

ORDINANCE FOR UNDERGRADUATE EXAMINATIONS



English Discipline
Khulna University
Khulna 9208, Bangladesh

KHULNA UNIVERSITY
ORDINANCE FOR UNDERGRADUATE EXAMINATIONS
EFFECT FROM: 2005–2006 ACADEMIC YEAR

The following procedures will be followed in conducting examinations of (01) Theory courses, (02) Sessional courses, and (03) Publication of results.

01. THEORY COURSE

In any theory course, the distribution of total marks (100%) will be as follows: (a) Continuous assessment 40% and (b) Written examination 60%.

(a) CONTINUOUS ASSESSMENT (CA)

- (i) The total marks (40%) of CA will be constituted of: Class participation and Attendance 10% and Class tests, Quizzes, Assignments, Term-papers etc. 30%.
- (ii) The Class tests, Quizzes, Assignments, Term-papers etc. carrying 30% will be arranged according to the following table. At least one class test will be given from each section. But if there is only one class test in one section, that single test will be counted as the section best.

No. of credit of the course	Total number of CAs required	Total of best CAs to be considered for grading
2	3	2
3	3	2
4	4	3

- (iii) Duration of a class test will be 20–45 minutes, and it will preferably be given during class hour.
- (iv) Each of the Continuous Assessment will finally carry equal marks or weightage. Answer script of the continuous assessment may be shown to the student, but it would not be returned to them. The concerned teacher would submit the evaluated answer-scripts and attendance register to the Head of the Discipline.
- (v) If a student repeats a course for which he/she obtained F grade (in any previous term), he/she may be allowed to repeat the CA (i.e., class test/quiz/assignment/term paper) to improve the grade. However, the marks of class participation will be taken from the previous record. If a student

wants to retain his/her marks of the CA, he/she has to apply to the Head through concerned course teacher within four (04) weeks from the beginning of the term.

(b) WRITTEN EXAMINATION

An Examination Committee, henceforth mentioned as EC, will be formed for conduction of all jobs relating to written examination.

a. FORMATION OF EC

On the recommendation of the Executive Committee of the School of Studies, the Academic Council will formulate an EC (Examination Committee) for each academic term following the procedure written hereunder:

- (i)** The Head or any faculty member of the Discipline, not below the rank of Associate Professor, can act as the Chairman of any Examination Committee.
- (ii)** There will be three internal members not below the rank of Assistant Professor from the Discipline. In case, teachers of this rank are not available, then the Lecturer(s) may be nominated as member(s).
- (iii)** One external member of relevant subject/field not below the rank and status of an Assistant Professor from outside the Discipline or outside the University.

b. DUTIES OF THE EC (EXAMINATION COMMITTEE)

- (i)** The Executive Committee of the School of Studies will recommend the proposed panel(s) of examiners for each term received from the Discipline to the Academic Council for approval.
- (ii)** The Controller of Examinations will appoint question-paper setters and answer-script examiners as recommended by the EC. In any examiner is unable to prepare question-paper or evaluate answer-script, in that case the EC will recommend another examiner from the panel to the Controller of Examinations.
- (iii)** If a relative of a person (such as wife/husband, son/daughter, brother/sister, brother/sister of wife/husband, first cousins of self and spouse and in laws thereof) is an examinee, he/she should not be the chairman, examiner, or member of the EC.
- (iv)** The EC would organize and manage all activities including Moderation of questions, Scrutinization of answer-scripts, and appointment of Tabulators for completion of examination process. The EC chairman will call a meeting

of the committee to finalize the results. The committee will recommend the results, and the Chairman of EC will send the results to the Controller of Examinations for publication.

- (v) The EC of the final year second term will also work for the special term.

c. SETTING QUESTION-PAPER, MODERATION, EVALUATION AND SCRUTINIZING ANSWER-SCRIPT, AND PREPARATION OF MARK SHEET

- (i) For a theory course of each term-final examination, two examiners will be appointed. Question-paper of each course will be divided into two sections. 'A' and 'B'. Every examiner will set questions for both sections and examine the answer-script of one section as determined by the concerned EC.
- (ii) The question-paper setters will submit the sealed manuscript of questions directly to the EC chairman or will seal and send both internal and external envelopes containing manuscripts of questions to the EC chairman through insured-postal service. After receiving the question-papers, the EC chairman will make arrangement for moderation of question-papers.
- (iii) The EC chairman will appoint answer-script scrutinizers and they will scrutinize the answer-scripts. Scrutinizers will inform the EC chairman if any answer is not evaluated or if any mistake is found in summation of marks. The EC chairman will arrange to evaluate the answer or correct the summation.
- (iv) The course teachers will submit marks of theory courses (marks of class participation and continuous assessment) and sessional courses (marks of class-assessment and viva) in sealed envelopes, two copies directly to the EC Chairman and one copy to the Controller of Examinations. These marks should be displayed in the notice board before the starting of the preparatory leave.
- (v) EC chairman will appoint two tabulators for each term of each year and will distribute mark-sheets for tabulation. If any tabulator becomes unable to complete tabulation for the term, EC chairman will appoint a new tabulator as replacement. Tabulation will be made in two formats: student-wise and course-wise. Two tabulators can work together to prepare tabulation sheets, but they will individually cross-check the correctness of tabulation before finalizing it.
- (vi) The question-paper setters, answer-script examiners, scrutinizers, and tabulators will consider all the documents and information related to the examination as very confidential and shall keep them secured.

- (vii)** In case the concerned person(s) makes any change or correction in manuscript of question-paper, marks on the answer-script or grades written in grade-sheet, he/she must sign there. In case of marks, one should cross the wrong marks and write the correct one beside it and should avoid overwriting.
- (viii)** Question that inquires comment on religious belief or that hurts religious belief of the examinee should be avoided.
- (ix)** The question paper-setters will not make drastic change in the standard and form of questions from one to another session. 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 in such a way that they encourage test of originality and uniqueness of the examinee.
- (x)** The question-paper setters will be given regulatory advice about the required field of knowledge, syllabus, and chapters of approved textbook (if any) of the concerned course that are included for examination.
- (xi)** For each theory course, maximum 25% options can be given in the total number of questions. Question must be set in such a way that one can generally answer within the stipulated time.
- (xii)** Form of the questions can be subjective, objective, problem solving, etc.
- (xiii)** Following steps should be maintained by the question-paper setter:

 - a. The question-paper setter shall write question-paper/manuscript in clean and legible handwriting. The name of any object or person and technical term must be written correctly.
 - b. Any part or copy of the question paper cannot be kept with and all related rough papers must be destroyed by incineration.
 - c. The question-paper setter shall put his/her signature in each page of the manuscript.
- (xiv)** If any question-paper setter or answer-script examiner is unable to accept his/her appointment before starting of the examination or during the examination, he/she should notify that to the Controller of Examinations without delay. If any answer-script examiner is unable to examine answer-scripts within stipulated time, he/she should return the answer-scripts to the Controller of Examinations without delay.

- (xv) On receiving the answer-script packet, the examiner will compare the number of answer script(s) and other information against the preamble given inside the packet. If discrepancy is found, that shall be notified in written to the Controller of Examination within three (03) 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 other course or section is supplied, he/she will instantly return that to the Controller of Examinations.
- (xvi) The examiners will give marks to every answer within the script and will write marks in particular table on top-sheet and add them. If any student answers more number of questions than asked for, then the examiner will scratch the last redundant answer(s).
- (xvii) Marks such as class-assessment, any section of term final examination, sessional assessment, sessional viva, etc., that will be submitted to EC chairman cannot be in fraction. Rather those should be given in integer.
- (xviii) During evaluation of answer-script, if the examiner finds reason to believe that unfair means was adopted by the examinee, he/she will instantly send confidential report the EC chairman on the matter mentioning the basis.
- (xix) If the examinee or anybody on behalf of the examinee tries to influence the examiner in evaluating answer-script, the examiner will instantly notify that to the EC chairman.
- (xx) The course teachers, question-paper setters, answer-script examiners, question-paper moderators, answer-script scrutinizers, tabulators, relevant persons etc. will send remuneration bill to the Controller of Examinations through the EC chairman. Postal charge along with voucher(s) of other relevant expenses should be included with this bill.
- (xxi) Within 3 to 6 months of publication of result in each academic session, the EC chairman will hand over answer-scripts of all students in that session to the Controller of Examinations. The Controller of Examinations will preserve all answer-scripts of each student till five more years after a student 's final passing out from the university.

d. QUESTION-PAPER PRINTING, PRESERVATION/STORAGE AND DISTRIBUTION

- (i) The EC chairman will make arrangements for printing all question papers concerning the examination. Two separate envelopes, one containing adequate number of question papers for using in examination hall and the other one containing 10 copies of question papers for the controller office must be packed, properly scaled, and preserved by the EC chairman. Envelope containing question papers for use in the examination hall must

be earmarked with the name of the discipline, year, term, course code, course title, room number, and the examination date. Likewise, envelope containing question papers for Controller of Examinations office must be earmarked with the sentence - “For controller office”.

- (ii) The EC chairman or his representative will hand over the sealed envelopes containing question papers to the chief invigilator at least 45 minutes ahead of the scheduled time of examination. The chief invigilator will open the main packet, hand over the packet marked with ‘For controller office’ to the Controller/the representative of the controller office and the remaining packet to the concerned invigilators of the examination hall.

e. PROCEDURES TO BE FOLLOWED FOR CONDUCTING EXAMINATION

- (i) A student will be allowed to take part in Term Final examination if she/he fulfills the following conditions:
 - a. The student has registered for the concerned course in due time.
 - b. The student has paid all dues (registration/tuition fees/other charges) applicable with university/residential Hall/discipline administration.
 - c. The student was not instructed by disciplinary action committee to refrain from taking part in the examination.
- (ii) A student who already has registered for a particular course, his/her 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 university ID card.
- (iii) The Dean of the school in consultation with the Head of Discipline will set up the term final examination schedule normally two weeks ahead of first day of examination. The controller will officially announce the examination schedule. However, the Academic Council must be informed about the schedule of examinations.
- (iv) No examinee or his/her assignee/representative will have access to his/her answer script of any course after the examination of that course is over. Under any circumstances, no answer script will be shown to the examinee. Re-scrutiny of any answer script may be possible/allowed if the student applies in writing following prescribed procedure and paying appropriate fee within 15 days after publication of the results. In such case, the EC chairman will make arrangement for re-scrutiny of answer script in question. **A student can have his/her results re-examined by applying to the Controller of Examinations within one (01) week from the date of publication of results. However, he/she has to pay a fee of Tk. 1000/-**

(one thousand) only per course for the re-examination. The Controller of Examinations will take measures in consultation with the concerned committee (Decision 18, 144th meeting of Academic Council, dated 12-06-2014).

02. ASSESSMENT OF SESSIONAL COURSES

- a.** The full marks (100%) of the Sessional course will comprise the following: (a) Class participation or Attendance: 10%, (b) Evaluation: 60%, and (c) Final assessment/Final year Jury: 30%.
- (i)** Class participation or Attendance: It would carry 10% marks.
 - (ii)** Evaluation: The evaluation carrying 60% marks would be done through lab test, class test, quiz, assignment project, oral test, performance/behavior of the students, etc.
 - (iii)** Final assessment:
 - (a)** The final assessment will be done by the Jury/Viva-voce Board(s) headed by the Discipline Head or any other senior teacher of the Discipline not below the rank of Assistant Professor. The teachers of the sessional courses will be the members of the board. However, the Chairman may appoint other teacher(s) as member of the board if necessary. This part of the assessment will carry 30 marks. A student must attend both the assessment and the viva-voce of a sessional course. In case of absent, s/he will get F grade in that course. However, s/he will not be allowed to attend the assessment and the viva-voce, if his/her attendance is less than 60%.
 - (b)** For the thesis/dissertation/final project/other projects like thesis of the final year students, there will be a presentation and defense session before the board (JURY/other board). The chairman of the board normally will be the Discipline Head or any other senior teacher of the discipline not below the rank of an Assistant Professor. All the supervisors of the projects or thesis will be the members of the concerned board. The Chairman may appoint other teacher(s), not below the rank of Assistant Professor as member(s). The marks allotted for the presentation and defense session will be 30. Every member of the board will evaluate individually, and the final marks will be calculated by averaging all the marks given by the members.
 - (iv)** There will be two Examiners (one is Supervisor) to examine the thesis. The marks allotted for the examiners will be 70. Each examiner will evaluate the thesis out of 70 marks and the average marks will be considered for grading.

03. PUBLICATION OF RESULTS

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