

**Interviewed Date:** 23.01.2020

**Interviewees:** Dr. LP Kalansooriya.

**Requirements Description:**

- Students should register for the examination.
- Administrative staff will decide the timetable based on subjects' students and hall availability
- Setter (Subject lecturer) and moderator (Senior Expert) will be involved in making the paper.
- After the setter makes the paper the moderator will make the necessary changes, after which it is send to the printing department.
- On the examination date the paper is given to students and collected into paper packets by the supervisor and given to the examination department.
- The setter will prepare the marking scheme and mark the paper, then setter will fill the detailed mark sheet.
- After the first marking it goes to the moderator and the paper will be checked the second time.
- Then the marks will be sent to the Head of Department and he will check if there are differences in the marks given by the setter and the moderator and adjust as necessary.
- The final marks are sent back to the setter so that he/she can fill marks return sheet and the comments sheet.
- Finally, the marks will be sent to the examination department for it to be reviewed by the examination board.

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Signature