



Announcement of Faculty of Liberal Arts, Prince of Songkla University
On Regulations and Guidelines for Requesting Examination Proctoring Fees for Examinations
Outside Official Schedule, Outside Office Hours, and Examination Marking Fees

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Whereas, to ensure that requests for examination proctoring fees, examinations outside official schedule, examinations outside office hours, and examination marking fees are processed in the same direction, personnel involved in the aforementioned matters are required to abide by the following regulations and guidelines stipulated by Faculty of Liberal Arts.

1. For examinations administered outside the official schedule, and examinations administered outside office hours, the lecturers of the courses are required to fill in the form distributed with the survey conducted by Faculty of Liberal Arts in each semester. The form must be filled in clearly specifying the course title, course number, lecturers, proctors, examination date, time, and venue, and accompanied by a room request form. These documents are required for all requests of fees.

2. For the courses with the examination outside the official schedule and outside office hours, the examination must not be administered in the regular teaching hours or overlapping the regular teaching hours as it will affect pay for teaching hours over the normal teaching loads.

3. Proctoring fees, type of examination paper administered outside the official examination schedule, and the number of hours payable are as follows.

3.1 Subjective/Objective examination fees can be paid for not over 3 hours.

3.2 Practical examination fees can be paid for not over 7 hours.

3.3 For subjective, objective and practical examinations, only one type of examination must be chosen to request for proctoring fees.

3.4 Practical examination—Fees can be requested for only one type of service, that is either for proctoring or for marking the examination.

4. Examination marking fees are paid only for regular semesters; the Examination Section will request for marking fees for the lecturers whose examination papers have been processed through the Faculty's examination paper production process.

5. In the case that the lecturer does not specify a midterm and/or final examination in the course outline, the lecturer can request for marking fee of one quiz per semester. The quiz or test time must not be in the regular class hours as it will affect pay for teaching hours over the normal teaching loads. To request for the quiz/test marking fee, the lecturer is required to submit a copy of the quiz/test to the Examination Section of the Faculty of Liberal Arts.

Effective from the second semester of the academic year 2018 onwards.

This announcement supersedes any other prior announcements.

Announced on the 26 of September 2018.

(Asst. Prof. Kanda Janyam, Ph.D.)
Dean, Faculty of Liberal Arts