

Centre for Quality Assurance
University of Vavuniya
Guidelines for Moderation and second marking of examination
papers at University of Vavuniya

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Guidelines for Moderation and second marking of examination papers at University of Vavuniya

University of Vavuniya recognizes the importance of moderation of examination papers and second marking of answer scripts at the Semester Examinations as an important quality standard. The moderation and second marking of scripts shall ensure maintain high standards at semester examinations as well as transparency of the process.

1.0. Definitions

- 1.1.**Setting** (of examination papers): The process of preparation of semester examination papers.
- 1.2.**Setter:** The person who prepares the examination paper. The setter shall be a Senior Lecturer / Lecturer who delivered the lecture series for the students in the particular semester concerned. In the case if a Lecturer (Prob.) delivers the lecture, the question paper shall be set by a senior lecturer in consultation with that lecturer (Prob.) concerned.
- 1.3.**Moderation:** The process of scrutiny of examination papers to ensure error free standard question papers at semester examinations.
- 1.4.**Moderator:** The Senate appointed Senior Academic or equal or above in the field of expertise who does the scrutiny of examination papers.
- 1.5.**First Examiner:** The person who does the first marking of answer scripts. Most often this activity is done by the person who performed the role of Setter. If the subject was taught by a Lecturer (Prob), He/She shall be the first examiner under the guidance of the setter.
- 1.6.**Second examiner:** The person who does the second marking of answer scripts for the second time. Most often this activity is done by the person who performed the role of Moderator. The person who performed as a setter of a subject cannot be a second examiner.

2.0. Guidelines for Moderation

- 2.1. Moderation of examination papers at Semester Examinations shall be done by a Moderator recommended by the Faculty Board and approved by the Senate of the University.
- 2.2. Moderator shall be a Senior Academic or equal or above in the field of expertise fall in the subject area of the examination paper.
- 2.3. Moderator shall be a senior academic preferably with more seniority than the setter of the examination paper.
- 2.4. Head of the department shall facilitate with the moderator. The head of the department has responsibility to get the feedback from the moderator and communicate with the setter.
- 2.5. Moderator and Setter should pay attention to following focal points during the Moderation process:
 - 2.5.1. Compliance with a prescribed standard format.
 - 2.5.2. Compliance with the bloom's taxonomy.
 - 2.5.3. Clear instructions to the candidates in the rubric.
 - 2.5.4. Fair coverage of the course contents.
 - 2.5.5. Time allocation against the number of questions
 - 2.5.6. Allocation and distribution marks for the sections and sub sections of questions.
 - 2.5.7. Availability of a detailed scheme of marking prepared by the setter.
(Should be submitted with the paper)

3.0. Good practices during moderation

- 3.1. The process of moderation of examination papers should be done as an interactive session between the setter and the moderator without any prejudices. The Head of the respective department should have the responsibility to handle the work of the moderation of the paper on time.
- 3.2. The course outline (detailed syllabus) should be submitted to the moderator with the question paper and answer key.
- 3.3. If a particular subject was taught by a Lecturer (Prob.) the tutorials discussed, and in-course assessment/assignment questions should be submitted with the model

questions and answers to the setter. The setter (a senior academic staff) shall evaluate the model questions and set the paper.

4.0. Guidelines for second marking of answer scripts

The purpose of second marking is done to assure error free evaluation of answer scripts.

4.1. Second marking shall be done by a second examiner appointed by the Senate with the recommendation of the relevant Faculty Board.

4.2. During the second marking process the second examiner pays attention to the following focal points whether:

4.2.1. the first marking has been done adhering to the scheme of marking.

4.2.2. the allocation of marks is fair and justifiable for the answer

4.2.3. the additions of marks of all subsections of the questions, transferring them to the front page of the answer scripts and calculations of total and the final marks are accurate and error free.

4.3. The methodology adapted by the second examiner during the second marking process is flexible with his/her individuality, yet UOV would stress the following important points regarding second marking process:

4.3.1. Second examiner involves the evaluation of all the answer scripts presented to him / her for a given subject.

4.3.2. Second examiner holds the responsibility of the accuracy of final mark on the examination paper.

5.0. Good practices during first and second marking

5.1. Marking of answer scripts should be done according to detailed marking scheme without any prejudices.

5.2. The process of these two markings should result in error free evaluation of answer scripts thereby the candidates would not get affected or penalized in any means.

5.3. The first and second marking of answer scripts is a time bound process. Hence, it is expected that the first and second examiners comply with the specified time periods and submission deadlines to assure release of the results in time.

5.4. Second marking should be done independently from the first marking. The maximum 10 marks deviation is acceptable between first examiner and second examiner.