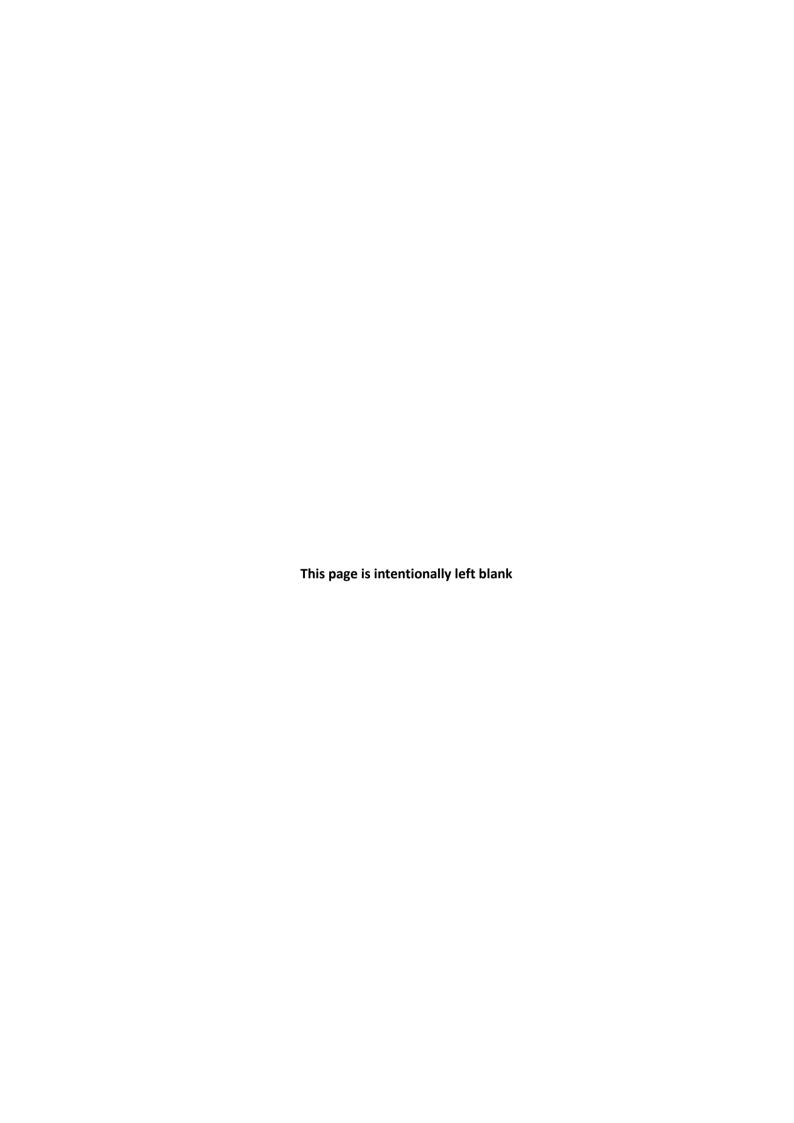# Standard Operating Procedures for Examination (paper setting, moderation, printing, and handling) for Faculty of Allied Health Sciences

Faculty of Allied Health Sciences
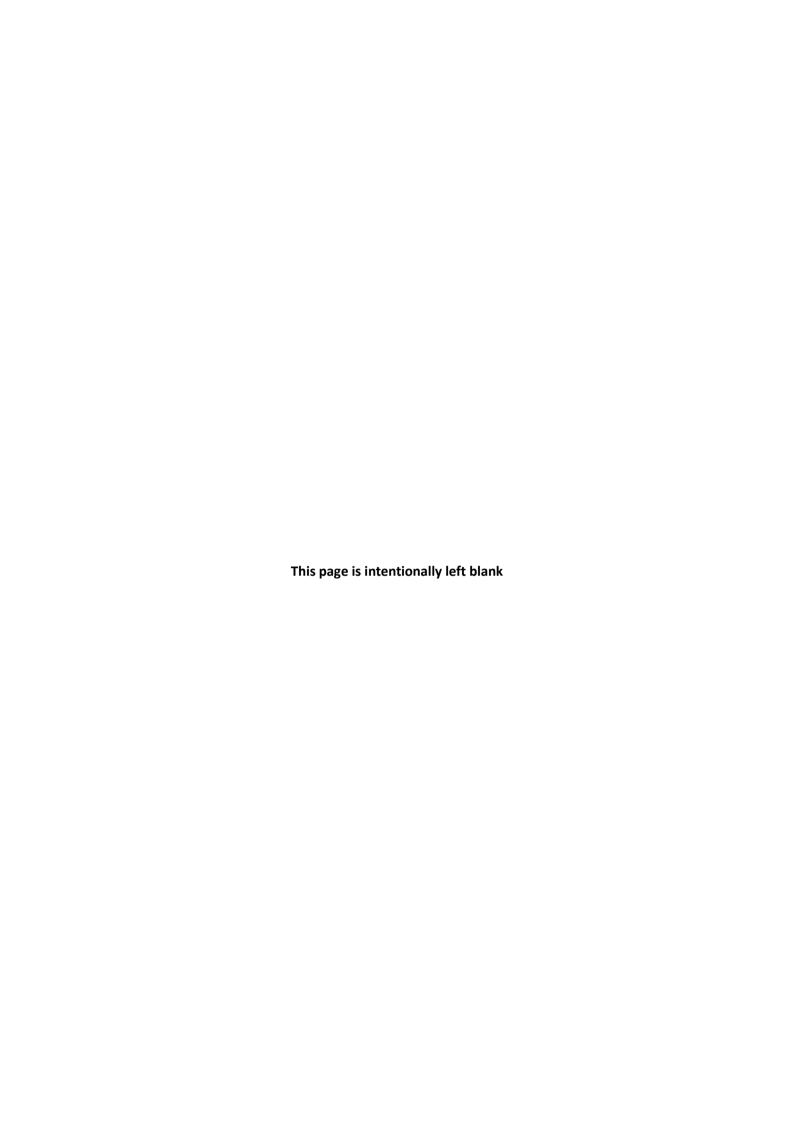**General Sir John Kotelawala Defence University**

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Contents

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Abbreviations

FAHS : Faculty of Allied Health Sciences

IQAC : Internal Quality Assurance Cell

HOD: Head of the Department
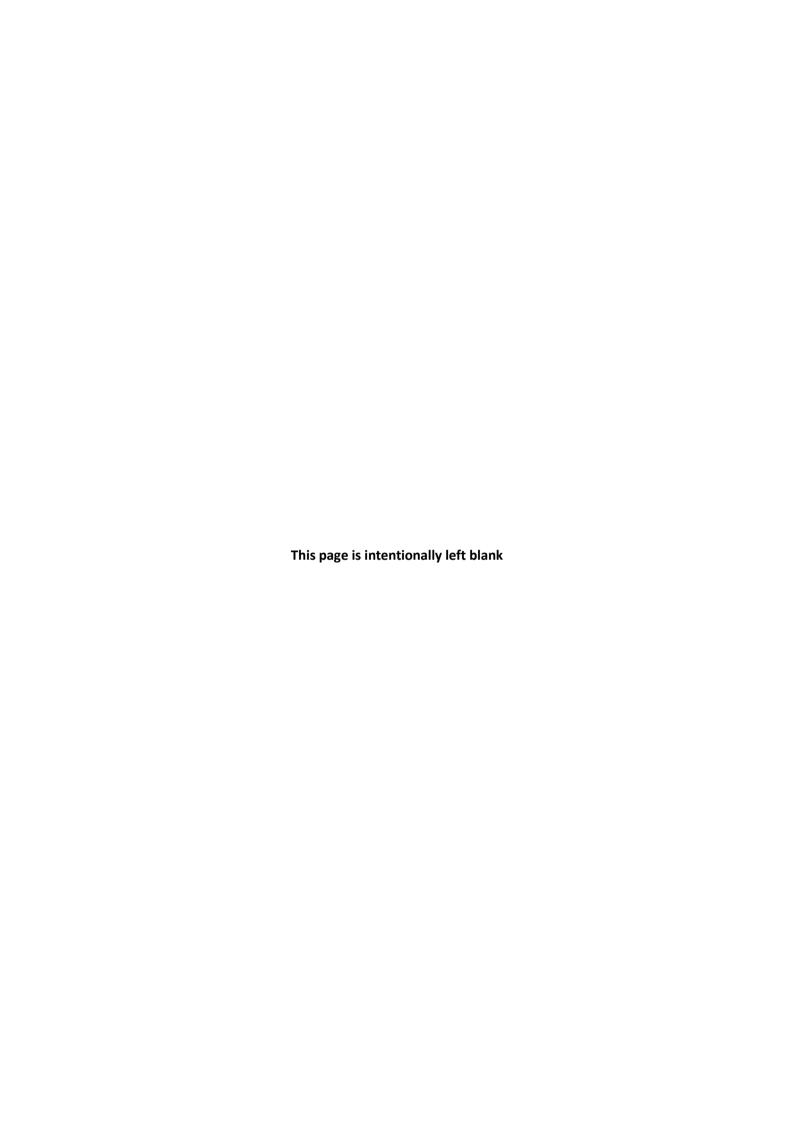
KDU: Kotelawala Defence University

OSPE: Objective Structured Practical Examination

OSCE: Objective Structured Clinical Examination

SAR: Senior Assistant Registrar

SOP: Standard Operating Procedure

SO II: Staff Officer Grade II

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Foreword

The purpose of these guidelines is to provide a reference for all the academic staff members, of FAHS, KDU, regarding the paper setting, paper moderation, printing and handling of the exam papers. This SOP reflects consensus amongst all the departments of FAHS and the key elements of good practice which ensures the maintenance of confidentiality and the quality of the examination process of FAHS. The development of this SOP was initiated by the IQAC-FAHS 2021 and was finalized by the IQAC-FAHS 2022. A subcommittee was appointed by IQAC 2021 to formulate these SOPs which comprised of the following members.

The Subcommittee for developing the guidelines for the examination process.

1. Snr.Prof. RN Pathirana, Senior Professor, Department of Pharmacy

2. Dr. AMDS Karunaratna, Senior lecturer (Grade II), Department of Basic Sciences

3. Dr. WM Ediri Arachchi, Senior Lecturer (Grade II), Department of Radiography

4. Mr. SADCS Senavirathna, Senior lecturer (Grade II), Department of Physiotherapy

5. Dr. SP Senanayake, Senior lecturer (Grade II), Department of Basic Sciences

6. Ms. HEH Perera, Lecturer (Probationary), Department of Medical Laboratory Sciences (convener

The IQAC- FAHS Members

	2021	2022
Chairperson	Prof. RN Pathirana	Dr. SP Senanayaka
Coordinator	Dr. SP Senanayaka	-
Coordinator	Dr. UTN Senarathna	-
Dean - FAHS	Dr. DU Kottahachchi	Dr. DU Kottahachchi
HoD, Department of Basic Sciences	Mr. ARN Silva	Mr. ARN Silva
HoD, Department of Medical Laboratory Sciences	Dr. KB Jayasekara	Dr. KB Jayasekara
HoD, Department of Pharmacy	Dr. AMHJ Halahakoon	Dr. AMHJ Halahakoon
HoD, Department of Physiotherapy	Ms. GAD Perera	Ms. GAD Perera
HoD, Department of Radiography and Radiotherapy	Dr. V Ramanathan	Dr. WM Ediriarachchi
HoD, Department of Nursing and Midwifery	Ms. RDUP Sugathapala	Ms. RDUP Sugathapala
Department Representative- Basic Sciences	Dr. AMDS Karunarathne	Dr. AWMKK Bandara
Department Representative- Physiotherapy	Ms. HPM Dabare	Mr. SADCS Senavirathna
Department Representative- Pharmacy	Ms.SU Kankanamge	Ms.SU Kankanamge
Department Representative- MLS	Ms. LSD Medis	Ms. MMK Peiris
Department Representative- Nursing	Mr. WGC Kumara	Ms. DMND Senevirathne
Department Representative- Radiography	Dr. WM EdiriArachchi	Ms. LHMIM Herath
Department Representative- Radiotherapy	Mr. R Tudugala	Mr. R Tudugala
SAR	Ms. S Kumarasamy	Ms. S Kumarasamy
Chairperson, Curriculum Development and Review Committee	Dr DU Kottahachchi	Dr. DU Kottahachchi
Chairperson, Faculty Internal Research Screening and Monitoring Committee (IRSMC)	Dr. AWMKK Bandara	Dr. AWMKK Bandara
Chairperson, Student Counselling Committee, FAHS	Dr. MPKW Abhayasinghe	Dr. MPKW Abhayasinghe
Convener	Ms. HEH Perera	Ms. FMD Chellapillai

Standard operating protocol for Examination Procedures

Faculty of Allied Health Sciences

General Sir John Kotelawala Defence University

1. **Appointment of examiners, setters and moderators**

   1. At least 8 weeks prior to the last date of the academic semester, the SAR-FAHS shall send a list of the scheduled dates of examinations to the HoDs and request the HoDs to perfect and return the list of examiners, setters and moderators.

   2. The HoDs shall prepare the exam protocol including all the relevant details of setters, moderators and examiners for each module and submit to SAR. (**Annex 01- Exam Protocol**)

   3. If the moderators (In the subject matter) are setting questions, two moderators can be appointed to one module, and it should be mentioned in the exam protocol.

   4. At least two months prior to the last date of the academic semester, the SAR-FAHS shall obtain the approval for the examination protocol from the Faculty Board.

   5. Following the Faculty Board approval, it should be submitted for the approval of the Senate.

   6. The SAR-FAHS should send the appointment letters with the signature of the dean to all the external examiners, setters and moderators after receiving the approval for the exam protocol.

2. **Setting, Moderation and Scrutiny of Question Papers**

 2.1 Request for setting question papers and model answers

   1. Module coordinator shall be responsible for coordination of activities with respect to the preparation of question paper.

   2. If the module coordinator is a temporary staff member, the responsibility will be borne by the HOD.

   3. The module coordinators shall request for questions and model answers from setters (Academics involved in teaching the module) four weeks prior to the commencement of the examination.

   4. The module coordinator shall send following documents to the setters enabling them to set questions and model answers.

a. Covering letter for external examiners only

b. Form to write the questions and the model answers (When applicable) **(Annex 02(a), Annex 02(b) & Annex 02(c))**

c. Bank Account details for examination payment (Account number, Account name, Bank name and Branch)

2.2 Receipt of Questions and model answers from Setters

1. The setter shall either submit questions and model answers in the form of an electronic copy or paper form two weeks before the exam, enabling the module coordinator to prepare the question paper.

2. If the questions and model answers are submitted in an electronic form it should be password protected and the password should be communicated in a separate email or text message.

3. If the questions and model answers are submitted in the paper form it should be enclosed in a confidential envelope.

4. The module coordinator shall receive the questions in the table format (If there are conflict of interests among setters who are submitting questions to the same paper) or normal format.

2.3 Paper Moderation

1. The module coordinator shall take the question paper and the model answers to be moderated in the relevant format specified in 2.2.

2. Check list should be moderated, and moderating procedure should be followed for short and long cases.

3. On receipt of the moderated questions and moderated model answers, module coordinator shall send them back to respective setters to get their approval or for information and clarifications if any.

2.4 Setting the final question paper

1. Following moderation of the questions, module coordinator shall prepare the question paper.

2. Module coordinator shall send the final paper and the model answer to the moderator together with a check list. **(Annex 03).**

3. The moderator shall go through the questions paper and model answer and make the necessary corrections according to the provided checklist.

4. The moderator and module coordinator shall place the signatures/ email based evidence (Eg: e-signature) in the final question paper.

5. The module coordinator should seal the questions in an envelope and store it under lock and key ready for printing.

6. Model answer should be printed and sealed in an envelope and kept under lock and key till the marking procedure begin.

7. It is the prime responsibility of the module coordinator to preserve the confidentiality of the questions.

3. Question Paper Printing

1. The SAR shall make necessary arrangements for printing of question papers and enclosing them in packets in the presence of the module coordinator.

2. The question paper should be printed at least one working day before the examination.

3. The SAR shall maintain a schedule for this purpose.

4. The SAR shall inform the module coordinator, the date and time of question paper printing.

5. The module coordinator shall handover two copies of the question paper (one with signatures and other without signatures) in a sealed envelope at the time of printing. No prior submission should be done.

6. Both the SAR-FAHS and the module coordinator should check whether both the copies are the same.

7. Question setting forms and copy of the final moderated paper should be kept at the departmental examination folder.

8. The following details should be mentioned on the envelope,

   ➢ Name of the examination
   ➢ Number of papers to be printed
   ➢ Date, time and venue of the examination
   ➢ Module name, the module code and the paper type

9. The printing and enclosing question papers in packets shall be done under the direct supervision of the module coordinator / HoD and the SAR.

10. Printed papers should be sealed and kept under lock and key under the custody of SAR.

11. Question papers should be handed over to exam supervisors under the direct supervision of SAR on the day of the examination. In the absence of SAR, SO II should take over the responsibility.

Note: Temporary staff members should not be involved in examination process except examination invigilation.

4. Distribution of answer scripts

1. The module coordinator/HOD shall accept the answer scripts from SAR-FAHS and subsequently he/she should distribute them to the examiners (use answer script record sheet –Annex 04 for this purpose).

2. The module coordinator/ HOD shall open the paper packet when handing over answer scripts to the examiner and make an endorsement on the paper count by signing in front of the examiner.

3. If all the examiners are external, a document stating the paper count should be sent along with the paper packet by the HOD having opened the paper packet. Once the external examiner receives the paper packet he/she should open and count the number of answer scripts and he/she should sign the document confirming that he/she has received the stated number of answer scripts. The latter document should be sent back to the HOD/Coordinator.

4. Each coordinator shall maintain an individual record for each module with the acknowledgement and signature of the examiner on handing over and taking over of answer scripts (**Annex 4**).

End of SOP

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Faculty of Allied Health Sciences
General sir John Kotelawala Defence University
Examination protocol

Head: ....

Through: Head/ Department of: ....

Name of the Examination: ....

Date/s of the Examination: ....

Please provide the information requested below and return this to me by ....

Date: ....   Dean: ....

1.   Please list:

Module Name/ Code	Name/s of Examiner/s and designation (Internal)	Name/s of Examiner/s (External)	Affiliation, Official address/ Designation of External Examiners	Qualifications (External Examiners)

2.   Theory examinations

Module Name/ Code	Name/s of Setters designation and qualification	No: of Questions to be set		Name/s of Moderators designation and qualification
		MCQ/ SBA	SEQ	

3.   Practical: OSPE/ OSCE/ SPOTs

Module Name/ Code	Name/s of Examiner/s and designation (Internal)	Type/ No: of stations	Name/s of Examiner/s, designation and qualification (External)

4.   Clinical: short cases/ long cases

Module Name/ Code	Name/s of Examiner/s and designation (Internal)	Type/ No: of clinical cases	Name/s of Examiner/s, designation and qualification(External)

5. VIVA- VOCE/ Thesis evaluation

Module Name/ Code	Name/s of Examiner/s and designation (Internal)	Type of Exam	Name/s of Examiner/s, designation and qualification (External)

6. Members of scrutiny boards (if required)

Module Name/ Code	Internal members Name, designation and qualification	External members Name, designation and qualification

7. Members of conference marking panels (if required)

Module Name/ Code	Internal members Name, designation and qualification	External members Name, designation and qualification

Date:………………………………..   HOD/ Dept. of………………………………….

For office use only

1. Received Date   :   ……………………………………

2. Date of Faculty Board Approval   :   ……………………………………

3. Date of Senate approval   :   ……………………………………

4. Appointment letters were issued

   With copies to HODs   Yes }   [   ]   No   [   ]

5. Notes   :   ………………………………………………………

                                                              ………………………………………………………

SAR/ Signature   *Dean/ Signature*

Date: *Date:*

Faculty of Allied Health Sciences
General Sir John Kotelawala Defence University
Department of ....

Multiple Choice Question Paper Setting Form

<table>
<tr>
<td rowspan="5">To be filled in by the Examiner setting Questions</td>
<td colspan="2">Name of Examination:</td>
</tr>
<tr>
<td>Module code and name:</td>
<td></td>
</tr>
<tr>
<td colspan="2">Time allowed:</td>
</tr>
<tr>
<td colspan="2">Marks allocation:</td>
</tr>
<tr>
<td colspan="2">Instructions regarding choice of questions and No. of questions to be answered, and Whether any section/part of the question paper should be answered in separate answer books, and other special Instructions, if any …………………………………………………………………..</td>
</tr>
<tr>
<td>Question no.</td>
<td>(Please write legibly and on one side only)</td>
<td>Answer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name:
Designation and qualifications: Signature of Setter   Date:</td>
<td></td>
</tr>
</table>

Question no.	(Please write legibly and on one side only)	Answer
	Name: Signature of Setter Date: Designation and qualifications:	
	For use of Moderator	
	Name: Designation and qualifications Signature of Moderator: Date:	
	Name: Designation and qualifications: Signature of Setter: Date:	

Faculty of Allied Health Sciences
General Sir John Kotelawala Defence University
Department of …………………………………………….

Short Essay/Structured Essay Question Paper Setting Form

To be filled in by the Examiner setting Questions	Name of Examination:	
	Module code and name:	
	Time allowed:	
	Marks allocation:	
	Instructions regarding choice of questions and No. of questions to be answered, and Whether any section/part of the question paper should be answered in separate answer books, and other special Instructions, if any …………………………………………………………………..	
Question no.	(Please write legibly and on one side only and mention the marks allocation for the subsections of the question infront of the relevant question)	
	Name: Signature of Setter Date: Designation and qualification:	
	Name: Signature of Coordinator Date: Designation and qualification:	

Model answer	(Please write legibly and on one side only)
	Name: Signature of Setter Date: Designation and qualification:
	Name: Signature/s Coordinator Date: Designation and qualification:

	For use of Moderator
	Name: Designation and qualification: Signature of Moderator: Date:
	Name: Designation and qualification: Signature of Setter: Date:

Faculty of Allied Health Sciences
General Sir John Kotelawala Defence University
Department of ……………………………………………….

OSPE/OSCE/ Practical Question Paper Setting Form

<table>
<tr>
<td rowspan="5">To be filled in by the Examiner setting Questions</td>
<td>Name of Examination:</td>
<td></td>
</tr>
<tr>
<td>Module code and name:</td>
<td></td>
</tr>
<tr>
<td colspan="2">Time allowed per each OSPE/OSCE/Practical</td>
</tr>
<tr>
<td colspan="2">Marks allocation:</td>
</tr>
<tr>
<td colspan="2">Instructions regarding choice of questions and No. of questions to be answered, and Whether any section/part of the question paper should be answered in separate answer books, and other special Instructions, if any …………………………………………………………….. </td>
</tr>
<tr>
<td rowspan="2">Question no.</td>
<td colspan="2" align="center">(Please write legibly and on one side only)</td>
</tr>
<tr>
<td colspan="2">Question</td>
</tr>
</table>

	For use of Moderator
	Name: Designation and qualification: Signature of Moderator: Date:
	Name: Designation and qualification: Signature of Setter: Date

Faculty of Allied Health Sciences
General Sir John Kotelawala Defence University
Department of …………………………………………………

Checklist for moderator

Item	Included	Not included	Comments
1. Date of Examination			
2. Time allocation			
3. Name of the examination			
4. Type of the examination			
5. Name and code of the module			
6. Number of Questions			
7. Type setting and formatting errors			
8. Corrections/amendments made			
9. Total Marks allocation			
10. Question numbering sequence			

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Faculty of Allied Health Sciences
General Sir John Kotelawala Defence University
Department of …………………………………………….
Answer scripts record sheet

Module name and code: …………………………

Srl. No	Name of the Examiner	Date	Number of papers received	Signature of the examiner	Date	Number of papers returned	Signature of the HoD/ Module coordinator