

(Translation)

**Announcement of Faculty of Liberal Arts, Prince of Songkla University on  
Guidelines for Examination Paper Printing/Obtaining Examination Papers/Storing  
and Destroying Examination Papers/Pay for Examination Paper Grading**

In order to make the examinations proceed in an orderly manner, the Faculty of Liberal Arts has made the following guidelines for Examination Paper Printing/Obtaining Examination Papers/Storing and Destroying Examination Papers/Pay for Examination Paper Grading

**1. Guidelines for Examination Paper Printing**

1.1 Examination papers for examinations scheduled in the official timetable

1.1.1 All lecturers as test item writers who wish to have their examination papers typed for them can submit their papers that are written clearly, tidily, and easy to read to an officer at their department office 10 days, including official holidays, prior to the first day of the examination week.

1.1.2 Lecturers as test item writers who have their examination papers typed by the officer of the department must check or review and have the papers corrected at least 3 days prior to the first day of the examination week. The lecturers can review, check, and make any corrections at the department office after being informed that their papers have been typed. The officer who types the paper will telephone the test item writer as soon as she/he finishes typing the paper.

1.1.3 Lecturers as test item writers who type their own examination papers shall submit the complete paper at the Educational Service Section at least one week or 7 days, including official holidays, prior to the examination date of the course.

1.1.4 The Faculty of Liberal Arts shall print the official heading on the examination paper and answer sheet with the same components for all courses for the convenience of putting all the test series in sequential order.

1.1.5 Any courses that require the use of formulas, tables, charts, maps or other documents in the examination rooms, the test item writers must submit these materials with the examination papers.

1.1.6 If the lecturers or test item writers permit students to bring any devices or documents such as calculators, dictionaries, etc. in the examination room, the lecturers or test item writers must clearly specify the materials on the cover of the examination paper.

1.2 Examination papers for examinations scheduled outside the official timetable

1.2.1 All lecturers or test item writers must submit the complete copy of the examination papers at the Educational Service Section at least 7 days prior to the examination date of that particular course. The examination date and time must be clearly specified.

1.2.2 The lecturers or test item writers can obtain the examination papers at the Educational Service Section one day prior to the examination date of the course.

1.2.3 The Educational Service Section shall provide a student name list for every course that is scheduled for examination outside the official examination timetable.

1.2.4 Every course that is scheduled for examination outside the official timetable whose examination date is during the regular week of the semester, the lecturer of the course must be responsible for the seating arrangement for the examination, and all the desks and chairs must be arranged back for regular classroom use.

## **2. Guidelines for Obtaining Examination Papers**

2.1 For all examinations scheduled in the official examination timetable, for grading purpose, lecturers or test item writers of the courses can obtain only all the answer sheets or the examination papers on which students have written answers, and 5 copies of the blank papers and 5 copies of answer sheets. If the examination papers are in two forms, not more than 5 copies of each form can be obtained. Before leaving the examination office room, the lecturers or test item writers should check the number of the examination papers and answer sheets so that it correspond with the number and names of students whose signatures are on the name lists. Otherwise it is deemed that the number of the examination papers and/or the answer sheets and that of the students as well as the name lists correspond.

2.2 For all examinations scheduled outside the official examination timetable, after the examinations of the courses end, if students write answers on answer sheets, the lecturers or test item writers must submit the examination papers to the Educational Service Section no later than the day after the examination. Not over 5 copies of blank examination papers and answer sheets can be obtained. If the examination papers are in two forms, not more than 5 copies of each form can be obtained. The Educational Service Section shall check to ensure that the number of the examination papers and answer sheets correspond with the number written on the envelops of the examination papers and answer sheets. The lecturers then sign their names for submission of the examination papers and the Educational Service officer signs his/her name accepting the examination papers.

2.3 For examination papers of students who have been confined and had to take the examination at their respective faculties, the Educational Service Section shall inform the lecturers to obtain the examination papers no later than one day after the examination day. The practice of obtaining examination papers is the same as the Clause 2.1 above.

The above guidelines also apply to courses taught by more than one lecturer.

## **3. Guidelines for Storing and Destroying Examination Papers**

3.1 After the examination, the lecturers of the courses shall keep all the examination papers and answer sheets in a safe place for one year. The lecturers can also ask the Educational Service Section to do keep the papers but they must inform the Educational Service Section within the first two weeks of each semester. The Educational Service Section shall make time arrangement with the lecturer for the examination papers to be collected. The lecturers shall not place the examination

papers outside their office to be collected. This is because examination papers are deemed official documents that need to be kept in a safe place.

3.2 After one year, the Educational Service Section shall make a list of examination papers to be destroyed according to rules and regulations of the Office of the Prime Minister on the Secretariat B. E. 2526 (A.D. 1983), and propose to the Faculty of Liberal Arts Document Retention and Destruction Committee.

#### **4. Guidelines for Pay for Examination Paper Grading**

The Educational Service Section shall process documents requesting pay for examination paper grading for examinations that are scheduled inside and outside the examination official timetable provided that they have been through the process of examination paper production at the Educational Service Section.

This is to be effective from the second semester of the academic year 2011.

This announcement supersedes any other announcements in contrary to it.

Announced on the 21<sup>st</sup> of November 2011.

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Certified true copy  
Signature

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