Policy on Examination

Faculty of Technology, Eastern University, Sri Lanka

**Faculty of Technology,
Eastern University, Sri Lanka
2025**

Status of Approval

Name of the Policy/Guideline: Policy on Examination. Faculty of Technology, Eastern University, Sri Lanka

Meeting Number and Date of approval:

Faculty Board		CRC		Senate		Council	
Meeting No	Approved Date	Meeting No	Approved Date	Meeting No	Approved Date	Meeting No	Approved Date
04	02.04.2024	62	13.12.2024	360	18.12.2024	348	18.01.2025

Adopted based on the Manual of Procedure for the Conduct of University Examinations published by the UGC and Manual of Procedures on Conducting Examinations, EUSL

1.0 Rationale & Purpose

Management of examinations is an element in education that should be looked into deeply having known the role of examination in the society. Formulation and implementation of examination management policies and handling of matters related to security of examinations in our institution and the society at large are critical in determining the quality of education. That is the essence of this policy document.

This policy expects all courses to include appropriate procedures for evaluating student performance. This policy and management document identifies key practices for credible examinations management and security matters to ensure that the students commit to the desirable code of examination conduct grounded on dignity, professionalism and respect for excellence. Considering the essence of the importance of the policy on the examinations, the Faculty of Technology (FoT) focusses on the following;

I. The FoT recognizes assessment is an essential part of the teaching and learning process.

II. Diverse assessment types are used to measure the accomplishment of the desired learning outcomes acquired by students in order to reflect the academic standards of awards.

III. Therefore, the FoT conducts in-course assessments as a continuous assessments and final examinations as a summative component within a course unit/programme. This policy provides the principles for Continuous assessments and summative (Final Examinations).

IV. This policy provides the principles for faculty level administered examinations that are conducted adhering to the approved examination schedules.

V. This policy and examination procedures stated herewith should be read in conjunction with the Manual of Procedure for the Conduct of University Examinations published by the UGC; Manual of procedures on conducting examinations, EUSL; Policy on Differently-abled students; By-Law on FoT Examination Assessment and Evaluation, Curriculum Design and Approvals Policy and Student charter.

VI. **If there is a discrepancy in this policy document, the University policy shall prevail**.

2.0 Scope

i. This policy refers to all formal examinations which take place as part of a student's programme of study.

ii. This policy is applicable to all types of undergraduate examinations conducted by the Faculty of Technology, EUSL.

iii. The policy sets out the important conditions to be followed by the Heads of Departments, all academic Staff members, students, AR of the Faculty and the examination unit of the Faculty of Technology.

3.0 Definitions

The following definitions apply for the purposes of this policy:

a) **Examination Unit**: It means the unit which arranges the development and release of the examination timetable, coordination of printing of examination manuscripts, management of examination supervisors, and other associated tasks.

b) **Exam types:** include but are not limited to:
   i. Face to Face invigilated exams at the faculty – final examination (summative examination) that is centrally coordinated by the examination unit, physically invigilated and occurs at the end of a term during the formal examination period.
   ii. Online Invigilated Exams – Exams run in the formal examination period delivered via the University's Learning Management System (LMS) and include the use of an online invigilation service or software product provided by the University's online invigilation partner.
   iii. Online Non-Invigilated Exams – Exams run in the Formal Examination Period delivered via the LMS.
   iv. Take-Home Exam (Assignment) – A timed exam that may be completed and submitted physically or online within a period of one or more days.
   v. Practical Exam - A demonstration of technical/professional skills invigilated by the faculty during the formal examination period.
   vi. Viva Voce – A verbal explanation/account of a topic, problem or task conducted face to face or online.

4.0 Policy Statement

   i. The FoT conducts final examinations to moderate and validate the student's continuous assessment performance; assess the extent to which the student has achieved learning outcomes being assessed; satisfy the requirements for awarding.
   ii. Final Examinations must be a valid component of a subject's assessment rule, which must be fit for the purpose of testing the student's achievement of relevant Course Learning Outcomes listed in the Course specification of the subject.
   iii. Dean of the FoT has overall accountability for the preparation of Final Examination for the subjects offered by the Faculty and must ensure the examination papers are fit for purpose and are written in clear and unambiguous language. This includes building and deploying the exam in the LMS where the exam is to be held online.
   iv. Dean of the Faculty may delegate some or all of their functions under this policy to Heads of the Departments or Academic Programs, or equivalent roles.
   v. Heads of Departments assure the academic quality of the examination questions, model answers and/or guidelines, and moderation of the marking scheme; will report to the

Dean regarding/ identifying any matters that have impacted on the quality and effectiveness of the examinations process within the Department; and

has overall accountability for the collection and marking of Final Examination papers for the subjects offered in the degree programme/s of the department and must ensure the examination papers are collected and marked or marked online, so that results are submitted within the published timeframes for each term.

vi. Examination Duration

    a. The normal duration of a Final Examination is one or two hour/s (depending on the credit value of the subject/course), including reading time. The duration of exams is provided in the course specification. Additional time may be provided during online exams for exam submission or to offset the additional time required in completing some modes of exam online.

    b. Final Examinations will not exceed three hours' duration except where provided in an individual student's Academic needs (Differently abled students) or in the case of a take-home exam (Assignment) or an academic case has been presented in the subject approval documentation justifying that this examination duration is essential to fully test whether a student has achieved the learning outcomes; and prior approval has been given in accordance with the Curriculum Design and Approvals Policy.

vii. Continuous assessments should be conducted regularly throughout the semester and timely feedback with grade should be provided to students before the final end semester examination.

viii. Staff involved in assessing the students should be competent to undertake their roles and responsibilities and should have no conflict of interest.

ix. First Examiner

    a) For each examination of a subject/course, the first examiner shall be the staff member who teaches the subject/course.

    b) Responsible for setting the examination papers aligning with the ILOs.

    c) Should submit the examination paper and a complete detailed marking scheme for moderation to the moderation/scrutiny board through Head/ Department.

    d) Weightages (marks) for different components of assessments are assigned based on the time spent on acquiring the assessed ILOs.

    e) The 1st examiner who sets the examination paper shall be the supervisor for the relevant exam. In absentia, another staff member can be appointed by the Head of the relevant department.

x. Second Examiner

    a) Appointed by the Head of the relevant department, in consultation with the senior departmental staff members and approval of the faculty board and senate. In the case of external examiners, they should possess relevant qualifications and competence in the subject to be the 2nd examiner.

b) The moderation of the examination papers (to ensure validity, accuracy and fairness) should be carried out by the 2nd examiner who is competent in the subject.

c) Responsible for checking the feasibility of answering the paper within the examination hours; the questions are aligned with ILOs.

d) Can be limited to appropriately qualified staff of the FoT or can be from other relevant faculties/ institutions, for the purposes of peer review, moderation and second marking.

xi. Assessments should be valid (evaluate the desired learning outcomes; conform to national, discipline and professional standards) and fair (provide opportunities for all students to demonstrate their learning).

xii. Standardization of marks is allowed in keeping with the accepted examination marks using standardization methods in finalizing the results.

xiii. **Examination Time Tables** will be prepared by FoT adhering to the Academic calendar of the faculty and published giving adequate notice (1-2 weeks) prior to the commencement of the examination. It will indicate the time, date, duration, and venue for each examination.

xiv. **Sitting the Examination**

a) Only those students who have obtained admissions to a particular examination will be permitted to sit for the relevant examination.

b) Student/s with disabilities sitting an examination, should inform the faculty according to the disability policy.

c) The FoT will take steps to provide necessary adjustments/ assistance/facilities for student/s with disabilities sitting an examination, upon request in keeping with the accepted disability policy.

xv. **Paper Marking**

a) Question papers need to be marked by the first examiner and the first marking along with the answer scripts shall be handed over to the Head of the relevant department for verifications.

b) AR of the faculty shall responsible for sending to and receiving the exam packets from the second examiner.

c) Question papers need to be marked independently by the first and the second examiners and any discrepancies more than 10% (in the final mark i.e. out of 100%) need to be agreed upon or sent to a third marker.

d) Conference marking of the question papers shall also be accepted (sections 15.3 and 16.2, EUSL 2022).

- Chief Examiner shall be responsible for accepting the answer script packet.
- Head of the Department shall be responsible to organize the marking sessions with the concurrence of the Chief Examiner.
- The marks may be entered in the script itself.

xvi. **Exam Results**
   a) Examination results need to be released within 3 months after completion of the examination. The three months mentioned is considered from the last date of the relevant examination.
   b) Within <u>two weeks</u> after release of the results, in keeping with the UGC circular, the students are allowed to apply for the re-scrutinization of marks and the re-scrutinization will be conducted according to UGC guidelines.
   c) Records of the marks and the results should be maintained in the department as well as in the faculty until the student graduated from the University as per the right to information (RTI) act.
xvii. All final examination papers and marking answers should be quality checked by obtaining regular feedback using moderator and second examiner reports.

References
1. EUSL (2015). Student Charter. Eastern University, Sri Lanka
2. EUSL (2020). Manual of Procedures on Conducting Examinations. Academic Affairs Department, Eastern University, Sri Lanka.
3. FoT (2023). Policy on differently-abled students. Faculty of Technology, Eastern University, Sri Lanka.
4. Students Handbook 2022-2025 (2024). Faculty of Technology, Eastern University, Sri Lanka.
5. UGC (1982). Manual of Procedure for the Conduct of University Examinations. University Grants Commission published by the UGC.
6. UGC (2012). University Student Charter.