.00	1.70	1.30	1.00	0.00

(b) Cut-off levels of GPA for Awarding Classes/Passes

Degree Programme	Grade Point Average (GPA) for Awarding Classes/Passes			
	First	Second Upper	Second Lower	Pass
All Degrees	3.70	3.30	3.00	2.00

The University Grants Commission having taken into consideration that a sufficient period be given to adopt the proposed system decided to inform the Universities/Higher Educational Institutes to adopt the same with effect from the new academic year starting in August 2010.

Please take action accordingly.
(Prof. Gamini Samaranayake)
Chairman/UGC
Cc
1.

1. Chairman's Office/UGC
2. Vice-Chairman/UGC
3. Members of the UGC

4. Secretary/UGC
5. Financial Controller/UGC
6. Registrars of Universities
7. Deans of Faculties
8. Bursars of Universities
9. Librarians/SAL/AL of Higher Educational Institutions Institutes
10. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
11. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
12. Chief Internal Auditor/UGC
13. Govt. Audit Superintendents of Universities
14. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
15. Secretaries of Trade Unions
16. Auditor-General

File No. UGC/IUA/5/QA/14

7.4. UGC Letter on Faculty Awards and Dean's List

1563

DEAN FACULTY OF MEDICINE
12 JUN 2018
UNIVERSITY OF PERADENIYA

විශ්වවිද්‍යාල ප්‍රතිපාදන කොමිෂන් සභාව
பல்கலைக்கழக மானியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

මගේ අංකය / எனது இலக்கம் / My Number: UGC/QAAC/STQA/01

තැපැල් පෙට්ටිය / அஞ்சல் பெட்டி / Post Office Box: 1406

ඔබේ අංකය / உமது இலக்கம் / Your Number:

20, වෝඩ් පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව.
20, வாட்டு இடம், கொழும்பு 7, இலங்கை.
20, Ward Place, Colombo 07, Sri Lanka.

05.02.2018

To All Deans & Direct IQAE
a Scan
21/02/18

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Faculty Awards and Dean's List

Considering the importance of inclusion of university students in the Quality Assurance (QA) process of Higher Education Institutes in the global context, a guideline has been developed by the UGC for "Faculty Awards" to be adopted in Sri Lankan State Universities too. The guidelines are stated to select students who perform outstandingly in both academic and extracurricular activities so that they could contribute significantly to the QA process in Universities.

Further, a guideline has been developed to select the students to include in a Dean's List on a semester basis. This was developed considering the academic excellence of the students and to appreciate their academic performance.

The Commission at its 978th meeting held on 04.01.2018 granted approval to the guidelines developed on Faculty Awards and Dean's List as given in the annexed document.

Please take necessary action accordingly.

Prof. Mohan de Silva
Chairman

Copies:
1. Vice- Chairman / UGC
2. Secretary / UGC
3. Director / QAAC / UGC
4. Deans of Faculties
5. Director/Internal Quality Assurance Unit of University

දුරකථනය / தொலைபேசி / Telephone: 2695301, 2695302, 2692337
ෆැක්ස් / ஃபாக்ஸ் / Fax: 2695015
වෙබ් අඩවිය / வெப் தளம் / Website: http://www.ugc.ac.lk

Faculty Awards and Dean's List

Introduction

Faculty Awards shall be awarded to the overall best performing students of each academic programme in the Faculty, at the end of each academic year.

The best five outstanding students of each academic programme shall be selected based on the guideline described below.

Dean's List shall be compiled of students of any program in the Faculty, at the end of each semester.

Both awards shall be administered by the Office of the Dean of the Faculty with the assistance of Examination and Student Affairs branches.

Faculty Awards

1. Objectives

This scheme of award is introduced to recognize highly motivated students who are equally talented in academic and extracurricular activities. Apart from academic merit, other areas of consideration are;

- exceptional leadership
- community service and good studentship
- outstanding talents in fields of sports
- creativity and exceptional ability in aesthetic or technical fields
- research or pursuing new knowledge

2. Application Procedure

- The Dean of the faculty shall call for applications at the end of an academic year.
- Any student who believes that he / she is eligible should submit an application for the Dean's Awards.
- This application form will serve as a tool of assessment against established evaluation criteria.
- Application forms shall be available at Dean's office and can be downloaded from University web site.
- Students shall submit certified copies of all the documentary evidence with the application.
- Students shall submit their applications through their Mentors/Academic Advisers who shall certify the contents of the applications.
- Students shall prepare and participate for an interview if the selection panel requests.

3. Eligibility Requirements

- The applicant should be an undergraduate student registered to follow any degree programme offered by the Faculty.
- The applicant shall have completed all the academic requirements of the considered year, including all the compulsory courses.
- The applicant shall have a GPA of 3.30 or above in each semester (Faculties where no GPA is calculated, above 65% for each examination can be taken as the minimum for application)

4. Ineligible Students

- Any student who obtains an improved grade/grades subsequently, by repeating a module/ modules shall not be eligible.
- Any student on whom disciplinary action has been taken by the Vice Chancellor or Deputy Vice Chancellor for any misconduct shall not be eligible.
- Any applicant having less than 70% of the total marks for the application will not be considered for evaluation

5. Appointment of a Selection Committee

- A Selection Committee consisting of 5 members shall be appointed by the Senate under the Chairmanship of the Dean of the Faculty.
- The other members shall be two Senate members from the relevant Faculty and two Senate member from another faculty.
- The Selection Committee shall be responsible in organizing the selection process and final decision on recipients.

6. Selection Criterion

Best five students from each academic programme will be selected respectively from each batch annually

Academic Achievements (60 %)

Applicants who have obtained above 3.30 GPA (in case of no GPA in practice 65% marks will be taken as the cut off level) will be considered for evaluation. The marks of a particular GPA will be evaluated as

Marks of the Applicant = (GPA of the Applicant /4.00) * 60

If the Faculty GPA scale is not 4, calculation may be done accordingly, otherwise the average of raw marks of the examination could be taken.

Marks of the Applicant = (Average % of Marks at the Examination / 100) * 60

Extracurricular Activities (40%)

Any achievement considered under this category should be within the period of the academic programme and can be recounted in consecutive years throughout the programme.

Leadership of a recognized Body

Leadership (office bearer) of a recognized national body		
	Recognition of a National Body (e.g. Young Zoologist)	10
	President / Chairperson	5/year
	General Secretary	4/year
	Treasure	3/year
	Committee Member	3/year
Leadership post of University / Faculty Organization		
	President of Student Union	3/year

2

	President of Kala Sangamaya/General Secretary of Student Union	3/year
	Treasurer of Student Union/ Secretary of Kala Sangamaya	2/year
	Treasure Kala Sangamaya	2/year
	Committee member Student Union	1/year
	Committee Member Kala Sangamaya	1/year

Community Service and Good Citizenship

Ideals of Community Service and Good Citizenship		
	e.g. Assisting a victim of an accident	8/case
	Serving as a volunteer in a natural disaster	8/case
	Assisting fellow citizens in an exceptional way	8/case

Outstanding Talents in Sports

World University Games / National Games		
	First Place	20
	Second Place	15
	Third Place	10
	Participation in an event (Maximum up to 10 Marks)	5
International Sports Event representing the University		
	First Place	10
	Second Place	8
	Third Place	6
	Participation in an Event	3
Inter University Events		
	First Place	6
	Second Place	5
	Third Place	4
	Participation in an event (Maximum up to 04 Marks)	2
Inter Faculty Events		
	First Place	1.5
	Second Place	1
	Third Place	0.5
University Colors/ Best Athlete/ Player of the Year		3
Post of President, Vice president, Secretary, Junior treasure and Editor of Sport Council		1/position/ year

Creativity and Exceptional Ability in Aesthetic or Technical Fields

Esthetics competition		
	International aesthetic awards / accolades	20
	National aesthetic awards / accolades	10
Completion of examinations or graduating performance in aesthetic fields		
	Visharada in oriental music	5
	Royal/ Trinity Collage Examinations in Western Music	5
	Arangetaram in Bharatanatyam	5
Public/ mass media performance in aesthetic fields (Outside the University)		
	Stage drama	6
	Movie	8
	Place in a TV reality show	8

3

Performance in aesthetic fields at a University approved event		4
	University level First Place	5
	University level Second Place	4
	University level Third Place	3
	Faculty level First Place .	2
	Faculty level Second Place	1.5
	Faculty level Third Place	0.5
Invention in technological field or taking part in project of technological advancement (depending on the scale and degree of creativity committee can decide maximum up to 10 marks)		10

Research or pursuing new knowledge

Peer Reviewed Publication		
	Author of a paper in a peer reviewed indexed scientific journal	15
	Author of a paper in a peer reviewed non-indexed scientific journal	10
Presentation at a Scientific Forum		
	International Conference	6
	Local Conference	3
Author of a book / chapter		
	Author of a book	6
	Author of a book chapter	2
Active contribution to outstanding research project		
	Notable contribution to a national project	4
	Notable contribution to an institutional level project	2

7. Special Benefits to the Students

- Dean's Award placement will be noted on the Academic Transcript
- A certificate signed by the VC and Dean will be issued to the student.
- Students will be given an opportunity to serve as Student Ambassadors who will extend their support to quality assurance activities of the Faculty and represent the University in national events when requested by the VC.

Dean's List

A student of any program in the Faculty could be admitted to the Dean's list each semester if the student achieves a GPA equal to or more than 3.70.

Part 08

Annexures

The titles and guidelines for each template are provided on the preceding page.

Microsoft Word files of all annexures are available under “Downloads” on the CQA website

Annexure 8.1

Template for Declaration of Conflict of Interest (Short Form)

a. *To be completed by all examiners and be handed over to the DR/SAR/AR*

b. *If a conflict is declared by an examiner with this short-form, the Dean/Director and the DR/SAR/AR of the faculty shall get the relevant examiner to complete the full declaration form (Section 6.4) and the declared conflict be managed according to the guidelines given in the SOP under the principles expressed in the University Policy on Conflict of Interest (UoP-P-008) provided in the Section 1.4 of this Manual.*

UNIVERSITY OF PERADENIYA

Declaration of Conflict of Interests (Short Form)

(Simplified declaration form to be used along with the University SOP on Declaring and Managing Conflicts of Interest under the University Policy on Conflict of Interest)

As per the Policy on Conflict-of-Interest (UoP-P-008), the University is obliged to ensure the highest integrity & accountability in the conduct of all individuals affiliated with it and maintain a high degree of public confidence in all core functions of the University. As a part of this Policy, the University requires those affiliated with the University to disclose any circumstances that could give rise to potential, reasonably perceived or actual conflict-of-interest as those may affect or appear to influence the objectivity and independent excise of duty/ function of the individual.

This form facilitates the disclosure of conflicts of interest under the Policy. If a conflict of interest is declared, a conflict-of-interest management plan must be agreed upon & implemented, per Section 15 of the Policy as described in the SOP on Conflict of Interest (UoP SOP-CQA-001; Section 6.4).

You must disclose on this declaration form any financial, professional, employment or other interest relevant to you, your close relatives, intimate partners, friends or associates that will conflict with the objectivity of the official task assigned to you by the University. Please note that NOT fully completing and disclosing all relevant information on this form may depending on the circumstances, lead the University to review the responsibilities handed over to you.

In any doubt, you are referred to the University Policy on Conflict of Interest and the SOP on Declaring and Managing Conflicts of Interests. If you are unsure whether you hold a conflict of interest, discretion should be sought from your Supervisor/Immediate Superior in the university administration.

Full name (underline the surname): Rev/Prof/Dr/Mrs/Mr/Ms ……...

……..

NIC number: …….

Designation/appointment/description of the task/role affiliated with the University relevant to this declaration of interest: …….....

……..

……..

Department/Division affiliated to *(for staff members)***:** ……....

……..

Address for correspondence: ……..

……..

Email address: ……...

Mobile phone number: …….

- *List the private interests that have the potential to impact your ability to carry out, or be seen to carry out, your official/assigned duties impartially in the public interest in column one below and provide the relevant information in other columns.*
- *Write 'N/A' and strike the remaining space off if no private interests exist in relation to the assigned task.*

The conflicting interest	**If it is relevant to a family member/or another close associate, specify the relationship**	**Describe the relevant details, including the nature and dates and duration of the circumstance/s of interest or the value of it, if financial**
(Write here)		

Declaration: I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge. Should there be any change to the above information, I will promptly notify my Immediate Supervisor/Superior and complete a new Declaration of Interest form that describes the changes.

Date: ……. Signature …….

The completed declaration form is to be collected and recorded by the responsible administrative/financial officer

Designation of the officer collecting the form: …….

Signature:……..

Annexure 8.2

Format for Submitting Lists of Examiners for Approval of the Senate

a. *This is the formal commencement of the semester examination process at the level of the Senate*

b. *Lists of examiners should be submitted under courses/modules within a study programme, but not for a department/Board of Study/Centre.*

c. *Any clarifications regarding examiners of examination boards can be listed at the bottom of the table referring to appropriate places in* the tables with asterisk & other symbols.

Nomination of Examiners to the Senate

Faculty/ Institute : ……

Study Programme : ……

Academic Year :……..

Semester :……..……

Course Code	Course Title	First Examiner/s	Second Examiner/s	Moderator/s (or the composition of the Moderation/ Scrutiny Board)	External Moderator / Examiner
AB####					
AB####					
AB####					Prof. S & S
AB####					
AB####					
Etc.					

, $, Add Relevant explanations here with notations

Date of Approval of the Faculty Board/ Board of Management: …..##/##/202#.....

……..
Deputy/Senior/Assistant Registrar

Faculty of ……../ Postgraduate Institute of.....

Annexure 8.3

Template for Recording the Contact Details of Persons Involved in an Examination

a. *To be completed by the DR/SAR/AR and be made available in the Supervisor's file*

UNIVERSITY OF PERADENIYA

Faculty: ……

Examination name: ……

Date: ……

Time: ……

Venue: ……

Supervisor: ……

Contact Details of Persons Involved

	Name	Position	Contact Number
1.		Dean	
2.		DR/SAR/AR	
3.		Examination unit	
4.		Course Coordinator	
5.		Semester Coordinator	
6.		External examiner	
7.		Secretary Exam Unit	
8.		Invigilators 1	
9.		Invigilators 2	
10.		Invigilators 3	
11.		Invigilators 4	
12.		Invigilators 5	
13.		Hall attendant	
14.		Hall attendant	
15.		Hall attendant	
16.		Hall attendant	
17.		Hall attendant	
18.	Etc.		

Annexure 8.4

Template for Examination Schedule/Timetable and Admission Card

a. *To be completed by the DR/SAR/AR and be made available in the Supervisor's file*
b. *The Specimen Signature of the Candidate shall be placed at the appropriate box in front of the DR/SAR/AR at the time of handing over the Admission Card to the Candidate after getting the identity and eligibility to take the examination confirmed by the DR/SAR/AR*
c. *DR/SAR/AR shall maintain a register of allowed Candidate while handing over the Admission Cards*

UNIVERSITY OF PERADENIYA

Examination Timetable

Faculty:…….

Study Programme:…… ……..

Semester……

Venue* ……..……

Date	Time	Course Code	Course Name	Examination	Venue*

***, If examinations of courses are held at different venues**

Admission Card

Mr/Ms……..

Index/Registration number: ……

is admitted to examinations of Courses

……

……

…… (course codes to be mentioned) as per the above schedule.

Specimen signature of the candidate:

……

Deputy/Senior/Assistant Registrar

Faculty……

Date:…….

Annexure 8.5

Template for Recording the Index /Registration Numbers of Eligible Candidates and Their Attendance

a. To be completed by the DR/SAR/AR and be made available in the Supervisor's file

UNIVERSITY OF PERADENIYA

Faculty: ……

Examination name: ……

Course name & Code: ……

Date: ……

Time: ……

Venue: ……

Supervisor: ……

The Index /Registration Numbers of Eligible Candidates and Attendance

Candidates are requested to sign their names against their respective registration/index numbers

	Reg. No	**Signature**		**Reg. No**	**Signature**
1			21		
2			22		
3			23		
					Cont…

……
Deputy/Senior/Assistant Registrar
Faculty……..

Date:…….

Annexure 8.6

Template for Recording Materials Authorized to the Examination Hall

a. To be completed by the DR/SAR/AR and be made available in the Supervisor's file

UNIVERSITY OF PERADENIYA

Faculty: ……

Examination name: ……

Course name & Code: ……

Date: ……

Time: ……

Venue: ……

Supervisor: ……

List of authorized materials to the examination hall by candidates

1.……

2.……

3.……

4.……

5.……

6.……

……

Deputy/Senior/Assistant Registrar
Faculty……..

Date:…….

Annexure 8.7

Template for Recording Change of Sitting/Working Position of Candidates in the Examination Hall

a. To be completed by the Supervisor and be handed over to the DR/SAR/AR

UNIVERSITY OF PERADENIYA

Faculty: ……

Examination name: ……...

Course name & Code: ……

Date: ……

Time: ……

Venue: ……

Supervisor: ……

Change of sitting/working position of candidates in the Examination Hall

Candidate's admission number……..…

Original location (to be identified with line and row; left most line to be the line 1):

……

……

New location:……..

Reason:……

……

……

…….
Signature of the Supervisor

Date:…….

Annexure 8.8

Template to Allow a Candidate in a Different Examination Centre

a. To be completed by the Supervisor and be handed over to the DR/SAR/AR when a candidate arrive at a centre which is not assigned to him/her, and there is no adequate time to direct the candidate to the correct centre

UNIVERSITY OF PERADENIYA

Faculty: ……

Examination name: ……

Course name & ……

Code:

Date: ……

Time: ……

Venue: ……

Supervisor: ……

Allowing a candidate in a different Examination Centre

Candidate's admission number:……

Reason:

……

……

……

……

Signature of the Supervisor

Annexure 8.9

Form to Record Any Change/Delay in Commencement Time of an Examination

a. To be completed by the Supervisor and be handed over to the DR/SAR/AR

UNIVERSITY OF PERADENIYA

Faculty ……

Examination name ……

Course name & Code ……

Date ……

Time ……

Venue ……

Supervisor ……

Change/delay in Examination Commencement Time

Scheduled time:……

Started time:……

Reason:

……

……

……

……

Signature of the Supervisor

Annexure 8.10

Template for the Confirmed Attendance of Candidates

a. To be completed by the Supervisor and handed over to DR/SAR/AR

UNIVERSITY OF PERADENIYA

Faculty: ……

Examination name: ……

Course name & Code: ……

Date: ……

Time: ……

Venue: ……

Supervisor: ……

Attendance of candidates in the examination of the course with the attendance collection sheet

	Reg. No	**Absent (Ab)/ Present (√)**		**Reg. No**	**Absent (Ab)/ Present (√)**
1			21		
2			22		
3			23		
					Cont…

……
Signature of the Supervisor

Date:…….

Annexure 8.11

Form to Allow a Candidate Whose Index Number is Not in the List of Eligible Candidates (Annexure 8.5)

a. *To be completed by the Supervisor and handed over to DR/SAR/AR when a student has to be allowed for an examination as he/she claims the candidature, but his/her registration number is not in the eligible list*

UNIVERSITY OF PERADENIYA

Faculty: …….

Examination name: ……

Course name & Code: ……

Date: ……

Time: ……

Venue: ……

Supervisor: ……

Allowing a Candidate whose Index Number is not in the List

Candidate's Index Number:

……

Reason:

……

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……

……

Signature of the Supervisor

Annexure 8.12

Declaration to be Completed in the Absence of Documents of Identification

a. To be completed by the Candidate and the Supervisor and handed over to DR/SAR/AR

UNIVERSITY OF PERADENIYA

Faculty: ……

Examination name: ……

Course name & Code: ……

Date: ……

Time: ……

Venue: ……

Supervisor: ……...

Failure to Produce Identification or Evidence of Candidature at the Examination

I hereby declare that I have not produced the Student record book/student identity card/admission card or any valid identification to prove my identity and/or candidature in the following exam……

I waive my candidature of the above exam unless I prove my identity within the next three working days to the Supervisor of this examination and obtain his certification.

Name of Candidate:……

Registration Number:……

Signature of candidate

……

Signature of the Supervisor

Following the verification of the identity

The above student has proved his candidature of the above exam to me by producing the necessary documents within three working days of the aforementioned examination.

Date…….. …….

Signature of the Supervisor

Annexure 8.13

Declaration to be Completed in Examination Offences

a. To be completed by the Candidate and the Supervisor and handed over to DR/SAR/AR

UNIVERSITY OF PERADENIYA

EXAMINATION OFFENCES

To be filled by the Supervisor who reports the alleged offence

Name of Candidate :…….

Registration /Index Number :…….

Examination :…….

Venue: :…….

Course Title :…… **Course Code:**…..……

Date and time that the alleged offence was committed: **Date:**……

Time:……

It was brought to my notice or I myself noticed that the above candidate committed the offence at the above examination as stated below.

Nature of offence	**Tick relevant offence/s**	**Detail description of offence**
1. Possession of unauthorized documents or items		
2. Copying		
3. Cheating		
4. Removal of stationary		
5. Disorderly conduct		
6. Impersonation		
7. Unauthorized assistance		
8. Aiding or Abetting in the commission of the above offences 1-7		
9. Any other offences		

Seating location/s of the involved candidate/s (to be identified with line and row; left most line to be the line 1) (Annexure 8.15):

……
……
……

Signature of the Supervisor Signature of the Invigilator

Name: Name:

To be filled by the candidate who is alleged to have committed the offence

I, bearing Registration No.....make the following statement at the request of the Supervisor of the above examination. With regard to the above alleged offence, I have handed over/not handed over the documents which were under my possession. I have placed/not placed my signature with date on the papers related to the alleged offence.

Statement:.....
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Name:…….....Signature:…… Date:……

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Name:…… Signature:..... Date: .....

Guidelines for the Supervisor who reports the alleged offence

Nature of offence	**Notes on necessary action to be taken**
1. Possession of unauthorized documents or items	1. Material taken into custody to be sealed and signed by candidate & Supervisor/Invigilator with Date, Time, Place. . Describe the document in detail. . Describe where they were found. . Identify the number of pages of the document.
2. Copying	1. Material taken into custody to be sealed and signed by candidate & Supervisor/ Invigilator with Date, Time, Place. . Describe from what source copying was done.
3. Cheating	
4. Removal stationary	1. Describe in detail the stationary removed.
5. Disorderly conduct	. A first warning to be given to the student. 2. If disorderly conduct continues, then issue the candidate a letter with copy to Dean/AR cancelling his candidature at the examination.
6. Impersonation	1. Describe who impersonated whom.
7. Unauthorized assistance	1. Describe in detail how the unauthorized assistance was conducted.
8. Aiding or Abetting in the commission of the above offences 1-7	1. Describe in detail how aiding or abetting an offence was conducted.
9. Any other offence	

Annexure 8.14

Form to Declare Additional Information by the Supervisor

a. To be completed by the Supervisor and handed over to DR/SAR/AR

UNIVERSITY OF PERADENIYA

Faculty: ……

Examination name: ……

Course name & Code: ……

Date: ……

Time: ……

Venue: ……

Supervisor: ……

Additional Matters to be Reported by the Supervisor

(Any unforeseen events, non-compliance of staff, alternative solutions arranged, events that may have challenged the validity of the results, information that could be required in an inquiry, etc. shall be recorded in this form by the Supervisor)

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Signature of the Supervisor

Annexure 8.15

Template for Recording the Seating Arrangement/Setting in the Examination Hall

a. *To be prepared by the SAR/AR and make it available in the Supervisor's file. In case of practical examination, the layout should be prepared by the Supervisor and a signed copy should be handed over to the DR/SAR/AR*

UNIVERSITY OF PERADENIYA

Faculty: ……

Examination name: ……

Course name & Code: ……

Date: ……

Time: ……

Venue: ……

Supervisor: ……

Seating Arrangement/Setting in the Examination Hall

Line Number					
Row number	1,1	2,1	3,1	4,1	Etc.
	1,2				
	1,3				
	1,4		3,4		
	1,5				
	1,6				
	Etc.				

(Positions to be identified as coordinates with line and row; left most line to be the line 1)

……
Signature of the Supervisor/ SAR/AR as appropriate

Annexure 8.16

Template for Academic Transcript

a. Any deviation to the academic transcript of a study programme shall seek separate Senate and Council approval

මෙම අංකය
உமது இல
Your No.

මගේ අංක
My No.
Our ref:

දිනය
திகதி
Date

පේරාදෙණිය විශ්වවිද්‍යාලය, ශ්‍රී ලංකාව
பேராதனைப் பல்கலைக்கழகம், இலங்கை
UNIVERSITY OF PERADENIYA, SRI LANKA

දුරකථන අංක
தொலைபேசி இல
Telephone Nos. +94812390000

ෆැක්ස්
தொலைநகல்
Fax

විද්‍යුත් තැපෑල
e மெயில்
E mail

Graduate's Name With Initials :

Names Denoted By Initials :

University Registration Number :

N.I.C Number/PP No. :

Study Programme :

Study Programme Name (optional) :

Abbreviated Qualification :

Date of Award :

Medium of Instruction :

Course Code	Course Name	Total Credits	Grade	Remarks	Course Code	Course Name	Total Credits	Grade	Remarks
Semester I					**Semester II**				
DS1101	Blood and Circulation	2	C+		DS1201	Endocrinology and metabolism	2	C+	
DS1102	Introduction to Dentistry	3	A		DS1202	Nervous System	3	A	
DS1103	English 1	3	C		DS1203	English 2	3	C	
Etc.									
Semester III					**Semester IV**				
DS2101					DS2201				
DS2102					DS2202				
Etc.					DS2203				
					Etc.				
Semester V					**Semester VI**				
DS3101					DS3201				
DS3102					DS3202				
Etc.					Etc.				
Semester VII					**Semester VIII**				
Semester IX					**Semester X**				
DS5101	Adult Oral Health Care 3	3	A		DS5201				
DS5102					DS5202				

DS5103						Etc.				
DS5104	Research Project									
Etc.										
Courses completed but not counted for GPA computation										

Further Remarks:
i.
ii.
iii.
iv.
v.
(expandable as appropriate)

Exceptions Granted

Course DS #### (Give basis here: Considering professional qualifications [CIM/CIMA etc.] Professional experience e.g……)
Course DS #### (E.g., Work experience as a Physiotherapist for 10 years ……)

Shared Credits

Semester	Course	Credits	Institution Offered

Cumulative GPA of the candidate: (Out of 4.0): X.XX (two decimal points)

Status: Pass/ Pass with …….. Class Honors

Deputy/Senior /Assistant Registrar
Faculty of ……..PGI of …….
(*Signature and official stamp*)

Date of Issue:……..

(Interpret this academic transcript with annexed information)

Information to Interpret an Academic Transcript of the University of Peradeniya

Reference Table for Grade Point Values (GPV):

Grade	*E*	*D*	*D+*	*C-*	*C*	*C+*	*B-*	*B*	*B+*	*A-*	*A*	*A+*
GPV	*0*	*1*	*1.3*	*1.7*	*2*	*2.3*	*2.7*	*3*	*3.3*	*3.7*	*4*	*4*

Award of Classes based on Cumulative GPA

First	**Second Upper**	**Second Lower**	**Pass**
3.70	3.30	3.00	2.00

- *For a course to be satisfactorily completed the graduate should have achieved a minimum grade of C-, and a grade of C or above is considered a Pass.*
- *Non-credit carouses are also rated with the same grading system.*
- *Cumulative GPA formula*

$$\text{CGPA} = \frac{\sum g_i * C_i}{\sum C_i}$$

Where
g_i *: Grade point secured corresponding to the course*
C_i *: Credits allotted to the course*

Abbreviations:

In relation to the Grade of Course

INC, Incomplete
SC, Shared credit (define the sharing institute and details in an annex)
MKP, Make up examination
GPND, Grade pending
GPV, Grade Point Value

Other abbreviations

NIC – National Identity Card
PP – Passport
(expandable as appropriate)

In relation to the Cumulative GPA /Cumulative result

EXT, Extended time granted
EXE, Exemptions allowed
SUS, Suspended
CONT, Continuing the programme successfully
CPND, Cumulative GPA pending
GPA, Grade Point Average
(expandable as appropriate)

Sri Lanka Qualification Framework (SLQF) - *(Minimum Learning Volume)*

SLQF Level	***Qualifications Awarded***	***Minimum Volume Of Learning For The Award***
10	*Masters with course work and a research component*	*60 credits after SLQF 5 or SLQL 6 including a research component of minimum 15 credits*
9	*Master by course work**	*30 credits after SLQL 5 or SLQL 6*

8	*Postgraduate Diploma**	*25 credits after SLQL 5 or SLQL 6*
7	*Postgraduate Certificate**	*20 credits after SLQL 5 or SLQL 6*
6	*Bachelors Honours*	*120 credits after SLQL 2* *Of which 90 credits after SLQL 3,* *Of which 60 credits after SLQL4,* *Of which 30 credits after SLQL 5*
5	*Bachelors*	*90 credits after SLQL 2* *Of which 60 credits after SLQL 3,* *Of which 30 credits after SLQL 4*
4	*Higher Diploma*	*60 credits after SLQL 2* *Of which 30 credits after SLQL 3,*
3	*Diploma*	*30 credit after SLQL 2*

a. *Only the extension category study programmes that lead to Postgraduate Certificate, Postgraduate Diploma and Masers by course work are placed at SLQF levels 7,8 and 9 respectively. Conversion category study programmes that award Postgraduate Certificate, Postgraduate Diploma or Masters by course work are placed at SLQF Level 6.

b. (Credit 1= 50 notional hours of learning)

Annexure 8.17

Semester Assessment Record

(Format for Recording the Assessment Schedule of a Semester)

a. *Tabling this information at the Senate shall formally conclude the examination process in a Semester.*
b. **, Only the continuous assessments with a summative value (per the Course Specifications approved by the Senate) shall be included in this report for all courses in every semester.*
c. *The faculty may adapt this template to suit the specific requirement and organizational structure used in managing the assessments in each study programme.*
d. *At the end of each semester, the Dean shall certify the information furnished, and the faculty's DR/SAR/AR shall table it at the Senate for information and necessary actions.*
e. *The details shall be analysed, and the faculty/department shall take appropriate measures to enhance the validity and effectiveness of assessments.*

University of Peradeniya

Semester Assessment Record

(To be submitted to the Dean within two weeks of the release of results of all courses by the Semester Coordinator/Programme Coordinator/Head of the Department)

Faculty/PGI:	
Study Programme:	
Semester Number:	
Academic year:	
Period of the Semester:	From: To:
Reasons if the total period is more/less than the plan:	

Assessment timeline log:

Course Code	Assessment Component *	Date of the Scrutiny	Date of the Assessment	Date of the Results Board/ Verification	Date of Releasing Results
@@####	CAT 1				
	CAT 2- Assignment				
	CAT 3				
	Practical				
	MCQ				
@@####	CAT 1				
	CAT 2- Presentation				
	Practical				
	VIVA				
	SAQ				
@@####	CAT 1- OSPE				
	CAT 2- Record book				
	CAT 3- MCQ				
	Project report				
@@####	Etc.				
The number of referred students (with the percentages in different courses of the semester):					

Strong/Positive points noted:	1. 2.
Difficulties experienced:	1. 2.
Suggestions to the Dean:	
Any other comments:	
Name of the Semester coordinator/ Programme Coordinator/Head of the Department: Signature: Date:	
Observation of the Dean on the progress: Signature of the Dean Date:	

Abbreviations:
CAT, Continuous Assessment Test; MCQ, Multiple Choice Questions; OSPE, Objectively Structured Practical Examination; SAQ, Short Answer Querstion

Annexure 8.18

Template for the Chief Examiner's Report

a. *To be submitted by the Chief Examiner to the Dean within two weeks of the release of results*

Confidential

UNIVERSITY OF PERADENIYA
FACULTY OF ……

Chief Examiner's Report

(To be submitted to the Dean within two weeks of the release of results)

Study Programme:	
Course Number:	
Course Name:	
Academic year:	
Semester No:	
Dates of the Assessment:	Continuous Assessment 1: Continuous Assessment 2: … End-course Assessment: Theory: Practicals: Clinicals: …
Names of the Examiners:	1. 2. ….
Name of the External Moderator/Examiner:	
Name of the Internal Moderator (if moderated by one person) OR whether it was done in a moderation Board:	
Date of the release of results:	
The number of referred students (with the percentage):	
Strong/Positive points noted:	1. 2. ..
Difficulties experienced:	1. 2. ..
Recommendation for improvements	1. 2. ..
Any other comments:	1. 2.
Name of the course coordinator: Signature: Date:	

Annexure 8.19

Template for Moderation of Question Papers/Assessment Tasks

Confidential

UNIVERSITY OF PE'RADENIYA
FACULTY OF ……

Moderation of Question Papers/Assessment Tasks/Questions

Study Programme: ……	**Academic Year:** ……
Course Code: ……	**Course Title:** ……

Chief Examiner should make the following materials available for moderation

a. *The examination papers/assessment tasks of all components properly formatted using approved templates*
b. *Marking schemes with model answers*
c. *Senate approved course specifications, course details/synopsis given to students (that contains aims, objectives, ILOs, course content & assessment strategy & structure) & Programme Learning Outcomes (PLOs)*
d. *Assessment Blueprint*
e. *Faculty/study programme/university level guidelines relevant to the task*
f. *A copy of the examination by-laws of the study programme*
g. *A copy of the moderation form (setting)*

SECTION A: MODERATOR'S/MODERATION BOARD'S COMMENTS

**** Please make additional comments/corrections on the examination papers themselves. Identify specific questions/assessment components in the comments***
**** Evaluate the following in relation to all assessment components***
**** If the moderation is done by a single appointed moderator, the following completed checklist shall be sent to the Chief-examiner by the moderator. The Chief-examiner with relevant setters (First Examiner) shall attend to proposed modifications***
**** If the moderation is performed by the Board of Moderation/ Scrutiny in the presence of setters (First Examiner) (i.e., in a Scrutiny Board), at the end of the moderation process (the meeting), answers to all questions in the checklist should remain as "YES" without any adverse remarks under "COMMENTS".***

No.	Item	Yes	No	Comments
Examination Paper/Assessment tasks				
1.	Are the instructions to candidates adequate & accurate?	√		
2.	Is the time allowed for the examination/assessment tasks the same as what is stated in the course details given to students?	√		
3.	Does the structure of the examination conform to what is stated in course specifications?	√		
4.	Does the set Assessment Blueprint adequately reflect the course ILOs?			
5.	Are the set questions/assessment			

No.	Item	Yes	No	Comments
	tasks in line with the Assessment Blueprint?			
6.	Are the questions/assessment tasks of a standard appropriate to the level of students being assessed?			
7.	Are the questions/assessment tasks unambiguous?			
8.	Are the questions/assessment tasks able to differentiate the level of student performances			
9.	Can the questions/assessment tasks be answered within the allocated time?			
10.	Are the marks allocations for questions/assessment tasks appropriate?			
11.	Are the questions free of spelling and grammatical errors?			
12.	Is the numbering of pages and questions, correct?			
13.	Is the text readable (font type and size)?			
14.	Are all relevant figures, tables, and equations included and correctly numbered?			
15.	Are figures, tables, equations, if any, clear and correct?			
16.	Are questions/assessment tasks structured as per the approved guidelines (in terms of question type and time & marks allocation)			
17.	Is the question paper formatted as prescribed in the faculty guidelines (header, instructions & body)			
18.	Are the assessment tasks/questions unacceptably similar to those of the previous three years? (However, core competencies may be tested every year)			
Marking scheme / Model Answer/ marking Rubrics				
19.	Are the answers/marking rubrics accurate?			
20.	Are the answers/marking rubrics structured with a breakdown of marks?			
21.	Is marks allocation within components rational & fair?			
22.	Are the answers/marking rubrics of a standard appropriate to the level of students being assessed?			

No.	Item	Yes	No	Comments
23.	Are the marking schemes adequately objective?			

Overall comments on the examination paper and marking scheme/model answer/marking rubric:

……
……
……
……
……

Name of the Moderator/ Chairman of the Board: ……
Designation of the Chairman: ……

Signature of the moderator/Chairman of the Board:

……..

Board Members (if moderated by a Board of Moderator/Scrutiny)
(Placing signatures provide consent to revisions proposed at moderation)

Name	Signature
1. * **	
**2. ** **	
**3. * **	
**4. * **	
**5. * **	
**6. * **	
**7. * **	

******, External Examiner***
*****, Chief Examiner- If the Dean has been at the Chair***

Date: ……...

SECTION B: FOLLOW-UP ACTION/CONFIRMATION BY THE CHIEF EXAMINER

No.	Item	Yes	No	Comments
24.	Suitable actions have been taken to address the comments and concerns of the moderation,	#		
25.	Presentation and layout of examination paper conform to approved University Guidelines	#		
26.	Examination paper has been set, and moderated maintaining expected academic quality and standards	#		
27.	The Paper/Assessments Tasks are final and appropriate to be used in the examination	#		

#, The paper or the assessment task cannot be used in any examination if the answer to any one of the above questions (items 23-26) is "NO" or if any adverse remarks exist under "COMMENTS".

Proposed changes to the question paper/assessments tasks should be done collaboratively by the Chief-Examiner, the Moderator and Setter (First Examiner) if the examination is moderated by a single Moderator.

Chief Examiner's Name:
……

Signature: …… **Date:**
……

(Once completed, the originals shall be archived at the Examination Unit or with DR/SAR/AR, and a copy should be retained by the Chief Examiner (Head of the Department/Course Coordinator)

Annexure 8.20

Template for Moderation of Marking and Grading

Confidential

UNIVERSITY OF PE'RADENIYA
FACULTY OF ……

Moderation of Marking & Grading

Study Programme: ……	**Academic Year:** ……
Course Code: ……	**Course Title:** ……

Chief Examiner should make the following materials available for moderation

a. *A copy of the examination paper*
b. *Marking schemes with model answers*
c. *Senate approved course specifications, course details/synopsis given to students (that contains aims, objectives, ILOs, course content & assessment strategy & structure) & Programme Learning Outcomes (PLOs)*
d. *Assessment Blueprint*
e. *Faculty/study programme/university level guidelines relevant to the task*
f. *A copy of the examination by-laws of the study programme*
g. *A copy of the moderation form (marking)*

SECTION A: MODERATOR'S/MODERATION BOARD'S COMMENTS

Item	Yes	No	Comments
1. Marking within assessment components is consistent			
2. Marking across assessment components within a course/module is consistent			
3. Marking across markers within an assessment component (especially in panel marking) is consistent			
4. Marking relatively to other courses & cohorts (years) is consistent			
5. The examiners have used the full range of marks in assessing			
6. Differences in academic judgements or procedural irregularity in marking are acknowledged, recorded and addressed			
7. The study programme-specific marking scales and criteria have been used consistently			
8. Appropriate feedback has been provided at the assessment component and course level to help students to learn and justify the marks awarded			

9. Assessments are in line with course ILOs			
10. Marks of all components have been totalled and input correctly onto the spreadsheet			
11. The spread of marks is appropriate and comparable to other courses and that of the same course in previous years			
12. The descriptive statistics are appropriate (mean, median, mode, SD etc.) [based on prior experiences and expected attainment of ILOs]			
13. The form of scaling/standardization used (if necessary) is appropriate and yield valid grades			

Overall comments on the marks:

……
……
……
……
……

Name of the Moderator/ Chairman of the Board: ……
Designation of the Chairman: ……

Signature of the Moderator/Chairman of the Board:

……..

Board Members (if moderated by a Moderation/Scrutiny Board)
(Placing signatures provide consent to finalized marks & grades)

Name	Signature
1. * **	
**2. ** **	
**3. * **	
**4. * **	
**5. * **	
**6. * **	
**7. * **	

******, External Examiner***
*****, Chief Examiner- If the Dean has been at the Chair***

Date: ……...

SECTION B: CHIEF EXAMINERS RESPONSE AND CONFIRMATION OF THE FULFILLMENT OF REQUIREMENTS

Comments on modifications made:

……

……

……

……

I declare that now the marks and grades can be placed at the Final Results Board

Name of the Chief Examiner: ……

Signature of the Chief Examiner

……..

Date:……..

Annexure 8.21

Template for External Moderator's Report

a. The EM shall submit a confidential report to the Dean in the prescribed format below within two weeks from the release of results. If any, the recommendations and concerns shall be addressed by the Dean through respective standing committees, individuals, or the Faculty Board.

Confidential

UNIVERSITY OF PERADENIYA
FACULTY OF ……

External Moderator's (EM's)/ External Examiner's (EE's) Report

(To be submitted to the Dean within two weeks of the release of results by the External Moderator/Examiner)

- *Please identify the course codes and the components of the assessment clearly*
- *Please leave irrelevant cages blank*

1. Study Programme:	
2. Semester Number:	
3. Academic year:	
4. Examination Period:	From *(Date of the final scrutiny/moderation board)*: To *(Date of the final results board)*:
5. Total number of courses coming under the purview of the EM in the semester	*(Please indicate course codes)*
6. List of components of assessments that the EM did not observe	
7. Major issues/ deficiencies observed concerning the assessment process (setting, conducting, marking & grading):	*(Please identify the course codes and the components of the assessment clearly)* 1. 2. 3. ..
8. Points of concern:	*(Please identify the course number and the component of the assessment clearly)* 1. 2. 3. ..
9. Proposed suggestions/ recommendations to uplift the standards of the assessment process:	*(Please identify the course number and the component of the assessment clearly)* 1. 2. 3. ..
10. Are you in agreement with the overall conduct of the assessments? If "NO", please state the reasons expressly.	

11. Any other comments:	
12. The overall quality of the examination process:	A. Excellent B. Good B. Acceptable D. Poor

(i) Examination procedures have been fairly and adequately implemented, and decisions have been made after due deliberations

(ii) Award of grades is correct, & standards of awards and students' performances are comparable to those in equivalent HEIs (within the approved PLOs)

Name of the External Moderator/Examiner:
…….

I declare no conflict of interest.

Signature:……. Date:…….

Observation of the Dean on the report of the EM:

Signature of the Dean Date:

Abbreviations:
EM- External Moderator (=External Examiner)

- *The report should be tabled at the Faculty Board for discussion as decided by the Dean*
- *The report shall be archived in the Examination Unit/with the DR/SAR/AR until five years from the graduation of the particular batch of students*

Annexure 8.22

Application for Requesting Reasonable Adjustments of Examination Settings

a. *To be submitted by the candidates with disabilities (See the University Policy on Students with Disabilities [Policy Number: UoP-P-007] & the SOP in the Section 6.2 of this Manual)*

Application for Reasonable Adjustments of Examination Settings

1.	**Name of the Student:**	
2.	**Registration number:**	
3.	**Name of the study programme:**	
4.	**Faculty:**	
5.	**Whether it is a permanent disability applicable to examinations of all courses & examinations**	Tick the appropriate box Yes ☐ No ☐
6.	**If the answer above is "NO", state the details of the courses and relevant examination and component of the examinations in the table below**	

	Semester	Course Code	Component of the Exam (Practical/End course theory/ Continuous Assessment etc.)	Scheduled date
i.	*Include the Semester number here*	*Include the Codes of relevant courses/modules here*	a. …… b. …… c. …… d. Etc (list the components of the exam of each course/module that you wish to have the adjustment in examination setting)	*If you are aware include the scheduled dates of those examinations here*
ii.				
iii.				

, you may use a separate sheet to provide adequate details or expand the table in the downloadable Word format of this application

<table>
<tr><td>7.</td><td>Type of illness:</td><td></td></tr>
<tr><td>8.</td><td>Have you attached relevant medical certificates:</td><td>Tick the appropriate box<table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr></table></td></tr>
<tr><td>9.</td><td>The nature of the examination adjustment expected</td><td>Please refer to Number 4 of the Note 2 of this SOP, and tick the appropriate box<table><tr><td>a.</td><td>Extensions of time</td><td></td></tr><tr><td>b.</td><td>Use of assistive technology</td><td></td></tr><tr><td>c.</td><td>A separate room</td><td></td></tr><tr><td>d.</td><td>Use of reader, scribe or computer where necessary</td><td></td></tr><tr><td>e.</td><td>Use of ergonomic chair</td><td></td></tr><tr><td>f.</td><td>Alternative formatting of exam papers</td><td></td></tr><tr><td>g.</td><td>Negotiation of an alternative assessment.</td><td></td></tr><tr><td>h.</td><td>Any other reasonable adjustments as may be decided time to time.</td><td></td></tr></table></td></tr>
</table>

I declare that the information I have furnished above are true.

Date:…….. ……..

Signature of the Student

For Office Use Only

A. To be completed by the DR/SAR/AR of the faculty/Institute/Centre

a. Date of receiving the application: ……..

b. Date and time of the schedule DAP meeting:……..

Date: …….. ……..

Signature of the DR

(keep the official stamp)

**, (A copy shall be given to the applicant by the DR/SAR/AR after officially accepting and signing it)*

B. To be completed by the Course Coordinator/HoD

a. Date of receiving the application from the DR/SAR/AR:
……

b. Nominated an examiner to serve in DAP:……Prof/Dr/Rev/Mr/Mrs/Ms……..…
……

c. Nominated medical expert to serve in DAP: …Prof/Dr… ……
Address:……..
……

……

d. Comments on the request:

……

……

……

Date: …….. ……..

Signature of the DR

C. To be completed by the Chairman of the DAP

Date and time of the meeting: ……..

Adjustment granted and details ***(Please provide specific and adequate details as this must be implemented):***

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……

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Comments:

……

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……

Date: …….. …….

Signature of the Chairman of DAP

Annexure 8.23

Application for Verification of Examination Results

a. To be submitted by the Candidate
b. To be used with the SOP in the Section 6.3 of this Manual

Application Form for Verification of Examination Results

University of Peradeniya

1. Details of the Candidate

Name of the Candidate			
Registration No		**Index No** ***(if different*** **to the registration number)**	
Faculty			

2. Assessment(s) to be verified

Semester	**Course/ Subject**	**Grade received**

Total amount paid: Rs…….. (at the rate of Rs.###/- per Course/Subject/Examination)

(Original receipt should be attached).

Date:……. ……

Signature of the Candidate

FOR OFFICE USE ONLY

D. To be completed by the DR/SAR/AR of the faculty/Institute/Centre

c. Date of receiving the application: ……..

Date: …….. ……..

Signature of the DR

(Keep the official stamp)

**, (A copy shall be given to the applicant by the DR/SAR/AR after officially accepting and signing it)*

E. Results after verification

Semester	**Course/ Subject**	**Grade received**	**Grade after Verification**

Names and Signatures of Verification Board Members

Date of verification:……

Name	**Designation**	**Signature**

Manual of Procedures for Conduct of Undergraduate Examinations

Centre for Quality Assurance,

University of Peradeniya