



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 636

Ward Place,
Colombo 7.

1995.07.14

Vice-Chancellors of Universities,
Directors of Higher Educational Institutions,
Directors of Affiliated University Colleges.

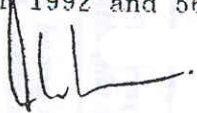
RATES OF PAYMENT FOR INTERNAL EXAMINATIONS CONDUCTED BY UNIVERSITIES

Your reference is requested to Commission Circular No. 419 of 5th February 1990.

The University Grants Commission has approved revision of the rates of payment set out in the schedules I - IV annexed to this Circular in respect of Internal - Undergraduate/Postgraduate Examinations conducted by the Universities and Higher Educational Institutes. These rates are applicable to all Internal Examinations conducted by the Universities and the Higher Educational Institutes with effect from 1st May 1995.

The Commission also has decided to request all Heads of Institutes to release results of examinations within a period of 3 months from the date of the examination.

Commission Circulars 414 of 17th January 1990, 419 of 5th February 1990, 546 of 7th December 1992 and 568 of 24th March 1993 are hereby rescinded.


(Mrs. CS Karunaratne)
Secretary

- Cc:
1. Chairman/UGC
 2. Vice-Chairman/UGC
 3. Members of the UGC
 4. Secretary/UGC
 5. Deans of all Faculties
 6. Registrars of Universities
 7. Financial Controller/UGC
 8. Bursars of Universities
 9. Snr. Asst. Registrars/Asst. Registrars of Universities
 10. Snr. Asst. Bursars/Asst. Bursars of Institutes
 11. Chief Internal Auditor/UGC
 12. Govt. Audit. Superintendents of Universities
 13. Snr. Asst. Internal Auditors/Asst. Internal Auditors of HEI's
 14. Secretary/FUTA
 15. Secretary/UEOA
 16. Secretary/AVVSMS
 17. Secretary/AVVJSSVSS
 18. Auditor General

Our Ref: UGC/AC/5/1/46(INT.)

SCHEME 'A'
(PREPARATION OF QUESTION PAPERS - UNDERGRADUATE)

Type & Duration of Paper	(1)	(2)	(3)	(4)	(5)	(6)
	Rs.	Rs.	Rs.	Rs.		
Essay type paper of one hour duration	80/=	40/=	-	-	To the teacher for Typing/Writing on stencil or typing/ writing for scanning stencil	For Clerk Typist Rs.10/= per question paper.
Essay type paper of two hours duration	160/=	60/=	-	-	Rs.20/- per page upto a maximum of Rs.100/- per question paper.	For duplicating machine Operator Rs.20/- per paper.
Essay type paper of three hours duration	240/=	100/=	-	-		Teacher for supervision Rs.20/= per paper.
Essay type paper Medical Faculty	40/= per question maximum Rs.240/=	-	40/= per paper	40/=	for Clerk/Typist Rs.10/= per page upto a maximum of Rs.50/= per question paper.	
Paper over three hours rate per hour	80/=	40/=	-	-	Rs.4/= per practical paper.	
M.C.Q Paper	30/= per question (No payment for moderation)	10/= per question	5/= per question			

Essay type & MCQ combined in one question paper. Proportionate payments to be made depending on the number of questions and/or duration of paper as determined by the Head of the Department.

- a) Whether a paper should be typed, written or scanned should be decided by the Officer conducting examinations.
- b) Where two or more examiners are jointly responsible for marking/assessing an answer script, the fee for marking/assessing of the script shall be divided proportionately among them.
- c) The paper for a practical examination shall be deemed to be one paper in respect of five or lesser number of groups in a given medium.

Basis of calculating the rates of payment for Practical Examinations

The definition of a practical group

1. First and qualifying examinations

A group is defined to have less than or equal to 20 candidates in a given medium, Irrespective of number of hours for a group.

Staff

- 01. Supervisor
- 02. Invigilator - (1 for 10 candidates or less)
- 03. Lab. Technician
- 04. Lab. Attendant (2 for 10 candidates or less)

2. Degree Examinations

A group is defined to have less than or equal to 10 candidates in a given medium, Irrespective of number of hours for a group.

Staff

- 01. Supervisor
- 02. Invigilator
- 03. Lab. Technician
- 04. Lab. Attendant



SCHEDULE II

Evaluation - (Undergraduate)

Type of Exam/ Script	Marking or Assessing Scripts			Medical/Dental/Vet. Medical/Dental/Vet. Other Faculties		
	Internal Examiner (2)	External Examiner (3)	2nd Examiner Internal (4)	Clinical Examinations (5)	Oral Examinations (6)	Oral Examinations (7)
<u>Essay Type scripts</u>	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
First & Qualifying Examination	16/= per script					
Degree Examination	20/= per script	30/= per script	20/=	Degree Final per candidate Short Cases 20/= Long cases 30/=	Degree Final 30/= per candidate per exam. Examination	20/= per candidate per exam. (including teaching practice for B.Ed. Degree)
1. MCQ Script/Essay	8/= per script	-	-	Other exams per candidate Short Cases 16/= Long Cases 30/=	Other Exams 20/= per candidate per exam. Irrespective of the number of candidates	
2. Medical, Dental & Vet. Science	20/= per script	-	-			
3. All practical Exams. (Lab & Field work)	20/= per script					

SCHEDULE - IIIConduct of Examinations - (Undergraduate & Postgraduate)

Duration of Paper (1)	Supervisor (2)	Invigilator (3)	Technician (Staff/ Lab.) Lab. Asst. (4)	Hall Attendant (5)	Lab Attendant/Lab Labourer (6)
For single 3 hours session or less	Rs. 200/=	Rs. 120/=	Rs. 60/=	Rs. 50/=	Rs. 40/=
Over 3 hours rate per additional hour(s)	60/=	40/=	20/=	11/=	14/=

- (a) When the services of Lab. Assistant/Lab. Technician are obtained to conduct clinicals or Orals or Viva Voce Examinations the rates specified in Column 4 of Schedule III, should be applicable.
- (b) When Hall Attendants are engaged in work connected with examinations outside normal hours, they shall be entitled to overtime in addition to the rates specified in Column (5)
- (c) The rates specified in Columns 4 & 6 shall be a composite fee: i.e. preparatory work, work during the examination and after.
- (d) When Lab. Assistant/Lab. Technician, Hall Attendant/Lab. Attendant/Lab. Labourer is required to work on a Saturday, Sunday or a Public Holiday, he may be paid overtime or the rates specified in relevant column whichever is higher.
- (e) One Peon/One Labourer attached to the Examination Branch shall be paid at the rate of Rs.40/= per day, during the examination for assisting.

Reports, Essays, Dissertations etc. submitted for undergraduate examinations.

Where a dissertation is required and it is treated as a paper in the scheme of examinations, approved by the Senate, the rate of payment for reading, assessment and grading the dissertation shall be as follows:

General

Internal (University) Examiner

Rs. 50/- per Report/Essay/Dissertation

External (Non-University) Examiner

Rs. 60/- per Report/Essay/Dissertation

Special

Internal & External Examiner

Rs. 100/- per Report/Essay/Dissertation

Payment for continuous Assessment

Where Continuous assessment systems are adopted either on a terminal basis, or otherwise payments may be made annually on the basis of 25% of the Final Examination rate into the number of Continuous Assessments held annually. Claims for the Continuous Assessment should be submitted along with the claims for Final Examinations.



Special Rates of Payment

(a) Payment to Senior Assistant Registrar/Assistant Registrar in charge of Examination work

General Supervision and handling of Question Papers }
Supervision of typing of question papers } An all inclusive paymer
Supervision of Scanning/Duplicating/Packeting & Sealing } of Rs.50/= per paper

(b) Payment for Examinations conducted for Blind Students

Reading scripts in Braille }
To transcribe Braille into ordinary writing }
Minimum payment for reading or writing Braille }
Rs.20/= per page
Rs.20/= per page
Rs.200/-

(c) Payment to Examiners in the Law Faculty

First Examination in Law }
Rs.20/- per script where the examiner
is not a full-time employee of the
University.

Final Examination in Law }
Rs.30/= per script where the examiner
is not a full-time employee of the
University.

✓

(d)

Payment for patients taken for Clinicals at the Final M.B., B.S Examination

Short & Long cases Rs.30/= per patient.

(e)

Minimum fee for examination work (Medical, Dental & Vet. Science) and others

1. The minimum payment for an external examiner (i.e. external to the Campus or the University for Oral or Clinical examinations shall be Rs.200/=) in case of the other examinations minimum fee shall be Rs.100/=.

2. * B.Sc. (BE) CDP Oral Examination - per candidate

per examiner

Rs.50/= Internal

Rs.50/= External (Plus travelling as per relevant UGC Circular)

£ 2 Foreign

(f)

Foreign Examiners

Setting or moderating a paper - £ 20

Marking scripts - £ 1 subject to minimum pay of £ 25

Ph.D Oral/Viva - £ 50 per candidate

* - B.Sc. (Built Environment) Comprehensive Design Project.

SCHEDULE - IV

(PREPARATION OF QUESTION PAPERS - POSTGRADUATE)

Examinations	Setting/ Moderating	Marking/ Assessing	Teaching Practicals	Drama Practicals	Clinical Examination	Oral Examination	External Examiners
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
✓ Diploma	300/=	20/= per script	60/= per candidate	40/= per candidate	-	-	-
Masters	360/=	30/= per Script	-	-	40/= per candidate	40/= per candidate	Overall payment £ 10 per candidate
✓ Master	400/=	20/= per script	-	-	-	-	-
MD/MS							



Reading of Dissertation and Thesis

Local Examiner (University or Non-University) Foreign Examiner

For degrees of one year's duration	Rs. 400/=	£ 30
For degrees of two year's duration	Rs. 600/=	£ 50
For degrees of three year's duration	Rs. 800/=	£ 75

*M.A. by University
M.A. by Examination
M.Phil.
M.D. by Examination*

Supervision of Postgraduate work

- (i) Rs. 2000/= be paid to a Supervisor for supervising postgraduate work, leading to a Ph.D. degree of each student after successful completion of the Ph.D. degree.
- (ii) Rs. 1000/= be paid to a Supervisor for supervising postgraduate work, leading to a M.Sc./M.Phil. of 2 years, of each student after successful completion of the M.Sc./M.Phil. degree.
- (iii) Rs. 600/= be paid to a Supervisor for supervising postgraduate work, leading to a part-dissertation for a Master's or Diploma, per student after successful completion of the Master's degree or diploma.

Internal Examiners:

* M.Sc./M.Phil./Oral Viva Rs. 100/= per candidate per examiner
 Ph.D./Oral/Viva Rs. 200/= per candidate per examiner

M.Sc. (Architecture) & M.Sc. (ACOMAS) **

- 1. Year One Course Work Assessment Rs. 40/= per candidate per examiner
- 2. Year Two Interim Assessment of Comprehensive Design Project (final year) Rs. 50/= per candidate per examiner

* Where there are more than one Supervisor, the above rates of payment should be divided in a suitable manner by the Supervisors concerned.