

Reports of Setters and Moderators of Examination Papers and Guidelines

Faculty of Arts, University of Jaffna

General rules

- The Heads of the Departments and the Coordinators of the units shall instruct the Setters and Moderators to adhere to the guidelines with immediate effect.
- In the case of External Moderators, Heads or the Coordinators as the case may be shall provide the intended learning outcomes along with the detailed syllabus of the course unit on time.
- The Setters of the examination papers shall provide the signed certificate of compliance to the respective Head/ Coordinator, as the case may be.
- The Moderators of the examination papers shall provide the signed certificate of compliance to the respective Head or the Coordinator either directly or through the setter, in addition to the detailed report on the moderation of examination papers.
- The reports of the Setter and Moderator along with the original paper and marking scheme shall be included in the packet of the exam papers in a confidential cover.
- Heads of the Departments and the Coordinators shall maintain a separate confidential file to record the copies of the certificate of compliance received from Setters and Moderators.

Certificate of Compliance by the Setter of Exam Paper

Faculty of Arts, University of Jaffna

Name of the Setter :

Designation :

Course unit and the course code :

Name of the examination :

The Status of Intended Learning Outcomes being assessed:

No.	ILOs	In-course Assessments	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
ILO 1										
ILO 2										
ILO 3										
ILO 4										
ILO 5										
ILO 6										
ILO 7										

(Put a tick (✓) against the appropriate question number/s)

I hereby certify that the questions are set in the form and the manner to evaluate the attainment of the intended learning outcomes and the overall standard of the said course unit.

.....
Signature of the Setter

.....
Date

Certificate of Compliance by the Moderator

Faculty of Arts, University of Jaffna

Name of the Moderator :

Designation :

Institute (In case from Outside of UoJ) :

Course unit and the course code :

Name of the examination :

ILOs	In-course Assessments	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Remarks of the Moderator
ILO 1										
ILO 2										
ILO 3										
ILO 4										
ILO 5										
ILO 6										
ILO 7										

(Put a tick (✓) against the appropriate question number/s and make remarks if any)

I hereby certify that I have moderated the exam paper and the manner of the questions set in order to evaluate the attainment of the intended learning outcomes and the overall standard of the said course unit.

.....

Signature of the Moderator

.....

Date

Note: The Moderator may submit a detailed report if he/she would like to elaborate the remarks on the list of aspects that should be taken into consideration for moderation (See the next page). Please use additional sheets if required.

Follow-up action by the Setter

I hereby certify that the inclusion of the observations made in the moderation is completely carried out.

.....

Signature of the Setter

.....

Date

A Checklist for Moderators

1. The exam paper provides clear instructions to the candidates.
2. The course outline has been made available to the moderator.
3. Does the question paper cover the syllabus of the course unit satisfactorily?
4. Does the paper have content validity?
5. The questions reflect the learning outcomes adequately.
6. The presentation and layout of the examination paper are appropriate.
7. The questions are clear and unambiguous.
8. The subsections are related and appropriate to the topics handled in the questions.
9. Is there any duplication or overlapping of questions?
10. The language used is easily understandable.
11. The allocated marks for questions and sections are appropriate.
12. Is the time given to attend each question/section adequate?
13. The questions are up to the standard and appropriate to the level being assessed.
14. Is the numbering of questions and pages correct?
15. Are all figures, equations, and tables included correctly numbered? (if relevant only)
16. Are figures, tables, and equations clear and correct? (if relevant only)
17. Whether a scheme of marking is annexed?
18. Does the marking scheme provide adequate detail and direction for another examiner to mark the exam scripts?
19. Whether the setter submitted the paper for moderation on time.