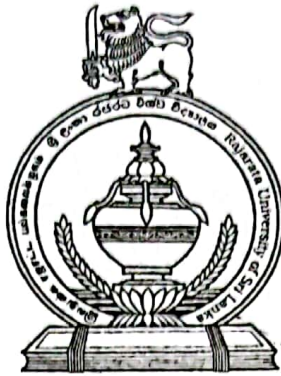


Meeting No. 207 - 14th Decem
ber 2017



**RAJARATA UNIVERSITY
OF
SRI LANKA**

Senate Meeting

**AGENDA & MINUTES
For the
Meeting No. 207.**



Internal Quality Assurance Unit ⁸²¹

Rajarata University of Sri Lanka, Mihintale

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[Senate Memo No. 207.09.01.01]

Date: 22/11/2017

The Chancellor
Rajarata University of Sri Lanka

Sir,

Operating Policy and Procedure for Question Paper Scrutiny Board, Moderation and Second Making of Answer Scripts

Thank you for tabling the reporting formats for Question Paper Scrutiny Board, Moderation and Second Making of Answer Scripts at the last Senate meeting.

I have formulated a draft on policy and a procedure to follow in Question Paper Scrutiny Board, Moderation and Second Making of Answer Scripts, and forwarding the same for your consideration, necessary amendments and obtaining the views and approval of the Senate please.

Thank you.

Yours Truly,

W. Jayawardena

Chief Sanath Hettiarachi
Director/ IQAU

Quality Assurance Unit (IQAU)
Rajarata University of Sri Lanka
Mihintale

Sir / Sir!

table at the Senate

22/11/17

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Senate Memo Number:

Date:

Council Memo Number:

Date:

Operating Policy and Procedure for Question Paper Scrutiny Board, Moderation and Second Marking of Answer Scripts

Rajarata University of Sri Lanka

PURPOSE:

This document shall lay down the policy of the Rajarata University of Sri Lanka (Herein after referred to as University) and shall specify the Operation Procedure for Question Paper Scrutiny Board, Moderation and Second Marking of Answer Scripts of all undergraduate and postgraduate examinations conducted by the University. This enables integrity and uniformity in matters pertaining to the procedures specified above among all such examinations.

POLICY:

All examination matters shall come under the close scrutiny of the Head of the relevant academic department/ unit. Head of the Department may delegate responsibilities to senior academic(s) at his discretion.

The list of examiners (i.e. setter, moderator, first marking examiner and second marking examiner) of each course conducted by a Department/ unit shall be prepared by the Head of the Department in the prescribed format (C form) and approved by the Faculty Board and the Senate at the beginning of the semester.

All end semester/ end of the course question papers shall be set by the lecturer(s) delivering the course. In instances, where the lecturer is below rank of Senior Lecturer, the Head of the Department shall appoint a suitable senior academic as examiner in-charge of the evaluation of the course.

Question papers of all end semester/ end of the course examinations of undergraduate and postgraduate courses shall be scrutinized by a panel in order to check the compliance with the standards given below.

The papers are subjected to moderation by a subject expert to maintain the academic standards of the evaluation of the student. The moderator shall provide a report, to which the setter adheres as appropriate.

The first marking examiner shall mark the answer scripts and handover the marked paper packet(s) along with marks sheet to the Head of the Department within a period agreed upon by a schedule of marking of answer scripts prepared by the Head of the Department. The first marking examiner shall also facilitate the handing over of the paper packet(s) to the second marking examiner.

Second marking can either be verification of the marks given by the first marking examiner or be blind marking (in which case the second marking done independently of the first marking). The second marking examiner shall return the paper packet(s) with the mark sheets along with a report, in specified format, to the Head of the Department.

PROCEDURE:

Scrutiny Board

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All paper setting examiners (setters) of question papers of the particular examination in a Department or a Faculty form the scrutiny board, which will meet on a prescribe date, time and venue announced by the Head of the Department/ Dean of the Faculty. The Head of the Department/ Dean of the faculty shall be the Chairperson of the Scrutiny Board.

The setter(s) of the question paper shall submit the question paper along with course ILOs and a marking scheme/ marking rubric/ model answer to the Scrutiny Board.

The general function of the Scrutiny Board is to assess the overall quality of the question paper, to suggest appropriate amendments.

The specific functions of the scrutiny board include, but not limited to, ensure that the

- 1 rubric (blueprint) and the question paper follow the stipulated structure and format
- 2 question paper is free from grammatical/ spelling errors
- 3 marks allocated for the questions are sufficient
- 4 time allocated for the questions is sufficient
- 5 questions have a good flow and connectivity
- 6 questions are not overlapping
- 7 questions are unambiguous
- 8 questions are aligned with intended learning outcomes
- 9 recycled questions are not used
- 10 active verbs (i.e. Discuss, Describe, Explain, etc.) have been used correctly
- 11 questions are clear, concise and understandable
- 12 spaces given to answer the questions are sufficient (note: in the case of structured or short answer questions)
- 13 questions in the question paper shall be aligned with the course ILOs.

The Scrutiny Board shall produce a report in a prescribed format and return the original question paper along with the report to the setter for necessary corrections. The setter is responsible for attending to the corrections and to get the certification of the Head of the Department before proceeding to the moderation of the paper.

Question Paper Moderation

The purpose of moderation of a question paper is to verify its standard by a subject expert.

When a senior academic with relevant subject knowledge is available, the moderation may be done internally within the Department or Faculty. However it is highly recommended that moderation is done by external experts, more specifically for third and fourth year question papers.

The setter shall submit the scrutinized question paper along with the course ILOs and a marking scheme/ marking rubric/ model answer to the moderator.

The moderator shall improve the quality of the questions and certify that the questions are aligned with ILOs.

The specific functions of the moderator include, but not limited to, ensure that the

- 1 questions are aligned with the course ILOs
- 2 questions are evenly distributed across the course content
- 3 distribution of marks is fair
- 4 marking scheme is acceptable
- 5 questions address different levels of assessment
- 6 language is simple and understandable
- 7 overall quality of the paper is acceptable

The moderator shall return the question paper, along with a report in the prescribed format, to the setter.

The setter is responsible for making alterations as appropriate, note these changes in the moderator's report and obtaining the certification of Head of the Department. The setter shall then proceed with printing the question paper.

Second Marking of the Answer Scripts

The second marking is done with an intention of ensuring marking according to the accepted marking scheme.

The specific functions of the second marking examiner include, but not limited to, ensuring that the

- 1 marks are given according to the marking scheme
- 2 marking is consistent throughout
- 3 marks distribution among sections of questions is fair
- 4 calculations (additions) are correct

The first marking examiner is responsible for finalizing the mark sheet, to obtain the affirmation by the second marking examiner and to submit the finalized mark sheet to the Assistant Registrar/ Senior Assistant Registrar/ Deputy Registrar who is responsible for examination in the Faculty/ University.

TIMEFRAME:

C forms	to be submitted to the first Faculty Board after the commencement of the Semester
Question paper setting	9 th week of the Semester
Scrutiny Board	between 10 th and 11 th week of the semester
Moderation	between 12 th and 13 th week of the semester
Finalizing question paper	15 th week of the semester
Printing of the question paper	one week before the date of examination

The reporting formats connected with this document have been approved by the Senate at its meeting held on 12th October 2017.