**Eastern University, Sri Lanka**

**Faculty of ..............................................................**

**Examination and Evaluation Summary Sheet**

***Supervisor’s Report on the Examination\****

 v

 v

Examination: Year .................. Semester ................... Academic Year .................... Proper Repeat

Title of the Paper and Code No: ........................................................................................................ Date ................................

Numbers of: Students Sit: ............ Absent: .......... Not Allowed: ........... Offence: .......... Packets: ......... Scripts: .........

Index No. (Range): Proper ..................................................................... Repeat .......................................................................

Observation with Suggestions *(state appropriate number in overleaf\*\*. If more supervisor use additional sheet)*

|  |  |  |  |
| --- | --- | --- | --- |
| Details | Supervisor 1 | Supervisor 2 | Supervisor 3 |
| Name | ............................................ | ............................................ | ............................................ |
| Observation | ............................................ | ............................................ | ............................................ |
| with  | ............................................ | ............................................ | ............................................ |
| Suggestions\*\* | ............................................ | ............................................ | ............................................ |
| Signature | ............................................ | ............................................ | ............................................ |

***Evaluation Summary by the First Examiner*** Packets Scripts

 v

 v

Date of Receiving Scripts: ....................... Date of Submitting Scripts................... Numbers of: Students Sit: ...............

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Continuous Assessments (CA) | 1 ........................... | 2 ........................... | 3 ........................... | 4 ........................... |
|  Marking Scheme for CA Attached | .............................. | .............................. | .............................. | .............................. |
| Dates (Exam/Submission....) | ............. | ............. | ............. | ............. |
| No. of Scripts | ............. | ............. | ............. | ............. |

Overall Marks: Marks for “C” Grade............. Above “C” Grade: .............. Below “C” Grade: ........... Avg. Marks: ................

Observation/Comments/Recommendations: ................................................................................................................................

.......................................................................................................................................................................................................

Name:.............................................. Signature:.............................................. Date:.....................

***Evaluation Summary by the second Examiner*** Packets Scripts

Date of Receiving Scripts: ............................. Date of Submitting Scripts: .............................

Observation/Comments/Recommendations: ..........................................................................................................................................

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Name:.............................................. Signature:.............................................. Date:.....................

***Report by the Head of the Department of*** .................................. Scripts Schemes Details Marks

Date of Receiving Final Marksheet: ......................................

Observation/Comments/Recommendations: *Completion Rate* ...........%, *Fail Rate* ...........%, *Avg. Marks* ...........

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Name:.............................................. Signature:.............................................. Date:.....................

***Received by Examinations Unit of the Faculty***  Scripts Schemes Details Marks

Received by ....................................... Date ................................................

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Average Marks | : | ............... | Grades |  | **A+** | **A** | **A-** | **B+** | **B** | **B-** | **C+** | **C** | **C-** | **D+** | **D** | **E** |
| Standard Deviation | : | ............  | Nos. |  | ...... | ...... | ...... | ...... | ...... | ...... | ...... | ...... | ...... | ...... | ...... | ...... |

**Analysis**

Checked by .......................................... Certified by ............................................

***Chairman / person of board of study***

Date of Results Released: ............................................... Remarks: ....................................................................................................

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Name:.............................................. Signature:.............................................. Date:.....................

**\*** Usetwo “Examination and Evaluation Summary Sheet” for each subject: one is to be placed inside of the packets of the answer scripts and other copy to be in the file for reference**.**

**\*\* Supervisor’ Observation with Suggestions:**

***Before the Examination***

A 1. Hall arrangements need to be ensured (Cleanness/Seating/Electricity/Wall Clock etc.).

A 2. Availability of Examination Materials to be ensured (Answer scripts/ rough sheets/ calculators etc.).

A 3. Printing quality of examination paper to be improved.

A 4. Adequate invigilators need to be ensured.

A 5. Adequate hall attendants need to be ensured.

A 6. Health precaution to be taken promptly (sanitizer, distance, heat checking, hand gloves, wearing masks etc.)

A 7. Transport facilities need to be arranged promptly for carrying exam materials and answer scripts etc.

A 8. Availability of necessary forms to be ensured (Absent form, offence forms etc.).

A 9. Admission card with attention need be prepared carefully.

A 10. ................................................................................................

A 11. ................................................................................................

A 12................................................................................................

***During the Examination***

B 1. Invigilator/s need to arrive timely.

B 2. Hall attendants need to arrive timely.

B 3. Availability of hall attendants to be ensured.

B 4. Instruction for candidates need to be given clearly and timely.

B 5. Special care to be taken sick students.

B 6. .................................................................................................

B 7. .................................................................................................

B 8. .................................................................................................