University of Peradeniya

GUIDELINES FOR REGULARISING THE PROCEDURE OF UNDERGRADUATE EXAMINATIONS

Each faculty shall have specific policies and procedures on appointing examiners and conducting assessments under these guidelines, the Policy on Assessment and Award of Qualifications of the University of Peradeniya (UOP-P 005), and the Senate approved guidelines on Examiners. The Council of the University reserves the right under powers vested on it by the Universities Act no 16 of 1978 (as amended) to revise any of these guidelines when deemed necessary.

1. Calendar of Dates

1.1 Calendar of Dates

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 or at a time defined by the faculty.

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 program, 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 program, study leave, and all examinations work. A semester needs to be defined based on the requirements of the Faculty/Study Program.

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

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

Revision of calendar of dates

consultation with the Dean and obtain a new approval of the Senate.

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

Note: This plan shall include dates of appointing examiners, supervisors, and invigilators; issuing admission cards; examinations; completion of first & second marking; pre-results boards and results boards; releasing of results and time for provisions for scrutinization of marks and grades as per the UGC Circular 0978 of 9th April 2012.

<div align="right">Planning of examinations in the faculty</div>

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 program of the semester.

<div align="right">Commencement of examinations</div>

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).

<div align="right">Deadline to Release results</div>

2.   Appointment of Examiners

2.1   Appointment of Examiners

2.1.1   The faculty shall define its policies & procedures for the Chief, First & Second examiners, and External Moderator.

<div align="right">Faculty Policy on first & second examiners and external moderation</div>

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 shall be a competent individual outside the faculty or the University.*
   d. *HoD/CC shall be appointed as the Chief Examiner*

Note 2
Exceptions to the composition of evaluation panels due to constraints:

   a. *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.

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

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

c. *Under unavoidable circumstances, marking of submissions of <u>other</u> continuous assessments of a course may be carried out with the assistance of staff members <u>who are not members</u> of the Senate appointed evaluation panel of the course, and 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, and records of such evaluations and evaluators should be maintained by the Faculty/PGIs/Centre.*

2.1.2	Prior to or within two weeks of the commencement of the academic program, 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. 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
2.1.3	Once received, the lists of examiners shall be organised by the DR/SAR/AR based on the study program, 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
2.1.4	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 program of the semester.	Faculty Board and Senate approval of examiners
2.1.5	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 CC/HoD and Dean. In addition, he/she shall make alternative arrangements in	Inability to perform assigned duties, and alternative arrangements

consultation with the CC/HoD and inform the DR/SAR/AR immediately.

2.1.6	DR/SAR/AR shall obtain approval of the Faculty Board and the Senate for such alternative arrangements.	Approval for changes

3. Assessment and Grading Procedure

3.1 Assessment Policy of the Faculty

3.1.1	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
3.1.2	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
3.1.3	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 program 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
3.1.4	Evaluation of the performance of a class of students shall be done in such a way that every student is equally treated in the processes of the evaluation of the performance of candidates on the assessment task, including the uniformity of setting the standard of assessment tasks when separate tasks are assigned to the students for testing prescribed ILOs of a course.	Consistency
3.1.5.	All assessment tasks with a summative value (used for grading) shall be moderated.	Moderation
3.1.6	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.	Confidentiality in setting

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.

3.1.7	The minimum total duration of assessment per course will vary according to the number of credit units of the course as specified by the study program.	The minimum total duration of assessment
3.1.8	Assessment of practical components shall be conducted within the semester and/or at the end of the semester where appropriate.	Assessment of skills
3.1.9	If a candidate has failed in a course but has completed all continuous assessments, he/she shall repeat only the end-course assessment of the course in the next available attempt. The continuous assessments of the previous attempt will/will not be considered for the final grade as specified by the examination rules and regulations of the respective study program.	Handling continuous assessments on repeat attempts

3.2   Grading Procedure

3.2.1	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
3.2.2	The examiners shall assess the candidate's overall attainment of learning outcomes in a course on a 0-100 scale using marking schemes for all assessment components. A grade for the course is awarded to each candidate based on his/her marks based on 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		

3.2.3	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 (or shall be decided as specified by the examination rules and regulations of the study programs).	Grading in repeat attempts
3.2.4	To pass a course, a candidate shall achieve a minimum grade of C (or a grade as specified by the examination rules and regulations of the study programs).	Requirement to Pass

<table>
<tr><td>3.2.5</td><td>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 programs.</td><td>Upper cut off</td></tr>
</table>

3.2.6 An aggregate index will be calculated as the weighted average of the GPVs of grades of different courses and the number of corresponding credit units. The Grade Point Average (GPA) shall be calculated based on the corresponding GPVs of grades obtained for all courses 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

3.2.7 Each study program shall stipulate specific requirements to allow progression through the programs in the rules and regulations applicable to the study program

Progression through the study program

3.2.8 The Cumulative GPA (CGPA) of each student for the entire study program shall be calculated at the completion of all requirements of the degree, as follows:

CGPA

$$CGPA = \sum T_j P_j / \sum T_j$$
    where
    T_j = total course units credited in the year the $_i$.
    P_j = GPA in year $_j$.

3.2.9 The classes will be awarded as given below based on the CGPA 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

4.   Continuous Assessments

4.1   General Guidelines for Continuous Assessments

4.1.1 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

4.1.2	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 following a written request from the student giving a valid reason(s) acceptable to the Faculty Board for the missed component(s) of the continuous assessments. 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 programs.	Makeup assessments
4.1.3	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

4.2 Assessments of Practical Components in Continuous Assessments

4.2.1	Assessments of practical content/components as continuous assessments shall be based on each course's course plan/schedule & ILOs. If such a component is at the end-course examination, it shall be identified in examination timetables.	Assessment of practical components
4.2.2	Once a practical examination is scheduled in the timetable as per 4.2.1, the HoD/CC shall keep the Examiners, Supervisor, Invigilators, Technical Officers, Lab attendants, and Work-Aides of laboratories informed of the scheduled practical examinations.	Examiners & other staff for assessment of practical components
4.2.3	The DR/SAR/AR shall display/notify timetables of assessments of practical components to candidates at least seven days before the examination as appropriate.	Notice of assessments of practical components

5. Preparation of End Course Examination Papers

5.1 Requests for Setting Question Papers for End Course Examinations

5.1.1	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

    (a) Structure of the examination and types and numbers of questions required giving details about the time and marks allocations of different assessment tasks/components.
    (b) ILOs of the course
    (c) formatting requirements/templates of question papers as of the study program/faculty guidelines

(d) 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.

- 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. The Chief Examiner shall prepare the Assessment Blueprint/Content Validity Grid in consultation with other Examiners.
- The study programs 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 may have a policy on updating and upgrading the question banks.

5.1.2 The CC/Chief examiner shall send duly prepared question papers formatted according to the faculty requirements and corresponding 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

5.2 Scrutiny/Moderation of Question Papers

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

Announcing Scrutiny Boards

5.2.2 Each semester, a faculty/department shall appoint a Scrutiny/Moderation Board(s) comprising Examiners appointed by the Senate. The Scrutiny/Moderation Board(s) shall be chaired by the Dean/HoD/Semester Coordinator. It shall be attended by all Senate appointed Examiners of a course(s), two senior academics identified at the Department meeting/nominated by the Dean and approved by the Faculty Board, and/or the External Moderator. The composition of the Scrutiny/Moderation Board(s) may vary depending on the number of teachers involved in each course and based on the specific requirements of the study program. However, each faculty shall have a Faculty Board approved policy on the composition of the Scrutiny/Moderation Board(s).

Composition & approval of the Scrutiny Board

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

Authority/ToR of Scrutiny/Moderation Board

<table>
<tr><td>vi.</td><td>comprehensiveness & balance (whether ILOs are assessed as per the Assessment Blueprint),</td></tr>
<tr><td>vii.</td><td>structure of individual questions as per approved guidelines,</td></tr>
<tr><td>viii.</td><td>clarity of questions and absence of ambiguity,</td></tr>
<tr><td>ix.</td><td>degree of difficulty,</td></tr>
<tr><td>x.</td><td>congruency with time and marks allocated,</td></tr>
<tr><td>xi.</td><td>accuracy of marks and time allocation,</td></tr>
<tr><td>xii.</td><td>adequacy and congruency of assessment strategies as per the Assessment Blueprint,</td></tr>
<tr><td>xiii.</td><td>similarity to question papers of the previous years, and</td></tr>
<tr><td>xiv.</td><td>adherence to other faculty board approved guidelines.</td></tr>
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5.2.4   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.

(margin note: Attendance of Board(s) members & minutes)

5.2.5   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.

(margin note: Responsibility of Chief examiner, HoD, and Dean)

5.3   Multiplication of Question Papers

5.3.1   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.

(margin note: Number of copies required from each paper)

5.3.2   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.

(margin note: Multiplication of question papers)

Note: Based on the requirements of study programs, 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.

5.3.3	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 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.	Multiplication and packeting

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.

5.3.4	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
5.3.5	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
5.3.6	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 (6.1.1) are in the Supervisor's file in time according to the Schedule of Examinations.	Daily examination schedule & supervisor's file

6. Conducting Examinations

6.1 Conducting Examinations

6.1.1	Examinations shall be carried out as stipulated under '(Phase II) Conducting the Examination' of the Guidelines for Examination Procedures in Undergraduate Study Programs of the University of Peradeniya (INTERNAL CIRCULAR CA/2020/01)	Conducting examinations
6.1.2	Conducting the end-course examinations is based on the examination timetable and the Policy on Examination of the faculty.	End-course examination schedules

6.1.3   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
         programs to relevant candidates.

<div style="float:right; width:20%">Details of repeat examinations for end course exams</div>

7.   Marking of Examination Papers and Releasing Results

7.1   Deadlines for submission of marks

7.1.1   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.

<div style="float:right; width:20%">Marks submission deadline</div>

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

<div style="float:right; width:20%">Reminder to submit marks</div>

7.2   Marking of End-Course Examination Answer scripts and Compilation of Marks

7.2.1   DR/SAR/AR/HoD shall use a register to record all movements of
         answer script bundles

<div style="float:right; width:20%">Recording movements of answer scripts</div>

7.2.2   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.

<div style="float:right; width:20%">Receiving answer scripts by the Examiner</div>

7.2.3   The students' submissions for evaluation are properties of the
         university:

<div style="float:right; width:20%">Safe custody of answer scripts</div>

    a. The Chief Examiner & Registrar shall make sure that answer
       scripts/bundles are safely stored to prevent being lost,
       misplaced, replaced, or contents are changed.
    b. 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.
    c. It is the responsibility of the Examiner/s to keep all answer
       scripts and bundles in the safe custody during marking.
    d. 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.
        i.   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.

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

7.2.4	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.	First marking
7.2.5	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
7.2.6	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
7.2.7	As emphasised in 3.1.1, 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
7.2.8	The Chief Examiner shall collect marks of 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 based on the faculty policy on grading	Compilation of the final marks and grading
7.2.9	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
7.2.10	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

7.3 Marking and Submission of Marks of the Research Project

7.3.1	If study programs 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 of the Supervisor(s). It shall be the responsibility of the Supervisor(s) to monitor the students' progression.	Research project and its conduct
7.3.2	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	Role of CC

evaluation and (v) compilation of final marks as per the faculty guidelines.

7.3.3   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 programs 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

7.3.4   The CC shall announce the date(s) and schedule of research project presentations and viva voce examinations.

Announcing dates of presentations

7.3.5   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

7.3.6   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

7.3.7   Each student/student group must submit two bound copies 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

7.4   Assessment of Implant /Industrial training

7.4.1   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 program shall be arranged based on the study program-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.

Assessment of in-plant training

7.5 Assessment of Non-GPA Courses

7.5.1 Courses not counted for GPA (non-GPA courses) * shall be assessed on a satisfactory and un-satisfactory basis and will not contribute to the Cumulative Grade Point Average (CGPA). However, obtaining a satisfactory grade for a non-GPA course is mandatory to be eligible for the award of the degree.

All courses in a study program that a student is required to take & complete shall be considered compulsory courses. All courses that a student chooses to follow from a list of courses shall be considered optional.

*, Non-GPA courses are the courses followed by students, but the achievements are not considered in calculating the CGPA. Every faculty shall specify details of compulsory, optional and non-GPA courses of each study program in their Prospectus/Student Handbook

Assessment of non-GPA course

7.5.2 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 program rules and regulations) course shall be completed on or before the stipulated semester.

Marking and Submission of marks of non-GPA course

7.6 Pre-Results Boards

7.6.1 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).

Pre-Results Board

7.7 Submission of Marks

7.7.1 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 SAR/AR

7.7.2	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

7.8 Confidential Room and Entering of Marks and Verifying Accuracy

7.8.1	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
7.8.2	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
7.8.3	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

7.9 Results Board

7.9.1	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
7.9.2	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 attended by all Examiners of the courses of the respective semester and the External Moderator.	The Results Board
7.9.3	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
7.9.4	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. In final year examinations, borderline cases may be considered in determining classes before finalising results. Each faculty shall specify the guidelines for this purpose.	Results Board decision

The decision of the Results Board shall be the final with respect to the results of any subjects/course/modules subject to ratification by the Faculty Board & Senate

7.9.5	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
7.9.6	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
7.9.7	After the Results Board, results are submitted to the Faculty Board for its concurrence.	Faculty Board
7.9.8	Once the Faculty Board recommends, provisional results of the final examinations shall be submitted to the Senate for approval.	Senate approval
7.9.9	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, candidates shall make such requests before the Senate approves the results.	Re-scrutinizing of results
7.9.10	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

8. Number of Attempts for Examinations & Effective Date of Degree

8.1 Number of Attempts for an Examination

8.1.1	All students shall sit for the respective examinations at their first available opportunity.	First attempt
8.1.2	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

8.1.3	The maximum number of repeat attempts for a course shall be three (3).	Repeat attempts
8.1.4	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
8.1.5	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

8.2 Effective Date of Degrees

8.2.1	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 date shall be the date the candidate submits the research project report to the DR/SAR/AR or completes the viva voice 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.	The effective date of degree

9. Stipulated Time-Period to Complete Degree Programs

9.1 Stipulated Time-Period to Complete a Degree Program

9.1.1	The stipulated time-period to complete degree programs shall be defined in the prospectus/student handbook based on the degree program 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.

9.2 Maximum Time-Period Allowed to Complete Degree

9.2.1	The maximum time-period of studentship of degree programs shall be two times the duration of degree programs (in terms of academic years) unless otherwise specified by the study program/faculty.	The maximum period of studentship
9.2.2	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 program within the maximum time-period given shall be cancelled.	Conditions for studentships

10. The requirement to Award a Degree, Classes

10.1   The Requirement to Award a Degree

10.1.1	A student shall have completed the program and fulfilled the required number of credits defined in the prospectus/student handbook/rules & regulations under the respective degree program within the stipulated time-period or maximum time period allowed to complete the degree.	Shall follow and fulfil the required number of credits
10.1.2	Students must obtain a minimum FGPA of 2.00 to be eligible for the award of a degree.	Eligibility for degrees by FGPA
10.1.3	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 program.	Completion of non-GPA courses
10.1.4	Successful completion of the research project/dissertation is a requirement to obtain the degree if prescribed within the study program.	Completion of the research project
10.1.5	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 program at the time of registration of student to the study program.	Completion of other requirements

10.2   The requirement to Award a Class

10.2.1	In addition to satisfying the requirements stipulated under 10.1, in order to obtain a class, a student shall complete the respective degree program 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 with evidence.	Eligibility for classes
10.2.2	Students must obtain a minimum FGPA requirement for classes as specified in the rules & regulations given in the Prospectus/Student Handbook (see 3.2.9).	Minimum FGPA requirement

10.3   Medals and Scholarships for Academic Performance

10.3.1	The best academic performers of each degree program in each semester shall be included in the Dean's list and be recorded in the Faculty Board and Senate.	Dean's List

10.3.2	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. (UGC Circular letter dated 05.02.2018).	Faculty Awards
10.3.3	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 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.	Academic performance from first to one year before the final year
10.3.4	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

11. Transfer of Credits

11.1   Transfer of Credits

11.1.1	Transfer of credits may be allowed to and from undergraduate degree programs to facilitate student exchange programs. 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 programs 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

12. Examination Offences by Students & Punishments

12.1   Procedure Regulating Examination Offenses Committed by Candidates

12.1.1	Regulations Relating to Examination Offences & Punishments for Examinations Conducted under the Semester-Based Course Unit System are provided in the University Calendar (Chapter 32).	Examination offences & punishments
12.1.2	In supervised assessments, the Faculty/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	Assessment environment & prevention of offences

unintentionally. Use of technology available such as video recording & online proctoring shall be promoted.

12.1.3	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
12.1.4	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
12.1.5	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
12.1.6	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

13. Examination Offences by those Other than Candidates (All Staff Involved in Examination Process)

13.1 Unauthorised Communications

13.1.1	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
13.1.2	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

13.2 Unauthorised Divulging of Marks

13.2.1	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

14. Issuing of Result Sheets to Students

14.1   Issuing of Results to Candidates

14.1.1	Once all requirements of every semester/year of the degree program 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
14.1.2	Once all requirements for the degree program are completed, every candidate shall be issued a statement of completion of the degree program giving information on class obtained, FGPA, 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
14.1.3	Every candidate who passed the final examination of the respective degree program shall make an application, 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.	Provisional certificate
14.1.4	Every candidate who passed the final examination of the respective degree program 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 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
14.1.5	Every candidate who passes the final examination of the respective degree program 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

15. The requirement to have relevant policies and procedures

15.1	The faculties are required to develop policies and Standard Operating Procedures (SOPs) for all appropriate steps under the above overarching guidelines (sections 1-14) 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