



## **Chief examiner's role and responsibilities BA – (external) Degree program**

*(The roles and responsibilities of the chief examiner have been extracted from the Manual of Procedure for Conduct Examinations, Distance and Continuing Education Unit, University of Ruhuna)*

*(For the New degree program, the current Course Unit Coordinator shall be named as the Chief Examiner)*

1. Coordination for the preparation of the question paper (setting, moderating, and typing).
2. Collect the questions from the respective setters/examiners and complete the question paper for moderation. Having a discussion with the setters about the questions and marks distribution before finalizing the paper is advisable to prevent future issues.
3. Handover the question paper along with the marking scheme and the moderator's form to the paper moderator
4. Collect moderated question paper, marking scheme and the moderator's form from the moderator. If any specific issues are to be considered at the moderation the chief examiner should make the discussion between the moderator and the setter, to finalize the paper.
5. Hand over the moderated question paper along with the marking scheme and completed moderators' form in a sealed envelope to the SAR/DCEU by the deadline (one week prior to the examination date).
6. Supervising the typing of the question papers and proofreading (two days prior to the examination). If the chief examiner himself/ herself has typed the question paper, the soft copy shall be submitted to SAR/ DCEU in order to be formatted with the DCEU question paper format.
7. Supervising paper printing/copying.

*Note :* Chief examiner can nominate a member from the setting panel for 6 & 7 if he/she is inability to attend.

8. To receive the answers scripts packets from the DCEU 1-2 days after the examination along with the required documents
  - a. First marking / second marking examiners' list approved for the course unit
  - b. Appointment letters as the first marking Examiner stating the deadline for completion
  - c. Marking Schemes
  - d. Documents to be signed by the first marking examiners when receiving the packets (stating index number range & packet number)

9. Distribute the answers scripts to the first marking examiners for first marking within 2 working days and maintain the records for distributing answers scripts (name of the first marking examiner, the packet no with index number range, the date of receiving and the signature of first marking examiner). A copy of the records should be submitted to the SAR/ DCEU at the earliest
  - a. If any changes done to the first marking examiners' list should be informed to the SAR/ DCEU for necessary approval through the head of the department.
  - b. The ratio of 100-150 scripts for the first marking examiner is required to be maintained when distributing the answers scripts.
10. Collecting answer scripts from the first marker/s and instruct them to hand over the mark sheets to the SAR/DCEU while maintaining the records of returning the paper packets.
11. Distribute the answers scripts packets with the marking scheme and the appointment letter to the second marking examiners.
  - a. Maintain the records for distributing answers scripts (name of the second marking examiner, the packet no with index number range, the date of receiving and the signature of the first marking examiner)
  - b. The ratio of 100-150 scripts for the second marking examiner is required to be maintained when distributing the answers scripts.
12. Collecting first and second marking sheets from the DCEU to prepare final mark sheets
  - a. Arranging an internal meeting with the Head of the Department and a Senior academic member from the First marking and Second marking panel to finalize the final mark sheet
  - b. Include names and signatures of the internal meeting members in the final results sheet.