



## University Grants Commission

Commission Circular No. : 978

No. 20, Ward Place,  
Colombo 07.

9<sup>th</sup> April 2012

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### Provision for re-scrutinization of marks and grades of undergraduates

The University Grants Commission at its 838<sup>th</sup> meeting held on 17<sup>th</sup> November 2011 has decided to request the Universities / Higher Educational Institutes (HEIs) to amend the existing examination by-laws to grant provision for undergraduate students to request verification of their examination marks and grades, if they wish to do so. Accordingly, all Universities/HEIs shall revise existing Examination By-laws / Guidelines as per the Policy Guidelines and Procedures prescribed herein and submit to the respective Senates and Councils for approval.

The following policy guidelines and procedures are issued to all Universities/HEIs for compliance.

#### Policy Guidelines

- 1) Student assessment is considered as a key element in higher education system and all Universities/HEIs shall ensure accountability, confidentiality and transparency of the evaluation system.
- 2) All marks and grades obtained by a student at any examination (i.e. in-course assessment, assignment, semester examination, final examination, etc.) must be free of any errors of addition, computation and transcription.
- 3) Provisions shall be made for undergraduate students to submit requests for verification of their examination marks and grades, if they wish to do so, particularly for the end-semester examinations / year-end examinations and final examinations.
- 4) However, the examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the pre-determined criteria and/or model answer expected shall not be undermined and hence the verification process will be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts.
- 5) The provision for requesting re-scrutinization of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination. As the cost of re-scrutinization process must be borne by the student, a non-refundable fee, calculated on the basis of actual cost of re-scrutiny process shall be levied on the student.

Resumance  
notice to students