

PGIS - Masters Degree Programmes (SLQF Level 9)

Guidelines for End Semester Examinations

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

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

*¹ The examination panel of a course should consist of at least three personnel.

*² 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.

*³ 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.

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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.	Day of the examination
Supervisor	Supervise the examination* ⁴ 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.* ⁴	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.	

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

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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"> i. Detailed mark sheet and grade sheet (PGIS/M/RESULTS SHEET-1 & -2) relevant for each course and 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). <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 & Secretary of the Results Board, to the Assistant Registrar (AR)/Senior Assistant Registrar (SAR)/Deputy Registrar (DR) of the PGIS</p>	