

VERIFICATION OF GRADE/ MARKS FOR UNDERGRADUATE EXAMINATIONS UNIVERSITY OF RUHUNA

The Senate has approved to give the opportunity for undergraduate students to verify their examination grades, in order to maintain the transparency of the evaluation system. Following guidelines are proposed for the implementation of verification of examination grades in the University of Ruhuna as all faculties have agreed to adopt a common procedure.

Instructions for Students:

- 1) The verification process will only check for ADDITION, COMPUTATION and TRANSCRIPTION errors (ACT Verification). No re-marking of scripts will be done.
- 2) Candidates must appeal for verification of grade/marks by submitting duly completed application to SAR/AR of the relevant faculty within five working days from the release of the result. The applications are available at the Dean's Office.
- 3) A payment of Rs. 500/= per module/subject will be charged for verification of the grade/marks of a Course Unit/Module/Subject. The receipt obtained for the payment should be attached to the application.
- 4) If the applicant's grade/marks is changed after the verification, a full refund of the application fee will be made.
- 5) If the grade is not changed, the candidate will be notified by the SAR/AR of the Faculty after the Verification Board meeting. If the result is changed, the outcome of the verification will be available to the candidate within the next three working days following a Special Result Board. The decision of the Special Results Board will be the final.

Procedure:

- 1) SAR/AR should inform the Dean soon after the closing date for receiving appeals and the Dean should call a meeting for verification of grade/marks within 3 working days.
- 2) The members of the Verification Board should comprise the Dean (Chairperson), SAR/AR and Heads of Departments. When the Head is a first Examiner/Module Coordinator, another member from the same department can be called for the Verification Board. The first Examiner/Module Coordinator should be called as observers for the Verification Board.
- 3) The Head of the Department of the relevant subjects should make available the individual marks/grades sheets from each of the Examiners/Module Coordinators (Written, Oral, Laboratory, Viva, Field, Continuous Assessment etc.) and the answer scripts.
- 4) The Verification Board should check ADDITION, COMPUTATION and TRANSCRIPTION errors (ACT Verification).
- 5) If the number of applications received is too large the Verification Board can appoint relevant sub-committees for verification of grades. Verified result should be available to the Dean within 3 days after the Verification Board meeting.
- 6) If there is no change of grades, SAR/AR should inform the candidate soon after the Verification Board meeting.
- 7) A Special Results Board should be held within five working days to ratify the results if a revision of grade/marks is necessary.
- 8) The decision of the Special Results Board will be the final. The students could be informed the ratified results within the next three working days following the Special Result Board, subject to the approval of the Senate.
- 9) SAR/AR of the Faculty should maintain a register of all verification applications and the outcome of all applications and should submit a report to the Senate.
- 10) 75% of the fees should be distributed among the members of the Verification Board and sub-committees.