

**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)  
UNIVERSITY OF PERADENIYA, SRI LANKA**



**GUIDELINES FOR EXAMINATIONS OF THE MASTERS  
PROGRAMMES (SLQF LEVEL 9)**

## TABLE OF CONTENTS

No.	Title	Page No.
<b>Documents/Formats</b>		
1	Guidelines for End Semester Examinations (SLQF Level 9)	1
2	Nominating Examiners [PGIS/M/EXAMINERS/FORM-1]	4
3	Nominating Examiners to the Senate [PGIS/M/EXAMINERS/FORM-2]	5
4	Template for PGIS Examination Papers	6
<b>Labels</b>		
5	Question Paper from CEC to Examination Branch [PGIS/M/EXAMINATIONS/LABEL-1]	7
6	Question Paper Packet from Examination Branch to Supervisor [PGIS/M/EXAMINATIONS/LABEL-2]	8
7a	Answer Script Packet from Supervisor to Examination Branch, Examination Branch to 1 <sup>st</sup> Examiner & 1 <sup>st</sup> Examiner to Examination Branch [PGIS/M/EXAMINATIONS/LABEL-3a]	9
7b	Answer Script Packet from Examination Branch to 2 <sup>nd</sup> Examiner & 2 <sup>nd</sup> Examiner to Examination Branch [PGIS/M/EXAMINATIONS/LABEL-3b]	10
8	Question Paper (Initial Version, Moderator's Comments & Final Version) from CEC to Examination Branch [PGIS/M/EXAMINATIONS/LABEL-4]	11
<b>Form</b>		
9	Answer Script Packet Handling - Examination Branch [PGIS/M/EXAMINATIONS/FORM-A]	12
<b>Results Sheets</b>		
10	Detailed Mark Sheet of a Course [PGIS/M/RESULTS SHEET-1]	13
11	Grade Sheet of a Course [PGIS/M/RESULTS SHEET-2]	15
12	Final Results Sheet of a Programme [PGIS/M/RESULTS SHEET-3]	16

## PGIS - Masters Degree Programmes (SLQF Level 9)

### Guidelines for End Semester Examinations

Examination Panel of a Course\*<sup>1</sup>: Course Examination Coordinator-CEC\*<sup>2</sup>, Setter/s, Moderator, 1<sup>st</sup> & 2<sup>nd</sup> Examiners, External Examiner\*<sup>3</sup>

Other Examination Personnel/Unit: Supervisor, Invigilator/s, Programme Coordinator/s and Examination Branch of the PGIS

Examination Personnel	Task	Deadline
Programme Coordinator	Submit the relevant forms (PGIS/M/EXAMINERS/FORM-1 & -2) nominating examination panel for each course of the Masters Programme, for the approval of the relevant Board of Study followed by the Coordinating Committee, the Board of Management and the Senate before appointment by the PGIS.	At the time of calling applications for the Masters programme
	Send the end-semester examination timetable approved by the Director/PGIS to the students, Examination Panel and Assistant Registrar/PGIS. (Appoint the supervisor & invigilators by the Director/PGIS)	4 weeks before the examination
Setter	Set questions for each course.	2 weeks before the examination
	Prepare model answers and/or tentative marking schemes.	
CEC	Compile the examination paper (use the PGIS Template).	1 week before the examination
	Get the examination paper moderated.	
Moderator	Moderate/scrutinize questions, model answers and/or tentative marking schemes, and submit back to CEC.	
CEC	Finalize the moderated paper and submit the finalized examination paper to the Examination Branch of the PGIS in a properly labeled (PGIS/M/EXAMINATIONS/LABEL-1) and sealed packet.	3 days before the examination

\*<sup>1</sup> The examination panel of a course should consist of at least three personnel.

\*<sup>2</sup> The teacher of each course shall serve as the setter, first examiner and course examination coordinator (CEC).

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

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.
- Collect the mark sheets submitted by both the first and second examiners from the Examination Branch of the PGIS.
- 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 to the Programme Coordinator, and the examination materials (initial versions, moderator's comments and the final versions after moderation) to the Examination Branch of the PGIS.

\*<sup>3</sup> The external examiner shall be a person external to the course module, nominated by the Board of Study to fulfill the minimum 3-member requirement of the examination panel.

The supervisors and invigilators are appointed by the Examination Branch of the PGIS upon the recommendation of the Board of Study.

Continued ...

Examination Personnel	Task	Deadline
Examination Branch	Securely and confidentially store the examination paper and any other examination related materials.	2 days before the examination
	Print, make copies & packet the printed examination papers (under the supervision of the CEC/ Assistant Registrar). Be responsible for custody, handling and security of examination paper packets.	
	Handover the packets of examination papers to the supervisor on the day of the examination in a properly labeled (PGIS/M/EXAMINATIONS/LABEL-2) and sealed packet.	
Supervisor	Supervise the examination* <sup>4</sup> and handover the answer scripts and other relevant materials to the Examination Branch of the PGIS in a properly labeled (PGIS/M/EXAMINATIONS/LABEL-3a) and sealed packet.	Follow examination timetable
Invigilator(s)	Assist the supervisor to conduct the examination.* <sup>4</sup>	Follow examination timetable
Examination Branch	Deliver the answer script packets with the marking scheme to the First Examiner in a properly labeled (PGIS/M/EXAMINATIONS/LABEL-3a) and sealed packet.	Within 2 days from the date of examination
First Examiner	Mark answer scripts and complete the detailed mark sheet (PGIS/M/RESULTS SHEET-1). Deliver the marked answer scripts with mark sheet (PGIS/M/RESULTS SHEET-1) to the Examination Branch. Be responsible for custody, handling and security of answer script packets.	Within 4 weeks from the date of examination
Examination Branch	Collect the marked answer scripts and mark sheet from the First Examiner. Deliver the marked answer scripts, the marking scheme and mark sheets to the Second Examiner in a properly labeled (PGIS/M/EXAMINATIONS/LABEL-3b) and sealed packet.	
Second Examiner	Scrutinize the answer script marks and complete the detailed mark sheet (PGIS/M/RESULTS SHEET-1). Deliver the scrutinized marked-scripts and mark sheet (PGIS/M/RESULTS SHEET-1) to the Examination Branch. Be responsible for custody, handling and security of answer script packets.	Within 5 weeks from the date of examination
Examination Branch	Collect the scrutinized marked-scripts and mark sheet from the Second Examiner.	
CEC	Collect mark sheets submitted by First & Second Examiners from the Examination Branch and finalize the mark sheet for the course (follow the PGIS format).	Within 6 weeks from the date of examination
Examination Panel	Finalize the grades for the course.	

\*<sup>4</sup>For detail procedures, see 'University Guidelines for Examination Procedures - Phase II' available at the PGIS website.

Examination Personnel	Task	Deadline
CEC	Handover the detailed mark sheet and grade sheet (PGIS/M/RESULTS SHEET-1 & -2) for the course approved by the examination panel to the relevant Programme Coordinator, and the examination materials (initial versions, moderator's comments and the final versions after moderation) to the Examination Branch in a properly labeled (PGIS/M/EXAMINATIONS/LABEL-4) and sealed packet.	Within 6 weeks from the date of examination
Programme Coordinator	Submit the detailed mark sheet and grade sheet (PGIS/M/RESULTS SHEET-1 & -2) of each course to the PGIS Examination Branch with the approval of the Chairperson of the Board of Study (keep a copy with the Secretary of the Board of Study). Release the results (only the grades) to the students (subject to the approval of the Results Board).	
Examination Branch	Collect securely all the detailed mark sheets and grade sheets (PGIS/M/RESULTS SHEET-1 & -2) of all the courses of the Masters Programme.  Compute and finalize the students' GPA for the programme at the end of the academic programme and get the approval of the Results Board.  In the case of an appeal, it will be forwarded to the Board of Study (the Board of Study will forward the appeal to the Programme Coordinator to take necessary actions and final outcome should be conveyed to the examination branch with the approval of the Board of Study).	At least within 3 months from the date of the last examination of the programme
Programme Coordinator	Submit the following Results Sheets to be tabled at the Results Board Meeting of the relevant Board of Study: <ul style="list-style-type: none"> <li>i. Detailed mark sheet and grade sheet (PGIS/M/RESULTS SHEET-1 &amp; -2) relevant for each course and</li> <li>ii. Results Sheet with students' grades for all the courses of the programme including the final GPA and effective date of the degree (PGIS/M/RESULTS SHEET-3).</li> </ul> <p><i>The Results Board of the relevant Board of Study should comprise the following: Director/PGIS, Chairperson of the Board of Study, Secretary of the Board of Study, Programme Coordinators of the Board of Study and two members elected by the relevant Board of Study.</i></p> <p>After the Results Board Meeting, submit the students' final results of the Masters Programme including the effective date of the degree (confirmed by the Results Board), endorsed by Chairperson &amp; Secretary of the Results Board, to the Assistant Registrar (AR)/Senior Assistant Registrar (SAR)/Deputy Registrar (DR) of the PGIS</p>	

## PGIS - Masters Degree Programmes (SLQF Level 9) - End Semester Examinations

PGIS/M/EXAMINERS/FORM-1

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

(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)* <sup>2</sup>	Setter(s)	Moderator(s)	First Examiner(s)	Second Examiner	External Examiner	
<b>Semester I</b>									
<b>Semester II</b>									

Programme Coordinator/s: .....

.....

.....

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

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

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

Chairperson/Board of Study in .....:

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

The examination panel should consist of at least three persons.

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

\*<sup>2</sup> 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.



**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)  
UNIVERSITY OF PERADENIYA, SRI LANKA**

**NOMINATION OF EXAMINERS TO THE SENATE**

**Board of Study:** .....

**Masters Degree Programme:** .....

**Academic Year:** .....

**Semester:** .....

Course Code	No. of Credits	Course Title	First Examiner(s)	Second Examiner	Moderator	External Examiner (if applicable)

Programme Coordinator/s: ..... Signature: ..... Date: .....

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

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

Chairperson/Board of Study: ..... Signature: ..... Date: .....



**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)**

**UNIVERSITY OF PERADENIYA, SRI LANKA**

**Master of Biochemistry - 2020/2021**  
**Semester 1 - End Semester Examination**  
**ABC 505 (2 credits): Applied Biochemistry**

*Instructions (Answer all the questions.)*

Time allowed: *Two (2) hours*

1. (a) (i) .....
- (ii) .....
- (b) .....
- (i) .....
- (ii) .....
- (c) .....
- (20 marks)

2. ....
- .....
- .....
- .....
- (30 marks)

3. (a) .....
- (b) .....
- (c) .....
- (d) .....
- (25 marks)

\*\*\*\*\*



PGIS/M/EXAMINATIONS/LABEL-1

**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)  
UNIVERSITY OF PERADENIYA, SRI LANKA**

**MASTER OF .....  
MID/END SEMESTER EXAMINATION**

Academic Year: .....

Semester: .....

Course Code: .....

No. of Credits: .....

Course Title: .....

Contents of the packet: .....

<b>Examination Personnel</b>	<b>Name</b>	<b>Signature/Date</b>	<b>Examination Branch (Name/Signature/Date)</b>
Course Examination Coordinator (CEC)		Delivered:	Received:



PGIS/M/EXAMINATIONS/LABEL-2

**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)**  
**UNIVERSITY OF PERADENIYA, SRI LANKA**

**MASTER OF .....**  
**MID/END SEMESTER EXAMINATION**

Academic Year: .....

Semester: .....

Course Code: .....

No. of Credits: .....

Course Title: .....

Examination Date: ..... Examination Center: .....

No. of Question Papers: .....

Examination Branch (Name/Signature/ Date)	Supervisor		
	Name	Date Received	Signature
Delivered:			



**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)  
UNIVERSITY OF PERADENIYA, SRI LANKA**

**MASTER OF .....  
MID/END SEMESTER EXAMINATION**

Academic Year: .....

Semester: .....

Course Code: .....

No. of Credits: .....

Course Title: .....

Examination Date: ..... Examination Center: .....

No. of Answer Scripts: .....

Examination Personnel	Name	Signature/Date	Examination Branch (Name/Signature/Date)
Supervisor		Delivered:	Received:
First Examiner		Received:	Delivered:
		Delivered:	Received:



PGIS/M/EXAMINATIONS/LABEL-3b

**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)  
UNIVERSITY OF PERADENIYA, SRI LANKA**

**MASTER OF .....  
MID/END SEMESTER EXAMINATION**

**Academic Year:** ..... **Semester:** .....

**Course Code:** ..... **No. of Credits:** .....

**Course Title:** .....

**Examination Date:** ..... **Examination Center:** .....

**No. of Answer Scripts:** .....

Examination Branch (Name/Signature/ Date)	Second Examiner		
	Name	Date	Signature
Delivered:		Received:	
Received:		Delivered:	



**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)  
UNIVERSITY OF PERADENIYA, SRI LANKA**

**MASTER OF .....**  
**MID/END SEMESTER EXAMINATION**

**Academic Year:** .....

**Semester:** .....

**Course Code:** .....

**No. of Credits:** .....

**Course Title:** .....

**Contents of the packet:** .....

<b>Examination Personnel</b>	<b>Name</b>	<b>Signature/Date</b>	<b>Examination Branch (Name/Signature/Date)</b>
Course Examination Coordinator (CEC)		Delivered:	Received:



MASTER OF ..... ACADEMIC YEAR ..... SEMESTER .....

MID/END SEMESTER EXAMINATION - DELIVERY/RECEIPT OF ANSWER SCRIPTS

Course Code	Examination Date	No. of Answer Scripts	Signature of the Examination Personnel*										
			Supervisor		First Examiner/s						Second Examiner		
					First Examiner 1		First Examiner 2		First Examiner 3				
			Received (Question Paper)	Delivered	Received	Delivered	Received	Delivered	Received:	Delivered:	Received:	Delivered:	
Course 1													
Course 2													

\* Below the signature of the relevant Examination Personnel, the Examination Branch personnel handling (delivering/receiving) the examination material should enter his/her name, signature and date





**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)  
UNIVERSITY OF PERADENIYA, SRI LANKA**

---

Examination Panel of the Course (a minimum of 3 members required):

	Name	Signature	Date
First Examiner/s:	.....	.....	.....
Second Examiner:	.....	.....	.....
External Examiner (if applicable):	.....	.....	.....

Programme Coordinator/s:

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

Chairperson of the Board of Study in .....

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

Director/PGIS	Signature	Date
	.....	.....



**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)**  
**UNIVERSITY OF PERADENIYA, SRI LANKA**

**GRADE SHEET OF A COURSE**

**Master of:** .....

**Academic Year:** ..... **Semester:** .....

**Course Code:** ..... **No. of Credits:** .....

**Course Title:** .....

Reg. No.	Grade

Examination Panel of the Course (1<sup>st</sup> Examiner/s, 2<sup>nd</sup> Examiner and External Reviewer, if Applicable):

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

Programme Coordinator/s:

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

Chairperson of the Board of Study in .....

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

Director/PGIS	Signature	Date
.....	.....	.....



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)  
UNIVERSITY OF PERADENIYA, SRI LANKA

FINAL RESULTS SHEET OF A PROGRAMME (SLQF LEVEL 9)

Master of: .....

Academic Year: .....

Registration No.	Name	Course Grade					Total No. of Credits	GPA	Remarks
		Course Code 1 (... Credit/s)	Course Code 2 (... Credit/s)	Course Code 3 (... Credit/s)	Course Code 4 (... Credit/s)	Course Code 5 (... Credit/s)			

Effective date of the degree: .....

Programme Coordinator/s:

Name

Signature

Date

.....

.....

.....



**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)**  
**UNIVERSITY OF PERADENIYA, SRI LANKA**

---

Members representing the Board of Study in .....

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

Secretary of the Board of Study

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

Chairperson of the Board of Study

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

Director/PGIS

Signature	Date
.....	.....