

PROFESSIONAL EXAMINATION ADMINISTRATION SOP

Title:	Standard Operating Procedure For Professional Examination administration		
SOP no:	ERB/PDAD/SOP/004	Effective date:	5/10/2024
Version:	00	User:	PDAD Dept
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		Date:	5/10/2023

1.0 INTRODUCTION

This procedure describes the process used by Engineers Registration Board for Professional Examination administration.

2.0 PURPOSE

The purpose of this procedure is to describe the process for Professional Examination. It ensures consistency, continual suitability and effectiveness of Professional Examination administration.

3.0 RESPONSIBILITY

The DPAD Manager has overall responsibilities of implementation of this procedure within ERB,

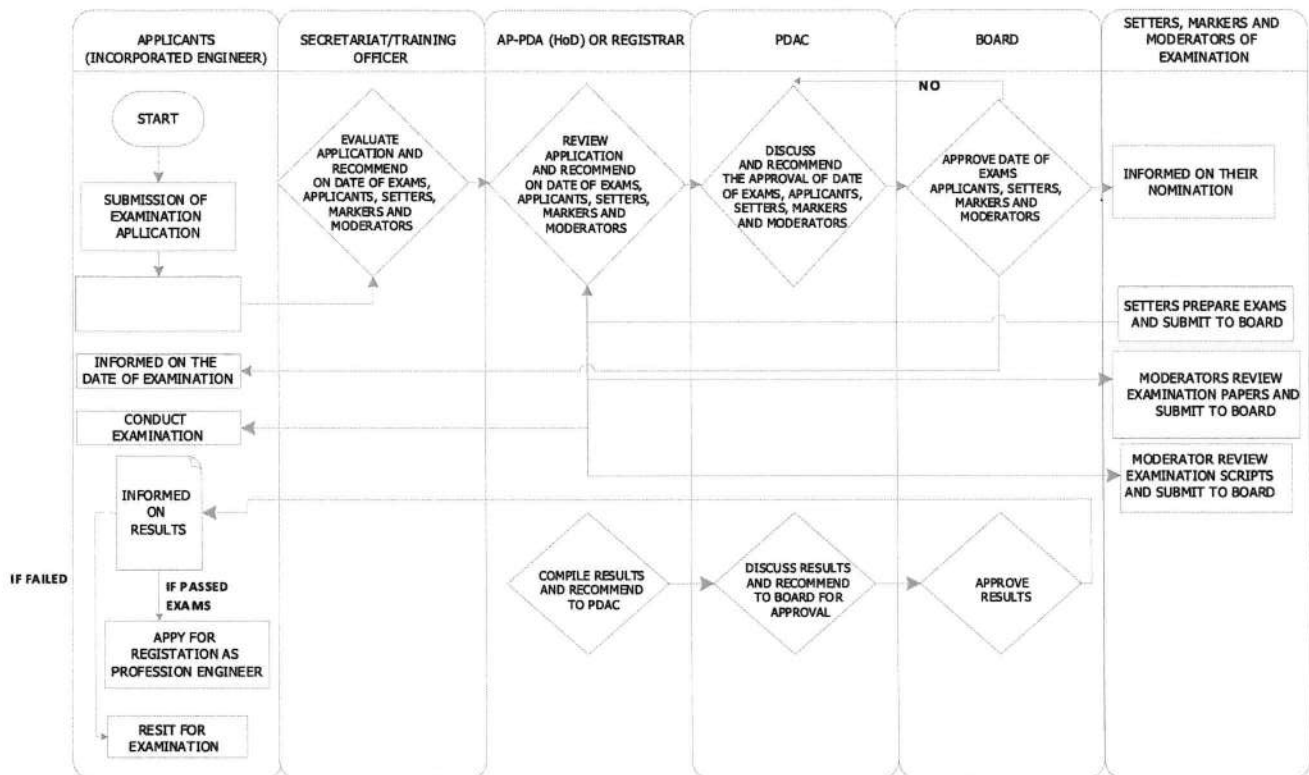
4.0 AUTHORITY

DPAD Director has the overall authorities for implementation of this procedure, this includes creation, amendment and review of this document.

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5.0 DESCRIPTION FOR ADMINISTRATION OF PROFESSIONAL EXAMINATION:

5.1 Process Map for Professional Examination:



5.2 Main Steps for Administration of Professional Examination

- 5.2.1 Submission of Application for ERB Professional Examination is done Electronically by an applicant,
- 5.2.2 After submission of application the applicant is billed with application fee and Examination fee.
- 5.2.3 Training Officer evaluate the application by verifying the attached documents as per criteria set by ERB Professional Examinations Regulation and Syllabus.
- 5.2.4 Training officer recommend the application to AR-PDA on date of exams, applicants, setters, markers and moderator of exams,
- 5.2.5 The AR-PDA review the application and recommend to Registrar and PDAC on date of exams, applicants, setters, markers and moderator of exams,

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- 5.2.6 Also, the PDAC after discussion recommend to the Board approval on date of exams, applicants, setters, markers and moderator of exams,
- 5.2.7 The Board will discuss the recommendations and approval. If the recommendations were rejected, the PDAC have to have to submit other recommendations.
- 5.2.8 After approval Applicants will be informed on the date of examination and the setters, markers and moderator will be informed on their nomination
- 5.2.9 Setters prepares the examinations and answers and submit to the Board and then Board will submit the examinations and answers to the moderators to review the questions and answers,
- 5.2.10 The Moderator reviews questions and answers of the examinations and submit to the Board,
- 5.2.11 Thereafter the Board will conduct the examination,
- 5.2.12 The Board will submit examination scripts and answers to markers
- 5.2.13 The markers will mark the examination scripts and submit to the Board.
- 5.2.14 The Board will submit marked examination scripts and answers to the moderators
- 5.2.15 The moderators will review the marked examination scripts and submit the report of the marked examination scripts to the Board.
- 5.2.16 AR-PDA (Head of Department) will recommend the results to Registrar and PDAC.
- 5.2.17 The PDAC will discuss the Examination Results and recommend to the Board for Approval,
- 5.2.18 The Board will approve the results,
- 5.2.19 The applicants will be informed on the results,
- 5.2.20 A successful applicants is required to submit registration application as professional engineer,
- 5.2.21 An unsuccessful applicants will be required to resit the examinations.

5.3 Responsibility Matrix for ERB Professional Examination

Activity	1	2	3	4	5	6	Documented Information
Submission of ERB Professional Examination Application	x						List of applicants
Payment of Application fee and Examination Fee							Payment control number and receipt
Evaluate and Recommend date of exams, applicants, setters, markers and moderator of exams		x	x	x			List of applicants recommended for examination

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Approve the date of exams, applicants, setters, markers and moderator of exams					x	Board Meeting Document
Set, Mark and Moderate Examination questions, answers and examination answer scripts					x	Exams papers
Conduct Examination	x					List of applicants attended
Approve the Results					x	Result of applicants

Key:

- Applicants
- Training Officer
- AR-PDA/Registrar
- PDAC
- Board
- Setters/Marker/Moderator of exams