



Undergraduate Examination Ordinance

ORDINANCE FOR UNDERGRADUATE EXAMINATION


(Effective from July 2022)



Khulna University
Khulna-9208, Bangladesh

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ORDINANCE FOR UNDERGRADUATE EXAMINATION

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1. Preamble

The undergraduate curriculum of Khulna University is based on the Course Credit System. There are four types of courses in the system: General Education courses, Core courses, Elective/Optional courses, and Capstone course/Thesis/Project/Internship/Portfolio/etc. However, broadly courses offered by various Disciplines/Program Offering Entities (POEs) can be categorized into theory courses and sessional courses. To assess the student's performance, both formative and summative assessment practices shall be followed. Moreover, term-wise oral examination may be taken as an assessment process.

2. Examination Procedure

2.1 Assessment of Theory Courses

A. Distribution of Marks

All theory courses will be evaluated out of 100 marks, the distribution of which is given below (Table 1):

Table 1: Marks Distribution for Theory Courses

Sl. No.	Items	Marks
1	Attendance and Class Participation	10
2	Continuous Assessments	30
3	Term Final Examination	60
Total		100

B. Continuous Assessments (CA) / Formative Assessment (FA)

B.1. The continuous assessments of the theory courses may be conducted in the form of class tests, assignments, homework, presentation, quiz, viva voce, etc. The course teacher(s) will evaluate every continuous assessment and share the result with the students within 2(two) weeks of conducting that continuous assessment.

B.2. The duration of a class test may be 20-45 minutes, and it will preferably be given during class hours.

B.3. If a student does not attend the class test for reasons satisfactory enough to the course teacher, the course teacher may allow the student one more chance for such assessment during the term; however, it must be held before the term final examinations.

B.4. The number of Continuous Assessments (CAs) in each course will be as follows (Table 2):

Table 2: Number of Continuous Assessments

No. of credit(s)	Total no. of CA required	CAs to be considered for grading
3 - 4	4 (2 in each section)	Section best assessments shall be averaged for grading
1.5 - 2	3 (at least one in each section)	

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B.5. If two teachers teach a course, both the teachers will conduct continuous assessments individually.

B.6. Answer scripts of the continuous assessment may be shown to the students to identify their strengths and weaknesses, but those would not be returned to them. The concerned teacher would submit the evaluated continuous assessment answer scripts and attendance register to the Head of the Discipline/Program Offering Entity (POE). The final score of attendance and class participation (out of 10) and continuous assessment (out of 30) should be displayed on the Discipline's notice board/ Discipline website/ Course web page before starting the term final examination.

B.7. The course teachers must submit the continuous assessment mark sheets to the Chair of the Examination Committee before the starting of the term final examination.

B.8. While registering for a retake/re-retake theoretical course, a student must be given an option to decide whether s/he intends to sit for continuous assessment of the course. If s/he opts to sit for continuous assessments, his/her fresh mark will be counted to prepare the result. However, the class attendance and participation marks will be taken from the previous record.

C. Term Final Examination/ Summative Assessment (SA)

C.1 Formation of Examination Committee

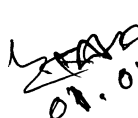
There will be an Examination Committee for each Term of each Year for every Undergraduate program. The committee will be formed as follows:


C.1.1 The Head, irrespective of his/her rank or affiliation with the Discipline/POE, or any faculty member of the Discipline, not below the rank of Associate Professor, can act as the Chairman of an Examination Committee.

C.1.2 There will be three internal members not below the rank of Assistant Professor from the concerned Discipline. If teachers of this rank are not available, the Lecturer(s) may be nominated as member(s). In an extreme case, if a Discipline does not have a minimum number of teachers required to form an Examination Committee, i.e., four members including Head, teachers from relevant Discipline(s) may be included in the Examination Committee to fill in the quota of three internal members under this article.

C.1.3 One external member of the relevant subject area, from outside the concerned Discipline or the University, who will not be below the rank and status of an Associate Professor.

C.1.4 If an examinee is related to a teacher as wife/husband, son/daughter, brother/sister, brother/sister of wife/husband, first cousins of self and spouse, and in-laws thereof, that teacher should not be the Chair or a member of the Examination Committee as well as should not be involved in any activity related to the examination. A replacement should be made as follows: the Chair should be replaced by a Professor/Associate Professor of the Discipline, while the Internal Member can be replaced by a teacher of the Discipline (preferably from the relevant field of study) not below the rank of Assistant Professor and the External Member can be replaced by a teacher of the same subject (preferably from the relevant field of study) from another organization not below the rank/status of Associate Professor.


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C.2 Duties of the Examination Committee

C.2.1 The Executive Committee (EC) of the School will recommend the proposed panel(s) of examiners for each term received from the concerned Disciplines to the Academic Council for approval.

C.2.2 The Controller of examinations will appoint question paper setters and answer script examiners as recommended by the Examination Committee. In case any examiner is unable to prepare a question paper or evaluate answer script, the Examination Committee will recommend another examiner from the panel to the Controller of examinations.

C.2.3 The Examination Committee would organize and manage all activities, including Moderation of questions, Scrutinizing of answer scripts, and appointment of Tabulators to complete the examination process. The Examination Committee Chairman will call a meeting to finalize the results; the committee will recommend the results, and the Chairman will send the results to the Controller of Examination through the Discipline Head for publication.

C.2.4 The Examination Committee of the final year second term will also work for the special term.

D. Appointment of Question Paper Setters

D.1 The Examination Committee will prepare a panel of experts (for question paper setting and answer script examination) and send the panel via Head of the Discipline to the Dean of the School, who will get it approved by the relevant authorities, including EC, and AC.

D.2 The Examination Committee will select the question paper setters for the courses from the approved panel and inform these to the Head of the Discipline and Head will send them to the Controller of Examinations for appointments.

D.3 Two question paper setters will be selected for each course, of whom one preferably be the course-teacher.

D.4 The Controller of Examinations will appoint the question paper setters as recommended by the Examination Committee. If any question paper setter is unable to prepare question paper, the Examination Committee will recommend a replacement from the panel via the Head of the Discipline/POE to the Controller of Examinations. The Controller of Examinations will do the needful to appoint new question paper setters.


D.5 The Controller of Examinations will provide detailed instructions in written form to the question paper setters about how to prepare question papers.

D.6 The question paper setters will be given regulatory advice about the required field of knowledge, syllabus/curriculum, contents and chapters of the approved textbook (if any) of the concerned course that are included for examination.

E. Responsibilities of the Question Paper Setters

E.1 The question paper setters will maintain the utmost confidentiality in preparing and submitting question papers.


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E.2 The paper-setters will not drastically change the standard and form of questions from one session to another. Repetition of the same questions in consecutive sessions is also not desirable. No question should create any confusion in meaning or become unintelligible. Questions must be set so that they encourage the test of originality and uniqueness of the examinee.

E.3 For each theory course, a maximum of 25% options can be given in the total number of questions. Questions must be set so that one can generally answer within the stipulated time.

E.4 The format of a question paper should follow the learning outcome domains (fundamental, social, thinking, and personal domains) of that course covering Section A and Section B, so that the learners' abilities on acquired knowledge, including various levels of cognitive, affective and psychomotor skills can be tested.

E.5 Question that hurts cultural, ethnic, and religious beliefs should be avoided.

E.6 The paper setter shall preferably write the manuscript in clean and legible handwriting or type. The name of any object or person and technical term must be written correctly.

E.7 Any part or copy of the question paper cannot be kept, and all related rough papers must be destroyed by incineration.

E.8 The paper setter shall put his/her signature on each page of the manuscript.

E.9 If the question paper setter makes any change or correction in the manuscript of the question paper, he/she must sign there.

E.10 The question paper setters will submit the sealed manuscript of questions directly to the Chair of Examination Committee or seal and send both internal and external envelopes containing manuscripts of questions to the Chair of Examination Committee through insured-postal service.

F. Question Moderation and Preparation

F.1 On receipt of the question papers by the Chair of the Examination Committee, the committee will organize and manage all activities, including moderation, composing, printing, photocopying, and packaging question papers.

F.2 The Examination Committee must consider all documents and information related to the questions very confidential and keep them secured.

F.3 The Examination Committee will use two separate envelopes, one containing an adequate number of question papers for using in the examination hall and the other one containing 05 (five) copies of question papers for the Office of the Controller of Examinations. Envelopes containing question papers for use in the examination hall must be earmarked with the name of the Discipline, year, term, course code, the course title, number of question papers, room number, and the examination date and time. Likewise, envelopes containing question papers for the Office of the Controller of Examinations must be earmarked with 'For controller office'. The envelopes must be properly packed, duly sealed, and preserved by the Chair of the Examination Committee.

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F.4 The members of the Examination Committee will check (during moderation) whether the question paper-setters did follow different levels of cognitive and learning outcome domains or not and make logical statements.

G. Schedule of Examination

For term final examinations, upon receiving advice from the Head of the Discipline/POE, the Controller of Examinations will prepare and circulate the schedule at least one (01) week before the commencement of the examinations.

H. Test Administration

H.1 On the day of examination, the Chair of the Examination Committee or his/her representative will hand over the sealed envelopes containing question papers to the Chief Invigilator at least 45 minutes ahead of the scheduled examination time. The Chief Invigilator will hand over question papers to the concerned invigilators of the examination hall and to the Controller of Examinations or his/her representative at least 30 minutes ahead of the scheduled time of examination.

H.2 The Chief Invigilator will supervise all activities related to the examinations.

H.3 The senior invigilator will be in charge of the respective examination hall.

H.4 The invigilators of an examination hall are responsible for total management of examination related activities, including distribution and collection of answer scripts (Section A and B), distribution of question papers, collecting examinees' attendance, time management, counting of collected answer scripts and submitting them to the Controller of Examinations or his/her representative, etc.

H.5 In case of any unusual issue, the Chief Invigilator will deal with it in consultation with the Vice-Chancellor.

I. Appointment of Answer Script Examiners

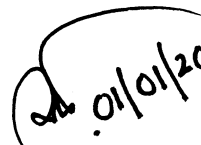
I.1 The Controller of Examinations will appoint answer script examiners from the approved panel of experts as recommended by the Examination Committee. The concerned question paper setters will normally be the examiners of the answer scripts of that course. There will be two separate answer scripts for Section A and Section B. The Controller of Examinations or his/her representative will send the answer scripts along with necessary instructions to the examiners.

I.2 If any answer script examiner cannot accept his/her appointment before starting the examination or during the examination, he/she should notify the Controller of Examinations without delay. If any answer script examiner is unable to examine answer scripts within the stipulated time, he/she should return the answer scripts to the Controller of Examinations without delay. In such cases, the Controller of Examinations will replace the examiner from the approved panel upon consultation with the Chair of the Examination Committee and the Head of the Discipline/POE.

J. Role of the Answer Script Examiners

J.1 When the examiner receives the packet of answer scripts, he or she will compare the number of answer script(s) and other information against the preamble given inside the


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packet. If any discrepancy is found, that shall be notified in writing to the Controller of Examinations within three (03) working days after receiving the answer scripts. Otherwise, it will be taken as granted that everything mentioned in the preamble was found all right. If mistakenly script of another course or section is supplied, he/she will instantly return that to the Controller of Examinations.

J.2 The examiners will give marks to every answer within the script and write those marks in a particular table on the top-sheet and aggregate them. The aggregate marks should be given in integer, not in fractions. If any student answers additional questions than asked for, the examiner will scratch the last answer.

J.3 If the script examiner makes any change or correction of marks inside the answer script or on the top-sheet, he/she must sign there. To avoid overwriting, one should cross the wrong marks and write the correct one beside it.

J.4 During the evaluation of the answer script, if the examiner finds reason to believe that the examinee adopted unfair means, he/she will instantly send a confidential report to the Chair of the Examination Committee and the Head of the Discipline on the matter mentioning the basis.

J.5 If the examinee or anybody on behalf of the examinee tries to influence the examiner in evaluating answer script, the examiner will instantly notify the Chair of the Examination Committee and the Head of the Discipline/POE.

J.6 The answer script examiners will consider all the documents and information related to the answer script as very confidential and shall keep them secured.

J.7 After evaluation, the examiner will return the examined answer scripts along with sealed mark sheets in two envelopes to the Chair of the Examination Committee and one copy of mark sheets in a sealed envelope to the Controller of Examinations in-person or through insured-postal service.

K. Eligibility of Students for Appearing in Examination

K.1 A student will be allowed to take part in the Term Final examination if she/he fulfills the following conditions:

K.1.1 If the student has registered for the concerned course in due time.

K.1.2 If the student has paid all dues (registration/tuition fees/other charges) applicable with university administration/residential hall administration/discipline administration.

K.1.3 If the disciplinary action committee did not instruct the student to refrain from taking part in the examination.

K.2 Student who already has registered for a particular course, her/his student number/roll number will be treated as the roll number for examination hall of that course, and no separate roll number will be assigned later. Inside the examination hall, each examinee must bear a university ID card.

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2.2 Assessment of Sessional Courses

A. Distribution of Marks

All sessional courses will be evaluated out of 100 marks, the distribution of which is given below (Table 3):

Table 3: Marks Distribution for Sessional Courses

Sl. No.	Items	Marks
1	Attendance/Class Participation/Contact with teachers	10
2	Sessional Evaluation/Internal criticism/Observation	60
3	Viva Voce/ Final Jury	30
Total		100

B. Sessional Evaluation

Sessional evaluation would be done through a laboratory test, class test, quiz, assignment, assigned project, report, oral test, performance/behavior of the students, etc. The course teacher(s) will complete every sessional evaluation and share the result with the students within 2(two) weeks of conducting that item. Attendance and sessional evaluation mark sheets (out of 10+60=70) will be displayed on the Discipline's notice board/Discipline website/Course web page before starting the term final examination.

C. Sessional Viva Voce

Viva Voce of each sessional course will usually be conducted by the course teacher(s). The senior most among the course teachers (if any) will be the Chair of the viva board. However, such viva voce/final assessment of a sessional course can also be done through jury board in applicable cases. The jury board will be headed by the Head of the Discipline or any other senior teacher of the Discipline/POE not below the rank of Assistant Professor. The Chairman of the viva/jury board may appoint other teacher(s) as a board member if necessary. A student must attend a sessional evaluation and viva voce. **In case of absence in any component, he/she will get an F grade in that course.**

D. Submission of Sessional Mark Sheets

The course teachers must submit the continuous assessment mark sheets to the Chair of the Examination Committee before the starting of the term final examination.

2.3 Assessment of Capstone Courses

The distribution of marks for a Capstone (Thesis/ Monograph/ project paper/ etc.) course will be as follows (Table 4):

Table 4: Assessment of Capstone Courses

No.	Description	Marks
i)	Contact/Discussion/Communication with the Supervisor	10
ii)	Evaluation	60
iii)	Oral presentation and/or Viva voce	30
Total		100

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a) There will be two examiners (including the Supervisor) to examine the Thesis. Each examiner will evaluate the Thesis separately, and the average marks will be considered for grading. However, if the marks given by the First and Second Examiners vary 20% or more, a Third Examiner to be appointed by the concerned Examination Committee from the outside the University will evaluate the Thesis Monograph/Project paper. Among these numbers, the average of the closest two numbers will be considered for grading. However, if the marks given by the Third Examiner happen to stand at the middle of the marks given by the first two Examiners, the average of the three marks will be considered for grading.

b) For the thesis/dissertation/final project/other projects like the thesis of the final year student, there will be a presentation and defense session before the defense board. If deemed necessary to the concerned defense board, these sessions might be arranged online. A three-member defense board will evaluate the presentation and defense session. The Supervisor of the thesis/ project/ internship/ research study/ monograph/ portfolio courses will normally be the Chairman of the board while the second examiner and one member nominated by the Head of the Discipline/POE will be the members of the defense board. Every member of the defense board will evaluate individually and the final marks will be calculated by averaging all the marks given by the three members. The defense board members will be remunerated individually as per the approved rate of the university. For Jury board or in other special circumstances, the Head of the Discipline/POE might include additional member(s) in the board for justifiable reasons.

c) A Discipline might allow some students to register for an Internship program/ Project paper/ Monograph/ Research study according to the course curriculum of the respective Discipline. Such an internship program/ Project paper/ Research study course might be considered as the substitute of Thesis for those students. The evaluation and related activities of such Internship program/ Project paper/ Research study courses will be similar to Thesis. Usually, a Thesis will carry double weight in-terms of credit compared to other alternatives like Project/ Internship/ Research study/ Monograph/ Portfolio and so on.

d) A Discipline might allow splitting the thesis/similar course into more than one term. 'X' grade may be assigned for continuing the same course in multiple terms to assign a complete grade in the last term. Alternatively, multiple courses under thesis/similar course might be assessed by providing complete grades at the end of each term. The curriculum of the concerned Discipline/Entity will clarify all such issues. For handling examination bill-related issues in case of splitting the thesis/similar course into multiple terms, only the final term's part will be treated as a thesis/similar course. The rest parts will be treated as sessional courses, and the concerned Supervisors will be treated as course teachers in such cases.

2.4 Annual Viva Voce

There might be a grand viva voce in each term. A student will not usually be allowed to register for more than one course of this type bearing 01 (one) credit in a term. The concerned Examination Committee of that Term will conduct the viva and assess the students. The distribution of marks for viva voce will be as follows (Table 5):

Table 5: Viva voce

Description	Marks
Viva voce	100

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2.5 Attendance Marks Scale

The basis for awarding marks for class attendance and participation will be as follows (Table 6):

Table 6: Class Attendance and Participation Marks

Attendance & Participation	Marks
90% or above	10
85 to below 90%	9
80 to below 85%	8
75 to below 80%	7
70 to below 75%	6
65 to below 70%	5
60 to below 65%	4
Below 60%	0

3. Answer Script Scrutiny and Tabulation

a) The teachers will first scrutinize the answer scripts. If any answer is found unexamined or any mistake is found in summation of marks, they will inform the Chairman of the Examination Committee. The Chairman will take necessary measures to evaluate the answer or correct the summation.

b) The Chair of the Examination Committee, in consultation with the Head of the Discipline/POE, will appoint two tabulators, usually from the Examination Committee members, for each term of each year and give them the evaluated answer scripts and mark sheets, continuous assessment mark sheets, attendance mark sheets, sessional mark sheets, as well as mark sheets of viva voce (if any).

c) After scrutiny, the tabulators will make tabulations in two formats: Course-wise tabulation and Student-wise tabulation. The tabulators will work together to prepare tabulation sheets, but they will individually cross-check the correctness of tabulation before finalizing it.

d) The Course-wise tabulation sheet will show grades of all registered examinees in a particular course, whereas the Student-wise tabulation sheet will show grades of all registered courses of a student. The Course-wise tabulation sheet categorically displays marks for attendance, continuous assessments, and term final examinations in case of the theory courses; marks for attendance, sessional assessments, and viva voce in case of the sessional courses; marks for attendance, evaluation, and presentation and defense (Oral examination) in case of the thesis/project; and marks for oral examination in case of the viva voce along with aggregate marks, Grade Points and Letter Grade. However, the Student-wise tabulation sheet displays only Letter Grade and Grade Points.

e) Though the examiners give scores using Arabic numerals, they will be converted into Grade Points and Letter Grade in tabulation according to the university's prevailing Grading Scale.

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4. Publication of Results

The results of a term should be prepared by the Examination Committee chairman within 30 days and sent to the Controller of examinations through the Discipline Head for publication. The Examination Committee Chairman would send one copy of the tabulation sheets to the Controller of examinations after the examinations through the Discipline Head. The controller of the examination will arrange to publish the results following the official procedure. Another copy of all tabulation sheets will be kept in the office of the respective Discipline/POE.

5. Review of Results

a) No examinee or his/her assignee/representative will have access to his/her answer script of any course or any document evaluated after the examination of that course is over. Under any circumstances, no answer script will be shown to the examinee or his/her assignee/representative.

b) Re-scrutiny of any answer script may be possible/allowed if the student applies in written following prescribed procedure and pays a fee of Tk. 500/- (five hundred) only per course within 15 (fifteen) working days after publication of the results. In such a case, the Examination Committee chairman will arrange for re-scrutiny of answer script in question consulting with the Head of the Discipline/POE.

c) A student can have his/her results re-examined by applying to the Controller of Examinations via the Head of the Discipline within 15 (fifteen) working days from the date of publication of results. He/she must pay a fee of Tk. 1,500/- (one thousand and five hundred) only per course for the re-examination. The Controller of Examinations will consult with the concerned Examination Committee for preparing a panel of four members per course from outside the University. The concerned Discipline Head will forward the photocopy of the answer scripts and panel to the Controller of Examinations, who will take necessary steps to re-examine by taking approval of two examiners per course from the four-member panel. The photocopy of the original answer script will be used in the re-examination process. After completing the re-examination procedure, the result of the concerned student will be prepared and published considering the re-examined score. Only the answer scripts of the term final examination of the theory courses will be eligible for such re-examination.


6. Preservation of Examination Documents

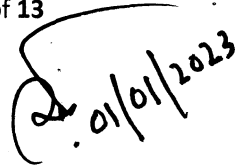
The Chair of the Examination Committee will submit all records to the Controller of Examinations through the Discipline/POE Head within six months after the publication of results. The Controller of Examinations shall preserve all such records for one (01) year after the award of degree(s).

Documents Consulted

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Committee

Dr. Md. Sarwar Jahan, Professor, Agrotechnology Discipline	- Chairman
Gouri Shankar Roy, Associate Professor, Architecture Discipline	- Member
Dr. Nihar Ronjon Singha, Professor, Printmaking Discipline	- Member
Sk. Abdullah al Mamun, Professor, English Discipline	- Member
Mir Sohrab Hossain, Professor, Business Administration Discipline	- Member

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