



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 861

No. 20, Ward Place
Colombo 07

26th April 2005

Vice-Chancellors of Universities,
Rectors of Campuses,
Directors of Institutes.

Payments For External Examinations

Your kind attention is invited to Commission Circular No:751 dated 27th April ,2000 and Commission Circular No.824 of 21st April 2003 issued in respect of payment for the External Examinations and Establishment Circular Letter No.04/2003 of 30th May 2003 on fees and traveling of visiting staff and payments for External Examinations.

The University Grants Commission at its 666th meeting held on 19.08.04 decided to implement following revised rates of payments in respect of External Examinations as approved by the Treasury with effect from 01st April 2005 subject to three conditions given below.

Condition 1

Revised rates of payments could be made only out of generated/earned income from the External Degree/Diploma and related programmes conducted by your University/Campus/Institute.

Condition 2

Additional incentive payment of Rs.5/- per script could be paid to examiners for submitting the marks of the respective paper within a period of three months from the date, the answer scripts are delivered to the respective department.

Condition 3

Each Examiner is allowed to mark a maximum of 500 answer scripts per examination in order to meet the objective of condition 2.

The Revised Rates of Payments are given below:-

(1) Payments to Examiners for Setting/Translating & Marking of Answer Scripts

(i) First Examination

	Present Rate Rs.	Revised Rate Rs.
(a) Setting a paper including proof reading for a paper of 3 hour duration.	500.00	800.00
(b) Translating a paper including proof reading (per paper)	120.00	250.00
(c) Moderating/Scrutinizing (per paper)	60.00	400.00
(d) Marking an answer script (per script)	20.00	30.00
(e) Setting, Marking & Correcting a practical paper per Examiner for a group of 20 candidates or less (02 Examiners per paper)	500.00	500.00

(ii) Final Examination

(a) Setting a paper including proof reading (per paper)	600.00	800.00
(b) Moderating/Scrutinizing (per paper)	150.00	400.00
(c) Translating a paper (including proof reading) (per paper)	150.00	250.00
(d) Marking an answer script - (per script)	30.00	35.00
(e) Second Examiner (per paper)	30.00	35.00
The <u>minimum</u> payment for second examiner for marking an answer script.	120.00	200.00
(f) Setting, marking and conducting a practical paper composite fee for an examiner for a group of 10 candidates or less (maximum 02 Examiners) for a 3 hour session.	600.00	600.00

2. Payment to Deputy Registrar /Senior Assistant Registrar/Assistant Registrar in-charge of the Examinations

	Present Rate (Rs.)	Revised Rate (Rs.)
(a) General Supervision & handling of question papers (per paper)		
(b) Supervision and Typing of question papers (per paper)	50.00	100.00
(c) Supervision of Scanning/ Duplicating, Packetting and Sealing (per paper)		

When these services are rendered by the Director/Academic Coordinator, he/she is also eligible for this payment.

3. (i) Payment of Typing Question Papers on Stencils or typing for Scanning

(a) Typing (to the Teacher) (per page) (up to maximum of Rs. 180/- per paper)	25.00 (150.00)	30.00 180.00)
(b) Typing (to the Clerk/Typist) (per page) (up to maximum of Rs. 120/ per paper)	10.00 (60.00)	20.00 120.00)

(ii) Scanning/Duplicating/Packetting and Sealing of Question Papers

(a) Packetting to the Clerk/Peon (per paper)	10.00	20.00
(b) To the Duplicating Machine Operator (per paper)	10.00	20.00

4. Payments to Supervisor/ Invigilator and Other Staff

(a) For University employees (for a single session of 03 hrs or less than three hour duration)

1. Supervisor	325.00	400.00
2. Administrative Co-ordinator	250.00	300.00
3. Invigilator	250.00	250.00
4. Clerk	90.00	90.00
5. Technical Officer	60.00	75.00
6. Lab Attendant	40.00	65.00
7. Hall Attendant	75.00	75.00

Traveling and Subsistence to be paid at the Government rates for the above services. Employees may claim for overtime only under special circumstances.

5. Payments to the Deans and the Heads of the Departments

	Present Rate (Rs.)	Revised Rate (Rs.)
(a) A Dean of a Faculty	7,500.00	7,500.00 (annually)
(b) A Head of a Department	5,000.00	5,000.00 (annually)

The Deans and all Heads of Departments must send the marks to the respective External Examination Departments within three months from the date the answer scripts delivered to the respective departments.

Please note that the Deans and the Heads will be eligible for the above payments only if marks are sent to the External Examination Branch within three months. All Heads of departments must strictly adhere to the 3 conditions on page (1).

6. Honorarium for Preparation/Revision of Syllabi for External Examination

	Present Rate (Rs.)	Revised Rate (Rs.)
(a) Preparation/Revision of syllabus (per paper)	1,200.00	1,500.00
(b) Translation of Syllabus (per paper)	600.00	750.00

7. Payment for the overall Co-ordination of External Examination

(i) Additional Payment for the Custodian of Question Papers and Answer Scripts

Supervisors who attend the external examination duty in centers more than 50km away from the home university and under whose custody the question papers and answer scripts are kept. (for the period of supervision)

-	1000.00 (per day)
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(ii) Allowance for the Director/Co-ordinator is 25 % of the basic salary paid monthly for the services rendered in addition to his/her normal duties.

(iii) For Non-University Employees for a single session of three hours or less than three hour duration (all inclusive payments)

(a) Invigilator	-	225.00
(b) Clerk	-	(per session) 150.00
(c) Hall Attendant	50	(per session) 125.00
		(per session)

All previous circulars issued by the Commission in respect of payments of External Examinations are hereby rescinded.

Please take action accordingly.


 ..28.04.2005
 Prof. B. K. R. N. Mendis
 BDS(Hons), Ph.D.(Bristol), FDSRCS(Eng & Edin.), FDRCS(I),
 Chairman

1. Office of the Chairman/UGC
2. Vice -Chairman /UGC
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7. Financial Controller /UGC
8. Bursars of Universities
9. Librarians/SAL/AL of the Higher Educational Institutions/Institutes
10. Snr. Asst. Registrars/ Asst. Registrars of HEI/ Campuses
11. Snr. Asst. Bursars/ Asst. Bursars of HEI /Campuses
12. Chief Internal Auditor/UGC
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