



**GENERAL SIR JOHN  
KOTELAWALA DEFENCE  
UNIVERSITY**

**POLICY ON  
EXAMINATION**

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# 1. Introduction

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General Sir John Kotelawala Defence University (KDU) recognizes assessment as an essential component of the learning and teaching process which promotes and measure student learning and continuous improvement. Therefore, the university conducts assessments as a formative component and a summative component. This policy provides the principles and guidance for faculty level administered examinations that are conducted in accordance with the university regulations pertaining to examinations.

## 2. Scope

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This policy is applicable to all types of examinations conducted by the university on following areas

- Enrollment of Officer Cadets and Day Scholars
- Undergraduate and Postgraduate degree programmes
- Certificate and diploma programmes
- Recruitment and promotions of administrative and non-academic staff

## 3. Aims and Objectives of the Policy

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### 3.1 Aim

The Policy on Examination aims on efficient and smooth conduct of examinations of the university by ensuring,

- Confidentiality
- Integrity
- Objectivity
- Transparency
- Fairness

The objectives of this policy are as follows:

- Objective 01: To ensure quality and standards in conducting examinations
- Objective 02: To ensure confidentiality, fairness and objectivity
- Objective 03: To improve efficiency and accuracy of examination procedures

- Objective 04: To ensure setting papers in accordance with ILOs
- Objective 05: To ensure all staff involved read and understand the roles and responsibilities in conducting examinations

## 4. Principles and Values

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- 4.1 Integrity
- 4.2 Confidentiality
- 4.3 Objectivity
- 4.4 Transparency
- 4.5 Fairness
- 4.6 Reflect academic standards
- 4.7 Diversified learning methods
- 4.8 Fair and balanced assessments

## 5. Policy Statement

This policy provides the principles for central/faculty level administered examinations that are conducted adhering to the approved examination schedules.

5.1 Assessment tasks should form an integral part of the curriculum and the teaching and learning process.

5.2 Diverse assessment types are used by the university to measure the accomplishment of the desired learning outcomes of the module. There should be an appropriate mix of formative and summative assessment throughout the programme, with summative assessments being used formatively, where possible.

5.3 All assessments specified in the course/module should reflect the academic standards of awards. Excessive and unnecessary assessment should be avoided (an intended learning outcome should not normally be assessed repeatedly).

## 6. Definitions

(a) Intended Learning Outcomes (ILOs) - what a learner will have acquired and will be able to do upon successfully completing their studies. ILOs should be expressed from the students' perspective and are measurable, achievable, and assessable

(b) Formative Assessment: Quizzes and tests that evaluate how someone is learning material throughout a course.

(c) Summative Assessment: Quizzes and tests that evaluate how much someone has learned throughout a course.

## 7. Responsibility

- (a) Senate
- (b) Deans of faculties
- (c) Heads of Departments
- (d) Programme Coordinators
- (e) Senior Assistant Registrar/ Assistant Registrar Examination
- (f) Senior Assistant Registrars/ Assistant Registrars of respective faculties

## 8. Implementation

Implementation of the KDU Policy on Examinations is to be implemented upon the directions by the Vice Chancellor and the approval from the Board of Management.

KDU examinations/assessments will be moderated and validated the student's continuous assessment and summative performance to assess the extent to which the student has accomplished the desired learning outcomes of the course module and to satisfy the requirements of external bodies where applicable (i.e. Professional Associations, which may stipulate that a certain component of courses need to contain assessments that are undertaken by students independently and supervised accordingly).

8.1 Assessment should be organized to facilitate depth of learning (too many similar deadlines for submission may produce surface learning).

8.2 Continuous assessments should be conducted at critical points of learning. Rapid, regular, and timely feedback should be provided to students following the continuous assessments, and should contain positive, encouraging comments where possible as well as pointers for future improvement. All staff contact with students is a potential mechanism for feedback to and from students.

8.3 Duration of examinations/assessments of a module will be determined based on the credit value of the subject/module.

8.4 Examinations/assessments are conducted by trained staff. Staff involved in assessing the students should be competent to undertake their roles and responsibilities and should have no conflict of interest.

8.5 For each examination of a subject/module, the staff member who teaches the subject/module will be the first examiner. The first examiner should prepare and submit the examination paper along with the suggested marking scheme for moderation to the moderator or to the moderation/scrutiny board (if applicable).

- a. Examination paper/assessment tasks and marking criteria should focus on the intended learning outcomes for the programme or module, which should be conducted confidentially.
- b. The moderation of the examination papers (to ensure validity, accuracy, consistency, and fairness) should be carried out by a subject expertise/panel of expertise (if applicable) competent in the subject or discipline.
- c. The moderator/2nd examiner (where applicable) is responsible for checking the feasibility of answering the paper within the examination hours and the questions are aligned with specified ILOs.
- d. Monitoring 'packetting' of the examination papers and securely storing of the paper in the Examination Department till the exam date should be ensured by the Examination Division.

8.6 Weightage (marks) for different components of assessments is assigned based on the time spent on acquiring the assessed ILOs. The assessment scheme should provide enough evidence of students' achievement to enable robust decisions to be made about their progression through the programme and the award of the intended academic qualification.

8.7 The 1<sup>st</sup> examiner who sets the examination paper should be the supervisor where possible. In absentia, another staff member can be appointed by the Head of the relevant department.

8.8 The second examiner/moderator will be appointed by the Head of the relevant department, in consultation with the 1<sup>st</sup> examiner. In the case of external examiners, Head of the relevant department should consult the external examiner in appointing 2<sup>nd</sup> examiner who should possess relevant qualifications and competence in the subject to be the 2<sup>nd</sup> examiner (if applicable only).

8.9 Examination Department permit access to examination papers that are limited to appropriately qualified and authorized staff of the KDU, and other institutions, for the purposes of moderation, benchmarking, and quality assurance.

8.10 Assessments should be valid (evaluate the desired learning outcomes; conform to national, discipline and professional standards) and fair (provide opportunities for all students to demonstrate their learning). Assessment tasks should allow students to demonstrate achievement appropriate to the level of the intended award in the Sri Lanka Qualification Framework.

8.11 Standardization of marks is allowed in keeping with the accepted examination marks using standardization methods in finalizing the results. Members of the Board of Examinations have the authority to standardize marks.

8.12 Examination Timetables specific to each faculty will be prepared by respective faculties adhering to the Academic calendar of the KDU and published in relevant faculty notice board and KDU website giving adequate notice prior to the commencement of the examination. It will indicate the time, date, duration, and venue for each examination.

8.13 Only those students who have obtained admissions to a particular examination will be permitted to sit for the relevant examination. Admissions will be issued by respective faculties.

8.14 Any unauthorized materials will not be allowed to the examination venue. Examinations/Assessments should be conducted in accordance with university regulations, policies, procedures, and guidance set out in the Manual of Procedures for Conduct of University Examinations.

8.15 Student/s with disabilities sitting an examination, should inform the relevant faculty. KDU will ensure to provide necessary adjustments/ assistance/facilities for student/s with disabilities sitting an examination, upon request in keeping with the accepted university policies.

8.16 Question papers need to be marked independently by the first examiner and the second examiners (if applicable). If 2nd examiner is involved and any discrepancies more than 15% need to be agreed upon or sent to a 3rd marker. Conference marking of the question papers is also accepted where appropriate.

8.17 The marked answer scripts should be shown to the students before finalizing the marks to be submitted to the Head of the Department/Dean of the Faculty for their signatures.

8.18 Examination results need to be released within minimum of 3 months after completion of the examination.

8.19 Within two weeks after release of the results in keeping with the university guidelines and policies, the students are allowed to apply for the re-scrutinization of marks and the re-scrutinization will be conducted according to university policies and procedures (If applicable). Students should be made aware of the procedure to follow if they wish to query or appeal against an assessment decision.

8.20 Records of the marks and the results should be maintained in the department as well as in the faculty apart from the records at Examination Department. It is advised and encouraged to be made available online as well as in printed form for students.

8.21 Confidentiality of all examination records should be maintained by examination department, relevant departments, and faculty.

## **9. Policy Review and Amendments**

Any revision or amendment to the policy should be recommended by the Senate or a committee appointed by the Vice Chancellor and approved by the BOM prior to made effective.