

Document:	Rules and guide-lines for mid-semester Examinations	
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Introduction

The objective of having mid-semester examinations is to provide a feed back to the student on his/her learning and therefore, they are formative assessments. Students are strongly advised to sit mid-semester examination/s at the first scheduling.

Following are the guide-lines of conducting mid-semester examinations and rules for computing the marks of a course unit.

- Mid-semester examinations shall be conducted for the common compulsory C/CHE theory courses of BSc and GIC programmes at all levels.
- Mid-semester examinations should be based only on the content that has been covered prior to the date of the examination.
- Mid-semester examination shall contribute 30% of the overall mark of the course unit.
- The mode of conduct of a mid-semester examination (i.e. paper based (Physically) or online at IChemC) is to be decided on by the lecturer.
- If only one lecturer is involved in teaching a course, the lecturer should compute the marks of the mid-semester examination and submit the marks to the Assistant Registrar (AR)/examinations.
- If more than one lecturer is involved in teaching a course:
 - The coordinator of the course shall also be the coordinator of the mid-semester examinations.
 - Separate mid-semester examinations for each lecture component or a combined mid-semester examination could be held. This decision is left to the lecturers and coordinator concerned.
 - Coordinator is required to compute the final marks of the mid-semester examination/s and submit the marks to the AR/examinations.
- For mid-semester examinations held 'physically', marked answer scripts and the attendance sheet must be handed over to AR/Examinations.
- For mid-semester examinations conducted online, the respective lecturer/coordinator is required to provide a record (with title and the date of examination) and the attendance sheet to the AR/examinations.
- Dates of the mid-semester examinations should be included in the timetable.
- The format of mid-semester examinations should be according to the following guide-lines.

<u>Credit value of the course</u>	<u>Duration of the examination</u>
3	1 hour 30 min
2	1 hour
1	30 min

A mid-semester examination may consist of a reasonable number of multiple choice questions (~2 min /question), structured questions or short questions (~10-15 min/question) or a combination.

11. Computation of the final mark and the grade of a course unit which has a mid-semester examination should be according to the following rules.

- a) For students who have taken the mid-semester and final examinations in their first attempt, the final mark shall be the sum total of the marks according to paragraph 3.
- b) Students who were absent for the mid-semester examination of a course unit shall receive a zero mark for the said mid-semester examination.
- c) Students who provide medical certificates/or valid reasons approved by the academic board of the Institute of Chemistry Ceylon, for a mid-semester examination shall be allowed to sit a differed examination on the day of the final examination of the respective course unit.
- d) If a student fails to sit the final examination of a course unit, the marks obtained by the student for the mid semester examination of that course unit shall be carried forward to be combined with the marks obtained at a future final examination.
- e) If a student has repeated the final examination of a course unit, the grade shall be computed applying the bylaws governing the computation of such final grades (maximum C grade), even though the student has obtained a mark for the mid-semester examination/s of the said course unit at the first attempt.
- f) Students are not allowed to repeat mid-semester examinations.