

**UNIVERSITY OF PERADENIYA
FACULTY OF SCIENCE
FACULTY QUALITY ASSURANCE CELL**

MODERATION OF EXAMINATION PAPER

The purpose of moderating is to ensure that the evaluation achieves the goals of end-of-course assessment.

Academic Year: **Semester:** **Date:**

Course Code and Title:

Examiner's Name:

Moderator's Name:

When moderating, please take the following criteria into consideration. In each criterion indicate your choice by marking a “✓” in the appropriate box:

No.	Criteria	Yes	Moderately	No
1	Cover the ILOs of the course			
2	Relevant and of the appropriate standard to the level of the course being assessed			
3	Able to differentiate the level of student performances			
4	Questions are clear, understandable and unambiguous			
5	Figures, tables and equations included in the paper are appropriate and properly placed			
6	Questions are structured properly			
7	Readability of the text (font type and size) and the format of the paper are as prescribed in the faculty guide			
8	Fair and rational allocation of marks (consistency in marking criteria, including breakdown)			
9	The question paper has been prepared according to the allocated time			
10	A descriptive answer key has been provided			

General comments about the examination paper and the answer key:

.....
.....
.....
.....

Any changes to the question paper should be done collaboratively by the Examiner and the Moderator.

Signature of the Moderator:

Signature of the Examiner:

Once completed, this document is considered to be a *Record of Quality Assurance Activity*. Examiner should handover this document to the Head of the Department.

For the Head of the Department

Any comment/note:

.....
.....

Signature of the Head:

Date: