

Nominating Examination Panel (Course Examination Coordinators-CEC, Setters, Moderators, First and Second Examiners and External Examiner)*¹

(Names of examiners should be forwarded to the Senate for approval before appointment by the PGIS. Hence, the list of examiners for each Masters Programme should be prepared at the time of calling applications for Masters Programmes and forwarded to the relevant Board of study followed by Coordinating Committee and the Board of Management.)

| Masters Programme: | | | | | | | Academic Year: | | |
|--------------------|----------------|--------------|----------------------------------------------------|-----------|--------------|-------------------|-----------------|-------------------|--|
| Course Code | No. of Credits | Course Title | Examination Personnel | | | | | | |
| | | | Course Examination Coordinator (CEC)* ² | Setter(s) | Moderator(s) | First Examiner(s) | Second Examiner | External Examiner | |
| Semester I | | | | | | | | | |
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| Semester II | | | | | | | | | |
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Programme Coordinator/s:

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Signature: Date:

Signature: Date:

Signature: Date:

Chairperson/Board of Study in:

Signature: Date:

The examination panel should consist of at least three persons.

**¹ The teacher of each course shall serve as the setter, first examiner and course examination coordinator (CEC).*

**² If there are more than one teacher for a course, one of the teachers shall serve as the course examination coordinator (CEC or any other appointed by the Board of Study).*

The course examination coordinator (CEC) shall carry out the following activities in conducting the end-semester examinations:

- *Compile the examination paper, get it moderated, finalize the examination paper and submit the final version of the paper to the examination branch of the PGIS.*
- *Submit the initial version of the examination paper, comments of the moderator and the final version of the examination paper after attending to the comments of the moderator, to the relevant Programme Coordinator after the examination.*
- *Get the answer scripts marked by both the first and second examiners, mark sheets together with the marked answer scripts from the PGIS examination branch.*
- *Calculate the final marks for the course and assign the grades for students with the consent of the examination panel.*
- *Handover the 'Results Sheet' with grades and detail marks for the course, together with the marked answer script packets, to the examination branch of the PGIS.*

The external examiner shall be a person external to the course module, nominated by the Board of Study.

The external examiner shall be appointed to fulfill the minimum 3 member requirement of the examination panel.

Grades will be assigned by the examination panel.