

ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជា

Date: 01st September 2025

Examination Procedures Policy

Policy owner: Registrar's Office

Policy approved by: Academic Board

Version: 1.0

Next review date: [insert date]

Applies to: All programmes and modes of delivery at PSBU

1. Purpose

This policy sets out the procedures governing the planning, conduct, and management of examinations at PSBU to ensure fairness, integrity, and consistency.

2. Scope

Applies to all written, oral, practical, and online examinations conducted by PSBU, including internal and external centres.

3. Principles

- Examinations are conducted under secure and standardised conditions.
- Students are assessed on the published learning outcomes of each course.
- Examinations must uphold academic integrity and equality of opportunity.

4. Procedures

- Examination schedules and venues are confirmed and published by the Registrar's Office.
- Students must present valid identification to sit an examination.
- Invigilators will ensure compliance with all regulations.
- Examination materials are securely stored and transported before and after exams.

5. Responsibilities

- **Registrar's Office:** coordination and administration.
- **Faculty:** setting and vetting of exam papers.
- **Invigilators:** supervision and enforcement of rules

6. Review

The Registrar will review procedures annually for efficiency and compliance.

Next review date: 20th August 2028