



**CENTER FOR QUALITY ASSURANCE**  
**EASTERN UNIVERSITY, SRILANKA**

**Guidelines for Examination Paper Moderation**

Eastern University, Sri Lanka recognizes the importance of examination papers moderation for the End Semester Examinations is an important standard for the Quality Assurance of Teaching, Learning and Assessments. Moderation is a process of ensuring consistency of standards and fairness across a range of assessments within a programme. It is a process that allows for assessors to discuss and reach agreement about assessment.

The *Moderator* is an appointed Academic who does the scrutiny of examination papers. The *First Examiner* is the person who performed the Setting of the Exam paper and does the marking of answer scripts for the first time. The *Second Marking Examiner* is the person who does the marking of answer scripts for the second time.

**1.1.Appointment of Exam Paper Moderator:**

For each exam paper, a moderator and a second marking examiner should be appointed by the respective Faculty Board and Approved the Senate and the Letter of Appointment should be issued by the respective Faculty. The moderator and the second marking examiner may or may not be a same person. It is preferable to have moderators from the subject experts of other universities (externally) at least for the final year of the study programmes (General and Honours degree programmes). Moderation of examination papers should be done after an interactive session between the First Examiner and Moderator.

**1.2.Moderator's Report:**

The moderator's comments and recommendations are important to evaluate the attainment of the ILOs of the courses, it is important to get the moderator's written comments in a systematic manner in order to improve the quality of the exam paper. For this purpose, CQA of EUSL developed this Moderators form for the approval of the Senate to introduce it to all the Faculties of EUSL.

**1.3.Documents to be submitted to the Moderator:**

The following documents should be submitted to the moderator of each exam paper by the Head of the Department:

- i. Appointment letter for the moderator.
- ii. Examination paper signed by the First Examiner.

- iii. Course plan (course specifications).
- iv. Model answers with the allocation of marks.
- v. Continuous Assessment Papers for the particular course (to check what are the ILOs were accessed by Continuous Assessments).
- vi. Exam papers for the last three (03) years of the particular course (to check the format and the newly formulated questions of the question paper).

#### **1.4. Guidelines for the Moderation:**

- 1.4.1. Once the moderation is completed, the moderator should submit all the above documents, except the Appointment Letter back to the Head of the Department.
- 1.4.2. The Examiner and the Head of the Department should seriously discuss the comments and corrections suggested by the Moderator. If corrections and comments are accepted by the First Examiner, then the First Examiner could prepare the final paper by accommodating those changes. If not, it should be discussed with the Moderator and come to a conclusion.
- 1.4.3. Once the paper is finalized, the final exam paper could be printed for the examination with the approval of the Head of the Department.

#### **1.5. Guidelines for the Second Marking:**

The purpose of second marking is to ensure error free evaluation of answer scripts. The second marking examiner should check whether the first marking has been done according to a marking scheme and the allocation of marks in each script is just and fair for the answer. The second marking involves the evaluation of all the answer scripts presented for the second marking. The second marking examiner holds the responsibility of the accuracy of final mark of the end-semester examination paper.

- 1.5.1. The second examiner may mark all the answer scripts individually with the marking scheme presented to him by the first examiner.
- 1.5.2. Marking of answer scripts should be done according to pre-agreed detailed marking scheme without any prejudices.
- 1.5.3. The second marking should be completed within one month time.

Submitted to the 322<sup>nd</sup> Senate Meeting held on 20.01.2021 and approved with these changes.