

**MANUAL OF PROCEDURES FOR CONDUCT OF  
EXAMINATIONS  
IN THE  
FACULTY OF MEDICINE  
SABARAGAMUWA UNIVERSITY OF SRI LANKA**

Examination Unit  
Faculty of Medicine  
Sabaragamuwa University of Sri Lanka  
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# **Manual of Procedures for Conduct of Examinations in the Faculty of Medicine, Sabaragamuwa University of Sri Lanka**

This document titled "Manual of Procedures for Conduct of Examinations in the Faculty of Medicine, Sabaragamuwa University of Sri Lanka" provides information on procedures for conducting examinations in the faculty. This should be used as the guideline in the conduct of examinations of the MBBS programme.

## **1. Faculty Organization for Examinations**

The conduct of the MBBS programme and the award of the MBBS (Sabaragamuwa University of Sri Lanka) Degree is under the purview of the Universities Act No.16 of 1978 and its amendments. The Faculty of Medicine conducts its MBBS programme in keeping with the By-Laws and Regulations approved by the University Senate and the Council.

The examinations of the MBBS programme consist of End Semester Examinations and Final/main (Bar) examinations. They include various methods of assessment including SEQ (Structured Essay Questions), MCQ (Multiple Choice Questions), Clinical examinations, *viva voce*, Portfolio assessments and Practical examinations. These are mainly subject-based assessments and are conducted by the respective Departments. In addition, stream examinations such as PPD (Personal and Professional Development) assessment also are incorporated and are conducted by the respective stream committee.

The Dean of the Faculty is the authority and takes overall responsibility for the conduct of examinations. A senior administrative officer i.e., Assistant Registrar (AR) assists the Dean in all examination-related matters and is the person in charge of examinations. In addition, there is a senior academic staff member designated as Director of Examinations of the Faculty, to whom the examinations-related responsibilities are delegated by the Dean. This group together with the Deputy Director of Examinations and dedicated secretarial staff comprise the Examinations Unit of the Faculty of Medicine SUSL. The Examinations Unit is the custodian of rules and regulations concerning the conduct of examinations in the faculty.

***Refer to,***

***Annexure I for 'Terms of Reference of the Examinations Unit'***

***Annexure II 'Terms of Reference of the Director of Examinations'***

***Annexure III 'Terms of Reference of the Deputy Director of Examinations'***

Examinations are confidential matters and they need to be planned and conducted as high-security operations according to the accepted procedures. It is extremely important to maintain the trust of students and the public in the system of examinations. To maintain confidence every possible measure must be taken to ensure that the examinations are conducted in a fair, reliable and transparent manner. Adherence to procedural guidelines is of utmost importance in achieving this goal and sustaining quality standards of examinations.

## **2. Beginning of Examination Procedures**

### **2.1 Calendar of dates (Academic calendar)**

The calendar of dates is an important document of the faculty which outlines the starting and finishing dates of academic terms, examinations etc.

A calendar of dates for the next year shall be discussed and drafted at each academic phase level and approved. This should be sent to the AR examination at least two months prior to the commencement of the academic year.

The draft calendar of dates for the academic year inclusive of the dates of examinations shall be prepared by the AR (Examination) with the concurrence of the Dean. Approval of the Faculty Board and Senate shall be obtained before the commencement of the academic year.

The calendar of dates should be circulated among the academic staff and displayed on the student notice boards of the Faculty.

If a need arises to revise the dates of examinations, such revision shall be made not later than one month prior to the initial scheduled date of such examination unless in situations beyond the control of the Faculty.

### **2.2 Examination timetable**

At least three months before the date of examination, the Stream Coordinator of the relevant academic phase committee shall prepare the draft timetables for examinations, in consultation with the relevant Heads of Departments (HoDs)/. The AR (Examinations) shall finalize the timetable and allocate centres/halls for the examinations. The finalized examination timetable should be approved by the Faculty Board at least one month prior to the commencement of the examination. The AR should post the final timetables on notice boards and send copies to the Dean and relevant HoDs well in advance.

### **2.3 Supervision and invigilation schedule**

Within a week of the examination timetable being finalized, the AR (Examination) shall draw up the supervision and invigilation schedule in consultation with the relevant HoDs. The AR shall send copies of the supervision and Invigilation schedule to the respective HoD/ Stream Coordinator, supervisors, invigilators and hall attendants not later than two weeks prior to the date of commencement of the examination.

### **2.4 Registration of candidates for examinations**

The AR (Examination) will publish a notice for candidates to register for the relevant examination two months before the date of commencement of the examination indicating a date of closure of applications as well.

After the closing date, the applications shall be scrutinized by the AR (Examination) and information on students' eligibility to sit the examination will be requested from the Departments. Applications from ineligible candidates will be rejected and candidates will be informed accordingly within a week. Using the registration applications, AR shall prepare a registration sheet including the names, index numbers and registration numbers of the candidates with the subjects they have registered for. This should be done at least 3 weeks before the examination date.

This schedule shall also contain the following particulars: -

- a) The title of the papers that each candidate is offered
- b) The number of attempts the candidate has already had
- c) Eligibility for Honours
- d) Candidates who have not registered
- e) Any other relevant information such as suspension for examinations and withholding of results.

### **2.5 Preparation of the attendance sheet**

AR (Examination) shall prepare the attendance sheet according to the registration sheet. This shall be done at least 3 weeks before the examination date.

The attendance sheet shall contain;

- a) Title of the paper
- b) The index numbers of candidates

One copy of the attendance sheet will be used to mark the desks in the examination hall and will be preserved in the faculty office. Another copy shall be used to mark the attendance of candidates in the examination hall and will be returned to the AR from

the examination hall after the examination. The necessary number of copies should be available to mark attendance and to be included in each packet of answer scripts.

## **2.6 Admission cards**

The AR (Examination) shall issue admission cards to all candidates not later than two weeks before the commencement of examination drawing attention to the examination rules, offences and punishments. Admission cards shall be checked with the registration sheet and attendance sheet by another non-academic staff member of the faculty to ensure the accuracy of entries.

Admission cards will not be issued for End Semester Examinations/continuous assessments.

### **3. Appointment of Examiners**

#### **3.1 Identifying examiners**

AR (Examination) shall request the HoDs/ Stream Coordinators to nominate the examiners (for each subject/stream) 3 months in advance.

The examiners are selected from the members of the academic staff of the Faculty, other Medical Faculties and the extended faculty predominately from the consultant staff of the teaching hospitals. Other qualified persons may also be appointed as examiners.

The suitable examiners are identified at the Department meetings or Stream Committee meetings.

Below are factors that may be considered in identifying the examiners;

1. Type of the examination
2. Academic qualifications, grade and seniority of the person
3. Teaching commitment of the person for the subject area under consideration in the examination
4. Willingness and availability
5. Familiarity with the examination method
6. Type of work expected E.g.; setting MCQs or SEQs, marking questions, clinical exam, *viva voce* etc.
7. Free of conflicts of interest
8. Other

#### **3.2 Nomination of Examiners**

Once the identified examiners confirm their willingness and availability, the HoD/Stream Coordinator prepares a list of examiners on an Excel Spreadsheet and forwards it to the AR (Examination) within 2 weeks of receiving the request to appoint the examiners. This should include the name, qualifications and affiliation of each examiner.

When examiners are nominated the HoD/Stream Coordinator should specify the components of the examination each examiner is supposed to participate.

The list of examiners should be approved by the Faculty Board and the Senate before the examination. Upon Senate approval, the Dean sends the appointment letters to the external examiners.

Any staff members with known conflicts of interest should not be nominated as examiners. All such staff members of the FOM should declare conflicts of interest by submitting the specified form to the Dean.

***Refer to Annexure IV for 'Procedure for declaration of conflict of interest in the FOM'***

At the time of the request to be an examiner, any teacher who has any conflicts of interest should declare such and decline to be an examiner.

If for some unforeseen reason, an examiner finds that he/she cannot perform the duties undertaken, this must be informed immediately to the HoD/ Stream Coordinator and an alternate examiner found, or the work be redistributed amongst the existing examiners. If any new examiners are nominated, Faculty Board and Senate approval must be obtained. In special circumstances, the Dean can appoint an examiner pending Faculty Board and Senate approval.

The names of examiners are considered as confidential information.

**Internal/ External examiners — Refer to Annexure V for 'Guidelines for External Examiner Appointments and Responsibilities' and 'Examination confidentiality & Conflict of Interest Declaration'**

### **3.3 Board of Examiners**

The examiners approved by the Faculty Board the Senate and the Council are the members of a Board of Examiners.

The Board of Examiners has the responsibility to conduct the examination, award marks and determine the pass/fail status of candidates according to the format that has been approved by the Faculty Board and the Senate.

The head of the Department shall prepare the examination papers after obtaining questions from the relevant Examiners. The question paper prepared by the Department shall undergo a scrutiny process. For that, there shall be an internal scrutiny board at the Department level which should include all Examiners of the Department.

Duties of the HoDs/ Stream Coordinators include liaising with the examiners, preparing the final version of the examination papers, attending xerography (duplication) of papers, stapling and packing, organising paper marking, collating marks, taking custody of any confidential material, ensuring that computer entries and print outs are cross-checked against raw marks, coordinating and attending scrutiny boards, pre-results board, results board etc.

#### **4. Planning the Examination**

Pending Senate and Council approval, the Board of Examiners will meet regularly and plan the examination.

The question papers are planned according to an "examination blueprint" which has been prepared taking into consideration the facts such as contents of the course, intended learning outcomes, the assessment method etc.

The HoD/ Stream Coordinator may correspond with the examiners and indicate a particular area in which to set the questions, the date by which questions are needed and any other instructions.

The examiner shall send before the specified date, the questions written legibly or typed, sealed in a confidential envelope addressed to the HoD/ Stream Coordinator.

#### **5. Scrutiny of Question Papers**

The function of scrutiny of question papers of the examinations in the Faculty of Medicine is done by a Board of Scrutiny. The questions should undergo the scrutiny of the internal scrutiny board of the relevant department before being presented to the Board of Scrutiny.

The examination papers (i.e. MCQ & SEQ) of the 2<sup>nd</sup> MBBS, 3rd MBBS Part I and Part II, and Final Examination for MBBS are presented before a Board of Scrutiny appointed by the Dean. Other types of questions of these examinations and all question papers of End Semester Examinations/Continuous Assessments (ESE/CA) are scrutinized by an internal scrutiny board of the relevant department.

##### **5.1 The Board of Scrutiny and the Scrutiny Expert**

At the time the examiners are appointed for a particular examination (mentioned above) the Dean will also appoint a suitable person identified as a scrutiny expert to scrutinize the question papers. This expert, along with identified members of the Board of Examiners will constitute the Board of Scrutiny. For the final examination for MBBS, common MCQ papers shall be prepared and scrutinized by a panel appointed according to the UGC guidelines.

In the above four examinations (main and subsequent);

Structured Essay-type Questions (SEQs) and Multiple Choice Questions (MCQs) should be presented to the board of scrutiny.

Scrutiny of questions of practical examinations (OSPE & OSCE) and *Viva voce* is done in the relevant departmental scrutiny meeting.

## **52 Standard operating procedure for the scrutiny board**

**- Refer to Annexure VI for 'Standard Operating Procedure of Board of Scrutiny'**

### **6. Proof-reading and Preparation of the Final Question Paper**

The proofreading and preparing of the final version of the question paper is the responsibility of the HoD/Stream Coordinator. He/She will finalize and seal it and keep it in safe custody with the AR (Examination) in the Faculty. Alternately the HoD/ Stream Coordinator may keep it in his/her custody and bring it for duplication at a later date. It will be the responsibility of the HoD/ Stream Coordinator to destroy all penultimate drafts of the question paper.

### **7. Duplicating, Stapling and Packing of Question Papers and Answer Scripts**

#### **7.1 Duplicating**

The AR (Examination) shall make necessary arrangements for duplicating and picketing of question papers and shall maintain a schedule for this purpose. Duplicating and printing of papers shall be done under the direct supervision of the HoD/ Stream Coordinator. He/She will bring the final paper for duplicating. The number of copies to be made is decided by the HoD/ Stream Coordinator. The number of candidates registered for each examination can be obtained from the Examinations Unit. Usually, an additional 5% or a minimum of 10 extra copies may be made noting that each packet of answer scripts needs to contain one copy of the paper.

The HoD/ Stream Coordinator will get an appointment from the AR (Examination) to do the duplication work. Stationery needs and other requirements shall be supplied by the AR (Examination). The duplication work will be done by the technician in the designated confidential area under the direct supervision of the AR (Examination) and HoD/Stream Coordinator.

The technician duplicating the paper shall ensure the following.

- a) That the full material has been reproduced on each sheet of paper and on both sides of the paper where both sides are used
- b) That no sheet which is illegible or smudged has been included
- c) That when there is more than one sheet for a question paper the sheets have been duplicated in the correct order
- d) That the requested number of good quality copies is prepared

During the duplicating process, the technician will check with the HoD/Stream Coordinator that the work is progressing correctly. If there is doubt about the darkness of the print, clarity or legibility, smudging etc. these should be verified by the HoD/ Stream Coordinator. After the duplication is over the technician will take appropriate measures to ensure that the relevant stencil (if used) in the duplicating machine and the redundant stationery is handed over to the HoD/ Stream Coordinator for safekeeping and subsequent destruction. Such material can be destroyed then and there by shredding them in the Examination Unit.

When the duplication work is in progress entry of unauthorized personnel to that area is not allowed and this work should receive full attention. Only the HoD/ stream Coordinator, AR (Examination) and the technician are authorized to be in the duplication room until the whole process is over. A record of the duplication work will be made in a book and signed by the HoD/ Stream Coordinator.

## **7.2 Stapling**

This will be done in the Examinations Unit under the direct supervision of the HoD/ Stream Coordinator. All staff participating should abide by the confidentiality of the work. Initially, the HoD/ Stream Coordinator will staple a specimen copy and show the technician the order in which the pages have to be stapled. If an instruction sheet is needed that has to be included also.

The technician detailed to staple the paper shall ensure the following;

- a) The papers are stapled in the correct order
- b) No sheet which does not have the full content reproduced on one or both sides is stapled
- c) No sheet which is empty, damaged, illegible or smudged has been stapled
- d) That the requested number of copies with good quality is prepared

If there is doubt about the inclusion of any page, it should be approved by the HoD/ Stream Coordinator. While the stapling work is in progress entry of unauthorized personnel should not be allowed and this work should receive full attention.

### **7.3 Packing (Picketing)**

This will be done in the Examinations Unit under the direct supervision of the HoD/ Stream Coordinator. If the examination is conducted in more than one hall, an adequate number of scripts must be packed for each hall. Information about the number of halls and the number of candidates sitting for the various papers in each of the halls shall be prepared and made available in the Examination Unit by the AR (Examination).

The papers will be packed using the above information according to the instructions of the HoD/ Stream Coordinator under his/her direct supervision.

The examination hall, name of the examination, title of the paper, number of question papers enclosed, whether question paper or answer scripts, and the date and time of the paper will be indicated in the packet. If a printed form is available for this purpose, it can be filled and securely pasted on the packet. When such a form is not available this information should be written in large legible lettering in a prominent place on the packet. In addition, where necessary information such as Morning paper or Afternoon paper may also be written on the packet.

The HoD/ Stream Coordinator shall be responsible for seeing that the question papers have been prepared and packed under strict security. He/She shall not seal any packet unless he/she is satisfied that the required number of question papers has been enclosed, and that the correct title, name of examination, date, time and hall have been entered on the envelope/label of the packet.

The sealing may be done using sealing tape or wax and the faculty seal placed or the HoD/ Stream Coordinator and AR (Examination) putting their signatures which will be covered by transparent adhesive tape or using any other method practiced in the Faculty which is approved by the AR examination.

The original of the question paper should be sealed and inserted into one of the question paper packets and an endorsement made on the packet to that effect. Other confidential material generated such as the used stencils, used carbon papers, spoilt stencils, spoilt question papers and other relevant confidential documents used during the preparation of the question paper should be sealed in a separate packet and taken away by the HoD/ Stream Coordinator. It will be his/her responsibility to ensure the safekeeping and subsequent destruction of these materials. These can be destroyed then and there in the Examinations Unit by shredding them.

While the packing is in progress entry of unauthorized personnel should not be allowed and this work should receive full attention.

The AR (Examination) shall be responsible for seeing that the question papers have been printed and are packeted under strict security. AR (Examination) shall ensure that the required number

of question papers had been enclosed in the packets and that the correct title, name of examination, date, time, medium and centre have been entered on the envelope/label of the packet, before sealing the packet.

The AR (Examination) shall ensure that each paper is duplicated, packed and ready not later than two days before the scheduled date of that paper.

The AR (Examination) shall check with the daily schedule of examinations that the question papers and other relevant documents for each session are ready in time.

The HoD/Stream Coordinator will hand over the packets of question papers personally to the AR (Examination). The AR will lock the packets in the safe or other designated area. The handover and receipt will be entered into the book and signed by the relevant persons.

#### **7.4 Packing MCQ answer scripts**

For MCQ papers a separate MCQ answer script has to be provided. These are pre-printed and available with the AR (Examination). At the time the MCQ question papers are packed the appropriate number of MCQ answer sheets should also be packed separately. Hence along with the packet of MCQ question papers, there must also be a corresponding MCQ answer script packet. Mistakes could be minimized by having the MCQ question paper packet and the MCQ answer script packet for each examination hall kept tied together. The Faculty uses different types of MCQs, i.e., multiple true/false type, EMI and single best answer type. The HoD/ Stream Coordinator must be aware of this and ensure that the correct type of answer scripts is packed.

## **8. Examination Hall Arrangements**

### **8.1 Examination halls**

The Faculty shall have suitable examination halls to accommodate at least one batch of candidates. Due consideration shall be given to ventilation, lighting, noise level and security to conduct examinations. When such a dedicated examination hall is not available, alternative halls should be identified. Rooms that cannot accommodate at least 30 candidates should be avoided, except where the number of candidates is below 30.

Large halls shall have a public address system of loudspeakers and microphones so that announcements made are heard by all candidates.

### **8.2 Arrangement of desks**

Desks and chairs shall be arranged in rows and columns. A minimum of 125 cm (4 feet) distance should be maintained between two adjacent columns while a minimum of 75 cm (2<sup>1</sup>/<sub>2</sub> feet) distance should be maintained between two adjacent rows. Desks shall be numbered column-wise with index numbers of the candidates in the order shown in the attendance list. The AR (Examination) shall ensure the examination hall is arranged as stipulated above.

### **8.3 Checking arrangements**

Before admission of students for each paper, the supervisor shall inspect the hall and be satisfied that desks have been arranged and numbered correctly, the examination rooms are clean, the examination stationery placed on the desks and a clock is available.

## **9. Supervision and Invigilation**

Supervision and invigilation of examinations are crucial for the proper and efficient conduct of examinations. It is the duty of all employees of the University to assist in this work.

Members of the permanent academic staff shall serve as supervisors and invigilators. When the permanent staff is not adequate, the services of temporary staff may be utilized.

AR (Examination) shall prepare the schedule for Supervisors, Invigilators and Hall attendants with the assistance of HoDs indicating the names of the permanent academic staff whose services are available for examination duties. Those on leave will be excluded.

### **9.1 Appointment of supervisors and invigilators**

The supervisor will be in charge of the examination centre and shall be responsible for taking all steps, before, during and after the examination to ensure the smooth and efficient conduct of the examination according to Faculty and University guidelines. He/she will be assisted by the invigilators and hall attendants in conducting the examination. The supervisor will have the final authority in making on-site decisions to ensure satisfactory conduct of the examination. As far as possible supervisors shall be selected from among the senior academic staff. They must be familiar with the examination procedures of the Faculty and the University.

The invigilators will assist the supervisor in conducting the examination and will be functioning under his/her direction. They should also be familiar with the examination procedures of the Faculty and the University.

AR (Examination) shall prepare the schedule of Supervisors, Invigilators and Hall Attendants at least 2 weeks before the examination and the Supervisors/Invigilators shall be sent Letters of Appointments with provision for acknowledgement.

AR (Examination), shall enclose with the appointment letter, the following:

- a) A copy of the Invigilation schedule
- b) A copy of the examination timetable
- c) A copy of the examination rules
- d) Copy of the Instructions to Supervisors/Invigilators/Hall Attendants
- e) Payment voucher
- f) Any other relevant documents

After the appointment of examination hall staff, no alternative arrangement shall be made except in consultation with the AR (Examination).

However, upon receiving the invigilation timetable, if any supervisor or invigilator becomes aware that he/she cannot be present that day (or session), he/she shall find an appropriate replacement and indicate this change in writing to the Dean. The replacement person should also sign the letter confirming his/her agreement. When such changes are made the person replacing the supervisor/invigilator must also be of parallel grade or seniority.

## **9.2 Examination hall staff**

The minimum staff on duty at each examination hall shall consist of at least a supervisor, an invigilator and a hall attendant. If the number of candidates at a centre is more than 30, there shall be an additional invigilator for every additional number of 30 or part thereof, exceeding 15. If the number of candidates at a Centre is more than 75, there shall be an additional hall attendant for every additional 75 candidates or part thereof, exceeding 25. If the number of candidates exceeds 180 at a centre, there shall be an additional supervisor for every additional 180 candidates or part thereof, exceeding 60, and shall form a separate unit with separate invigilators and hall attendants. However, this general pattern may vary depending on the number of candidates, papers, accommodation and other exceptional circumstances.

After the appointment of examination hall staff, no alternative arrangement shall be made except in consultation with the AR (Examination). However, after the commencement of the examination (i.e., the start of an examination going on over several days), if a member of the hall staff is unable to attend, owing to unforeseen or unavoidable circumstances, he/she shall immediately contact the AR (Examinations), who shall make alternative arrangements in consultation with the Dean.

## **9.3 Duties of the Supervisor**

### **9.3.1 Attendance**

The supervisor at each hall (centre) shall call over at least 45 minutes before each session commences, at the office of the AR (Examinations) and collect the question papers and other material for his/her hall (centre) for each session or each day as the case may be. During the examination, other than under exceptional circumstances, the supervisor shall not leave the hall. In an exceptional circumstance where the supervisor has to leave the examination centre, he/she must ensure that neither the invigilators nor the hall attendants leave the hall during this time and a senior invigilator is in charge during the absence of the supervisor.

### **9.3.2 Security**

No other person except the Dean, his/her representative (Director of Examinations), the AR (Examination), or the HoD/ Stream Coordinator (or an identified examiner) may visit the examination hall during an examination.

### **9.3.3 Documents and arrangements**

The supervisor shall check the question paper packet with the timetable to make sure that the correct question paper packet for the session and venue has been handed over, that no question paper for the session or day is missed and that the packets are properly sealed.

Before leaving the Faculty Office, the AR (Examination) and the supervisor shall check whether the correct question papers and relevant documents for the particular session and venue have been taken.

- a) The supervisor shall be supplied with the following by the AR (Examination):
- b) Packet (packets) of question papers for the session or the day
- c) Packet (packets) of answer scripts and any other relevant material
- d) Attendance lists for each paper
- e) Examination timetable
- f) Invigilation schedule
- g) Adequate numbers of stationery such as answer books and continuation sheets
- h) Adequate amounts of printed envelopes or wrapping paper to packet the answer papers, MCQ question papers etc.
- i) Labels/stickers for answer packets
- j) Guidelines to supervisors and invigilators
- k) Date stamp for stamping answer books and continuation sheets
- l) Staff attendance book
- m) Absentee forms
- n) Miscellaneous stationery items such as glue, transparent adhesive tape, blades, scissors, thread, puncher, stapler, etc.
- o) Other written instructions where necessary
- p) Examination offences reporting forms
- q) Any other relevant documents/forms e.g; payment vouchers

On arrival at the examination hall (center), the supervisor shall:

- (a) Check whether the correct question papers and relevant documents for the particular session and venue have been brought by him/her

- (b) Check that the hall has been swept and the desks have been properly arranged and numbered according to the attendance list provided

Ascertain that the invigilators and hall attendants are present and shall assign their duties. In the event of the full assigned staff not being present he/she shall make the best possible arrangements with the available staff and contact the SAR as early as possible if additional staff is considered necessary.

Further, the supervisor shall

- i. Allocate candidates for each invigilator
- ii. Draw the attention of the invigilators and the hall attendants to the duties allocated to them

#### **9.3.4 Admitting candidates**

The supervisor shall ensure that:

- (a) candidates shall be allowed to enter the examination hall only through the authorized entrance (entrances) and directed to take their seats according to the index numbers marked on the desks. A supervisor, however, may at any time during the examination and without giving any reason, change the place occupied by a candidate.
- (b) an invigilator shall be posted at each entrance to ensure that entry is orderly, and candidates do not bring any unauthorized material to the examination hall. The invigilators are required to check as each candidate enters whether he/she possesses his/her Admission Card and Record Book or a valid Identity card. Candidates are allowed to bring a bottle of drinking water and medications that are regularly taken.
- (c) candidates shall not be admitted to the hall earlier than 15 minutes before the time of commencement of a paper.
- (d) if a candidate presents himself/herself at a hall (centre) not allotted to him/her, and if there is sufficient time, the candidate shall be directed to the correct venue. If there is insufficient time, the candidate shall be allowed to sit the examination for that session only at that hall (centre). The answer script of such a candidate shall be packeted separately and the matter brought to the notice of the AR (Examination).
- (e) no candidate shall be admitted to an examination hall after the expiry of the first half an hour from the commencement of the examination.

- (f) if for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the paper and documented in the attendance book. The fact should be brought to the notice of the AR (Examination).

#### **9.3.5 Distribution of answer Books**

The supervisor shall ensure:

- (a) The answer books with the cover shall be issued initially and the books without covers or continuation sheets subsequently.
- (b) The date-stamped and signed answer books have been set out on each desk at least 15 minutes before the commencement of the Examination.
- (c) Continuation sheets shall be issued by the invigilators (and not by attendants) and each sheet shall be date stamped and signed before issuing by the invigilator.

#### **9.3.6 Announcements before the commencement of the examination**

The supervisor shall make the following announcements before the commencement of the examination:

- a. strict silence is to be observed by the candidates until the end of the examination.
- b. no candidate shall remove from the examination hall, any answer books or continuation sheets or any other stationery or other material issued to him/her.
- c. no candidate shall have with him/her books, notes, electronic devices capable of storing and retrieving text, including electronic dictionaries, packets or files or any stationery or material other than those issued to him/her and if any such material has been brought into the examination hall by any candidate, he/she shall hand them over to the supervisor immediately. This includes any notes etc. written on material authorized to be brought into the hall, such as record book, time table, admission card etc.
- d. no candidate shall have with him/her any mobile phones or other communication equipment. If found after entering the hall and before starting the examination, they should be switched off and handed over to the supervisor. The examination hall staff is not responsible for the safety of such equipment.
- e. no candidate is permitted to leave the examination hall during the first half an hour of the paper or the last 15 minutes.

#### **9.3.7 Distribution of question papers and related announcements**

The supervisor shall inspect that the paper packets are sealed and unbroken and signed to that effect on the given space in the cover of the paper packet. It should be signed by two candidates in the examination hall also with the date and time. The supervisor shall open the question paper

packet (packets) one by one in the presence of an invigilator and check whether the question papers are correct for the session, and that the special requirements if any according to the rubric are available.

The supervisor shall hand over the required number of question papers to each invigilator for distribution to the candidates allocated to each of them, together with any special requirements mentioned in the question paper.

The balance of question papers shall remain in the supervisor's custody and he/she shall ensure that no question paper is allowed to be removed from the hall before the examination is over.

The supervisor shall make the following announcement after the distribution of the question paper:

- i. Please check whether you have received the correct question paper
- ii. The question paper in .... contains ..... pages and .... questions. Please check whether you have  
got the full question paper
- iii. You are advised to read the instructions given in the question paper before answering

The supervisor or invigilator shall not under any circumstances give any clarification, or explanation with regard to the questions to any candidate. However, if any error or defect in a question paper has been notified to the supervisor by the HoD/Stream Coordinator, the supervisor shall announce such corrections or modifications. When such announcements are made the supervisor must ensure that all the candidates have heard it.

The supervisor shall ensure that the invigilators and hall attendants are attending to the duties assigned to them.

#### **9.3.8 Attendance Sheets and Admission Cards**

At the expiry of the first half an hour from the commencement of the paper, the supervisor shall direct the invigilator to mark the attendance in the attendance sheet provided. At the same time, the admission card issued to each candidate shall be signed by the Invigilator. Candidates should sign the admission card in the presence of the invigilator who shall witness each signature. The presence or absence of each candidate should be indicated by the sign "V" (for present) or the abbreviation "AB" respectively against each candidate's index number. Where parts or sections of answer scripts have to be packeted separately, separate duplicate attendance sheets

shall be prepared and enclosed in each packet. For the candidates who are absent from the examination, separate Absentee Forms shall be completed.

At the time the attendance is marked the identity of each candidate shall be verified.

In the performance of this exercise, the Supervisor/Invigilator shall satisfy himself of the identity of a candidate by referring to the Student Identity Card/ Record Book issued by the University which contains the candidate's photograph as well as the signature.

If a candidate fails to produce his Student Identity Card/ Record Book at the examination, for identification, he/she shall be requested to produce the Student Identity Card/Record Book in the next session or within the next working day whichever is shorter and brought the matter to the notice of the AR (Examination).

No candidates shall be permitted to appear for a paper if his/her index number has not been included in the attendance sheet for that paper. However, if a candidate makes a declaration that he/she was offered that paper and if the supervisor is satisfied with the bonafide of the declaration, he/she may include the index number of the candidate concerned in the attendance list and allow him/her to sit the paper. While this is being done the supervisor will verify this matter with the AR (Examination). Every such case shall be reported to the AR immediately.

The attendance sheets have to be marked accurately and signed by the invigilators and the supervisor. This form will give the examiners, information about the number of scripts enclosed, index numbers of absent candidates, candidates who have not registered etc.

The number of candidates indicated as present in the attendance sheet, the number of those present for the examination (headcount) and the number of answer scripts enclosed must tally.

As soon as the attendance lists are completed, the supervisor, shall collect them from the invigilators and proceed to prepare the relevant envelopes and labels for the packeting of answer scripts.

### **9.3.9 Announcements during and at the end of the examination**

The supervisor shall make the following announcements at the appropriate times:

- a. Half an hour before the end of the paper, the supervisor shall announce - "Half an hour more"
- b. Fifteen minutes before the end of the paper the supervisor shall announce - "Fifteen minutes more. Please check whether you have entered the index number and the correct title of the paper".
- c. At the end of the paper- "Stop work and observe silence. Remain in your seats until your answer scripts are collected and instructed to leave".

- d. After the invigilators have collected the scripts and the checking process is completed "the candidates may leave the hall without making noise"

Candidates who finish early may be allowed to hand over their answer scripts to the invigilator and leave the examination hall without disturbing the other candidates. No candidate should however be allowed to leave the hall within the first 30 minutes and during the last 15 minutes of the examination.

#### **9.3.10 Collection of answer scripts**

The collection of answer scripts will only be done by supervisors and invigilators.

Answer scripts should be collected according to the instructions given in the question paper, arranged in order of the index numbers, counted and checked with the attendance sheet before they are packeted. Where a candidate is absent for any paper an "Absentee Form" should be inserted in place of his/her script in the appropriate place.

If the number of candidates and the number of scripts does not tally (the number of scripts being less) it is very often due to counting errors. If the deficiency persists after re-checking again and again the supervisor has to make an announcement informing this fact to the candidates and ask them to make sure that each and every one of them has handed over the scripts.

By checking the index numbers of the available scripts with the attendance sheet the index number of the candidate whose script has not been collected can be elucidated. Once that is known inquiry can be made from the candidate about what he/she did to his/her answer script. Other than counting errors sometimes a particular candidate may not answer a particular section and he/she may not have a script. In such cases, the supervisor must request the candidate to hand over a blank script with the index number.

If the number of scripts exceeds the number of candidates it may be due to one candidate's script getting counted as two scripts (when these should have been tied as one script).

If it is detected that a particular script does not have an index number it could also be sorted out by checking the attendance sheet and identifying which candidate has not written the index number. It is only after going through this exercise and ensuring that all the papers have been collected that the candidates can be asked to leave the hall.

In MCQ examinations, all MCQ papers should be collected before candidates are allowed to leave the hall.

### **9.3.11 Packeting of answer scripts**

The supervisor shall check that each invigilator has arranged the scripts in the order of index numbers. The supervisor shall arrange the scripts to be packeted. Each part shall be packeted as requested by the examiners. The number of scripts that can go into one packet conveniently varies. Depending on the number of candidates, 2 or 3 packets may be made. If the number of scripts is below 100 (as in repeat exams) it may be acceptable to prepare one packet if it can be done conveniently.

The supervisor shall enclose along with the answer script, the following in each packet:

- a. A copy of the question paper
- b. Adequate number of mark sheets
- c. Copy of the attendance sheet

Each packet shall be tied securely and sealed. Before pasting the label, the supervisor shall ensure that all details on the label have been duly filled.

### **9.3.12 Examination stationery**

Custody of blank answer books and continuation sheets is the sole responsibility of the supervisor. Hall attendants should be allowed to handle examination stationery only under the careful supervision of the supervisor and the invigilators. The supervisor shall ensure that no blank answer books or continuation sheets are taken out of the examination hall by any student or any other person.

To prevent candidates from misusing examination stationery (e.g., bringing into the examination hall university answer books and continuation sheets on which answers may have been prepared previously), the following precautions shall be taken to minimize chances of candidates getting hold of examination stationery.

- (a) After the candidates leave the hall, the invigilators shall go around and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.
- (b) All unused examination answer books and continuation sheets shall be returned to the AR (Examination) by the supervisor.
- (c) Unused answer books which are date stamped/signed should be cut off with a pen before returning.
- (d) All examination answer books and examination stationery shall be kept under lock and key by the AR (Examination). Only the required amounts of examination stationery will be released.

### **9.3.13 Handing over answer scripts and other material**

At the end of each session or day, the supervisor shall hand over to the AR (Examination) the following and obtain acknowledgement:

- a) The packets of answer scripts
- b) MCQ question papers and balance question papers etc.
- c) The attendance sheets
- d) Balance stationery
- e) Any other relevant documents (Report on examination offences etc.) and material (e.g; original cover of the question paper packet)

The invigilators are required to check whether the candidates have signed the statement given on the admission card. The candidate's signature should be obtained on the admission card whenever each candidate presents himself/herself for each paper of the examination.

The invigilator should collect all the admission cards on the last day of the examination after having obtained the signature of each candidate and admission cards shall be arranged thereafter in serial order, packeted and handed over to the supervisor. The supervisor shall in turn hand over the packet of admission cards to the AR (Examination).

## **9.4 Duties of the invigilators**

- **Responsibility**

The invigilator shall be responsible to the supervisor for the efficient discharge of duties assigned to him/her.

- **Attendance**

The invigilators shall directly report to their respective examination halls at least 30 minutes before the commencement of each paper so that together with the supervisor they can check on the hall arrangements.

Invigilators shall not leave the examination hall except with the expressed permission of the supervisor. Such permission should be granted only if the supervisor is satisfied that the cause of leaving the hall is urgent and that he/she can ensure proper supervision of the examination during the period of the invigilator's absence.

- **Examination hall duties and invigilation**

The invigilator shall devote his/her whole attention to the continuous invigilation of candidates. He/she shall move amongst the desks without disturbing the candidates

attend to any needs of the candidates and also ensure that no examination offence takes place. If he/she notices a candidate having unauthorized documents/materials with him/her, he/she shall take possession of the same and report the matter immediately to the Supervisor. It would be prudent for one of the invigilators to be seated at the back of the hall so that candidates looking around for opportunities for copying get discouraged.

The date-stamped answer books should be signed by the invigilator before distribution to the candidates. The invigilator shall place on each desk the examination stationery before the commencement of the examination and he/she shall also distribute the date-stamped and signed continuation sheets to the candidates when asked for. When date stamping the continuation sheets, to avoid wastage of stationery, he/she shall ensure that no more than the required number for the session is date stamped.

The invigilator shall distribute the question paper to the candidates assigned to him/her and shall return the balance question papers, if any, to the supervisor.

The invigilator shall not under any circumstances give any clarification, or explanation concerning the questions to any candidate. If an invigilator is asked for such clarification the invigilator must direct it to the supervisor.

The invigilator shall at the end of the first half hour, with the approval of the supervisor, go around and mark the attendance sheet and get the candidates to sign the admission card. He/She shall return the original attendance sheet to the supervisor.

The invigilator shall collect the answer scripts of every candidate who leaves before the last 15 minutes.

As soon as the time allotted for the examination is over, the invigilator shall collect from every candidate his/her scripts whether answered or not, in doing so, he/she shall check that the script bears the correct index number.

The invigilator shall check that the answer scripts have the index numbers of the candidates (and the correct question number or part of the paper) and hand over the scripts to the supervisor.

He/She shall check the collected scripts with the attendance sheet and if any candidate has failed to hand over a script, he/she shall bring this matter to the notice of the supervisor.

The invigilator shall keep surveillance of any candidates wishing to make use of the toilet while the examination is in progress.

After all the candidates have left the hall at the end of the examination, the invigilator shall go around and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.

The invigilator shall assist the supervisor in picketing and sealing the answer scripts.

- **Examination offences**

If a candidate is found to have committed an examination offence (listed in the examination offences document), the invigilator shall apprehend the candidate and take possession of any relevant material and report the matter immediately to the supervisor. The supervisor should note the time of the incident, take charge of the relevant material and record statements from the candidate and invigilator.

Each statement should be signed by the person making such statement. This should be done without disturbing the other candidates. The candidate involved should be allowed to sit the examination after recording the statement and extra time for the time lost in inquiry may be allowed at the discretion of the supervisor. The supervisor should also make a separate report of the incident giving his/her comments.

If a candidate refuses to give a statement or sign a statement made by him/her, the supervisor shall not enter into an argument with the candidate but shall record this fact in his/her report. All relevant documents/material/evidence including the duly filled forms pertaining to examination offences should be serially numbered and submitted to the AR (Examination), under a sealed cover marked 'Examination Offence'.

## **9.5 Duties of hall attendants**

It shall be the duty of the hall attendants to carry out all instructions given to them by the supervisor or invigilators.

Hall attendants shall call over at the examination unit each session or day, at least 1 hour before the commencement of the examination, and assist the AR (Examination) (or

supervisor or invigilator) in transporting the stationery and other material necessary for the examination.

They shall assist the AR (Examination)/supervisor in arranging and numbering desks.

They shall sweep and clean the hall and arrange the furniture at least 45 minutes before the commencement of each session.

They shall assist the supervisor and the invigilator in distributing the stationery, packing answer scripts and sealing them when they are called upon to do so.

They shall carry parcels of answer scripts, stationery and other examination material under the supervision of the supervisor or invigilators.

They shall not leave the hall without prior permission of the supervisor.

Hall attendant shall collect the keys of the examination hall from the AR (Examination) before the examination commences under the instruction of the Supervisor.

The hall attendant shall return the keys of the examination hall to the AR (Examination) after completing the examination hall preparations. At the end of the examination hall attendant shall collect the keys again from the AR to lock the examination hall and then return them to the AR (Examination).

### **9.6 Illness of a candidate inside the examination hall**

In the event of a candidate falling ill while answering a paper, the supervisor, where possible, shall seek the assistance of a medical officer. However, if a medical officer is not available the supervisor may take whatever action he/she deems necessary to help the candidate overcome his/her illness. If the candidate is compelled to discontinue answering the paper, the supervisor shall collect the answer script, mark the time at which it was collected, and make his/her report on the matter, and hand over the documents to the AR (Examination).

If the candidate is unwell temporarily and can answer the paper after some time, the supervisor may at his/her discretion grant the candidate additional time to answer the paper. Under no circumstance, shall the additional time granted exceed half an hour. The supervisor shall make a report on every such case.

In the case of students with special needs/disabilities, the AR (Examination) and supervisor shall ensure that the facilities allowed for such students are provided according to the Faculty policy on students with disabilities.

## **10. Receiving and Distribution of Packets of Answer Scripts**

### **10.1 Receiving packets of answer scripts from the examination halls**

The Supervisor shall hand over the packets of answer scripts to the AR (Examination) immediately after the Examination. The AR (Examination) shall check whether all packets of answer scripts of the examination have been received. The number of packets and their identity will be entered and signed by the supervisor and the officer taking over. The AR (Examination) shall arrange for the packets of answer scripts to be kept locked in a safe or any other designated place. The AR shall check whether all the packets of answer scripts of a particular session, day or examination are received. If there are any deficiencies, he/she shall make inquiries and also keep the Dean informed.

### **10.2 Distribution of answer scripts to examiners**

The AR (Examination) shall make arrangements for the delivery of packets to the Chief Examiner/HoD/ Stream Coordinator within two working days after the examination. They shall come to the office of the AR (Examination) and collect the packets of scripts after signing in the appropriate book. Any other arrangement for the delivery of packets of answer script packets may be made only with the approval of the Dean.

In addition to the packets of answer scripts the Chief Examiner/HoD/Stream Coordinator shall deliver to the examiners the following:

- (a) Mark sheets
- (b) Payment voucher form
- (c) A note indicating the last date by which the marks and scripts should be returned

The Chief Examiner/HoD/ Stream Coordinator shall send a reminder to the examiners not later than one week before the due date if the marks have not already been received. If the marks are not received on the due date, the Chief Examiner/HoD/ Stream Coordinator shall report the matter to the Dean who shall institute appropriate action.

When scripts have to be marked independently by two examiners, the first examiner may hand over the packets of scripts directly to the second examiner or use the services of the HoD/ Stream Coordinator. When the second examiner receives the packets of scripts, he/she will count them and ensure that the correct number of scripts are enclosed. Each examiner will hand over the marks in a sealed envelope to the HoD/ Stream Coordinator.

## **11. Responsibilities and Duties of Examiners**

### **11.1 Responsibilities of Examiners**

- Disclosure

The examiners should disclose to the Dean of the FOM whether assessing a particular candidate/s causes a conflict of interest so that alternative arrangements can be made for the assessment, if necessary.

The examiners should inform the Dean should any attempt be made directly or indirectly by a candidate to unduly influence the assessment of his/her performance at the examination.

- Confidentiality

The confidentiality of the examination material/patients used in the examinations shall be the collective responsibility of all the examiners of the relevant examination.

The mark sheets have to be signed by the examiners and handed over to the HoD/Stream Coordinator

The examiners should not do the following.

- a. Disclose a candidate's performance, grades or marks to the candidate or a third party.
- b. Disclose confidential information about an individual candidate to prejudice another examiner's independent assessment of a candidate's performance.
- c. Disclose confidential material (e.g., examination questions, clinical cases, any other examination material) to the candidates.

### **11.2 Duties of examiners**

#### **11.2.1 Marking of answer scripts**

Marking of answer scripts will only be done by designated members of the Board of Examiners.

On receipt of the packet of answer scripts from the HoD/ Stream Coordinator, the examiner shall check with the attendance sheet enclosed on the packet whether he/she has received the number of scripts of all those who had been present for the paper. If there are any discrepancies, he/she shall notify same to the Ho D/ Stream Coordinator immediately.

Once each examiner takes custody of the bundle of answer scripts it becomes his/her responsibility to ensure their safety. The examiner should not put the scripts in places where their security is jeopardized.

- **Marking of essay questions**

**Preparation of the marking scheme for essay questions**

There shall be a prototype answer and marking scheme for each question paper. This should be prepared by the examiner setting the question.

The marking scheme shall give the important points that should be included in the expected answer i.e., how each point is to be evaluated, and the breakup of the maximum possible mark according to different aspects of the answer (if different aspects such as subject matter, organization, expression etc. are to be evaluated separately).

The marking scheme shall be studied carefully by each examiner paying attention to the marks assigned for each question or part of the question separately.

Since there may be various reasons why the answers of the candidates do not measure up to the marking scheme, a modification of the marking scheme may become necessary. The first examiner shall therefore mark a few pilot scripts selected at random to consider whether the marking scheme requires modification. If the examiner decides that it is necessary to modify the marking scheme, he/she shall discuss this with the second examiner and change the marking scheme appropriately, or bring the matter to the notice of the HoD/ Stream Coordinator who shall take necessary action in consultation with the other examiners.

A copy of the final marking scheme shall be forwarded to all marking examiners.

**The marking process**

All scripts shall be marked personally by the examiner in keeping with the marking scheme. No assistance shall be obtained from others for marking.

During the exercise of marking, the examiner will read every answer and compare the candidate's answer with the marking scheme. In deciding on the mark, the examiner should demonstrate internal consistency.

The examiner may keep notes that he/she thinks necessary, to be discussed with the other examiners at the department level.

Marks shall not be entered on the answer script. Each marking shall be done independently by two examiners and the marks of one examiner shall not be made available to the other examiner.

The examiner shall mark the scripts and prepare a detailed mark sheet and a summary mark sheet. The detailed marks sheet will have the marks awarded for each part of the question and the summary marks sheet will have the marks for each question.

The examiner shall as soon as he/she marks the scripts, forward the appropriate marks sheets under sealed confidential cover to the HoD/ Stream Coordinator. The mark sheets will identify

the examination, the question number, and the name of the examiner and be signed by him/her. The marking examiner must keep a copy of the marks.

The examiner marking the scripts first (the first examiner) should complete the marking early to provide the second examiner sufficient time to mark the papers before the deadline. In case there is an unavoidable delay in the first examiner correcting the scripts, the scripts can be forwarded to the second examiner for marking, to minimize delays. The first and second marking of answer scripts is a time-bound process. Hence, it is expected that the first and second examiners comply with the specified time intervals and submission deadlines to ensure speedy release of the results.

### **Conference marking**

For certain examinations, the Board of Examiners may decide to do "conference marking". In such instances identified members of the Board of Examiners will meet as a group (in conference) and assign marks to the answers using a marking scheme. Any difficulty a particular examiner may have in assigning a mark to a particular answer will be discussed in the group and sorted out. Unlike in the case of independent double marking where each candidate ends up with two sets of marks which are averaged to get the final mark, after conference marking, each candidate will have only one set of marks, and this mark will be considered as the final mark for that question for that candidate.

### **Marking of MCQs**

The MCQ answer sheets of the FOM shall be marked electronically at the Examinations Unit. The correct answers to MCQs have already been decided at the time of preparation of the paper. The HoD/ Stream Coordinator will prepare an answer sheet with the correct answers, which is called the template'. It is recommended to get the template checked again with another examiner. The HoD/ Stream Coordinator shall bring the MCQ answer sheets and the template and the computer marking shall be done under the supervision of the AR (Examination).

Item analysis of all MCQ papers will be done electronically. A mark sheet with a detailed analysis of the MCQ marks of the whole batch will be given to the HoD/ Stream Coordinator. It is recommended that each department look carefully into the indices given for each question and make use of this information in improving the MCQ papers in future.

A random sample of 10% of the total number of papers shall be checked manually and compared with the computer correction, to ensure accuracy and to detect any errors.

Once the MCQs are corrected the answer scripts will be sealed and returned to the HoD/ Stream Coordinator.

### **11.2.2 Examining candidates and awarding marks in clinical examinations (long cases, short cases and OSCE)**

The departments conducting clinical examinations have their procedures for conducting the examinations. The departments should brief the examiners about these procedures. The following section gives some general guidelines for examiners participating in clinical examinations.

#### **General**

The Faculty expects the examiners to do the following.

- a. Treat all candidates with dignity and respect.
- b. Ensure that each candidate is treated equitably and fairly with an even application of academic standards.
- c. Judge each candidate based on performance without being influenced by any extraneous factors.
- d. Assess each candidate in accordance with prevailing by-laws, regulations, accepted guidelines and conventions.

#### **• Selection of patients for examinations**

- a. There shall be a meeting of the internal examiners convened by the chief examiner before the commencement of the clinical examination where details of arrangements are discussed.
- b. Selection could be made from a pool of patients previously identified or from currently available hospitalized patients.
- c. It is the responsibility of the chief examiner to identify and select patients for the examination. The responsibility could be delegated to an internal Examiner
- d. During the meeting of internal examiners, the chief examiner shall appoint internal examiners to select patients for clinical examination each day
- e. Selection of patients should be carried out by the chief examiner or the internal examiner of the relevant department appointed for the given day
- f. The selecting examiner shall ensure that patients are not seriously ill or will not pose other serious challenges during the examination that would lead to a stressful situation for candidates which would have an adverse impact on the examination performance. For children, efforts must be taken to keep them as comfortable as possible with their parents or guardian
- g. Patients for the examination shall be identified the day before the examination and a tentative list must be maintained by the selecting examiner. In addition,

selecting examiner may select suitable patients available on the day of the examination

- h. The list shall contain more than the required number of patients for the examination
- i. The cases shall be selected from areas in the core curriculum of the discipline
- j. The list should be finally reviewed on the day of the examination by the chief examiner or the internal examiner identified for this purpose
- k. Instructions shall be given to the technical officer and/or to the Nursing Sister in charge and to other relevant staff to bring patients selected by the selecting examiner. All efforts should be taken to maintain confidentiality
- l. More than the required number of patients shall be brought to the examination hall initially and the examiners must make the final selection in the examination hall

#### • **Selection of Assistants**

The chief examiner must identify assistants from the hospital staff before the commencement of the clinical examination by carefully scrutinizing them for the existence of possible conflicts of interest. Such assistants identified should be briefed by the chief examiner about the importance of maintaining confidentiality.

The names of these staff members shall be submitted to the AR (Examination) for payment and other purposes. All of them nominated by the chief examiner/HoD shall fill out the confidentiality form in advance and submit it to the AR (Examination).

#### • **Recommendations to examiners before the clinical examinations**

Familiarize themselves with the format, scheme of marking, and pass/fail criteria of the relevant examination.

Participate with the other examiners in selecting the cases. Make sure that the material (clinical cases etc.) to be examined is of reasonable quality and is suitable for use in the examination, consistent with the objectives of the course.

Have at hand all the material necessary for examining the candidates.

Attend the briefing conducted by the Chairperson of the Board of Examiners who usually is the HOD. Arrive at the examination hall ahead of the commencement of the examination allowing sufficient time to familiarize yourself with the location, material and organizational arrangements. Switch off all communication equipment (cellular phones, pagers, bleeps etc.) or hand over these items to the support staff.

Remain in the examination premises throughout the period where the services of the examiner are needed.

- **Recommendations to examiners to follow during the clinical examinations**

- Greet the candidate and put him/her at ease creating a non-stressful environment.
- Request the candidate to sit if appropriate (e.g., case discussion, *viva voce*).
- Give clear instructions on what the candidate is expected to do.
- Indicate the time available and avoid exceeding the time limit.
- Allow a brief moment for clarification whenever required or requested.
- Allow the candidate to respond to the questions without unnecessary interruption.
- The examiner has to decide on a mark appropriate to the responses of the candidate then and there. Ensure that grades or marks awarded are compatible with the candidate's academic performance and is not influenced by non-academic factors.
- Consult and discuss with a co-examiner in borderline and other difficult situations before reaching a final decision or giving the final mark.
- Make appropriate notes on the progress of the candidate's performance in the marking sheet for reference in the event of a discussion in the pre-results board and for future counselling purposes.
- Hand over the marking sheets to the coordinating examiner at the end of the session duly signed and with all entries complete.
- Submit a written report to the Dean, if necessary.

- **During clinical examinations, examiners should not;**

- make any remarks of racial, religious or sensitive nature that will impair the performance of the candidate
- belittle or ridicule a candidate or act in any way as to cause embarrassment.
- impose his/her own values and personal opinions and beliefs on the candidate.
- attempt to 'educate' the candidate during the examination.
- discriminate unfairly between candidates.
- allow conflicts of interest to interfere with fair assessment.
- associate or socialize with candidates in any way immediately prior to, during or immediately after the examination.

There should be an agreed model answer for OSCE examinations and the scripts will be corrected according to it.

### **11.2.3 Examining candidates and awarding marks in *viva voce* examinations**

The departments conducting *viva voce* examinations have their own procedures for conducting these examinations. The Heads of the Departments or a designated member should brief the examiners about them. Very often these examinations are conducted in a "structured format" and marking is made objectively. A minimum of 2 examiners should be there in a panel of examiners of a *viva voce*. Marks should be awarded independently, and the average mark is taken. The marks of the candidates are decided at the time of the examination.

### **11.2.4 Marking of practical examinations**

The departments conducting practical examinations have their procedures for conducting these examinations. The Heads of the Departments or a designated member should brief the examiners about them. The marks of the practical examination may be decided at the time of the examination or the scripts marked subsequently.

There should be an agreed model answer for OSPE examinations, and the scripts will be corrected according to it.

### **11.2.5 Marking of community and family attachments, research projects, reports and portfolios**

The relevant Departments and Streams recommend the schemes for marking the above documents and these will be made available to the examiners.

### **11.2.6 Feedback to Candidates**

Sometimes examiners may be requested to participate in counseling sessions conducted to give feedback to unsuccessful candidates.

## **12. Processing of Marks**

Processing of marks is done by the Departments. The marks are received by the HoD/ Stream Coordinator under confidential cover. HoD will open the confidential envelopes, inspect marks and arrange for them to be entered into the computer. Once the SEQ marks of two examiners who have marked the scripts independently are received by the HoD he/she will inspect the marks and see whether the difference between the marks assigned by the two examiners to any individual question exceeds 15% of the maximum mark that can be awarded for that question. In cases where there is no such difference, the average of the two sets of marks will be considered as the final mark for that question.

If there are cases where the marks assigned by the two examiners to any individual candidate exceeds 15%, the HoD shall request the two examiners to reconsider the assignment of marks to see whether the difference could be reduced to less than 15%. If this can be done the average of the two sets of marks (after the appropriate adjustments) will be considered the final mark for that question. Where it is not possible for the examiners to reduce the mark to that level, the HoD shall nominate a third examiner to mark the relevant scripts independently; the average of the three sets of marks of each affected candidate shall be reckoned as the final mark for that question. This step has to be followed for all the questions which have been marked independently by two examiners. It is only after going through this step that the SEQ marks can be finalized.

In some instances, the examiners may decide to remove certain questions or parts of questions from MCQs. This may be done due to ambiguity of the questions, "on their level of difficulty" or other reasons. The final marks will be arrived only after these procedures.

Similarly, in rare instances, a Board of Examiners may decide to standardize the results. This will be done with the approval of the Dean and the advice and assistance of the Department of Medical Education.

Marks are processed using Excel spreadsheets. The processing of marks involves two steps;

- a. Calculation of the final mark
- b. Determination of the result

### **12.1 Calculation of the final mark**

Each examination may have several different components such as SEQ, MCQ, *viva voce*, clinical or practical examinations etc. The Department/Stream should have a marks template to enter the marks according to the Senate-approved criteria of the examination. Once marks are entered, entries will be checked again for their accuracy. Then the calculations shall be done according to the Senate-approved criteria to obtain the final mark. It is recommended that a sample of marks be calculated manually to ensure that there are no errors.

Departments may use the services of confidential secretarial staff to process the marks however, the HoD/ Stream Coordinator shall check them. The full responsibility for the validity of entries and calculations rests with the HoD/ Stream Coordinator. It is recommended that at least two examiners check the entries and calculations separately especially when the computing of marks is complex.

A consensus could be arrived at regarding candidates with borderline marks (i.e., within one mark of pass/fail borderline) at the department level with the consultation of the HoD/Chief Examiner, Chair Professor and the other examiners.

As and when the final marks of a paper/ subject have been computed, the HoD/ Stream Coordinator shall satisfy him/herself that the entries, additions, calculations etc. are correct, and recommend the final mark sheet.

### **12.2 Determination of the result**

Once the final marks are available the examiners will meet to determine the results. All the examiners are invited to this meeting. At this meeting, the examiners shall determine the results of each candidate by Senate-approved criteria. They will pay special attention to the borderline cases. Departments have their guidelines for deciding on the results of borderline candidates. If there are any candidates where there is difficulty in determining the results at the department level, this should be discussed at the pre-results board meeting. Distinctions for the subject should also be determined at this meeting.

Once the marks and results are finalized at the department level, a detailed mark sheet and a summary results sheet with the final marks and pass/fail status will be prepared.

The results sheets will be signed by the HoD and the department shall keep a copy of all mark sheets in their files.

When the pre-results board is convened the HoD will attend the meeting with departmental copies of the summary results.

A soft copy of the detailed mark sheet and summary results shall be handed over to the Director-Examinations on a date before the pre-results board.

The Director-Examinations should re-check the accuracy of the computation of marks and award of results and ensure adherence to the Senate-approved criteria.

In the event of End Semester Examinations/continuous assessments, the marks finalized at the department level will be issued to the students after re-checking by the Director-Examinations Unit without holding pre-results and results boards. The mark sheet of the CA is prepared by the AR (Examination) and issued with the signature of the Dean.

### 13. Pre-results Board Meeting

#### Attendees;

- D e a n
- Relevant HoDs/Stream Coordinator
- Cadre Chairs of the relevant departments
- Chairperson of the relevant academic phase
- Director of Examinations Unit
- Deputy Director of Examinations Unit
- A R ( E x a m i n a t i o n )

This Board meets to discuss the results of individual subjects/streams and consider the following:

- **Reviewing borderline candidates (i.e., those within one mark of pass/fail borderline)**

Consideration of the recommendations of the examiners regarding mitigating circumstances

Comments made by markers and external examiners

The recommendations from this meeting are to be made available to the Results Board. Borderline candidates whose marks have been raised will be recorded on the final spreadsheet.

## **14. Results Board Meeting**

### **Attendees;**

- Dean
- Relevant HoDs/ Stream Coordinator
- Cadre Chairs of the relevant departments
- Relevant academic phase Chairperson
- Director of Examinations Unit
- Deputy Director of Examinations Unit
- AR(Examination)

This Board meets to discuss candidates' overall results and consider the following:

1. Final results of candidates
2. Awarding medals, prizes etc.

The decisions of the results board are the final approved decisions on student results subject to approval by the Vice-chancellor and confirmation by the Senate.

## **15. Publication of Results and Issue of Certificates**

On approval of the Results Board the AR (Examination) shall arrange the marks to be entered in the Mark Book. No entry shall be erased. Any error made shall be crossed out and the correct mark written neatly in ink.

### **15.1 Results sheet**

The result sheets shall include the following;

- The name of the University and the Faculty
- The name of the Examination together with the month and the year the examination was held
- That the results are provisional and are submitted for confirmation by the Senate
- Signature of the Vice Chancellor and the AR (Examination)

### **15.2 Publication of results**

Steps shall be taken to release the results of an examination within 8 weeks of the last date of the examination. The AR (Examination) shall be given sufficient time to release the results after the determination of the results by the Board of Examiners, this period shall however not exceed 3 working days from the date of determination of results.

Every stencil/ typed sheet prepared for the results board shall be carefully checked and initiated by the AR before submission to the Vice Chancellor for signature.

All examination results shall be displayed on the notice board with copies sent to the respective Head of Departments and also published on the Faculty website.

### **15.3 Confirmation of results**

All provisional Results shall be submitted to the Senate for approval.

### **15.4 Issuance of certificates**

Every candidate may be issued one or more of the following documents.

- Graduation certificate
- This certificate will be issued upon confirmation of the results by the Senate to those graduates awaiting the convocation.
- Transcript of MBBS course performance
- This certificate will indicate the subjects/modules offered and the results/grades obtained by the candidate.
- Academic record

This will be a detailed certificate giving information on the MBBS programme and the results of the candidate.

**Degree certificate**

Candidates who have passed all the examinations of the MBBS course, whose results are confirmed by the Senate and who have satisfied all other academic and administrative requirements of the Faculty and the University will be entitled to receive the Degree certificate. They will make an application together with a remittance of the prescribed fee. Every candidate who completes the Degree programme shall be awarded the Degree in person or in absentia at the convocation and issued his/her Degree certificate stating that he/she had been admitted to the Degree. The Degree certificate will only be issued after the convocation. A candidate will be issued only one certificate. The format of the Degree certificate shall be determined by the University Senate. Appropriate fees decided by the faculty/university may be charged for issuing these certificates.

## **16. Verification of Results**

### **16.1 Application for Addition, Computation and Transcription (ACT) Verification**

All marks and grades obtained by a student at an examination shall be free of errors of addition, computation and transcription (ACT).

Provisions shall be made for students to submit requests for verification of their examination marks and grades if they wish to do so.

However, examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the pre-determined criteria and/or prototype answer shall not be undermined and hence the verification process shall be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts. The provision for requesting re-scrutinization of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination.

As the cost of the re-scrutinization process shall be borne by the student, a non-refundable fee calculated based on the actual cost of the re-scrutiny process shall be levied on the student.

The results verification procedure is conducted under the guidelines prescribed by the University Grant Commission (Commission circular no:978, 2012 or its amendments).

### **16.2 Verification Procedure**

The AR (Examination) shall notify the students of the relevant examination and the period during which the requests for verification of results are entertained by displaying a notice in the Notice Board of the Dean's Office.

The issue of the application form must be done only upon submission of receipt for the prescribed payment by the student.

The AR (Examination), in consultation with the Dean, shall convene the Results Verification Board meeting for verification of marks/grades within three working days upon closure of the applications.

### **16.3 Composition of the Verification Board**

The Verification Board shall consist of the following persons:

- Dean of the Faculty (Chairman)
- AR (Examination) (Convener)
- Heads of the Departments (members)
- Director of Examinations (member)
- Other Examiners in charge of that paper (observers)

#### **16.4 Release of verification results**

If there is no change of grades, the Dean through AR (Examination) shall inform the candidate(s) soon after the Results Verification Board meeting.

A Special Results Board should be held within five working days to ratify the results if a revision of marks/grades is necessary and the decision of the Special Results Board shall be final and no more requests shall be entertained thereafter.

If the marks and grades are changed the outcome of the verification shall be notified to the candidate(s) following the ratification of amended results by the Special Results Board of the Faculty. Amended results ratified by the Special Results Board shall be further approved by the Senate and the Council of the University.

The AR (Examination) of the Faculty shall maintain a record of all verification applications and the outcome of all applications and shall submit a report to the Faculty Board after completion of the re-scrutiny process.

## **17. Post-examination**

### **17.1 Counseling for referred/ failed candidates (giving feedback)**

The HoD or his/her nominee should counsel and give feedback to referred/ failed candidates. Failed candidates should be counselled within two weeks of the release of examination results. Counsellors should inform candidates of their performance overall and the performance in separate sections/components, using the terms 'outstanding', 'very good', 'good', 'clear pass', 'pass', 'bare fail', 'clear fail', or 'fail'. Counsellors should not divulge the marks obtained by any candidate at the relevant examinations. Where relevant, an appropriate plan should be made to improve the student's performance in the next examination.

### **17.2 Procedure for "poor performing students"**

Identification and follow-up of students who are performing poorly in examinations are to be done according to the approved procedure of the Faculty.

### **17.3 Post-examination issues**

On rare occasions, issues may be brought to the attention of the HoD, Stream Coordinator, Dean or AR (Examination) about the conduct of the examination. Only written submissions will be considered. Any complaints referred by the Vice-Chancellor will also be considered. Appropriate action will be taken by the Dean on a case-by-case basis.

It is recommended that after each examination the relevant department/stream should have a review of the examination process. Certain statistical variables (e.g.; pass rate) shall be determined and follow-up actions need to be discussed at an appropriate forum.

## **18. Maintenance of Records**

The examination-related work generates a lot of confidential documents. These will be under the custody of the AR (Examination) and he/she shall arrange for same.

### **18.1 Confidential room**

There shall be a confidential room where confidential work such as entry of marks, word processing, duplicating and packing of question papers etc. can be done. The safe, lockable cupboards etc. can be kept in this room.

All confidential documents in connection with examinations such as mark sheets, and mark books shall also be kept in this room.

Examination stationery and other material for examinations also should be stored in a confidential area.

### **18.2 Marks and related documents**

The marks scored by candidates shall be treated as strictly confidential and shall not be released except as provided below:

For official purposes within the Faculty/University under the direction of the Dean

For any other official purpose at the direction of the Vice Chancellor

All mark sheets shall be kept as records for a minimum period of ten years and destroyed thereafter with the approval of the Dean.

All mark books shall be kept under lock and key and be preserved.

### **18.3 Academic records of students**

The academic record of every student shall be entered in an index card or ledger or appropriate storage system (e.g., Computer, DVDs) and preserved in a cabinet. They shall be arranged according to the date of graduation. All entries in the index cards and other storage systems shall be authenticated by the AR (Examination).

### **18.4 Question papers and answer scripts**

At least two copies of each question paper shall be filed for record in the relevant department. In addition, only copies of past SEQ, papers are kept in the library with access to students.

All answer scripts shall be kept under safe custody for a minimum period of five years from the date of the examination or until that batch passes out, whichever is longer and thereafter destroyed or disposed of in such a manner so that their contents may not be revealed. This has to be done only after obtaining the approval of the Dean. For certain examinations, the scripts may have to be kept for a longer period.

In addition to the AR (Examination), the Heads of Departments and stream Coordinators are expected to keep records of the relevant documents. These include Senate-approved criteria for the methods of student assessment, detailed mark lists and summary results, **details of any medals etc.**

## **Examination Rules for Candidates**

### **Attendance**

Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of the examination but shall not enter the hall until they are requested to do so by the Supervisor.

### **Seating**

On admission to the hall, a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instructions of the Supervisor.

### **Admission to the examination hall**

No candidate shall be admitted to the examination hall for whatever reason after the expiry of half an hour from the commencement of the examination.

### **Entering and leaving the examination hall**

Candidates who finish early may be allowed to hand over their answer scripts to the invigilator and leave the examination hall without disturbing the other candidates. No candidate should however be allowed to leave the hall within the first 30 minutes and during the last 15 minutes of the examination.

### **Identity verification**

Candidate shall have his/her student ID Card/ Record Book and the admission card with him/her on every occasion he/she presents himself/herself for an examination.

His/her candidature is liable to be cancelled if the candidate does not produce the student ID Card/ Record Book. If the candidate fails to bring the student ID Card/ Record Book on any occasion, he/she shall produce the student ID Card/ Record Book on the next occasion when he/she appears for the examination. If it is the last paper or the only paper the candidate shall produce the student ID Card/ Record Book to the AR (Examination) within one working day.

If a candidate loses his student ID Card in the course of the Examination, he should be notified to the AR (Examination) with the police entry regarding the loss of the ID card. The student can use the student Record Book to take part in the rest of the examination.

### **Admission card**

Candidates should sign the admission cards in the presence of a supervisor or invigilator who shall witness each signature. The name of the paper and the date shall be entered and signed by the candidate and the supervisor or invigilator on every paper/day of the examination. Completed admission cards will be collected on the last day of the examination, arranged in serial order, packed and handed over to the supervisor. The supervisor shall in turn hand over the packet of admission cards to the AR (Examination).

### **Unauthorized material**

No candidate shall have in possession, (e.g., in his/her clothes, on the admission card, timetables, record book or any other object he is permitted to bring into the examination hall) any notes, signs and formula or any other unauthorized material. Books, notes, parcels, handbags, mobile phones or any other electronic communication devices etc. which a candidate has brought should be kept outside the examination hall.

**Articles candidate may bring**

Candidates shall bring their pens, ink, erasers, pencils, or any other equipment which the candidates have been instructed to bring. Only transparent pencil cases are allowed.

**Declaration of articles in possession**

A candidate may be required by the Supervisor to declare any item in his possession or person.

**Copying**

No candidate shall copy or attempt to copy from any book, paper, notes, mobile phone, electronic devices, similar material or from the scripts of another candidate. Candidate shall neither help another candidate nor obtain help from another candidate or any other person.

Candidate neither shall conduct himself/herself so negligently that an opportunity is given to other candidates to read anything written by him/her nor to watch any practical examination conducted by him/her. Candidate neither shall use any other unfair means nor seek/obtain/render improper assistance at the Examination.

**Cheating**

No candidate shall submit a practical or field book, dissertation, project study or answer scripts which have been done entirely or partly by anyone other than the candidate him/herself.

**Use of examination stationery**

Examination stationery (i.e., writing paper, etc.) will be supplied whenever necessary. No sheet, paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated.

**Use of examination materials**

No papers other than those supplied to him by the Supervisor or Invigilator shall be used by candidates. All materials supplied whether used or unused, shall be left on the desk and not removed from the examination hall.

**Index number**

Every candidate shall enter his/her Index Number on the answer book and on every continuation paper. He/She shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his/her script an Index Number other than his/her own is liable to be considered as having attempted to cheat.

A script that bears no Index Number or an Index Number which cannot be identified or verified, is liable to be rejected. No candidate shall write his/her name or any other identifying marks on the answer scripts.

**Rough work to be cancelled**

All calculations and rough work shall be done only on papers supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on admission cards, timetables, question papers, Record books or any other paper. Any candidate who disregards these instructions will be considered as having written notes or an outline of the answer with the intention of copying.

**Unwanted parts of answers to be crossed out**

Any answer or part of an answer which is not to be considered for assessment shall be neatly crossed off.

**Supervisor's authority**

Candidates are under the authority of the Supervisor and shall assist him/her by carrying out his/her instructions and those of Invigilators, during the examination and immediately before and after it.

**Conduct**

Every candidate shall conduct him/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his/her staff or to other candidates. In entering and leaving the hall, the candidate shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.

**Stopping work**

Candidates shall stop work promptly when ordered by the Supervisor/invigilator to do so.

**Maintenance of silence**

Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor or Invigilator.

The attention of the Supervisor or Invigilator shall be drawn by raising a hand from where he/she is seated.

**Leaving the hall while answering a paper**

No candidate shall be permitted to leave the examination hall temporarily. In case of emergency, permission will be granted but the candidate will be under the surveillance of the Supervisor or an Invigilator.

**Out-of-bounds period**

Out-of-bounds period for hospitals before and during clinical examinations shall be decided by the Dean as agreed by the HoDs. During this period candidate shall not visit the hospital except for the clinical examination sessions and on such visits the candidates should strictly confine themselves to the wards where the particular clinical examination is being held.

This out-of-bounds period applies to all medical students of the Faculty.

Decisions on the out-of-bounds period shall be communicated to all students by displaying on notice boards of the Dean's office, Departments, Hospitals and relevant wards.

**Impersonation**

No person shall impersonate a candidate whether in the examination hall or before or after the examination, nor shall any candidate allow him/herself to be impersonated by another person.

**Dishonesty**

Serious notice will be taken of any dishonest assistance given to a candidate, by any person.

**Cancellation or postponement**

If circumstances arise which, in the opinion of the Supervisor, render the cancellation or postponement of the examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter in writing as soon as possible to the Dean of the Faculty. In such instances, it is always desirable that the Dean or the AR (Examination) is contacted before a final decision is taken.

**Making Statements**

The Supervisor/invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the examination and such statement shall be signed by the candidate. Noncompliance shall be dealt with disciplinary action.

**Whom to contact in examination matters**

No candidate shall contact any person other than the Dean, Head of the Department, Director of Examinations or the AR (Examination), regarding any matter concerning the examination.

**Handing over answer scripts**

Candidates shall hand over the answer scripts personally to the Supervisor or Invigilator or remain in the seat until it is collected. On no account shall a candidate hand over his answer scripts to the hall attendant, or another candidate. The MCQ, question paper should also be returned to the invigilator/supervisor and it should not be removed from the examination hall. It is the full responsibility of the candidate to ensure that he/she has handed over all the answer scripts to the supervisor before he/she leaves the examination hall. A candidate who has handed over his/her answer script shall under no circumstance be entitled to call it back. No candidate shall remove his/her or any other candidate's answer script from the examination hall.

**Absence from examination**

When a candidate is unable to present himself for any part/section of an examination, he shall notify or make arrangements to notify this fact to the AR (Examination) as soon as possible.

**Every candidate who registers for an examination shall be deemed to have sat the examination unless:**

- He/she is permitted by the Senate to withdraw from such examination on a valid reason acceptable to the Senate within the specified period or
- He/she submits a valid medical certificate during the stipulated period. The medical certificate shall be obtained from the University Medical Officer (UMO). If this is not possible, a medical certificate can be obtained from a government medical practitioner or a private practitioner, but this should be forwarded to the UMO and certified. All medical certificates duly certified shall be submitted to the faculty office within 14 days of the conclusion of the exam/part of the exam for which the candidate was absent.

**Eligibility to continue to sit**

No student shall sit for an Examination if he has exhausted the number of attempts that he is allowed to sit that particular examination unless he has been granted special permission to do so by the Senate.

**Authorized persons to enter the examination hall**

Once the examination has commenced, unauthorized persons will not be allowed to enter the examination hall. The supervisor has final authority in deciding who may and may not be allowed entry to the hall. With the permission of the supervisor the Dean, the Director of Examinations, AR (Examination), and HoD relevant to the paper may be allowed to enter the examination hall. In addition, one of the examiners may be permitted to turn up during the first 30 minutes if necessary, to clarify any issues about the question paper that candidates may have.

## **Examination Offences and Punishments**

### **Examination offences**

A candidate who violates any of the requirements or conditions stipulated in Examination Rules shall be considered as having committed an examination offence.

***Refer to Annexure VII for details on 'Examination Offences and Punishments'***

### **Reporting examination offences**

There shall be an Examination Disciplinary Committee, comprising not less than three members, appointed by the Senate to investigate and make recommendations (including punishments) regarding examination offences that are referred to it. The recommendations of the Examination Disciplinary Committee shall be submitted to the Senate for the final decision. In all cases of commission of examination offences detected (even detected while marking the answer scripts), the Supervisor/Examiner shall forward his/her report to the AR (Examination) for further action.

The AR (Examination) shall place all reports of examination offences submitted by the Supervisors, through the Dean, for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.

Any Examiner, Head of Department, Dean of Faculty or any other official of the University who detects an examination offence, shall report the matter in writing to the AR (Examination), who shall submit the same to the Vice-Chancellor for necessary action.

### **Punishments for examination offences**

A candidate who is found guilty of an examination offence is liable to one or more of the punishments as decided by the Examination Disciplinary Committee.

Any candidate found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.

Any appeal against the decision of the Senate shall be made to the Council within one month of the receipt of the notification.

## **Examination Offences Committed by Those Other than Candidates**

### **Dishonest delivery or communication**

Delivery by any person, fraudulently or dishonestly, a secret document or part thereof, or communication or any information relating to the contents of a secret document or part thereof, to any other person who is not a person to whom he is authorized to deliver such document or to communicate such information.

Fraudulent or dishonest delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any person who is not a person authorized to receive such document.

Taking photographs of examination material.

**Divulging marks**

Divulging by any Examiner or any other person entrusted with filling up mark sheets, mark books etc., of any information relating to the answer scripts, mark sheets, or mark book to any other person who is not authorized to know such information.

**Dishonest marking**

The marking of an answer script fraudulently or dishonestly.

**Dishonest alternation**

The marking of any erasures, interpolations or any other alternations in a mark book, mark sheet or answer script, fraudulently or dishonestly.

**Dishonest assistance**

Fraudulent or dishonest assistance, directly or indirectly, to any candidate while answering a question paper at the examination, by a Supervisor, Invigilator, hall Attendant or other employee attached to an examination hall.

Fraudulent or dishonest assistance, directly or indirectly for erasures, interpolation or any other alternations in any answer scripts by the Supervisor, Invigilator or other employee of the examination Hall.

**Dishonest secreting and disclosure of secret document**

Fraudulent or dishonest secreting or making away with or disposal of such secret document or part thereof or making a copy of such secret document or part thereof, by any person who is entrusted with the duty of typing, stencilling duplicating, printing, packeting, or making by manual or mechanical means any secret document relating to any examination, or by any person whose duty is to assist in the aforementioned duties.

**Theft or dishonest breaking of receptacles containing secret documents etc.**

Fraudulently or dishonestly opening or destroying any sealed packet, safe or other receptacle containing any secret documents relating to the examination or taking out any such document or part thereof.

**Fraudulent introduction of answer scripts**

The introduction, insertion or exchange to another script in place of the script answered by a candidate.

**Dishonesty by commission or omission**

The commission or omission of an act relating to the conduct of an examination which is deemed by the Vice Chancellor to be of a fraudulent or dishonest nature.

**Assistance or connivance**

The abetment, assistance or connivance with another person in the commission of one or more of the above offences.

**Procedure for Disciplinary Action**

Disciplinary action shall be taken against those who are alleged to have committed one or more of the above-listed offences as follows:

- In the case of the University employee, action shall be taken according to the disciplinary procedure of the University, including action by the Police where necessary.
- In the case of others, suitable action shall be taken, by the Vice Chancellor, depending on the nature of the offence and the circumstances.

#### **Payments for Services in Connection with Examinations**

Payment for the various services in connection with the conduct of examinations is made based on rates determined by the UGC. Claims have to be made separately by each examiner and certified by the HoD. Details can be obtained from the AR (Examination).

#### **Duties of the Assistant Registrar (AR) Relevant to Examinations**

The AR (Examination) shall be in charge of the conduct of all examinations under the general direction of the Dean.

The AR (Examination) shall be responsible for all arrangements in connection with the conduct of examinations.

The AR (Examination) shall among other duties ensure the following.

- Preparatory arrangements such as fixing the calendar of dates, examination timetables, invigilation schedule, booking of examination halls, calling for registration for examinations, preparation of schedules of candidates, allocation of index numbers, issue of admission cards, ordering of stationery required etc. are attended to in time.
- He/She receives the lists of examiners from the Heads of Departments and Stream Coordinator/s.
- He/She receives the lists of members of Boards of Scrutiny or names of scrutiny experts.
- Appointment letters and requests for setting question papers are sent out by the due date.
- He/She receives question papers in time and they are kept in safe custody.
- The question papers have been, where necessary, passed by the Board of Scrutiny (or the scrutiny expert), proofread by examiners, duplicated, packed and distributed to the supervisors in due time.
- All arrangements are made to have the stationery and other requirements ready in time for issue to the examination halls.
- The seating arrangements of desks etc. in the examination halls are satisfactory.
- Arrangements made for the receiving of answer scripts from supervisors and for distribution of the same to the examiners for marking are satisfactory.
- He/She sends a set of question papers to the Librarian for reference.
- Process all academic concessions (medicals etc.) and reflect them in the final mark sheets before entering the results in the marks book.

The AR (Examination) shall maintain the following.

- Mark books and mark sheets
- Operating procedures for examinations
- Schedule of question papers in examinations
- Statistics relating to examinations
- Files of past question papers
- Records of results sheets and confirmation of results
- Other relevant documents (e.g., By-laws, Regulations)

The AR (Examination) shall publish the results with the approval of the Vice Chancellor after having a Results Board and forward the results and have the same confirmed by the University Senate.

**References**

During the preparation of this document, the below mentioned documents were referred and some sections have been reproduced or modified appropriately.

Manual of Procedure for conduct of University Examinations, 01.09.1983, University Grants Commission

Examination Procedure in the Faculty of Medicine, 2015, Faculty of Medicine, University of Colombo

Examination Procedure in Faculty of Medical Sciences, University of Sri Jayewardenepura.

**Acknowledgement**

Professor M N Wickramaratne, Dean of the Faculty of Medicine for her encouragement and valuable guidance.

**Annexures**

|              |  |
|--------------|--|
| Annexure I   | ToR of the Examinations Unit   |
| Annexure II  | ToR of the Director of Examinations  |
| Annexure III | ToR of the Deputy Director of Examinations   |
| Annexure IV  | Procedure for declaration of conflict of interest in the FOM   |
| Annexure V   | Guidelines for External Examiner Appointments and Responsibilities and Declaration by External Examiners |
| Annexure VI  | Standard Operating Procedure of Board of Scrutiny  |
| Annexure VII | Examination Offences and Punishments   |

## **ANNEXURE I**

### **FACULTY OF MEDICINE**

### **SABARAGAMUWA UNIVERSITY OF SRI LANKA**

### **EXAMINATIONS UNIT**

### **TERMS OF REFERENCE**

#### **OBJECTIVES**

The objectives of the Examinations Unit of the Faculty of Medicine are,

To facilitate the proper conduction of examinations in the Faculty by coordinating and supervising all the relevant processes and procedures

To ensure adherence to the examinations by-laws and regulations

To ensure accurate and timely release of examination results and other student records, reports etc.

To ensure secure storage and maintenance of confidential information related to examinations centrally

#### **STAFF**

The Examinations Unit is under the purview of the Dean of the Faculty and is headed by the Director of Examinations who should be a senior academic staff member of the Faculty (Senior Lecture Grade II or above).

The Director of Examinations is supported in his/her work by the Deputy Director of Examinations who should be a senior academic staff member (Senior Lecture Grade II or above) of the Faculty, an Assistant Registrar and several dedicated non-academic staff members. The Director and Deputy Director of Examinations are appointed for a period of three years by the Vice Chancellor of the University on the recommendations of the Dean.

#### **FUNCTIONS**

The main function of the Examination Unit is to coordinate all examinations held by the Faculty.

The unit also performs other functions such as processing of final and non-final year results and awards for Vice-Chancellor's and Senate approval, notification of results and issuance of certificates to graduates of the Faculty. The Examination Unit is the custodian of rules and regulations concerning the conduct of examinations in the Faculty.

## **ANNEXURE II**

### **FACULTY OF MEDICINE SABARAGAMUWA UNIVERSITY OF SRI LANKA DIRECTOR OF EXAMINATIONS TERMS OF REFERENCE**

#### **OBJECTIVES**

The objectives of the Director of Examinations are to coordinate and supervise all processes and procedures relevant to the examinations conducted in the Faculty and ensure examination by-laws and regulations are adhered to.

#### **RESPONSIBILITY**

The responsibilities of the Director of Examinations are as follows:

Ensure confidentiality of the marks (security strategies, secrets passwords etc.) at all times

Assist the Dean in drawing up the examination schedules and the academic calendar.

Circulate examination schedules including the dates of all relevant activities (scrutiny board dates, pre-results and results board dates) to all Heads of Departments, Professors and Stream Coordinators.

Establish and maintain a computerized system for entering and finalizing marks.

Circulate the format of the marks in a pre-prepared Excel table to the Heads of Departments /Stream Coordinators.

Ensure accuracy and correct entry of marks received from the Heads of Departments/ Stream Coordinators to the central computer.

Submit the final marks to the pre-results and results boards.

Participate in the pre-results and results boards of all examinations of the Faculty.

Ensure adherence of the staff and students to the examinations by-laws and regulations.

Guide the Faculty of Medicine in the interpretation of examination by-laws where necessary.

Supervise accurate preparation and submission of final examination marks to the University Grant Commission for preparation of the common merit list for MBBS graduates.

**ANNEXURE III**

**FACULTY OF MEDICINE**

**SABARAGAMUWA UNIVERSITY OF SRI LANKA**

**DEPUTY DIRECTOR OF EXAMINATIONS**

**TERMS OF REFERENCE**

**OBJECTIVES**

The objective of the Deputy Director of Examinations is to support the Director of Examinations in carrying out the duties and responsibilities pertaining to the examinations of the Faculty of Medicine

**RESPONSIBILITY**

The responsibilities of the Deputy Director of Examinations are as follows:

Ensure confidentiality of the marks (security strategies, secrets passwords etc.) at all times

Submit the final marks to the pre-results and final results boards.

Participate at the pre-results and final results boards of all examinations of the Faculty.

Ensure adherence of the staff and students to the examinations by-laws and regulations.

Guide the Faculty of Medical Sciences in the interpretation of examination by-laws where necessary.

Support the Director of Examinations in carrying out duties and responsibilities as applicable.

Carry out the responsibilities of the Director of Examinations in the absence of the person holding the position

## **ANNEXURE IV**

### **Declaration of Conflict of Interest for Examinations**

A conflict of interest may arise if a member of staff has a relative sitting for an examination in which he/she is involved.

For this procedure, the candidate shall be deemed to be related to the staff member as a child, grandchild, step-child, sibling or any offspring of the above or spouse, 1<sup>st</sup> cousin or cousin of the spouse. Also, any other personal or family relationship deemed by the staff member as a potential conflict of interest is included.

This procedure applies to all members of staff of the Faculty of Medicine, Sabaragamuwa University of Sri Lanka and to all external examiners.

every member of the staff has to recognize and disclose any conflict of interest or any circumstances that might reasonably give rise to the perception of a conflict of interest.

In the event such a relationship exists,

The staff member is required to inform the Dean of the Faculty through the Head of the Department at the start of the academic year, or the start of the term as appropriate.

The staff member should take no part in the academic assessment of the student, nor in any decision relating to the student, such as the award of a prize or scholarship or consideration of the student's performance by a Board of Examiners.

## **ANNEXURE V**

### **Guidelines for External Examiner Appointments and Responsibilities**

#### **1. Prior to examination**

##### **Appointment of external examiners**

A name list of external examiners will be provided by the relevant department for approval of the faculty board and senate. Upon senate approval, persons will be appointed as external examiners by the Dean.

##### **Qualifications of External Examiners**

The person to be appointed as external examiner should possess a postgraduate qualification such as an MPhil/PhD and post-qualification experience appropriate to the level of the examination

A Board certified by the PGIM with experience in the particular field.

##### **Eligibility of External Examiners**

a) Persons to be considered as external examiners should be participating in undergraduate teaching and training in the state and/or non-state institutions. Eligibility to be a member of the exam panel as an external examination will cease after two years following resignation or **retirement from** active service of the above-mentioned institutions.

(\* age of retirement- a Consultant in the Ministry of Health shall be 63 years. In Universities, Family Medicine and General Practice and Sri Jayewardenepura General Hospital it shall be 65 years).

##### **Confidentiality**

On appointment, all examiners shall be required to sign a conflict of interest and confidentiality declaration form.

##### **Responsibilities of each Department when appointing external examiners**

Each department should have a document which spells out the exact role of the external examiner in the relevant exam.

Eg: whether she /he should examine every candidate during Examination/clinical examinations

Whether she/he is expected to correct exam papers.

This document should be mailed to the external examiners together with the appointment letter and the guidelines and format of the examination well in advance of the examination. Each department should ensure that there is uniform exposure of all the candidates to external examiners.

An objective marking grid including all aspects to be tested should be provided to the external examiners to maintain uniformity and objectivity. External examiners should be briefed about the necessity of testing these aspects during the examination.

The confidentiality of the examination material and patients used in the exam shall be a collective responsibility of both internal and external examiners of the said exam.

## **2. During examination**

### **a. Written examination**

1. The external examiner should receive the model answer script to make the marks as objective as possible
2. When double marking is practised external examiner should enter marks on the mark sheet and not in the answer script. The average of the two should be the final mark.
3. If there is a significant discrepancy of >15% after double marking two examiners should meet and discuss and should attempt to reduce the difference to 15% or less. If this is not possible 3rd examiner will mark the script and the final mark will be the average of 3 sets of marks.

### **b. Clinical /Oral/Practical Examination**

1. When candidates are marked by two examiners (internal & external), the agreed optimum mark for each case completed by the candidate should be agreed upon immediately after the candidate has been examined. The marks shall be entered in ink on the mark sheet.
2. Clinical material used during the examination should not be discussed with the candidate after the examination until results are released.

### **c. Entering of marks**

1. Entry of marks is the sole responsibility of the examiners and should be done carefully.
2. Marks should be entered in ink in the relevant mark sheets.
3. If any mark is corrected it should be struck off completely and a new entry made. Such entry should be initiated by the relevant examiners.

**3. Post examination**

- a) External examiners shall submit feedback about the examination to the relevant Department Heads.
- b) Relevant Department should discuss and consider the comments made by external examiners during discussion on the examination and examination results.



Department of .....  
**Faculty of Medicine, Sabaragamuwa University of Sri Lanka**

## **Conflicts of Interest and Confidentiality Declaration Form**

I (Prof/Dr/Mr/Ms) ..... work in ..... as a ..... declare that, I, as an external examiner do not have any of the following relationships with the candidates who are sitting for the 2<sup>nd</sup> MBBS/ 3<sup>rd</sup> MBBS part I/ 3<sup>rd</sup> MBBS part II/ Final MBBS examination which will be held on .....

Immediate Family member (spouse, siblings and children)

Personal friend

Any other close relationship

In the event that I am made aware of such a relationship during the course of the examination, I shall immediately inform and withdraw from my position in that component of the examination.

Further, I confirm that I shall maintain strict confidentiality of all the proceedings/discussions related to the examination (examiner meetings, scrutiny boards, results boards etc.) even after the results are released.

### **Declaration**

I hereby declare on my honor that the disclosed information is true and complete to the best of my knowledge. Should there be any change to the above information, I will promptly notify Chief Examiner/Head of the department/Stream Coordinator/senior assistant registrar and complete a new declaration of interest form that describe the changes.

Signature .....

Designation .....

Date .....

## **ANNEXURE VI**

### **Standard Operating Procedure**

#### **Board of Scrutiny**

##### **Purpose**

Scrutiny of question papers of an examination is done by a Board of Scrutiny. The Board of Scrutiny has the power to examine the Multiple Choice Questions (MCQ) papers and Structured Essay Question (SEQ) papers, marking schemes and model answers in the 2<sup>nd</sup> MBBS, 3<sup>rd</sup> MBBS Part 1 and Part 2 Examinations and Final Examination for MBBS (main and subsequent examinations) of the Faculty of Medicine (FOM). Other types of questions of these examinations and all question papers of end-semester examinations/continuous assessments (CA) are scrutinized by an internal scrutiny board of the relevant department.

The Board of Scrutiny meets to discuss draft papers and considers the following:

Correct rubric, time and date of assessment

Level and scope of exam paper

Appropriateness of assessment to learning outcomes and in accordance with the blueprint

Depth and appropriateness of marking scheme (Should be submitted with the paper)

At the time the examiners are appointed for a particular examination (mentioned above) the Dean will also appoint a suitable person identified as a scrutiny expert to scrutinize the question papers. This expert, along with identified members of the Board of Examiners will constitute the Board of Scrutiny.

##### **Attendees**

Chair - Dean of the FOM

Chair professors of the relevant Departments

Heads of the relevant Departments

Coordinators of the Streams

Coordinators of the relevant subjects when necessary

Scrutiny expert - Usually the relevant stream coordinator acts as the scrutiny expert. Otherwise, a suitable academic member with the below requirements is appointed by the Dean and subjected to approval by the Faculty Board.

- o Members of the permanent academic staff of the FOM

- o Senior Lecturer (Grade 1) or above

- o Have at least 5 years' experience in examinations

- o Should know the subject (content area) but need not be a specialist in the subject.

- o Without any conflicts of interest.

In the absence of a senior scrutiny expert within the faculty, a senior academic with relevant experience from another medical faculty will be appointed.

### **Meetings**

AR (Examination) arranges the meeting and informs the members by email/letter at least two weeks before the date of the meeting.

The meeting should be held 5- 7 working days before the date of the examination.

The Board of Scrutiny should meet in a confidential room.

Only the identified members can attend the meeting and they should sign an attendance sheet.

The Head of Department (HoD)/ Stream Coordinator should bring a soft copy of the draft MCQ and SEQ paper moderated by the subject expert (i.e., Chair Professor or nominee) along with marking schemes, model answers and any other relevant documents in a secure manner (encrypted file in a flash drive).

Editorial matters and issues of the technical accuracy of the content must be sorted out at the Department/Stream level before the scrutiny board meeting.

All OSPE/OSCE and structured Viva Voce questions of the above examinations must have been scrutinized at the Department/Stream level pre-scrutiny meeting.

An academic staff member from a clinical department (a member of the panel appointed by the Dean for this purpose) should participate in the pre-scrutiny meeting of the Department for scrutinization of the clinically oriented OSPE/OSCE or Viva Voce. A signed report by the clinical staff member should be handed over to the HoD/Stream Coordinator and this document should be presented at the Scrutiny Board meeting. (See attachment 01 for the template of the report)

For the final examination for MBBS, common MCQ papers shall be prepared and scrutinized by a panel appointed according to the UGC guidelines.

### **Responsibilities-**

The Board of Scrutiny should specifically pay attention to the following points:

Compliance with a prescribed standard format of the question paper

Examinations must be prepared using the currently approved templates and formatted consistently

Clear instructions to the candidates in the rubric

Correct and appropriate time allocation against the number of questions

Appropriate mark allocation for questions and distribution of marks within sections and sub-sections of a main question

Adequacy of time and space provided for the answers in SEQ papers

No overlap or duplication of content areas tested within the subject and between subjects (the HoD should confirm that there is no overlap in the different components of the examination for the subject)

Appropriate use of terms (e.g. List, Outline, Discuss, Describe, etc.) according to the cognitive level of the expected answer

Clarity of the question and simplicity of the language

Justification for bold or underlined words/phrases/question items etc.

Grammatically correct and worded in a way that will be unambiguous to the candidates

Free from typographical errors and British English language is used

Availability of a detailed marking scheme - A detailed set of marking criteria (marking schemes) for SEQs indicating how marks are to be awarded must be submitted with each paper

The name list of the examiners

The Board of Scrutiny has the power to modify any question in respect of language or appear to them to be ambiguous, unsuitable or unsatisfactory and to refer back where necessary to the examiners with suggestions.

The Board of Scrutiny may make recommendations for consideration of the Department or Stream regarding future examinations.

The transactions of the meeting should be cordial and not confrontational.

HoD/Stream Coordinator makes edits/corrections indicated by the scrutiny board and the modified paper shall be approved by the Board of Scrutiny. Proofreading and preparation of the final question paper is the responsibility of the HoD/Stream Coordinator.

Final question papers approved by the Board of Scrutiny should be submitted to the AR (Examination) for printing.

It is the responsibility of the -HoD/Stream Coordinator to see that all drafts of question papers are destroyed.

Under no circumstances must the contents of examinations be revealed to any person who is not a member of the Board of Examiners or an approved member of the University Staff.

Examination papers must be prepared and stored only on computers which have physical and software security measures that are fit for purpose. Shared and/or networked computers must not be used.

## Attachment 01

### Departmental scrutiny of examination questions by a clinical staff member

Department/Subject

Examination

Date and time of scrutiny

The type of questions scrutinized

The proportion of questions which have been obtained from an MCQ bank (previously used)

The proportion of questions which are clinically relevant in the MCQ paper

Overall impression of the **degree of relevance** of the clinically oriented questions

|                           |  |
|---------------------------|--|
| 1. Highly relevant        |  |
| 2. Relevant               |  |
| 3. Could have been better |  |
| 4. Poor relevance         |  |

Any other comments

Name and Signature

## **ANNEXURE VII**

### **Examination Offences and Punishments**

#### **Criteria for conduct of examinations**

All examination candidates should be present near the examination hall 15 minutes before the commencement of examinations and should enter the examination hall only after the announcement made by the supervisors.

After entering the examination hall candidates should occupy the seats allocated to them.

Examination candidates should bring to the examination hall only the permitted items such as pens, pencils, erasers, rulers, and geometrical instruments. It is the responsibility of the candidates to ensure that no written or printed material is brought into the examination hall for their personal use or other use. Such material should not be kept in their possession and they should not attempt to use them. It is the responsibility of every examination candidate to ensure that no attempt is made in whatever form to engage in examination irregularity.

It is strictly prohibited to bring mobile telephones or devices capable of storing data into the examination hall or use any such equipment in the examination hall.

No candidate will be admitted to the examination hall after 30 minutes from the commencement of the examination, no candidate will be allowed to leave the examination hall till the examination is over. No attempt should be made either to enter the examination hall or leave the examination hall without permission.

All examination candidates should bring their examination admission card, student record book and university identity card into the examination hall. The student record book and the identity card should carry the photograph of the student and should be duly signed by the Registrar of the university or by an officer authorized by the Registrar. If there is a discrepancy in the examination admission card or the student record book/identity card, it should be certified by the Registrar. In the absence of such a certificate, a national identity card or a letter from the AR (Examination) certifying the studentship should be produced.

Examination candidates are required to produce any document in their possession when called for by the supervisor invigilator.

Candidates will not be allowed to speak or communicate with other candidates borrow any article from other candidates or try to copy from other candidates. If any assistance is required, it should be indicated to the supervisor/ invigilator by raising a hand.

Candidates should use only the answer books and continuation sheets duly signed and dated by the supervisors/invigilators, to answer the question papers.

Stationery such as date-stamped answer books, drawing paper, and graph paper will be issued to the candidates. Any such item issued to candidates should not be destroyed in any manner. Only the stationery items supplied by the supervisor/ invigilator should be used by the candidates. No item whatsoever should be removed from the examination hall under any circumstances.

Before commencement of answering, candidates should indicate their Index No with the code and write the name of the examination in the proper place. All papers used should carry the index number, and no candidate should indicate his/her name or any other identification mark on the answer script.

All sheets used for rough work should be attached to the answer sheets. All sections not relevant should be clearly struck off. Rough work should not be done on the admission card timetable or the question paper.

All examination candidates should behave properly within the examination hall so as not to disturb supervisors/invigilators, hall attendants and other candidates. Silence should be observed within the examination hall and the surroundings.

No candidate should allow any other person to appear on his/her behalf of an examination and should not appear on behalf of others.

Supervisors and invigilators are authorized to obtain declarations from examination candidates regarding any incident occurring within the examination hall.

Every candidate should personally hand over his/her answer sheet to the supervisors/invigilators. Candidates should remain in their seats till all the answer sheets are collected and announcements are made by the supervisor. Answer sheets should not be handed over to hall attendants or any other person under any circumstance. Once handed over to the supervisor/invigilator, no answer sheets will be given back to the candidates and candidates should not ask for same.

Candidates should know that they are liable for punishments on examination irregularities if the marking examiner is convinced that an examination irregularity has taken place.

### **Examination Irregularities**

Keeping unauthorized documents in possession.

Keeping in possessions without permission, mobile telephones or devices capable of storing data.

Removing examination stationery out of the examination hall

Attempting to copy in any manner.

Keeping in possession or attempting to use examination stationery removed in the past.

Keeping notes on body or clothes.

To find out the contents of a question paper or answer sheet unlawfully or attempting to do so.

Entering the examination hall without permission.

Leaving the examination hall without permission or attempting to do so helping such acts.

Attempting or assisting in tearing any paper answer book or destroying such items.

Disturbing the smooth functioning and peaceful atmosphere of the examination hall.

Behaving in a manner harmful to self-respect and causing mental stress to the supervisors/invigilators and hall attendance.

Planning and attempting to harm mentally or physically.

Trying to get another person to appear at the examination or trying to use the index number of another candidate at the examination.

Impersonation

Other examination irregularities determined by the senate

Irregularities found by the marking examiner.

Aiding and abetting examination irregularities.

### **Punishments**

Cancellation of answer scripts limiting the marks of the repeat examination to that of an ordinary pass mark.

Delay the release of results of the final examination by one academic year.

Not to invite for the convocation/award ceremony.

Cancellation of results of the relevant semester. Limiting the marks of the repeat examination to that of an ordinary pass mark.

Not award classes/merit passes.

Suspension of studentship by one year.

Suspension of studentship by two years or three years.

Suspension of Studentship

Cancellation of Studentship.

In the case of a non-student action will be taken according to the law of the land.

Not to recruit to the stall of the university academic/non-academic. temporary/permanent.

Evidence that could be used in determining examination irregularities.

Report on examination irregularity.

Material evidence, eyewitnesses (Records, photographs, videos) at the time of committing the irregularity.

Written statements of the lecturer who found the irregularity.

Written statements of the students.

Other evidence could be used at the discretion of the chairman of the committee.