



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 981

No. 20, Ward Place,
Colombo 07.

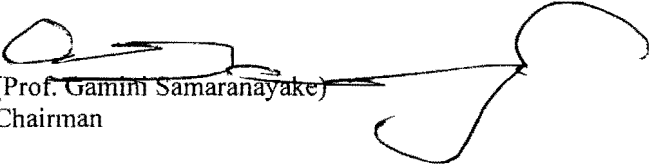
23.04.2012

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

RATES OF PAYMENTS FOR INTERNAL EXAMINATIONS CONDUCTED BY UNIVERSITIES

Your attention is drawn to Commission Circular No. 977 dated 14.03.2012 on the above matter.

2. Director General of the Department of Management Services by her letter dated 30.03.2012 has granted approval to revise certain rates of payments for preparation and evaluation of Internal – Undergraduate Examinations conducted by Universities and Higher Educational Institutes specified in Commission Circular No. 977 dated 14.03.2012.
3. The revised rates which are effective from 01st March 2012 for payment of Internal Examinations conducted by Universities and Higher Educational Institutes are given in the annexed schedules.
4. The provisions in Commission Circular No. 977 dated 14.03.2012 are rescinded with the implementation of this Circular.
5. The other rates of payments which are not mentioned in this Circular will remain unchanged.
6. The rates of payments for postgraduate examinations will be informed in due course.
7. Please take action accordingly.


(Prof. Gamini Samaranyake)
Chairman

Copies :

1. Secretary/ Ministry of Higher Education
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 8. Accountant/UGC
 9. Bursars of Universities
 10. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes
 11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
 12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
 13. Chief Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
 16. Secretaries of Trade Unions
 17. Auditor-General
- UGC/HR/10/2/4

SCHEDULE – I
(PREPARATION OF QUESTION PAPERS – UNDERGRADUATES)

Type & Duration of Paper (1)	Setting/ Moderating (2)	Translating (3)	Scrutiny of Translation (4)	Typing (5)	Scanning/ Duplicating/ Packeting & Sealing (6)
Essay type paper of one hour duration	400/=	200/=		Rs. 100/= per page up to maximum of Rs. 500/= per question paper for the teacher	Rs. 50/= per page up to maximum of Rs. 2500/= per paper
Essay type paper of two hour duration	800/=	300/=			For duplicating machine operator Rs.100/= per paper packet
Essay type paper of three hour duration	1200/=	500/=			Teacher for supervision Rs. 100/= per paper packet
Essay type paper Medical Faculty	200/= per question up to maximum of Rs. 1500/=	-			
Paper over three hours rate per hour	400/=	200/=			
M.C.Q Paper	150/= per question	30/= per question	25/= per question		

NOTE:

- (1). Essay type & MCQ combined in one question paper. Proportionate payments to be made depending on the number of questions and/or duration of paper as determined by the Head of the Department.
- (2). Whether a paper should be typed, written or scanned should be decided by the Officer conducting examinations.
- (3). Where two or more examiners are jointly responsible for setting and moderating the rate shall be divided proportionately among them.
- (4). The paper for a practical examination shall be deemed to be one paper in respect of five or lesser number of group in a given medium.
- (5). Responsibility of Typing, Translating etc. lies on the teachers.

Basis of calculating the rates of payment for practical examinations

The definition of a practical group

1. First and qualifying examinations

A group is defined to have less than or equal to 20 candidates in a given medium, irrespective of number of hours for a group.

Staff

01. Supervisor
02. Invigilator
03. Technical Officer (1 for 10 candidates or less)
04. Lab Attendant (2 for 10 candidate or less)

2. Degree Examinations (10 candidates or less)

A group is defined to have less than or equal to 10 candidates in a given medium, irrespective of number of hours for a group.

Staff

01. Supervisor
02. Invigilator
03. Technical Officer (1 for 10 candidates or less)
04. Lab Attendant (2 for 10 candidate or less)

SCHEDULE – II
EVALUATION – (UNDERGRADUATE)

Type of Exam/ Script (1)	Marking or Assessing Scripts			Medical/ Dental/ Vet.	Medical/ Dental/ Vet.	Other Faculties
	Internal Examiner (2)	External Examiner (3)	2 nd Examiner Internal (4)	Clinical Examinations (5)	Oral Examinations (6)	Oral Examinations (7)
Essay type scripts First & Qualifying Examination	80/= per script					
Degree Examination	100/= per script	150/= per script	100/= per script	Degree (Final) per candidate Short Cases 100/= Long Cases 150/=	Degree (Final) 150/= per candidate per Exam.	100/= per candidate per exam (including teaching practice for B.Ed. Degree)
1.MCQ Script/ Essay	40/= per script	-	-	Other exams per candidate Short Cases 80/= Long Cases 150/=	Other Exams 100/= per candidate per exam. (Irrespective of the number of candidates)	
2. Medical, Dental & Vet. Science	100/= per script	-	-			
3. All practical Exams	100/= per script					

SCHEDULE – III
CONDUCT OF EXAMINATIONS – (UNDERGRADUATE)

Duration of Paper (1)	Supervisor (2)	Invigilator (3)	Technician (Staff/ Lab.) Lab. Asst. (4)	Hall Attendant (5)	Lab Attendant/ Lab Labourer (6)
For single 3 hour session or less	1000/=	600/=	300/=	250/=	200/=
Over 3 hours rate per additional hour(s)	300/=	200/=	100/=	55/=	70/=

One Peon/ One Labourer attached to the Examination branch shall be paid at the rate of Rs. 120/- per day, during the examination for assisting.

NOTE:

- (a) When the services of Lab. Assistant/ Technical Officer are obtained to conduct clinicals or Orals or Viva Voce Examinations the rates specified in Column 4 of Schedule III, should be applicable.
- (b) When Hall Attendants are engaged in work connected with examinations outside normal hours, they shall be entitled to overtime in addition to the rates specified in Column 5.
- (c) The rates specified in Column 4 & 6 shall be a composite fee:
i.e. preparatory work, work during the examination and after.
- (d) When Lab. Assistant/ Technical Officer, Hall Attendant/ Lab. Attendant/ Lab. Laborer is required to work on a Saturday, Sunday or a Public Holiday, he may be paid overtime or the rates specified in relevant column whichever is higher.

Dissertations submitted for undergraduate examinations

Where a dissertation is required and it is treated as a paper in the Scheme of Examinations, approved by the Senate, the rate of payment for reading, assessment and grading the dissertation shall be as follows;

General Degree

Internal & External Examiner	Rs.400/= per Dissertation
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Special Degree

Internal & External Examiners attached to the same university or other local university	Rs.600/= per Dissertation
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Special Rates of Payment

(a) **Payment to Deputy Registrar/-Senior Assistant Registrar/ Assistant Registrar in charge of Examination work (for Examination Branch only)**

General Supervision and handling of Question Papers	Rs. 50/= per paper
Supervision of typing of question papers	Rs. 75/= per paper
Supervision of Scanning/ Duplicating/ Packeting and Sealing	Rs. 125/= per paper

(b) **Payment to Examinations conducted for blind students (for Examination Branch only)**

Reading scripts in Braille	Rs. 100/= per page
To transcribe Braille into ordinary writing	Rs. 100/= per page
Maximum payment for reading or writing Braille	Rs. 1000/= per paper

(c) **Payment to Examiners in the Law Faculty**

First Examination in Law	Rs. 100/= per script where the examiner is not a full-time employee of the University.
Final Examination in Law	Rs. 150/= per script where the examiner is not a full-time employee of the University.

(d) **Payment for patients taken for Clinicals at the Final M. B. B. S. Examination**

Short & Long cases Rs. 150/= per patient

(e) **Minimum fee for examination work (Medical, Dental & Vet. Science) and others**

01. The minimum payment for an external examiner (i.e. external to the Campus or the University for Oral or Clinical examinations Fee)

Rs. 500/= per student minimum fee shall be Rs.1000/=

02. * B.Sc.(BE) CDP Oral Examination – per candidate per examiner

Rs. 250/= Internal

Rs. 250/= External

US \$15 Foreign

(f) **Foreign Examiners**

Setting or moderating a paper - USD 80

Marking scripts - USD 5 per script minimum pay of US \$ 125

Ph.D Oral/ Viva - USD 200 per candidate

* B.Sc. (Built Environment) Comprehensive Design Project.

Reading of Dissertation and Thesis

	Local Examiner (University or Non- University)	Foreign Examiner
For degrees of one year's duration	Rs. 2000/=	US \$200
For degrees of two year's duration	Rs. 3000/=	US \$350
For degrees of three year's duration	Rs. 5000/=	US \$440

An Additional fee equal to half the amount mentioned above can be paid to an examiner when evaluating a thesis for the second or subsequent time.
