Faculty of Arts, University of Peradeniya

Standard Operating Procedures (SOP) 1

Setting and Moderating of End-Semester Examination Papers

[Approved at 355th Meeting of Faculty Board of Arts – March 25, 2021]

1. Each Head-of-Department shall nominate setters, moderators, and translators for the courses offered by the Department in consultation with the members of the Department. The Department shall ensure that
   a. the nominated Setters for a given course have been involved in the teaching/academic activities of that course over the semester concerned;
   b. the nominated Moderators possess a sound knowledge of the subject areas involved and are competent in the medium/s of the assigned exam paper; and
   c. the nominated Translators possess an adequate knowledge of the subject areas involved and a thorough knowledge of the source and target languages involved.

2. All nominations for setters, moderators, and translators are subject to approval by the Faculty Board of Arts and the Senate.

3. Each Department shall decide on internal/department deadlines for the setting and moderating of end-semester exam papers (hereinafter referred to as 'paper/s'), taking into consideration the faculty deadline for the submission of camera-ready exam papers. Such decisions shall be made at a Department Staff Meeting, and they shall be duly minuted.

4. Coordinating the moderating of the papers in a given Department and the facilitating of the finalization of the same is the responsibility of the Head of that Department. Alternatively, this responsibility may be delegated to an Exam Coordinator selected/nominated at a Department Staff Meeting. Depending on the need, the Exam Coordinator may also be assigned the task of copy-editing the papers.

5. The setting of the end-semester examination paper for a given course shall be done only by those who have been approved by the Faculty Board of Arts as the Setter/s for that course.

6. The Setter shall ensure that the questions included on the paper are adequately representative of the topics covered in the relevant course. In the event certain topics have been adequately covered by the in-course assessments conducted for the course, the Setter may decide either to leave such topics out of the end-semester exam or reduce the importance assigned to such topics at the exam.

7. The number of questions included on a given paper and the nature of the choice afforded to the candidates shall be decided by the Setter/Course Coordinator, subject to approval by the Moderator.

8. The papers shall be set using the Faculty-approved exam paper template given in Annexure 1. The Setter/Course Coordinator shall ensure that the template is updated with the correct course code and course title and all the basic instructions are stated as clearly as possible. The instructions to the candidates may include, but are not limited to, clear statements regarding the number of questions the candidates are expected to answer; the nature of the choice available, if any, in the event the exam paper consists of subsections; length requirements, if any; and the legibility of handwriting.

9. Any decisions to deviate from the standard duration for end-semester exams in the Faculty shall be made by the Department at a formal department staff meeting and forwarded to the Office of the Dean, and such decisions shall be subject to the approval of the Faculty Board of Arts.

10. The Setters shall hand over/email the draft papers to the Head-of-Department/Exam Coordinator, on or before the department deadline for the submission of papers.

11. In the event there are multiple setters for a course, the Course Coordinator shall coordinate the setting of the exam paper and ensure that the paper is handed over to the Department on or before the deadline.

12. Once the papers have been submitted by the Setters/Course Coordinators, the Department Office, under the supervision of the Head-of-Department, shall direct them to the relevant Moderators. The papers shall be either hand-delivered to the Moderators in sealed envelopes or emailed as MS Word files. The relevant course syllabi and C-1 forms shall also be made available to the Moderators.

13. The moderating of papers shall only be done by the approved Moderators.

14. The Moderators shall always carry out the assigned task in good faith.

15. The Moderators shall

    a. ensure that the questions are within the scope of the relevant course syllabus, the C-1 form, and the stated objectives/ILOs for the course;
    b. assess the degree of rigor of the individual questions and also the overall paper and provide observations/recommendations for adjustment/improvement, if any;
    c. assess the appropriateness of the questions and provide observations/recommendations for improvement, if any;
    d. assess the clarity/readability of the questions and provide observations/recommendations for improvement, if any;
    e. ensure that the Setter has used the faculty-approved exam paper template;
    f. ensure that the basic information provided in the template are accurate;
    g. ensure the grammatical accuracy of the questions; and
    h. ensure that the numbering of questions is correct.

16. In the case of hardcopy versions of the papers, the Moderators shall make corrections and notes (feedback, observations, and recommendations), if any, on the hardcopy itself. In the case of

softcopy versions of the papers, the Moderators shall track the corrections, if any, using the 'Track Changes' tool and provide feedback, observations, and recommendations, if any, using the 'Comments' tool. The Moderator shall sign off the paper—by placing the signature and date at the top of each page of the paper in the hardcopy version, and by typing 'Sgd.' followed by the name of the Moderator and the date OR by sending an email, with the moderated paper attached, to the Head-of-Department/Exam Coordinator stating that the paper was moderated.

17. Upon the completion of the moderation process, the Moderator shall return the moderated paper—the hardcopy version in a sealed envelope and the softcopy version as an MS Word email attachment—to the Head-of-Department/Exam Coordinator, on or before the department deadline for the submission of moderated papers.

18. Upon receipt of the moderated papers, the Head-of-Department/Exam Coordinator shall forward them to the relevant Setters. The Setters shall incorporate any suggested revisions pertaining to 16 [d, e, f, g, h], and they shall exercise their discretion in incorporating any suggested revisions pertaining to 16 [a, b, c]. The Setter shall not make any revisions other than those related to the suggestions made by the Moderator. The Setter shall return the updated draft of the paper to the Head-of-Department/Exam Coordinator.

19. In the event a course is offered in more than one medium, the Head-of-Department/Exam Coordinator shall forward a copy of the updated draft of the paper to the approved Translator/s. The Translator/s shall return the translation/s to the Head-of-Department/Exam Coordinator by the stipulated deadline.

20. Once the final drafts of the papers have been submitted to the Head-of-Department/Exam Coordinator, they shall be approved either by the Department Exam Paper Moderation Board (hereinafter referred to as 'Moderation Board') or by the Head-of-Department.

21. In the event the Department decides to hold a Moderation Board to approve the final drafts of the papers, the following procedure shall be followed: The Moderation Board shall be composed of the Head-of-Department, the Setters, the Moderators, and the Translators (if any) of the papers in question. The Moderation Board may also include additional members from the teaching staff of the Department. They shall discuss and resolve any matters of contention related to the setting and moderating of any of the papers. They may also decide on any additional revisions to the papers. The decisions made by the Moderation Board shall be duly minuted, and such minutes shall be confirmed at the subsequent Department Staff Meeting. Upon the completion of the Moderation Board, the Setters shall submit the finalized, camera-ready versions of the papers to the Head-of-Department/Exam Coordinator.

22. In the case of in-person examinations, the Head-of-Department shall forward the finalized papers, in sealed envelope, to the Assistant Registrar of the Faculty, for final printing. In the case of online examinations, the PDF versions of the finalized papers shall be forwarded by the Head-of-Department/Exam Coordinators to the respective Course Coordinators, who shall upload them on the Faculty LMS.

Annexure 1

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கலைப்பீடம், பேராதனைப் பல்கலைக்கழகம், இலங்கை

Faculty of Arts, University of Peradeniya, Sri Lanka

END-OF-SEMESTER EXAMINATION—XXXXX SEMESTER 20XX/20XX

Semester: "FIRST" or "SECOND" as the case may be

Academic Year

Course Code

ABC 0000

An Outline of Sinhala and Tamil Literature

Course Title, in title-case

Duration: 2 hours

Instructions to Candidates:

1. XXXXX
2. XXXXX
3. XXXXX

Instructions to be added here in point/number form

Page 1 of 2

Page numbers to be given in this format to make it easier to track any missing pages