

TERMS OF REFERENCE

Position: Examination Assistant
Department/Division: Academic
Reports To: Dean-Academics/Executive Director

POSITION SUMMARY:

The position will be responsible to complete the all the issues related to exam and assignments by coordinating with the program leaders and faculties.

KEY DUTIES & RESPONSIBILITIES:

SN.	Key Responsibilities	Description
1	Preparing Routine	To prepare internal and university examination schedule for all the programs.
2	Informing	To communicate the information about the exam schedule to the students, program leaders and faculties.
3	Seat planning	To plan the seating arrangements for examination and to put the notice in notice board at least 1 day before the exam
4	Invigilator Planning	To set the invigilator for each hall and inform them in advance
5	Collection of copies	To collect the answer sheets and assignments, arrange them and provide it to the concerned faculties for evaluation.
6	Publishing Result	To publish the result after receiving the evaluated answer sheets from the faculties(Only applicable for internal examinations)
7	Record keeping	To maintain records of both internal and external results and assignments both in hard copy and soft copy(entry in Edusys)
8	EMR Report	To receive the EMR/IMF report of all faculties from Program Leaders and to complete the portion of assignment task.
9	Enquiry Handling	To handle all the enquiries from students, faculties and program leaders related to exams.
10	University marking formalities	In case of university examination/assessment formulate all the marks after second marking and forward to the university for third marking.
11	Reporting	To prepare and present the report to concerned person (As & when required/demanded to produce). Reports like: <ul style="list-style-type: none">• Results• Assignments• Examination conduction report• Weekly work done report(You need to send this report to your immediate supervisor and mark cc to reports@lbf.edu.np)• Others as required by supervisor
12	Others	Others as assigned by supervisors