

University Grants Commission

Commission Circular No. : 978

No. 20, Ward Place,
Colombo 07.

9th April 2012

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Provision for re-scrutinization of marks and grades of undergraduates

The University Grants Commission at its 838th meeting held on 17th November 2011 has decided to request the Universities / Higher Educational Institutes (HEIs) to amend the existing examination by-laws to grant provision for undergraduate students to request verification of their examination marks and grades, if they wish to do so. Accordingly, all Universities/HEIs shall revise existing Examination By-laws / Guidelines as per the Policy Guidelines and Procedures prescribed herein and submit to the respective Senates and Councils for approval.

The following policy guidelines and procedures are issued to all Universities/HEIs for compliance.

Policy Guidelines

- 1) Student assessment is considered as a key element in higher education system and all Universities/HEIs shall ensure accountability, confidentiality and transparency of the evaluation system.
- 2) All marks and grades obtained by a student at any examination (i.e. in-course assessment, assignment, semester examination, final examination, etc.) must be free of any errors of addition, computation and transcription.
- 3) Provisions shall be made for undergraduate students to submit requests for verification of their examination marks and grades, if they wish to do so, particularly for the end-semester examinations / year-end examinations and final examinations.
- 4) However, the examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the pre-determined criteria and/or model answer expected shall not be undermined and hence the verification process will be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts.
- 5) The provision for requesting re-scrutinization of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination. As the cost of re-scrutinization process must be borne by the student, a non-refundable fee, calculated on the basis of actual cost of re-scrutiny process shall be levied on the student.

- 6) The Dean of the Faculty in consultation with the Chief Examiner of the Examination shall convene Results Verification Board, constituted as prescribed by this Circular and verification of results must be conducted in accordance with the guidelines prescribed herein.
- 7) If the marks and grades are not changed, the candidate shall be notified by the Dean through SAR / AR of the Faculty after the meeting of the Results Verification Board. However, if the marks and grades are changed, the outcome of the verification shall be notified to the candidate (s) only after the ratification of results by the Special Result Board of the Faculty/Institute in the case of end-semester/year-end examination whereas in the case of Final Examination, amended results should only be released after obtaining the approval of the Senate and Council of the respective University.
- 8) The results issued to the student (s) following the re-scrutiny of marks and grades shall be the final and no more requests shall be entertained thereafter.

Procedures

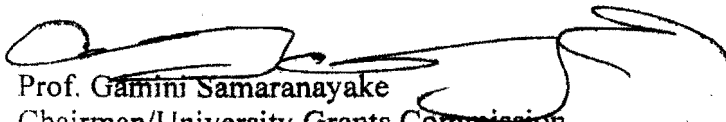
- 1) SAR/AR should notify the students of the relevant examination the period during which the requests for verification of results are entertained by displaying a notice in the Notice Board of the Deans' Office.
- 2) A payment of Rs. 500/= (subject to revision) per course/subject of an end - semester examination / year-end examination / final examination shall be charged for verification of the marks and grades and the issue of application forms (Annexure 1) must be done only upon submission of receipt for the prescribed payment.
- 3) The Dean shall convene the Results Verification Board meeting for verification of marks/ grade within 3 working days upon closure of the applications.
- 4) The Results Verification Board shall consist of the following persons:
 1. Dean of the Faculty (convener)
 2. Head of Department (s)
 3. Chief Examiner (if applicable)
 4. Examiners in-charge of each subject/paper

When the Head is a Chief Examiner/ Examiner in charge of each examination /subject /paper, another member from the same Department can be called for the Results Verification Board.

- 5) The Head of the Department in-charge of the relevant course (s) / subject(s) shall present the individual marks/grades sheets for different components of the examination (s) (i.e. written, oral, laboratory, continuous assessment, etc.) and the answer scripts for scrutiny of the Results Verification Board.
- 6) The Results Verification Board should proceed to check the accuracy of addition, computation and transcription of results (ACT Verification).

- 7) If the number of applications received is too large the Dean of the Faculty in consultation with the Chief Examiner can appoint relevant Sub-Committees for verification of marks and grades. In such instances verified results should be tabled at the Results Verification Board for ratification.
- 8) If there is no change of grades, the Dean of the Faculty through the SAR/AR should inform the candidate (s) soon after the Results Verification Board meeting.
- 9) A Special Results Board should be held within five working days to ratify the results if a revision of marks /grades is necessary and the decision of the Special Results Board shall be the final.
- 10) If the marks and grades are changed, in the case of end-semester /year-end examination the outcome of the verification shall be notified to the candidate (s) following the ratification of amended results by the Special Result Board of the Faculty/Institute whereas in the case of final examination, amended results ratified by the Special Results Board should further be approved by the Senate and Council of the respective University before it is released to the candidate (s).
- 11) SAR/AR of the Faculty should maintain a record of all verification applications and the outcome of all applications and should submit a report to the Faculty Board after completion of re-scrutiny process.
- 12) Members of the Results Verification Board should be remunerated as per the rates decided by the UGC for re-scrutinization of papers.

Please take action accordingly with immediate effect.


 Prof. Gamini Samaranayake
 Chairman/University Grants Commission

- Copies:
1. Secretary/Ministry of Higher Education
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 8. Financial Controller/UGC
 9. Bursars of Universities
 10. Librarians/SAL/AL of the Higher Educational Institutions/Institutes
 11. Deputy Registrars/Snr. Asst Registrars/Asst. Registrar of Campuses/Institutes
 12. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
 13. Chief Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditor/Asst/Int. Auditor of HEIs
 16. Secretaries of Trade Unions
 17. Auditor-General

Annexure I

Application Form for Verification of Examination Marks & Grades

Faculty of

University of.....

1. Details of the Candidate

Name of the Candidate			
Registration No.		Index No.	
Year		Semester	

2. Assessment(s) to be verified

End-semester/Year-end Examination/Final Examination	Course/Subject	Marks Received	Grade Received

Total amount paid: Rs.....(at the rate of Rs. 500/- per Course/Subject/Examination);
(Original receipt should be attached)

Date:.....

Signature of the Candidate:.....

FOR OFFICE USE:

Results after Verification

End-semester/Year-end Examination/Final Examination	Course/Subject	Marks Received	Grade Received	Changed/ Not Changed

Name and Signature of Verification Board Member:

Date of Verification:.....

Name	Designation	Signature

Note: In the case of final examination relevant minutes of the Special Result Board and the Senate must be attached