

# **LYCEUM CAMPUS MANUAL OF PROCEDURE FOR CONDUCTING OF EXAMINATIONS**

## **1. LEGAL BASIS**

The legal basis for the conduct of examinations and Award of Degrees of the Lyceum Campus, is the ORDINANCES from Board of Directors of the Lyceum Campus. Each Faculty should conduct its respective degree programmes, in keeping with the By-Laws and Regulations of the Faculties which are approved by the Academic Syndicate, and the Council of the Lyceum Campus. These By-laws and Regulations shall be reviewed and revised from time to time, with the approval of the Council.

## **2. EXAMINATIONS INTEGRITY**

Examinations Integrity is the security of the Lyceum Campus Examinations process, which starts from the time the Academic Calendar is put up through preparation of question papers by examiners, moderation, printing and packeting, supervision and invigilation, marking of answer scripts, entry and maintenance of marks, publication of results by the Academic Syndicate and Council, to graduation.

The entire examination process (procedures, practices and activities) at the Lyceum Campus presupposes responsibility, integrity, confidentiality, and maintenance of secrecy on the part of all persons involved.

No employee of the Lyceum Campus, engaged in any type of work connected with examination, nor any other person whose services are utilized for examination, shall divulge to any one any confidential information gained, either directly or indirectly, in the performance of his/her duties.

Every question paper set for any examination of the Campus, from the time paper is set, until the lapse of 30 minutes from the time of commencement of answering of such paper by candidates at the examination, or any other document declared as secret, shall be deemed to be a **secret document**. **All employees are bound by the Information Security Policies of the Lyceum Campus. Any breach of these obligations, as set**

**out above, will result in disciplinary action being taken against violators as per By-Laws No. ... of 2022 on Examinations Rules, Offences and Punishments.**

Every employee of the Campus engaged in any type of work connected with exams, shall bring to the notice of the dean of the relevant faculty if any close relative of him/her is sitting for the examination.

## **2.1 Purpose of the Manual of Conduct of Examinations**

The purpose of this Manual is to document a set of Standard Operating Procedures, for the conduct of examinations for Lyceum Campus. The material in this manual will complement the Degree Programmes By-laws and the By-laws on Examination Procedures, Offences and Punishments.

At Lyceum Campus the Examination Division/Unit, under the Registrar, coordinates the functions pertaining to the conduct of examinations.

The Manual includes Examination Rules, Offences by candidates and Punishments (By-laws on Examination procedure, offences and punishments and Examination Offences conducted by any person other than candidates), in order to ensure proper conduct of examinations at the Lyceum Campus.

# **PART I**

## **PREPARATION FOR EXAMINATION**

### **1.1   Calendar of dates/Academic calendar**

- 1.1.1 The calendar of dates is an important document of each HEI, which outlines the dates of start to finish of academic semesters, examinations, etc.
- 1.1.2 The draft calendar of dates for examinations for the ensuing academic year, shall be prepared by the Registrar and sent to the Deans of Faculties for their observation, at least three months prior to the last date of the 2<sup>nd</sup> semester of an academic year.
- 1.1.3 Within two weeks of the preparation of the draft calendar , the Registrar shall finalize the same in consultation with the Deans. He shall obtain the approval of the Academic Syndicate for the calendar, not later than one month prior to the last date of the 2<sup>nd</sup> semester of the current academic year.
- 1.1.4 The calendar of examination shall be published on the Campus website after the approval of the Academic Syndicate and the President.
- 1.1.5 The Calendar of dates shall be circulated amongst the academic staff and displayed in the student notice boards. In addition, it should be circulated among relevant branches of the administration, such as welfare.
- 1.1.6 If it becomes necessary to revise the dates of examinations.
- 1.1.7 Such revision shall be made not later than two (2) months prior to the last date of the second semester of the year.
- 1.1.8 Examinations shall commence not later than two (2) weeks after the closure of the second semester.

## **1.2 Examinations time table**

- 1.2.1 At least four (4) weeks prior to the last date of each semester of the academic year, in which examinations are being held , the Registrar shall prepare the draft time tables for the examinations, in consultation with the respective Deans and Heads of Departments, taking into consideration any revision of dates made under 1.6 students may also be consulted.
- 1.2.2 The registrar shall finalize the time tables and display them on the notice boards and website. and send copies to the respective deans and heads of departments, to be distributed to the relevant academic staff one (1) month before the commencement of examinations.

## **1.3 Examination Hall Staff**

- 1.3.1 Staff on duty at each examination hall/center shall consist of at least a Supervisor, an Invigilator, and a Hall Attendant. Each Faculty shall decide the ratio of students per Invigilator/Supervisor/Hall attendant, based on their student numbers and the type of examination.

## **1.4 Supervision, Invigilation and Hall Attendants duty timetables**

- 1.4.1 Within a week of the timetables being finalized, the Registrar shall draw up the duty timetable for Supervisors, Invigilators, and Hall Attendants and allocate halls for the examinations.
- 1.4.2 Services of the members of the permanent staff shall be utilized for supervision and invigilation duties. Where permanent staff is not adequate, the services of temporary staff may be used.
- 1.4.3 Registrar shall send copies of the supervision, invigilation and hall attendants duty time tables, together with a copy of sections on Examination Rules, and Examination Offenses, preferably two weeks before the commencement of

examinations, to the respective Supervisors, Invigilators, Hall Attendants and Heads of Departments and Deans of Faculties.

## **PART 2**

### **REGISTRATION OF CANDIDATES AND PREPARATION OF ATTENDANCE SHEETS**

#### **2.1 Registration of candidates for Examinations**

- 2.1.1 The Registrar, in consultation with Dean, shall publish a notice for candidates to register for examinations, preferably 4 weeks before the first day of examinations through each faculty. The students may apply manually through prescribed forms, or through LMS, as applicable. The Notice shall indicate a date of closure of applications.
- 2.1.2 After the closing date, the applications are scrutinized carefully by the relevant Faculties. Any applications from ineligible candidates shall be rejected and candidates informed accordingly.
- 2.1.3 Faculty prepares the schedule of candidates. Schedule shall contain the following particulars;
  - I. modules/courses each candidate is required to sit
  - II. number of attempts each candidate has already had for relevant module/course
  - III. any other information such as suspension from examinations or withholding results

#### **2.2 Preparation of Attendance Sheets**

- 2.2.1 The registrar shall generate for each examination Attendance Sheets in triplicate , prior to the examination.

2.2.2 The Attendance Sheet shall contain the index numbers of the registered candidates, the date and time of the examination, the title and course/module code of the paper and the examination hall.

2.2.3 Two (2) copies of the Attendance Sheet for each subject/course unit/module, must be given with the packet of question papers for the relevant subject/course unit/module. One (1) copy of the Attendance Sheet shall be used to obtain the signature of each candidate sitting the examination and the candidates present or absent shall be marked with a tick (✓) and “absent” respectively on the second copy by the Supervisor.

2.2.4 Both copies must be checked carefully to ensure that the present and absent candidates are correctly denoted on the sheets, by the supervisor of the examination and the signatures of the Supervisor/s and Invigilators must be placed on each page of the two Attendance Sheets.

2.2.5 At the end of the examination , the first copy with signatures of the candidates shall be returned under separate cover, to the Registrar while the second copy must be enclosed in the packet of answer scripts of each subject/course unit/module.

2.2.6 Other copy of the Attendance Sheet shall be sent earlier to the Faculty office to make the hall arrangements.

### **2.3 Admission Cards**

2.3.1 Registrar shall, not later than 01 week before the first date of examination, issue the Admission Cards to all candidates, after checking whether all dues have been paid and drawing attention to examination rules, offences and punishments.

2.3.2 It is important that the Admission Cards be checked with the Registration Sheet and the Attendance Sheet by another officer, since a mistake in the entry of the index number on the Admission Card will affect the results of the candidate.

2.3.3 If a student comes to the examination hall without the admission card (not eligible ,not collected, misplaced etc.), the incident/relevant forms have to be filled and signed, in order to allow the student to sit for the paper . However , after the examination the eligibility of the student needs to be verified and necessary action needs to be taken. The Decision on the non-issuance of the results of ineligible students shall be made by the Faculty Board.

## **PART 3**

### **SELECTION AND APPOINTMENT OF EXAMINERS**

#### **3.1 Selection of Examiners**

- 3.1.1 The examiners shall be selected from the members of academic staff of the Faculty , visiting lecturers, and other qualified persons who are involved in teaching the course/module.
- 3.1.2 At least two months prior to the last date of each semester, the Registrar shall send the examination schedule, requesting the Heads of Departments to forward the list of first and second examiners, moderators, scrutiny experts, and translators to their Dean of Faculties.
- 3.1.3 Any teachers with known conflicts of interest should not be selected as examiners. Teachers who have conflicts of interest should declare them and decline to be examiners.
- 3.1.4 If, for some unforeseen reason, the examiner cannot perform the duties undertaken, this must be informed immediately to the head of department and an alternate examiner should be appointed by the Faculty Board.
- 3.1.5 The names of the examiners and moderators should be approved by the Faculty Board, and the Academic Syndicate, at least one month prior to the last date of each semester.

### **3.2 Appointment of Examiners**

- 3.2.1 Registrar shall, within one week of receipt of list of examiners, inform the examiners of their appointments. The Examiners shall, within one week thereof, acknowledge the acceptance of the appointment letter. It is extremely important that if an examiner is unable to accept, he/she should state this clearly in the acknowledgement form.
- 3.2.2 Where a person has expressed his/her inability to serve as an examiner, the Registrar shall arrange with the Head of Department concerned to appoint an alternate examiner.

## **PART 4**

### **PREPARATION OF WRITTEN QUESTION PAPERS AND MODERATION**

#### **4.1 Preparation**

- 4.1.1 Preparation of examination papers should be done maintaining the highest level of secrecy and confidentiality, in order to maintain the trust and confidence of students and the public.
- 4.1.2 Within one week of the receipt of replies from examiners indicating their willingness to serve as examiners, the Registrar shall send the following to each examiner:
  - I. copy of question paper of a previous examination
  - II. note on setting question paper
  - III. question paper forms to set the paper
  - IV. form for marking scheme and work solutions

- V. special requirement forms
- VI. inner and outer envelopes to forward the question papers
- VII. voucher

4.1.3 The Examiners shall send, on or before the date specified for the return of the question paper, such question paper written/typed enclosed in the confidential envelope addressed to the Registrar.

## **4.2 Moderation**

- 4.2.1 Question papers shall be scrutinized by moderators, or a Board of Scrutiny, depending on the relevant degree programme.
- 4.2.2 Moderators shall be nominated by the respective Head of Department and appointed by the Faculty Board.
- 4.2.3 Board of Scrutiny shall be determined by the respective Faculty Board.
- 4.2.4 Within one week of receipt of question papers the Registrar shall, for all exams other than those for which moderation is not required, send the question paper and the marking scheme under confidential cover to the Moderator, requesting him/her to return them after moderation on or before the specified date.
- 4.2.5 Moderators or the Board of Scrutiny shall have the power to examine all questions in the question paper, to modify any question in respect of the language, and to refer back where necessary to the examiner with his/her suggestions.
- 4.2.6 Modified question papers shall also be submitted again to the Moderator or to the Board of Scrutiny.
- 4.2.7 After the final version of the question paper has been certified by the Moderator, the examiner or the relevant Head of the Department shall have the paper sealed in a confidential cover, and marked "Passed by the Moderator", and handed over to the

Registrar for printing, not later than five 5 working days before the scheduled date of the paper.

## **PART 5**

### **PRINTING, PACKETING AND SECURITY**

#### **5.1 Printing**

- 5.1.1 The Registrar shall take necessary action for printing and packeting of question papers, which have been submitted by the examiner or the relevant Head of the Department.
- 5.1.2 The Head of the Department, or examiner, should hand over the final version of the question paper to the Registrar under the confidential cover for printing and packing.

#### **5.2 Packeting**

- 5.2.1 A list of the number of candidates sitting for each question paper shall be prepared and kept in a confidential room where the printing is done
- 5.2.2 Registrar shall ensure that each paper is packeted and is ready, not than 5 days before the scheduled date of that paper
- 5.2.3 Packeting of question papers shall be done under the supervision of the Registrar
- 5.2.4 The employees detailed to print and packet shall ensure the following:
  - I. That the full material has been printed on each sheet of paper where both sides are used, on both sides of the paper.
  - II. That no sheet which is illegible or smudged has been included.
  - III. Where there are more than one sheet for a question paper, sheets have been stapled together in the correct order.
  - IV. That the name of the examination, module/course code number, title of paper, number of questions papers enclosed.
  - V. The medium, the centre, the date and time of the paper, are given on the packet.

- VI. That the original question paper and a sufficient number of copies have been sealed, in a separate packet in the custody of the Registrar, for documentation purposes.
- VII. Adequate number of question papers (one for each candidate plus a minimum of 10 extra papers) have been included in each packet.
- VIII. All spoilt question papers, and other relevant confidential documents used for the preparation of the question papers, are destroyed by shredding/burning immediately following the packeting process.

### **5.3 Responsibility for Security**

- 5.3.1 Registrar shall ensure that question papers have been printed and packeted under strict security. He shall not seal any packets unless he is satisfied that the required number of question papers have been enclosed in the packets, and the correct module code and title, name of examination, and date and time have been entered on the envelope label of the packet.
- 5.3.2 Registrar shall check with the schedule of exams, that the question papers and other relevant documents for each session are ready on time.

## **PART 6**

### **EXAMINATION HALL ARRANGEMENTS**

#### **6.1 Examination Halls**

- 6.1.1 Examinations shall be held in appropriate premises, where due consideration is given to ventilation, lighting, noise level, and security. Special attention should be given to accessibility to the examination hall, and other special requirements of the candidates with special needs, and of students with disabilities.

#### **6.2 Arrangement of Desks**

6.2.1 Desks and chairs shall be arranged in rows and columns. At least 2  $\frac{1}{2}$  feet shall be left between the back of a candidate's chair and the front edge of the desk of the candidate seated behind.

The distance between 2 columns of desks shall be at least four (4) feet.

The desks shall be numbered with Index Numbers of the candidates, in the order shown in the Attendance List. The Index Numbers shall be indicated clearly on each desk, or written distinctly on a label and pasted on the desk.

### **6.3 Checking Arrangements**

6.3.1 Before permitting candidates to enter the examination hall, the Supervisor shall inspect the hall and be satisfied the hall is cleaned, desks have been arranged and numbered correctly, and examination stationary placed on the desks.

6.3.2 Preferably, there shall be one (1) door for entry and one (1) for exit.

## **PART 7**

## **SUPERVISION AND INVIGILATION**

### **7.1 General**

7.1.1 These are very important functions in the proper and efficient conduct of examinations. It is the duty of all employees of the Campus to assist in this work in the work.

7.1.2 Services of members of permanent staff shall be utilized for supervision and invigilation duties. When, however, permanent staff are not adequate, temporary staff may be used.

## **7.2 Preparation of a list of supervision of staff**

- 7.2.1 Four (4) weeks prior to the last date of each semester, the Registrar shall request the Heads of Departments to indicate the names of permanent academic staff whose services, for any particular reason, will not be available for this work for any valid reason.
- 7.2.2 Two (2) weeks prior to the last day of each semester, the Registrar, in consultation with the Dean of Faculty concerned, shall prepare the list of Supervisors and Invigilators.

## **7.3 Appointment of Supervisors and Invigilators**

- 7.3.1 As far as possible supervisors shall be selected from among the senior staff.
- 7.3.2 At least two weeks prior to the last day of each semester, supervisors and invigilators shall be informed of their appointments with provision for acknowledgement.

The Registrar shall enclose with the appointment letters the following:

- I. A copy of the supervision/invigilation time table
- II. A copy of the examination time table
- III. A copy of the examination rules
- IV. A copy of the Duties and functions to Supervisor, Invigilators, and Hall Attendants
- V. Voucher
- VI. Any other relevant documents

## **7.4 Examination Hall Staff**

7.4.1 The staff on duty at each examination hall shall consist of at least a Supervisor, an Invigilator and a Hall Attendant. If the number of candidates at a hall is more than 30, there shall be an additional Invigilator for every additional 30, or part thereof, exceeding 15. If the number of candidates at a hall is more than 75, there shall be an additional Hall Attendant for every additional 75 candidates, or part thereof, exceeding 25. If the number exceeds 180 at a hall there shall be additional supervisor for every additional 180 candidates, or part thereof exceeding 60, and shall form a separate unit with separate Invigilators and Hall Attendants.

7.4.2 After the appointment of examination hall staff, no alterations shall be made, except in consultation with the Registrar. If, after the commencement of the examination, a member of the hall staff finds that owing to any unforeseen or unavoidable circumstances, he/she is unable to be present for a session or more, he/she shall immediately inform Registrar, who shall make alternative arrangements in consultation with the relevant Dean.

7.4.3 Supervisor shall be in charge of the examination hall, invigilator/s and hall attendants shall assist him/her and work under his/her direction. Examination hall staff shall be in attendance at the hall, at least 30 minutes before the commencement of the examination.

## **7.5 Duties of Supervisors**

7.5.1 The supervisor shall be responsible for taking all steps, before, during and after the examination, to ensure both the smooth and efficient conduct of the examination.

7.5.2 The supervisor of each Hall/Center shall call over, at least half-an hour before each session commences, at the office of the Registrar/Senior Assistant Registrar/ Examinations, and collect the question papers and other material for his/her Hall/ Center for each session or each day as the case may be.

7.5.3 The Supervisor shall check the question packets with the time tables, in order to make sure that the correct question paper packet has been handed over, that no question papers for the session is missing and that the packets are properly sealed.

7.5.4 The Supervisor shall be provided with the following by the Registrar:

- I. Packet of question papers for the session
- II. Packet of other materials such as maps etc.
- III. Attendance lists for each paper
- IV. Examination time table
- V. Invigilation time table
- VI. Printed envelopes for answer scripts
- VII. Labels for answer scripts packets
- VIII. Examination offences reporting form
- IX. Supervisor's report form
- X. Return/acknowledgement form for answer script packets
- XI. Seal for sealing answer script packets
- XII. Date stamp for stamping answer books and continuation sheets
- XIII. Other written instructions where necessary

7.5.5 On arrival at the Examination Center, the Supervisor shall,

- I. Check whether the correct question paper/s and relevant documents for the particular session have been brought by him/her.
- II. Check that the Hall has been swept and the desks have been properly arranged and numbered, according to the attendance list provided.
- III. Ascertain whether the Invigilator and Hall Attendant are present and assign their duties. In the event of the full assigned staff not being present, he/she shall make the best possible arrangements with the available staff and immediately inform the Registrar, if additional staff is considered necessary.
- IV. Assign each Invigilator with a certain number of candidates
- V. Draw the attention of the Invigilator and the Hall Attendant to the duties assigned to them.

7.5.6 The Supervisor shall ensure that;

- I. Candidate shall be allowed to enter the examination hall, only through the authorized entrance/entrances, and directed to take their seats according to their index number marked on the desk. A supervisor, however, may at any time during the examination, and without giving any reason, change the place occupied by a candidate for valid reasons.
- II. Invigilator shall be posted at each entrance to ensure orderly entry, and that candidates bring only authorized material to the examination hall.
- III. Candidates shall not be admitted to the hall, earlier than 10 minutes before the time of commencement of an examination.
- IV. No candidate shall be admitted to an Examination Hall, after the expiry of thirty minutes from the commencement of the examination.
- V. If, for any reason, the examination is commenced later than the scheduled time, the time lost shall be given at the end of the scheduled duration.
- VI. The answer books with the cover shall be issued initially, and books without cover or loose sheets (continuation sheets), subsequently.
- VII. The supervisor shall ensure that the date-stamped answer books have been set out on each desk, at least 15 minutes before the commencement of the examination.
- VIII. Continuation sheets shall be given by the Invigilators (not by Hall Attendants) and each sheet shall be date stamped and initialed by the Invigilators before being issued.

7.5.7 The supervisor shall make the following announcements before the commencement of an examination;

- I. Strict silence is to be observed by the candidates till the end of the examination.
- II. No candidates shall remove from the examination hall, any Answer Book or continuation sheets or any other stationery or other material issued to him/her.
- III. No candidate shall have with him/her, any unauthorized material such as books, notes, papers or files or any stationery or material other than those issued to him/her in his/her possession during the examination.
- IV. Material authorized to be brought into the hall are only student record book, time table and admission card.

- V. No candidate is permitted to leave the examination hall during the first 30 minutes of the commencement of the examination, or during the last 15 minutes.
- VI. No candidate shall have with him/ her cellular phones and/or Wi-Fi systems, or any other unauthorized equipment such as electronic data receiving, storage and retrieval devices, or any other device.

7.5.8 The Supervisor shall obtain signatures of two candidates and one Invigilator, before opening the question paper packets.

7.5.9 The Supervisor shall open the question paper packets one by one, in the presence of an invigilator, and check whether the question papers are the correct question papers for the session and that the special requirements, if any, are available.

7.5.10 The Supervisor shall hand over the required number to each Invigilator, for distribution to the candidates, allotted together with any special requirements mentioned in 7.9 above.

7.5.11 Remaining question papers shall remain in the Supervisor's custody.

7.5.12 The supervisor shall make the following announcements after the distribution of the question paper :-

- I. Check whether you have received the correct Question paper and whether you are seated at the desk with the correct Index Number.
- II. You are advised to read the instruction given in the question paper before answering the paper.
- III. Check if your answer books indicate today's date stamp.
- IV. The Question paper "(course title)" contains "(number)" sheets of papers and altogether "(number)" questions and please check whether you have got the full question paper.
- V. If there is more than one question paper the Supervisor has to make the announcement appropriately.

7.5.13 Any query related to the question paper shall always be directed to the Supervisor in the first instance. Invigilators shall not answer queries relating to the question paper. Supervisor or Invigilator shall not give any clarification or explanation with regard to the questions in the question paper to any candidate. If any error or defect in a question paper has been noticed, Supervisor shall announce the correction or modification as indicated by the examiner or moderator, or any other authorized person.

Supervisor shall return a copy of the question paper, highlighting the changes to the examination division, and enclose a copy with answer scripts with his/her initials.

If the setting examiner of the question paper is not a supervisor, or an Invigilator for the relevant examination, he/she shall normally be available during the examination for contact.

7.5.14 The Supervisor shall ensure that the Invigilators and Hall Attendants carry out the duties assigned to them.

7.5.15 At the expiry of the first 30 minutes after the commencement of the paper, the supervisor shall direct each invigilator to get the original of the attendance lists signed by the candidates, to mark the attendance in the duplicate lists and to check the Identity of the candidates.

7.5.16 Attendance list shall be issued in duplicate (original and duplicate). No candidate shall be permitted to sit for the examination, if his/her index number has not been included in the attendance lists. However, if the candidate makes a declaration that he/she was offering that subject/course/module, and if the supervisor is satisfied with the bona-fides of the declaration, the Supervisor may include the Index number of the candidate concerned in the attendance list, and allow the candidate to sit the paper. Every such case shall be reported to the Dean of the Faculty and the Registrar.

7.5.17 Every candidate present for the examination shall be required to place his signature against the relevant Index Number. Candidates who are absent shall be so marked by

the Invigilator concerned. This copy shall be sent by the supervisor under separate cover to the Registrar.

7.5.18 The Invigilator concerned shall specify in a copy of the attendance sheet, against each Index Number appearing in the duplicate of the attendance sheet, whether the candidate to whom it refers, is present or absent for the examination. This copy shall be enclosed by the Supervisor in the packet of Answer Scripts. Where a candidate is 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 packed separately, a separate copy of the attendance sheet shall be enclosed in each packet.

7.5.19 The Supervisor/Invigilator in executing his/her responsibility, shall satisfy himself/herself of the identity of a candidate, by reference to the record book/student identity card issued by the Campus which contains the candidate’s photographs and their signature.

7.5.20 If a candidate fails to produce his/her record book/ student identity card, for the purpose of identification, he/she shall be required to produce the identity at a time specified by the Supervisor. Meanwhile, he/she has to sign a declaration that he/she has been provisionally allowed to sit the examination, under the condition that he/she shall establish his/her identity by producing the official Identity Card, at a time specified by the Supervisor. The Supervisor shall on the production of ID certify on the declaration that he/she is satisfied with the identity of the candidate.

7.5.21 As soon as the Attendance Sheets are marked, the Supervisor, shall collect them from the Invigilators and proceed to prepare the relevant envelops and labels for the packing of Answer Scripts

7.5.22 The Supervisor shall make the following announcements at the appropriate times: -

- I. 30 minutes before the end of the examination, the Supervisor shall announce – “30 minutes more”. “No Candidates shall leave the hall till the end of the examination”.

- II. Fifteen minutes before the end of the examination the Supervisor shall announce – “15 minutes more. Check whether you have entered the Index Number, title of the examination correctly” .
- III. At the end of the examination – “ Stop work and remain on your seats until you are permitted to leave.”
- IV. After the Invigilators have collected the scripts – “You can leave now.”.

7.5.23 At the end of the examination, the Invigilators shall collect the scripts of the candidates assigned to each of them, and hand them over to the Supervisor, who shall check them against the Attendance Sheets. The Supervisor shall check that each Invigilator has arranged the scripts in order of Index Number.

7.5.24 At the end of the examination an Invigilator shall be placed at the exit,to ensure that examination materials are not being taken out of the hall by the candidates.

7.5.25 The Supervisor shall then arrange the Answer Scripts to be packeted. Where it is required to packet the Answer Scripts, of each part/section separately, they shall be packeted in the same manner.

The supervisor shall, enclose in each packet;

- I. A copy of the Attendance Sheet;
- II. Two copies of the question paper;
- III. Adequate detailed mark sheets;
- IV. Mark return sheet; and
- V. Comment sheets.

Each packet shall be tied securely, labeled and sealed. Before pasting the labels the Supervisor shall ensure that details required on the label have been duly filled.

7.5.26 The Supervisor shall hand over to the Registrar at the end of the Session and obtain acknowledgement for the following:

- I. Packeted answer scripts;
- II. Supervision report;
- III. Report on examination offences;
- IV. Original Attendance Sheets;

- V. Description of Answer Packets made;
- VI. Balance question papers;
- VII. Balance stationery; and
- VIII. Unused Answer books and continuation sheets.

## **7.6 Duties of Invigilators**

- 7.6.1 Invigilators shall be responsible to the Supervisor for the efficient discharge of the duties assigned to him/her.
- 7.6.2 Invigilators shall devote his/her whole attention to the continuous supervision of candidates. He/she shall move among the candidates without disturbing them and if he/she notices a candidate having unauthorized documents/materials, he/she shall take possession of the same and report the matter immediately to the Supervisor.
- 7.6.3 Invigilator shall place on each desk the examination stationery, before the commencement of the examination, and he/she shall distribute the date stamped continuation sheets to the candidates when called for. In date stamping the continuation sheets he/she shall ensure that no more than the required number are date-stamped, to avoid wastage of stationery. This duty shall be personally performed by the Invigilator and not entrusted to Hall Attendants.
- 7.6.4 Invigilator shall distribute the question paper to the candidate assigned to him/her. He/she shall return the remaining question papers, if any, to the Supervisor.
- 7.6.5 Invigilator shall after 30 minutes go round and get each candidate to sign the Attendance Sheet. He/she shall also mark the attendance on the copy of the Attendance Sheet and certify both lists in the space provided for it. He/she shall return the attendance Sheet to the Supervisor but retain the copy to check when collecting the Answer Scripts.

7.6.6 No candidate shall be admitted to the hall after 30 minutes from the commencement of the examination, nor shall any candidate be permitted to leave during the first 30 minutes, or during the last 30 minutes of examination.

7.6.7 Invigilator shall collect the Answer Scripts of every candidate who leaves before the last 30 minutes.

7.6.8 As soon as the time allotted to the examination is over, the Invigilator shall collect from every candidate the Answer Script. In doing so he/she shall check whether the Answer Script bears the correct index number.

7.6.9 Invigilator shall check whether the Answer Scripts have the index numbers of the candidates and the title of the paper and, thereafter, hand over the Answer Scripts with the copy of the Attendance Sheet, and if any candidate has failed to hand over an Answer Script, he/she shall bring this matter to the notice of the Supervisor.

7.6.10 Written statements shall be obtained from candidates detected committing examination offences. If any candidate refuses to give a statement, the Invigilator shall not enter into an argument with the candidate, but shall make on the detailed report note that the candidate has refused to give a statement.

7.6.11 After the candidates leave the hall, the invigilators will go around and inspect the section allotted to him/her, to ensure that all Answer Scripts and other examination stationery have been collected.

7.6.12 Invigilator shall observe the candidates during examinations. Invigilators shall not use mobile phones, read, mark or undertake any other work during the examination.

## 7.7 Duties of Hall Attendants

7.7.1 They shall carry out instructions given to them by the Supervisor/Invigilator.

- 7.7.2 They shall call over at the Examination Division at least 45 minutes before the commencement of an examination, to collect stationery and other equipment necessary for the examination.
- 7.7.3 They shall assist in the arranging and numbering of desks.
- 7.7.4 They shall clean the hall and arrange the furniture at least 30 minutes before the commencement of an examination.
- 7.7.5 They shall assist the invigilators in distributing the stationery and in the packeting and sealing of Answer Scripts.
- 7.7.6 They shall carry parcels of Answer Scripts, stationery, and other equipment, under the supervision of the Supervisor/Invigilator.
- 7.7.7 They shall not leave the hall except with the permission of the Supervisor.
- 7.7.8 They shall return to the examination division keys of the examination hall after an examination, and collect same from them before the next examination.

## **7.8 Illness of candidate inside the examination hall**

- 7.8.1 In the event of a candidate falling ill during the examination, the Supervisor, where possible, shall seek the assistance of a Campus Medical Officer. However if the Campus Medical Officer is not available, the Supervisor may take whatever action he/she deems necessary to help the candidate.
- 7.8.2 If the candidate is compelled to/wishes to discontinue answering the paper, the Supervisor shall collect the Answer Script, mark the time at which it was collected, and submit a report to the Registrar.
- 7.8.3 If the candidate is able to resume the examination after a period of time, the Supervisor, in consultation with the Dean of the Faculty, may grant the candidate

additional time to answer the paper. The Supervisor shall submit a report on every such case.

## **PART 8**

### **EXAMINATION RULES**

**Refer By -Laws for the Examination Procedure, Offences and Punishments**

## **PART 9**

### **EXAMINATION OFFENCES AND PUNISHMENTS**

**Refer By-Laws for the Examination Procedure, Offences and Punishments**

## **PART 10**

### **DISTRIBUTION OF PACKETS OF ANSWER SCRIPTS**

- 10.1 Registrar shall make arrangements for an official to remain in the examination branch/unit, to receive the sealed packets of Answer Scripts handed over by the Supervisor. The receipt of the Answer Scripts shall be acknowledged in duplicate. One copy of this form shall be handed over to the Registrar with the packets of the Answer Scripts.

10.2 Registrar shall check whether all Answer Scripts of the session/day have been received, and make arrangement with examiners for the collection of packets at the earliest opportunity.

10.3 The examiners shall make arrangements with the Registrar, to take delivery of packets at the examination branch/unit or for sealed packets to be delivered to him/her at the Department of Study of the examiner concerned.

10.4 Any other arrangement for the delivery of packets of Answer Scripts may be made, only with the approval of the President.

10.5 The Registrar shall deliver to the examiner together with packets or Answer Scripts the following:

- I. Instructions for marking;
- II. Detailed mark sheets;
- III. Summary return Form;
- IV. Voucher;
- V. Marking scheme;
- VI. Covering letter recording the number of Scripts enclosed, the date by which the marks and the Scripts should be returned and the acknowledgement Form.

10.6 The Registrar shall send a reminder to the examiner not later than one (1) week before the due date. If the marks are not received on due date Registrar shall report the matter to the President who shall direct the Registrar to take appropriate action.

## **PART 11**

### **SUGGESTED PROCEDURE FOR MARKING OF ANSWER SCRIPTS**

#### **11.1 Marking Schemes**

11.1.1 There shall be ,where appropriate, a marking scheme for each question paper prepared and moderated in terms of PART.

11.1.2 Marking scheme shall be studied carefully by the marking examiner, and the marks are assigned for each question or part of a question accordingly.

11.1.3 Marking scheme shall give the important points that should be included in the expected answer, how each point is to be evaluated, and the break up of maximum possible marks according to different aspects of the answer, or according to the several elements of the answer should be indicated.

11.1.4 Since there may be various reasons, as to why the answers of the candidate do not measure up to the marking scheme, a modification of a marking scheme may become necessary. The first marking examiner therefore marks a few pilot scripts selected at random, to consider whether the marking scheme requires modification.

11.1.5 If modified, a copy of the finalised marking scheme should be forwarded to all marking examiners of that particular paper.

## **11.2 Marking**

11.2.1 Marks shall not be entered on the answer script, except in instances where the examiner is specifically instructed to do so.

11.2.2 In the case of examinations where there are two (2) markings of each script, each marking should be independent, and the marks of one examiner should not be made available to the other examiner.

11.2.3 On the detailed mark sheet Form, marks given to each candidate shall be entered for the particular question marked, and the same procedure should be followed to the other questions, question by question.

## **11.3 Return of Marks**

11.3.1 The question paper, the marking scheme, the Answer Script, detailed mark sheet and the summary Form shall be handed over to the Registrar by the marking examiner.

11.3.2 The Registrar shall satisfy himself/herself that the detailed mark sheets are in order, and thereafter send the Answer Scripts for correction to the second examiner, who shall also follow the same procedure.

## **11.4 Computation of Final Marks**

11.4.1 Individual Academic Syndicate decides on the rules for determination of Final Marks.

11.4.2 As and when the Final Marks of a paper /subject have been completed, the Head of a Department of Study shall check the final mark sheet and satisfy himself/herself, that the entries have been correctly made, and send the final mark sheet together with the detailed mark sheets duly, signed by the examiner, with the final statistical summary.

## **11.5 Duties of Marking Examiners**

11.5.1 If any person who has been appointed as a marking Examiner is unable to function as such, he/she shall forthwith inform the Registrar, who shall make alternative arrangements in consultation with Head of the Department concerned.

11.5.2 On receipt of the Answer Scripts from the Registrar, Examiner shall check with the attendance sheets, whether he/she has received the Scripts of all those who had been present for the purpose. If there are any discrepancies he/she shall notify the Registrar immediately. It is the responsibility of the marking Examiner to keep all answer scripts in safe custody.

11.5.3 All Answer Scripts should be marked personally by the Examiner who shall prepare the summary.

11.5.4 The Examiner shall, as soon as he/she marks the Answer Scripts, forward the same together with the mark sheets, under sealed cover, to the Registrar.

## **11.6 Marks**

11.6.1 On receipt of the Final Mark Sheet, the Registrar shall enter or cause the marks to be entered in the Mark Book. Any error made shall be clearly crossed out, and the correct mark written clearly.

11.6.2 Registrar shall ensure the marks are correctly totaled, averaged, checked, and rechecked under his signature. At the end of the entries in the Mark Book for the particular examination, the staff engaged in this work shall certify to the accuracy of the entries.

11.6.3 A record of the steps relating to the entry of marks, preparation of results sheets etc. shall be made by the Registrar.

## **11.7 Determination of Results**

11.7.1 At the meeting of the Board of Examiners, the Board shall determine the results in accordance with the performance criteria, paying special attention to borderline cases.

# **PART 12**

## **PUBLICATION OF RESULTS AND ISSUE OF RESULTS**

### **12.1 Results sheet**

12.1.1 The results sheets shall also include the following:

- I. The words “Lyceum Campus”
- II. The name of the examination, together with the year in
- III. Respect of which the examination was held
- IV. Time, month, year when examination was held
- V. That the results are provisional and are subject to
- VI. Confirmation by Academic Syndicate
- VII. Signature of the President and the Registrar

## **12.2 Release of results**

### **12.2.1 Pre-results Board meeting**

12.2.1.1 It is advisable to have a pre-results Board Meeting at the Faculty level, before finalizing the results. It is recommended Faculties release provisional results at this stage. Thereafter a student may request for re-scrutiny with regard to the result of a course/module.

#### **12.2.1.2 Composition for the Panel of Examiners**

- I. Dean of the Faculty of Education (Chairperson)
- II. Head of the Department
- III. Chief Examiner(s)
- IV. Setting Examiners
- V. Marking Examiners
- VI. Senior Assistant Registrar of Examinations shall function as the Secretary to the Panel of Examiners.

#### **12.2.1.3 Quorum of the Board of Panel**

Two thirds (2/3) of the total membership.

### **12.2.2 Results Board Meeting**

- 12.2.2.1 Faculties should endeavour to handover the marks to the Examination Branch by the set date. Upon receiving the marks from Departments.
- 12.2.2.2 Every mark sheet or page in the Mark Book prepared for the results shall be carefully checked, and initialed by the Registrar, before submission to the President for signature.
- 12.2.2.3 The Examination Branch shall process the results and arrange the Results Board Meeting. The Dean, Heads of Departments, examiners, Registrar/SAR examination shall attend the Results Board meeting to finalize the results. Registrar or SAR Examinations shall release the results.
- 12.2.2.4 Composition for the Board of Examiners
  - I. President in the Chair
  - II. Dean of the Faculty
  - III. Examiners ( external and internal)
  - IV. All Heads of the Departments of study
  - V. All Professors
  - VI. All Senior Lecturers
  - VII. Registrar/Asst.Registrar of Faculty
- 12.2.2.5 Quorum of the Board of the Examiners.  
Two thirds (2/3) of the total membership.
- 12.2.2.6 All examination results shall be displayed on the notice board, with copies sent to the respective Deans and the Heads of Departments.

### **12.3 Confirmation of Results**

- 12.3.1 All provisional results shall be submitted to the Academic Syndicate for approval.

## **12.4 Issue of results**

12.4.1 Changes to results after official results are released; If marks have to be changed after results are officially released, the relevant Examiner shall request the change by submitting the relevant form, with justification, through the Head of Department and the Dean of Facul, to the President. These requests shall be placed before the Examination Committee for its recommendations. Changes can be made to the released results only after all approvals are obtained.

12.4.2 Every candidate may be issued one or more of the following documents according to the stipulations given :

- I. A statement of results of examinations
- II. Final examination certificate
- III. Transcripts
- IV. Degree certificate

### **I. Statement of results**

Every candidate shall be issued a Statement of Results on a printed form duly signed by the Registrar. These statements shall be issued within two weeks of the publication of results and will serve as temporary certificates. The Candidates can collect these statements personally on payment of the prescribed fee.

### **II. Examination Certificates**

The Certificate shall be issued only after the confirmation of the results by the Academic Syndicate. Candidates shall apply for such certificates and the Certificate duly signed by the Registrar shall be issued on payment of the prescribed.

No duplicate shall be issued, except where satisfactory evidence has been produced to the effect that original certificate issued has been damaged, or destroyed, or lost. Certificate shall cost double the prescribed fees.

### **III. Transcripts**

Transcripts shall contain information as to the subject/paper/s offered, and the Grades obtained by the candidate. These shall be issued on a request and payment of the prescribed fee.

### **IV. Degree Certificates**

Every candidate who passed the final examination of the course of studies, shall within two weeks of publication of the results, make an application, together with a remittance for the prescribed fee, for supplication of the degree. Every candidate who supplicates shall be issued with a Certificate, that he/she has been admitted to the degree. The format of the degree certificate shall be determined by the Campus Academic Syndicate.

## **12.5 Record Keeping**

- 12.5.1 The marks scored by the candidates shall be treated as strictly confidential, and shall not be released, except for official purposes within the Campus, at the direction of the President.
- 12.5.2 All Answer Scripts shall be kept under safe custody for a period of 10 years, and disposed by way of shredding, under the supervision of the Head of the Department.
- 12.5.3 All mark sheets shall be kept for a period of five years, and thereafter disposed, by way of shredding, under the supervision of the Head of the Department.
- 12.5.4 All mark books shall be kept under lock and key and be preserved.
- 12.5.5 At least two copies of every question paper shall be filed, in addition to copies kept in the libraries.

## **PART 13**

### **DUTIES OF DR/SAR/AR EXAMINATIONS TO BE OVERSEEN BY REGISTRAR**

#### **13.1 DR/SAR/AR Examinations shall:**

1. Under the general directions of the President and Registrar, be in charge of the conduct of all examinations.
2. Receive the Academic Calendars and Examination time-tables from the faculties, well in advance, to make necessary arrangements.
3. Receive the list of Examiners from the Faculty after approval of the Faculty Board in time.
4. Call applications from students for the Examination in time.
5. Shall prepare and issue Admission Cards for eligible candidates.

6. Receive all question papers in time (5 working days prior to the Examination date) and they are kept in safe custody.
7. Make all arrangements to have the stationery and other requirements ready in time for issue to the Examination halls.
8. Print required number of copies of the question papers, seal and keep in safe custody.
9. Prepare the attendance sheets for each question paper.
10. Issue the question paper packets to the examination supervisors, on the day of examination, or on the day before/agreed date, in the event of a non-working day.
11. Make arrangements for receiving of the answer scripts from Supervisors, and for the distribution of the same, to the Heads of Departments.
12. Enter marks received from the Examiners and process results.
13. Once Faculties upload and confirm the marks to the LMS, hold Results Board meetings and release results, and pass lists to be forwarded to the respective Dean of Faculty. Obtain approval of the Academic Syndicate for pass lists.
14. Issue academic transcripts and Degree Certificates to the successful candidate, in addition to degree verification.
15. Present the list of candidates for Awards, medals, and prizes to the Academic Syndicate.
16. Convene the Examination Committee meeting to take decisions on Examination matters, including Examination offences.
17. Shall maintain the following:
  - Mark books and mark sheets;

- Statistics relating to examinations;
- Past question papers; and
- Other relevant documents.

## **PART 14**

### **PROVISION FOR RE-SCRUTINIZATION OF MARKS AND GRADES OF UNDERGRADUATES**

#### **14.1 Guidelines**

- 14.1.1 Student assessment is considered as a key element in higher education system and Lyceum Campus shall ensure accountability, confidentiality and transparency of the evaluation system.
- 14.1.2 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.
- 14.1.3 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.

14.1.4 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 and not for re-marking of scripts.

14.1.5 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. The cost of re-scrutinization process must be borne by the student.

14.1.6 The Dean of the Faculty, in consultation with the Chief Examiner of the Examination, shall convene Results Verification Board.

14.1.7 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 Academic Syndicate and Council of the Campus.

14.1.8 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.

## **14.2 Procedure**

14.2.1 Registrar/Senior Assistant Registrar/Assistant Registrar 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.

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

14.2.3 The Results Verification Board shall consist of the following persons:

- a. Dean of the Faculty (Convener)
- b. Head of Department (s)
- c. Chief Examiner (if applicable)
- d. Examiners in-charge of each subject/paper

14.2.4 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 Verification Board.

14.2.5 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.

14.2.6 The Results Verification Board should proceed to check the accuracy of addition, computation and transcription of results.

14.2.7 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.

14.2.8 If there is no change of grades, the Dean of the Faculty, through the Senior Assistant Registrar/Assistant Registrar, should inform the candidate (s) soon after the Results Verification Board meeting.

14.2.9 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.

14.2.10 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 Academic Syndicate and Council of the Campus before it is released to the candidate (s).

14.2.11 Senior Assistant Registrar/Assistant Registrar 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.

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Category	Examinations
Type	Manual
Approved By	President
Effective Date	15/09/2022
Last Approved Revision	
Sponsor	Registrar
Responsible Officer	Deputy Registrar