

FAC Memo No: 2016/009/03/01

Guidelines for the Appointment of Examiners and Moderators – Faculty of Architecture

Appointment of examiners and moderators should be done at the beginning of the semester and the Senate and Council approval should be obtained prior to the examination. This process usually takes 3 months.

In order to maintain the quality of module examinations and to streamline the process of appointment of examiners and moderators, the Faculty has proposed following guidelines:

1. Department should appoint Senior Lecturers as examiners. In the absence of Senior Lecturers for a particular module examination, a Lecturer Probationary/ Lecturer on contract or above may be appointed.
2. For appointment as examiners, lecturers on contract and visiting lecturers must fulfill minimum qualification of lecturer probationary.
3. An additional examiner should be appointed from the Department for modules solely offered by visiting lecturers.
4. The moderators of module examinations shall be permanent staff members in the post of Senior Lecturer or above; preferably from the same department which offers the modules.
5. In the absence of staff members in the post of Senior Lecturer or above for moderation of a particular module examination, the Head of Department or a lecturer (confirmed) or above shall be appointed.
6. A request for a revision of a council approved examiner & moderator list shall accompany the already approved list along with a covering letter from the Head of Department.

(The template for appointment of examiners and moderators (Appendix: I) and sample form (Appendix: II) are attached)