

# STANDARD OPERATING PROCEDURES EXAMINATIONS



The Faculty Board at its 383<sup>rd</sup> meeting held on 08.06.2022 and Centre for Quality Assurance (CQA) of the University of Jaffna at its 53<sup>rd</sup> meeting held on 18.11.2022, approved the SOP for Examination Procedures.

## FACULTY OF MEDICINE UNIVERSITY OF JAFFNA – SRI LANKA

The Senate at its 3472<sup>nd</sup> meeting  
held on 30/12/2022 approved/~~did not~~  
~~approve~~/Confirmed/~~noted~~ the above  
*Shamlee*  
Secretary to the Senate

2022

## **Preface**

The MBBS programme of the faculty of Medicine runs several examinations during the five-year period which includes conducting both continuous and end of phase and end of course. The smooth running of the examinations are considered a vital part in the faculty.

The standard operating procedures of examination for the Faculty of Medicine, University of Jaffna is formulated based on the codes, policies and by-laws of the University of Jaffna to facilitate the smooth functioning the examinations. This document is prepared based on the UGC manual of procedures for conduct of university examinations and PGIM regulations.

The document titled “Standard Operating Procedure (SOP) for examination at the Faculty of Medicine, University of Jaffna” gives details of procedure on conducting the examinations.

This document includes:

- (i) By Laws & Regulations of the MBBS (Jaffna) degree programme
- (ii) Conducting Clinical Examinations
- (iii) Conduct and Procedure for release of results of the examinations of the MBBS (Jaffna) Degree Programme, which contain information about faculty examinations.
- (iv) Examinations offences
- (v) Provision for Re Scrutiny of Marks and Grades (Extract from Commission circular No.978 dated 09-04-2012)

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## **Message from the Dean, Faculty of Medicine, University of Jaffna**

I take this opportunity to thank all faculty members of the Faculty of Medicine who helped prepare this Standard Operating Procedure (SOP) for Examination.

The development and use of SOP is an integral part of a successful quality system as it provides individuals with the information to perform an examination works and facilitates consistency in the quality and integrity of a process, product, or result.

The Faculty of Medicine always try its best to maintain the quality of the medical education programme and introduces necessary processes and procedures. Assessment is an integral part of teaching-learning activity. It should be comprehensive and efficient. The Board of the Faculty of Medicine, University of Jaffna, identified the need to have an SOP for the examination process.

I am extremely happy that the Faculty of Medicine completed the compilation of the SOP through its powerful arm of the Quality Assurance Cell.

I would also like to express my gratitude to Prof. (Ms.) V.Arasaratnam, Prof. (Ms.) M.G.Sathiadas, Prof.K.Muhunthan and Dr (Ms.)T.S.Navaratinarajah were the driving force behind achieving this task on behalf of the faculty.

In conclusion, I would like to congratulate the faculty and sincerely expect it will achieve higher standards in its examination activities in many years.

Prof.R.Surenthirakumaran  
Dean/Faculty of Medicine

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## **Annexures**

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## **1. Background**

1.1 This document is prepared with the objective of documenting procedures and giving some guidelines on how to conduct the examinations of the MBBS programme of the Faculty of Medicine, University of Jaffna.

1.2 At the University of Jaffna, the Examination Branch, under the Examination Registrar coordinates most of the functions pertaining to conduct of examinations. However, because of the decentralization of the examination responsibilities, the Faculty of Medicine conducts its examinations separately.

1.3 Although most of the examination procedures that are practiced at the Examinations Branch of the University of Jaffna are also practiced at the Faculty of Medicine, there are some differences. The Faculty of Medicine did extensive changes to its MBBS programme and after that there is a substantial increase in the number of examinations. Introduction of continuous assessments and module examinations has also contributed to this increase. Altogether during the 5 years of the MBBS degree programme a single student has to appear for about 35 examinations. In addition, approximately 20 repeat examinations are conducted. Hence the workload related to examinations of the faculty is relatively high. Presently the Dean's office of the faculty is organizing the end of course examinations with the assistance of the respective departments

## **PART 1: EXAMINATIONS IN THE MBBS PROGRAMME**

### **2.1.Introduction**

About 3 decades ago the system of examinations in the MBBS programme was simple. The students were examined by long essay questions, clinical cases and *viva voce* examinations. The number of examinations was also few. Over the years the examinations have changed tremendously. These changes were made at different times to incorporate the changing trends taking place globally. Therefore, today the MBBS programme has a complex system of examinations and the students are assessed using an assortment of methods.

In the following sections a brief outline of the examinations is given. In order to understand the examinations of the faculty of medicine, they can be classified from different viewpoints.

#### **Classifications 1**

1. Continuous Assessments
2. End of Course examinations

#### **Classification 2**

1. First Examination (Main): Conducted for the first time for a particular batch of students and may have about 200 candidates.
2. Second Examination (Repeat): Conducted to enable the referred and failed candidates to pass the components which they have got referred or failed. The number of candidates may vary from <10 to approximately 50 or more.

### **2.2. Methods of examination**

Several methods of student assessment are used, which are listed below.

1. Written examinations: MCQs, essay questions, Structure essay questions
2. Clinical examinations: Long cases, short cases
3. *Viva voce* examinations
4. Practical examinations
5. Objective Structured Practical Examinations (OSPE)
6. Objective Structured Clinical Examinations (OSCE)
7. Research projects and Reports
8. Elective projects and Reports
9. Community and Family attachments, projects and field assessments
10. Other methods approved by the Faculty Board and Senate

### **2.3.Legal basis**

The legal basis for the conduct of the MBBS programme and the award of the MBBS (Jaffna) Degree originates from the Universities Act No.16 of 1978 and its amendments. The Faculty of Medicine conducts the MBBS programme adopting the By-Laws which are recommended by the University Senate and approved by the University Council. These by-laws and regulations may be changed from time to time but will need approval from the university governing body. The curricula, the examinations and marks apportioning, the pass/fail criteria, criteria for award of classes, prizes and medals all have to be approved by the Senate. The faculty must keep records of these documents.

### **2.4.Academic matters**

Within the Faculty, members of each Department which is conducting examinations and the coordinators should meet regularly and discuss the best methods of student assessment for the subject that they are responsible for. The planners should decide on these methods well in advance, taking into consideration the methods of assessment already practiced, current best practices, practices in sister faculties of medicine in the country, trends in student assessment, feasibility, incorporation of principles of medical education. Having agreed on the methods, the relevant department should get the recommendations from the Curriculum Development and Evaluation committee (CDEC) of the Faculty, the Faculty Board, and the approval of Senate.

Without compromising confidentiality, the students should be informed in advance about the examinations, their timing and format, marks apportioning, pass/fail criteria etc. Any changes should also be intimated giving adequate notice to the students. This information can be included in the student hand books, guidebooks, information given at time of registration, introductory courses, department information to students, websites, notice boards, etc. The faculty, the departments and other structures must keep records of these documents and intimations. This information should be shared to the academics as well.

### **2.5.Administration**

The Dean of the Faculty takes overall responsibility for the conduct of examinations. The senior administration officer, *i.e.* The Examination Registrar assists the Dean in the conduct of the examinations. In the faculty, there will be an officer in charge of examinations, presently this work is performed by an Deputy Registrar (DR)/ Senior Assistant registrar (SAR).. In addition, there is a post designated as Coordinator, Examinations Unit which is filled by an academic staff (Senior Lecturer grade 1 or above).

Examination unit comprises of

Dean

Examination registrar of UOJ

Coordinator – Examination Unit of FM

SAR/DR of the FM

Designated Management Assistants of the examination unit

## **2.6.Organisation structure of examinations**

- 2.6.1. The MBBS programme has various examinations. The written examinations need examination halls and examination stationery. The clinical examinations are conducted in the premises of the Teaching Hospital of Jaffna which needs human patients. Practical Examinations are conducted in the laboratories at the faculty and these examinations need bench space, microscopes, chemicals, glass ware etc. Certain components of examinations are conducted in dissection rooms and museums and such examinations need cadavers, museum specimens, etc. In keeping with modern trends, the faculty is moving towards conducting examinations in computer laboratories. For all these reasons the faculty needs a complex organizational structure to support the examinations.
- 2.6.2. Details on the responsibilities related to different examinations.
- 2.6.3. Examinations organized and conducted principally by the Departments: Each Department has a Head and several other academic staff members (professors, associate professors, senior lecturers, lecturers). These teachers are employees of the University. These examinations include both continuous and end of course.
- 2.6.4. Examinations organized by Module Committees: The Evidence Based Practice and research module (EBPRM) Committee and the Personal and Professional Development Stream (PPDS) consisting of a Chairperson, Coordinator and Members will conduct this exam. The members to the Module Committees are nominated from the academic staff of the faculty and the “extended faculty” (*ie.* teaching consultant staff of the hospitals).
- 2.6.5. Examinations organized by other bodies: e.g. Electives Committee which assess the elective reports.
- 2.6.6. Clinical Coordinator: The clinical examinations and the common OSCE at the end of 4<sup>th</sup> year are coordinated and organized by the clinical coordinator

## **2.7.Security**

2.7.1. Examinations are sensitive matters, and they must be planned and conducted as high security operations according to accepted procedures. The faculty should not allow complacency in examination matters and should strictly follow the procedures, proper record keeping, attention to detail and eternal vigilance.

### **2.7.2. Use of computers**

Computers are used for Preparation of question papers and for computation. Sufficient checks and balances should be in the places where confidential examination related work is done using computers to prevent security lapses. Access to the examination material should be given only to designated staff.

## **2.8.Maintenance of confidentiality**

2.8.1. No employee of the University engaged in any type of work connected with examinations nor any other person whose services are utilized for examinations shall divulge to anyone any confidential information gained directly or indirectly in the performance of his/her duties.

2.8.2. The Faculty may get employees doing examination related work to sign an oath of affirmation secrecy. (Annexure 1)

2.8.3. Every employee of the University engaged in any type of work connected with examinations, shall bring to the notice of the Dean/SAR if any potential competing interest of him/ her is sitting for the examination. For this purpose, the words “employee of the University” shall include any person engaged for work connected with examinations. The said person will sign the “Declaration on conflict of interest” form. (Annexure II)

## **PART II: CONDUCT OF EXAMINATIONS**

### **Calendar of Dates, examination, and Invigilation timetables**

#### **3.1. Calendar of dates**

- 3.1.1. The calendar of dates is an important document of the faculty which outlines the dates of commencement and completion of the academic terms, examinations, and all student related activities.
- 3.1.2. The draft calendar of dates for the various terms, inclusive of the dates of examinations for the academic year shall be prepared by the Pre, para and clinical coordinators and sent to the Departments and module coordinators for their observations well in advance. Following the approval of the FB, Dean shall obtain Senate approval for the calendar well in advance. If it becomes necessary to revise the calendar, such revision shall be made early.
- 3.1.3. The calendar of dates will be circulated amongst the academic staff and displayed on the student notice boards.
- 3.1.4. The examinations shall be conducted on the respective dates.

#### **3.2. Examination timetables**

- 3.2.1. The DR/SAR of the FM shall prepare the draft examination timetables, in consultation with the respective Heads of Departments and Coordinators taking into consideration any revision of calendar of dates that had been made. The students may also be consulted. This should be done at least 3 months before the date of the examination.
- 3.2.2. The DR/SAR of the FM shall finalize the examination timetables and display them on the Notice Boards while sending it to the Departments

#### **3.3. Invigilation timetables**

- 3.3.1. Within a week of the timetables being finalized, the DR/SAR of the FM shall draw up the invigilation time table and allocate halls, Supervisors, Invigilators, Hall Attendants for the examinations.
- 3.3.2. The DR/SAR of the FM shall send copies of the Invigilation Timetable as early as possible to the respective supervisors, invigilators, hall attendants and to the Heads of Departments and Coordinators.

#### **4. Registration of candidates for examinations and preparation of the attendance sheet**

##### **4.1.Registration of candidates for examinations**

- 4.1.1. The Dean will publish a notice for candidates to register for examinations 6 weeks before the date of each examination. This notice will indicate a date of closure of applications.
- 4.1.2. After the closing date the application shall be scrutinized. Information on students' eligibility for the examination will be requested from the Departments four weeks before the date of the examination. Any applications from ineligible candidates will be rejected and the candidates informed accordingly. Using the applications for registration, the DR/SAR of FM shall prepare a registration sheet 3 weeks before the exam date which will indicate the names and registration numbers of the candidates, and the subjects (or the whole exam) that they have registered for.

##### **4.2. Preparation of the attendance sheet**

- 4.2.1.The DR/SAR shall at least 3 weeks prior to the examination, send the list of qualified applicants to the Examination Branch of the University of Jaffna and it will prepare an attendance sheet in duplicate and allocate the index numbers.
- 4.2.2.The attendance sheet shall contain the index numbers and the registration number of the candidates and the following:
  - (a) the title of the papers that each candidate is offering.
  - (b) any other relevant information such as suspension for examinations etc.
- 4.2.3 One copy of the attendance sheet shall be used to mark the attendance of the candidates in the examination hall and the second copy will be used to mark the desks in the examination hall and will be preserved in the Dean's office. The first copy will be returned to the DR/SAR from the examination hall after the examination, along with the packets of answer scripts.

##### **4.3. Admission cards**

- 4.3.1. The DR/SAR shall not later than two weeks of the date of examination have admission cards for the examination issued to all candidates, drawing attention to examination rules, offences, and punishments. The Registration Sheet and Attendance Sheet will be used when preparing the admission cards.
- 4.3.2. It is important that the admission cards should be checked with the registration sheet and the attendance sheet by another officer since a mistake in the entry of the index number on the admission card will affect the results of the candidate.

## 5. Examination hall arrangements

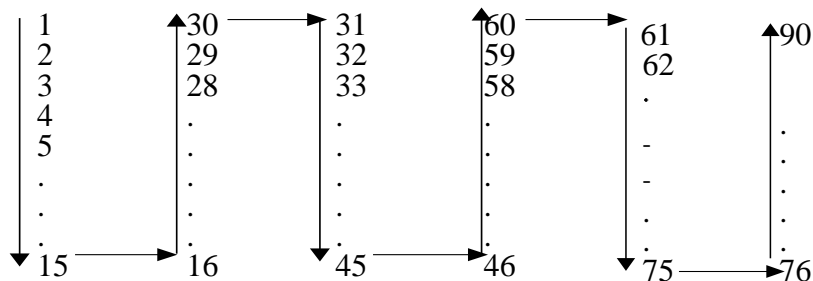
### 5.1. Examination halls

5.1.1 The Faculty examination Hall can accommodate 200 candidates. If numbers are higher alternate halls should be identified and booked in advance. Due consideration should be given to ventilation, lighting, noise level and security when identifying halls to conduct examinations. Rooms that cannot accommodate at least 30 candidates should be avoided, except where the number of candidates is below 30. A system of loudspeakers (or microphones) should be available in the large halls so that the announcements are heard clearly by all the candidates.

### 5.2. Arrangement of desks

5.2.1. The desks and chairs shall be arranged in rows and columns. At least 2 ½ ft. shall be left between the back of one candidate's chair and the front edge of the desk of the candidate seated immediately behind him/her. The distance between two columns of desks shall be at least 4 ft (In case of tables with barriers it can be reduced). Desks shall be numbered in column with index numbers of the candidates in the order shown in the attendance list.

The allocation of Index Numbers on desks shall be as in the following example.



This arrangement shall be followed in small rooms also.

5.2.2 The index number shall be placed clearly in print on each desk or written distinctly on a label and pasted on the desk. If the number has got erased or becomes faint the invigilator shall re-write it.

#### 5.2.3 Checking of arrangements

Before admission of students for each paper, the supervisor shall inspect the hall and be satisfied that the hall has been swept and that the desks are arranged and numbered correctly.

## **6. Identifying and appointing examiners**

### **6.1. Identifying examiners**

- 6.1.1. The Dean will write to the Heads of Departments or coordinators or Chairpersons of Modules, 3 months in advance to nominate examiners.
- 6.1.2. The examiners are selected from the members of the academic staff of the faculty, and the 'extended faculty' comprising predominantly from the consultant staff of the teaching hospitals. Other qualified persons may also be appointed as examiners.
- 6.1.3. The examiners are identified at the Department meetings or at Module Committee meetings. Upon receipt of the request from the Dean, the Heads of Departments or Chairpersons Modules will discuss in the Department or the Module Committee and identify suitable examiners. Various factors may be considered when identifying examiners.

These include:

- 6.1.3.1. The type of examination
- 6.1.3.2. The academic qualification, grade and seniority of the teacher and suitability
- 6.1.3.3. The teaching commitment that the person has done for the area under consideration
- 6.1.3.4. Willingness and availability of the examiner
- 6.1.3.5. Familiarity with the examination method
- 6.1.3.6. Type of work that is expected eg; setting MCQs, SEQs, or for clinicals or practical
- 6.1.3.7. Free of conflict of interest

### **6.2. Nomination of examiners**

- 6.2.1. Once the identified examiner has confirmed his/her willingness and availability during the period of the examination, the heads of departments or chairpersons of the modules will prepare a list of examiners and forward to the Dean.
- 6.2.2. Any teacher with known conflict of interest should not be nominated as examiners. At the time of the request to be an examiner, any teacher who has any conflict of interest should declare them and decline to be examiners. If there is a doubt the issues should be discussed with the head of the department or chairperson of the modules and the Dean before the nominations are made. Sometimes a conflict of interest may not have been there when the examiner initially undertook to do the examination related work but may develop subsequently. In such instances the examiner should

bring this to the attention of the relevant authorities as early as possible and seek guidance.

6.2.3. When examiners are nominated the Head of the Department or Chairman of the module may specify the components the examiner is participating. Example: to correct 2 essay questions, for clinical component, for viva voce etc.

6.2.4. If for unforeseen reason an examiner cannot perform the duties undertaken this must be informed to the Head/chairperson and an alternate examiner is found or the work to be redistributed amongst the existing examiners. If any new examiners are nominated their names must get Faculty board and senate approval.

6.2.5. The names of the examiners are considered as confidential information.

### **6.3. Chief examiner and board of examiners**

6.3.1. The examiners approved by the FB and senate become members of a Board of examiners who have the responsibility to conduct the examination, award marks and make determinations on the pass/Fail status of candidates.

6.3.2. The chief examiner is appointed among the board of examiners. He/she will be an examiner as well. The chief examiner can be the Head of the department. Functions that are delegated to the chief include coordinating the whole examination, liaise with the examiners, preparing the final version of examination papers, attending the session where the question paper is duplicated, stapled and packeted, marking, correcting MCQs, collate marks, taking custody of any confidential material, ensuring that computer entries and printouts are cross checked against raw marks, coordinating and attending scrutiny boards, attending pre-results and results boards.

6.3.3. Prior to the examination the chief examiner will call a meeting with all examiners and go through the examination guidelines with them, brief all examiners about the format of the examination and the method of allocation of marks of each component of the examination.

6.3.4. The chief examiner can delegate the duties to other examiners for a particular component of the examination.

## **7. Planning the examination**

### **7.1. Responsibility**

The board of examiners have the responsibility to conduct the examination to the format that has been approved by the FB and senate.

### **7.2. Blueprinting includes:**

- 7.2.1. The graduate profile should be considered
- 7.2.2. The teachers/examiners should work in alignment with the blueprint for each subject/module
- 7.2.3. The blueprint should contain the objectives to be assessed by the respective examination
- 7.2.4. Once the blueprint is finalised the areas to be covered by MCQ, SEQ, etc. can be decided

### **7.3. Communications by the Chief examiner**

- 7.3.1. The chief examiner corresponds with the examiners and indicates the areas in which the questions should be set.
- 7.3.2. The total number of questions and the number of questions set by the examiners be informed to the examiners.
- 7.3.3. The dates to submit the questions either MCQ or SEQ must be informed to all examiners.
- 7.3.4. Those setting the essay or SEQ should be informed to prepare a marking scheme and mark scripts also.
- 7.3.5. When writing to the examiners copies of the following documents may be incorporated as appropriate.

These include:

- a. exam timetable,
- b. copies of past question papers
- c. marking schemes
- d. special instruction and any guidelines on setting questions,
- e. confidential envelop to forward the question papers
- f. voucher forms which are prefilled appropriately

#### **7.4. Communication by the examiner**

7.4.1. The examiner shall send before the specified date the questions written legibly or word processed, sealed in the confidential envelope addressed to the Chief examiner or the Dean or the DR/SAR under his personal name.

7.4.2. Questions should be worded in such a manner as to enable the candidates to interpret them in the same way that is expected of them by the examiner. It should be made sufficiently specific and detailed to remove any possible source of ambiguity. No room should be left for any candidate to speculate what the examiner may have had in his/her mind.

7.4.3. When descriptive words such as 'compare', 'contrast', 'analyze', 'classify', 'criticize', 'defend', 'evaluate', and specially 'discuss' are used, what aspects of the question are to be considered must be clearly specified.

### **Scrutiny of question papers**

The function of scrutiny of question papers of the examinations in the Faculty of Medicine, University of Jaffna is done by a Board of Scrutiny.

#### **8.1 The Scrutiny expert and the Board of Scrutiny**

At the time when the examiners are appointed for a particular examination, the Dean shall appoint a suitable senior academic identified as a scrutiny expert to scrutinize the question papers in each phase of examination. This scrutiny expert shall chair the scrutiny board attended by the chief examiners. The date and time of the meeting of the Scrutiny Board may be informed by the Examination registrar of the faculty

#### **8.2 Appointment of scrutiny expert**

Members among the permanent academics of the Faculty of Senior Lecturer grade 1 and above with at least 5 years of examination experience can be appointed as scrutiny experts. The scrutiny expert need not be a specialist in the area.

At each level of examination, the faculty board shall recommend the appointment of the scrutiny expert to the senate for its approval. Scrutiny experts must agree to preserve confidentiality of the examination material. They should not have any conflicts of interest. If there are any conflicts of interest, they should refrain from being scrutiny experts.

### **8.3 Meetings of the scrutiny board**

- 8.4.1 The Scrutiny Board should meet in a confidential room. Only the chief examiners and the scrutiny expert will attend the meetings. An attendance sheet should be maintained and signed. No examiner shall leave the Scrutiny Board meeting until all the question papers are scrutinized and finalized.

### **8.4 Scrutinization process**

- i. The Scrutiny Board shall have the power to examine all question papers. These include the MCQ, SEQ papers, material used in OSCEs, etc.
- ii. Along with the questions the marking schemes of questions must be examined.
- iii. The areas where the scrutiny board shall peruse:
  - a. The clarity of the questions from the candidate's point of view.
  - b. Allocated time to answer each question.
  - c. Each essay/SEQ shall carry 100 marks and appropriate allocation of marks to each subsection of a question.
  - d. Duplication of the content areas tested must be checked.
  - e. Whether the required information and instruction are included to the candidates are included.
- iv. The Board of Scrutiny shall have the power to modify any question in respect of language and if necessary to get the consent of the examiner.
- v. The modified question paper with major revisions shall be scrutinised by the scrutiny board.
- vi. The suggestions of the Scrutiny board will be noted down by the chief examiner and he/she shall prepare the final question paper in consultation with other examiners.
- vii. It is the responsibility of the chief examiner (representing the Board of Examiners) to maintain confidentiality.

### **8.5. Rubric of the question paper**

The rubric shall contain, the following as appropriate:

- i. University of Jaffna
- ii. The Name and year of the examination/
- iii. Calendar of year need to check with other faculties
- iv. The title of the paper
- v. Date of examination
- vi. Duration of the paper
- vii. Other

- (a) The total number of questions
- (b) The number of questions to be answered
- (c) Compulsory questions if any
- (d) Whether separate books should be used for separate parts/questions of the paper and submitted separately
- (e) Any other relevant information e.g., Writing index number, numbering of pages, distribution of marks for different sections of questions.
- (f) The pages of the answer paper should be numbered

The chief examiner should bring the draft question paper to the meeting of the Board of Scrutiny with all the above information included so that it is available for perusal by the Board of Scrutiny. By doing those errors can be minimized.

## **8.6. Proof reading and preparation of the final question paper**

As the representative of the Board of Examiners the proof reading and preparing the final version of the question paper is the responsibility of the chief examiner. He/She will finalize and seal it and keep it in safe custody with the Dean faculty of medicine. Alternately the chief examiner may keep it under his/her custody. The chief examiner shall maintain the confidentiality and destroy all penultimate drafts of the question paper.

## **9. Duplicating, stapling and packing of question papers and MCQ answer scripts**

### **9.1.Duplicating**

9.1.1. The DR/SAR shall take necessary action for duplicating and packing of question papers. For main examinations a timetable is prepared specifying time slots for duplication work. Otherwise, duplication has to be done by prior arrangement with the duplicating unit.

9.1.2. The duplicating and packing of papers shall be done under the direct supervision of the Chief examiner. He/She will bring the final paper for duplication

9.1.3. The number of copies to be made is decided by the chief examiner. When deciding on the number of papers to be printed the following guideline may be used.

Essay papers: One for each candidate plus an additional 5% or a minimum of 10 extra copies. Each packet of answer scripts to contain 2 copies.

MCQ papers each candidate should get one. The additional number must be decided by the coordinating examiner. The number of candidates registered for each examination can be obtained from the Examination Unit.

- 9.1.4. The chief examiner will get an appointment from the duplication unit to do the duplication work. He/She could discuss with the technician about the time needed for the job, stationery needs and other requirements. These may be supplied by the DR/SAR or must be brought from the Departments or Modules committees
- 9.1.5. The duplication work will be done by the technician/management assistant in the designated area under the direct supervision of the chief examiner.
- 9.1.6. The technician/management assistant detailed to duplicate and packet shall ensure the following:
- (a) That the full material has been reproduced on each sheet of paper and where both sides are used on both sides of the paper
  - (b) That no sheet which is illegible, or smudge has been included.
  - (c) That where there is more than one sheet for a question paper the sheets have been stapled together in the correct order.
  - (d) That the requested number of good quality copies are prepared
- 9.1.7. During the duplicating process the technician will check with the chief examiner that the work is progressing correctly. If there is doubt about the darkness of the print, clarity or legibility, smudging etc. these should be approved by the chief examiner.
- 9.1.8. After the duplication is over the technician will take appropriate measures to ensure that the relevant material in the duplicating machine and the redundant stationery is handed over to the chief examiner for safekeeping and subsequent destruction with the approval of the Head of Department, Chairperson of Module or the Dean. Such material can be destroyed then and there by shredding them in the Examination Unit.
- 9.1.9. When the duplication work is in progress entry of unauthorized personnel into the confidential room should not be allowed and this work should receive full attention.
- 9.1.10. A record of the duplication work will be made in the logbook and signed by the chief examiner.

## **9.2.Stapling**

- 9.2.1. This will be done in the Examination Unit under the direct supervision of the chief examiner.
- 9.2.2. The staff detailed to staple the paper shall ensure the following.
- (a) The papers are stapled in the correct order

- (b) That no sheet which does not have the full material reproduces on one or both sides is stapled
  - (c) That no sheet which is empty, damaged, illegible, or smudged has been stapled
  - (d) That the requested number of good quality copies are prepared
- 9.2.3. If automatic machine stapling is done a manual check is needed to make sure pages are correctly stapled
- 9.2.4. If there is doubt about inclusion of any page it should be approved by the chief examiner.
- 9.2.5. While the stapling work is in progress entry of unauthorized personnel should not be allowed and this work should receive full attention.

### **9.3. Packing (Packeting)**

#### **9.3.General measures**

- 9.3.1. This will be done in the Examination Unit under the direct supervision of the chief examiner. In the faculty examinations there may be one, two or three halls (rarely more) where the examination is conducted. It is important that an adequate number of scripts are packed for each hall.

Information about the number of halls and the number of candidates sitting for various papers in each of the halls shall be prepared and made available in the Examination Unit.

- 9.3.2. The papers will be packed using the above information according to the instructions of the chief examiner under his/her direct supervision.
- 9.3.3. The examination hall, name of the examination, title of the paper, number of question papers enclosed, Whether MCQ question paper or MCQ answer scripts, the date and title of the paper will be indicated in the packet. A printed form for this purpose can be completed and securely pasted on the packet. When such a form is not available this information should be clearly 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. (See Annexure iii)
- 9.3.4. The chief examiner shall be responsible in 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 have been

enclosed, and that the correct title, name of examination, date, time and hall have been entered on the envelope/ label of the packet.

- 9.3.5. The sealing may be done using gum and adhesive tape. The chief examiner must put his/her signature which will be covered by transparent adhesive tape.
- 9.3.6. The coordinating examiner will hand over the packets of question papers personally to the DR/SAR of the FM. The DR/SAR of the FM will lock the packets in the safe or other designated area. The hand over and receipt of the papers will be entered in the logbook and signed by the relevant persons.
- 9.3.7. The original of the question paper should be sealed, marked as “Master copy” and inserted into one of the question papers packets and an endorsement made on the packet to that effect. Other confidential material generated such as the used paper, 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 chief examiner. It will be his/ her responsibility for the safekeeping and subsequent destruction. With prior approval these can be destroyed then and there in the Examination Unit by shredding them.
- 9.3.8. While the packing is in progress entry of unauthorized personnel should not be allowed and this work should receive full attention.
- 9.3.9. The DR/SAR of FM shall ensure that each paper is duplicated, packed and ready not later than two days before the scheduled date of that paper.
- 9.3.10. The DR/SAR of FM shall check with the Daily Schedule of Examinations that the question papers and other relevant documents for each session are ready in time.

#### **9.3.11. Packing specific question papers**

##### **9.3.11.1. Packing MCQ answer scripts**

MCQ papers need a separate MCQ answer script and must be provided. These are pre-printed and available with the DR/SAR. At the time, the MCQ papers are packed the appropriate number of MCQ answer scripts 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 being kept tied together. The faculty uses different MCQs, *i.e.*, Multiple true/false type and the single best answer type. There are separate MCQ answer scripts for each type. Hence the chief examiner must be aware of this and ensure that the correct type of MCQ answer scripts are packed.

#### 9.3.11.2. Packing Short Essay questions answer scripts

If the subject has structured type of essay questions the questions will have space for the answer to be written. This type of paper also should be pre-printed, and the chief examiner is responsible. At the time of duplicating the papers are packed separately and labelled in the similar manner as the MCQ papers.

#### 9.3.11.3. Packing OSCE/Practical answer scripts

If the subject has OSCE/practicals the questions will have space for the answer to be written. This type of paper also should be pre-printed, and the chief examiner is responsible. At the time of duplicating the papers are packed separately and labelled in the similar manner as the MCQ papers

## **11. Supervision and Invigilation**

### **11.1. General**

11.1.1 Supervision and invigilation form a very important function in the proper and efficient conduct of examination. It is the duty of all employees of the University to assist in this work.

11.1.1 Services of the members of the permanent staff shall be utilized for supervision and invigilation duties. When the permanent staff is not adequate, the services of temporary staff may be engaged.

### **11.2. Preparation of a timetable of supervision and invigilation staff and hall attendants**

11.2.1. Two months prior to the commencement of the examination, the officer in charge [*i.e.* Deputy Registrar (DR), Senior Assistant Registrar (SAR)] shall prepare a timetable of supervisors, invigilators and hall attendants for the various examinations. This will be referred to as the invigilation timetable. In addition to the names of the staff members, the name of the examination, date and time, examination hall (center) etc. will be indicated.

11.2.2. When preparing this timetable, the DR/SAR will use a list of academic and other staff that is maintained at the faculty office. Those on sabbatical leave/study leave will be exclude.

### **11.3. Appointment of supervisors and invigilators**

- 11.3.1 The supervisor will be in charge of the examination hall/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. The supervisor must ensure that the examination is conducted according to university and faculty 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 and he/she can communicate with the Dean and/ DR/SAR of the FM if any exigencies or unexpected incidents occur. 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.
- 11.3.2 The invigilators will assist the supervisor in conducting the examination and will be functioning under his/her direction. One of their main functions would be keep an eye on the candidates and to prevent any form of examination offences being committed. The invigilators should also be familiar with the examination procedures of the faculty and the university.
- 11.3.3 Copies of the invigilation timetable will be posted to the relevant persons and to the Heads of the relevant Departments (or Modules/ Streams). The DR/SAR of the FM shall enclose with the timetable the following:
- (a) A copy of the invigilation timetable.
  - (b) A copy of the examination rules
  - (c) Copy of the Instructions to supervisors, invigilators and hall attendants
  - (d) Voucher forms
  - (e) Any other relevant documents
- 11.3.4 Once the invigilation timetable has been distributed to the relevant persons no alternate arrangements shall be made except in consultation with the DR/SAR of the FM.
- 11.3.4 Upon receiving the invigilation timetable, if any supervisor or invigilator becomes aware that he/she cannot be present that day (or session), he/she may find an appropriate replacement and indicate this change in writing to the Dean. The replacement person should

countersign the letter confirming his/her agreement. When such changes are made it is important that the person replacing the supervisor should also be of parallel grade or above. This clause applies to invigilators also. Supervisors should not be replaced by probationary lecturers or junior staff. Similar conditions apply for the non-academic staff also. Any change must have prior approval of the DR/SAR of the FM.

#### **11.4. Examination hall staff**

11.4.1 The staff on duty at each examination hall/ centre, shall consist of at least a supervisor, an invigilator and 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 exceed 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.

11.4.1 After the appointment of Examination Hall staff, no alternative arrangement shall be made except in consultation with the DR/SAR/ of the Faculty of Medicine. After the commencement of the examination, a hall staff finds that owing to unforeseen or unavoidable circumstances he has to be absent for a session or more he shall immediately contact the DR/SAR of the Faculty of Medicine, who shall make alternative arrangements in consultation with the Dean.

### **12. Duty List**

#### **12.1.Duties of the Supervisor**

##### **12.1.1. Attendance**

The supervisor at each hall (centre) shall call over at least half an hour before each session commences, at the office of the DR/SAR of the FM and collect the question papers and other material for his/her hall (centre) for each session or each day. During the examination, other than under exceptional circumstance, the supervisor shall not leave the hall. In the exceptional circumstance (Eg: falling sick/serious event in immediate family etc) where the supervisor must leave the examination centre, he/she must ensure that neither the invigilators nor the hall attendants leave the hall during the time.

### 12.1.2. Security

No other person except the Dean, or his/her representative, or the DR/SAR of the FM, or the Chairman of the Board of Examiners (or an identified examiner) may visit the examination hall.

### 12.1.3 Documents to be taken and arrangements

12.1.3.1. The Supervisor shall check the question paper packets with the time table in order to make sure that the correct question paper packet have been handed over, that no question paper for the session/ day is missing and that the packets are properly sealed.

12.1.3.1. Before leaving the Faculty Office the DR/SAR of the FM and the supervisor shall check whether the correct question papers and relevant documents for the particular session and venue have been taken by him/ her.

12.1.3.2. The Supervisor shall be supplied with the following by the DR/SAR of the Faculty of Medicine :-

- (a) Packet (packets) of question papers for the session/ day.
- (b) Packet (Packets) of MCQ answer scripts and any other relevant material.
- (c) Attendance lists for each paper
- (d) Examination timetable
- (e) Invigilation timetables
- (f) Adequate numbers of stationery such as answer books and continuation sheets
- (g) Adequate amounts of Printed envelopes or wrapping paper to packet the answer papers, MCQ question papers etc
- (h) Labels / stickers for answer packets
- (i) Guidelines to supervisors and invigilators
- (j) Date stamp for stamping answer books and continuation sheets
- (k) Miscellaneous stationery items such as gum, transparent adhesive tape, blade, scissors, thread, punch, stapler etc
- (l) Other written instructions where necessary
- (m) Examination Offences Report form

#### 12.1.4. Examination hall duties

- (a) Check whether the correct question papers and relevant documents for the particular session 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.
- (c) 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 DR/SAR of the FM as early as possible if additional staff is considered necessary.

#### 12.1.5. Admitting candidates

12.1.5.1. The Supervisor shall ensure that 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.

12.1.5.2. Supervisor ensures that an Invigilator shall be posted at each entrance so 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 document to identify him/herself (Identity card, driver's license or a passport)

12.1.5.3. Candidates shall not be admitted to the hall earlier than 10 minutes before the time of commencement of a paper.

12.1.5.4. 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 the hall (centre). The answer script of such a candidate shall be packeted separately and the matter brought to the notice of the DR/SAR of the FM.

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

12.1.5.6.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 the fact brought to the notice of the DR/SAR.

12.1.6. Distribution of stationery

The Supervisor shall ensure:

- (a) That the date stamped, and initialed answer books shall be issued initially.
- (b) That Continuation sheets shall be issued subsequently by the invigilators and each sheet shall be date stamped and initialed.

12.1.7. Preliminary Announcements

12.1.7.1.Some examination halls are quite long and loudspeakers (or microphones) may not be available and the announcements made by the supervisor may not be heard by the candidates at the back. In such situations the supervisor will have to make the announcements from two or three locations in the hall and ensure that all the candidates heard the announcements.

12.1.7.2.The Supervisor shall make the following announcements before the commencement of the examination:

- (a) Strict silence is to be observed by candidates till 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, packets or files or any stationery or material other than those issued to him 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, and admission card.
- (d) No candidate shall have with him/ her any form of electronic device such as cellular phones, mobile phones, pager or other communication equipment etc. They should be switched off (or put in the silent mode) and handed over to the supervisor or kept in a designated place.
- (e) No candidate is permitted to leave the examination hall during the first half an hour of the paper or during the last 15 minutes.
- (f) 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.

#### 12.1.8. Distribution of question papers and related announcements

- 12.1.8.1. 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 the correct papers for the session and that the special requirements if any, required according to the rubric are available.
- 12.1.8.2. The balance question papers shall remain in the supervisor's custody, and he/she shall ensure that no question paper is allowed to be removed out of the hall before the expiry of the first half hour. MCQ question papers are not to be removed from the examination hall.
- 12.1.8.3. The Supervisor/ Invigilator shall not under any circumstances, give any clarification/ 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 chairperson of the panel of examiners or the DR/SAR, the supervisor shall announce such correction or modification. When such announcements are made the supervisor must ensure that all the candidates have heard it.

#### 12.1.9. Attendance Sheets and Admission Cards

- 12.1.9.1. At the expiry of 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. The presence or absence of each candidate should be indicated by the sign [✓ or P (for present)] or the abbreviation (abs) respectively against each candidate's index number. At the time the attendance is marked the identity of each candidate will be verified. Documents that can be considered as acceptable identities include any of the following having a recent photograph of the candidate, the Faculty of Medicine student identity card, student record book, national identity card, driving license or passport. In the performance of this exercise the invigilator shall satisfy himself/herself of the identity of the candidate by reference of the physical appearance of the candidate to the identity document which contain the candidates' photographs, as well as his/her signature.

- 12.1.9.2.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 offering that paper and if the supervisor is satisfied with the bona fides 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 DR/SAR of FM and Examinations Registrar at UOJ. Every such case shall be reported to the DR/SAR of FM and Examinations Registrar at UOJ.
- 12.1.9.3.If a candidate fails to produce his/her student identity card (or any other valid identity) at any paper for purposes of identification, he/she shall be requested to produce a valid identity on the same day or the next day and show it to the supervisor or the DR/SAR of FM. Meanwhile he/she shall be required to sign a declaration that he/she has been allowed to sit the paper, under the condition that he/she shall establish his/her identity the same or the next day. The supervisor shall on production of the student identity card the same day or the next day, certify on the declaration that he/she is satisfied with the identity of the candidate for that paper.
- 12.1.9.4.The invigilator should collect all the admission cards on the first day of the paper after having obtained the signature of each candidate. Candidates should sign the admission card in the presence of the invigilator who shall witness each signature. The invigilators are required to check whether the candidates have signed the statement given in the admission card. The 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 DR/SAR of FM. He/She shall have them ready for presentation to the candidates at the next examination paper. Candidate's signature should be obtained in the admission card whenever each candidate presents himself/herself for each subsequent paper of the examination.
- 12.1.9.5. As soon as the Attendance Sheets are marked, the supervisor shall collect them from the invigilators and proceed to prepare the examination attendance form which must be filled accurately and signed by the invigilators and the supervisor. On completion of the examination the answer scripts are packeted and sealed with the examination attendance form inserted. The label of the packet should contain information about

the name of the examination, title of the paper, number of scripts enclosed, index numbers of scripts included in the packet and index numbers of absent candidates.  
(Annexure iv)

12.1.9.6. The number of candidates indicated in the Attendance Sheet, the number of those present for the examination (head count) and the number of answer scripts enclosed must tally.

12.1.9.7. The supervisor should hand over the original Attendance Sheet together with the packet of answer scripts and signed Admission Cards to the SAR/AR at the end of each session of the examination.

12.1.10. Announcements during and at the end of the examination

12.1.10.1. The supervisor shall make the following announcements after the distribution of the question paper:

- i. Please check whether you have received the correct question paper
- ii. The question paper in .....(subject) contains .....(number) pages and .....(number) 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 paper

12.1.10.2. 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". Tie up your papers according to the instructions. You may continue to write after doing so. No candidate shall leave the hall until the end 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"

#### 12.1.11. Collection of answer scripts

12.1.11.1. Collection of answer scripts will only be done by supervisors and invigilators.

12.1.11.2. 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.

12.1.11.3. 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 is persisting after re-checking again and again the supervisor must make an announcement informing this fact to the candidates and ask them to make sure that each 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.

12.1.11.4. If the number of scripts exceed 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

12.1.11.5. 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.

#### 12.1.12. Packeting of answer scripts.

12.1.12.1. The supervisor shall, check that each invigilator has arranged the scripts in the order of index Numbers

12.1.12.2. The supervisor shall arrange the scripts to be packeted. Each Part shall be packeted as requested the examiners. The number of scripts that can go into a

“convenient packet” varies. In the Faculty a single batch has about 150 students. If all this number sat the exam in one hall, more than one packet can be made. If the candidates sat in different halls the number of scripts would anyway be getting divided. 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.

12.1.12.3. The supervisor shall enclose in each packet:

- (a) Two copies of the question paper and,
- (b) Adequate number of marks sheets

12.1.12.4. Each packet shall be taped securely and sealed. The supervisor shall ensure that all details on the label have been duly filled and matches the title of the paper.

(Annexure iv)

12.1.13. Examination stationery

12.1.13.1. Custody of blank answer books and continuation sheets is the sole responsibility of the supervisor.

12.1.13.2. Hall attendants should be allowed to handle examination stationery only under the careful supervision of the supervisor and the invigilators.

12.1.13.3. The supervisor shall ensure that no blank answer books or continuation sheets are taken out of the examination hall by any student. A candidate should not be given more stationery than he/she requires at any one time and steps should be taken to recover any excess stationery 10 minutes before the examination is completed in order to prevent candidates misusing examination stationery.

12.1.13.4. After the candidates leave the hall, the invigilator shall go round and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.

12.1.13.5. All unused examination answer books and continuation sheets shall be returned to the DR/SAR by the supervisor.

12.1.13.6. All examination answer books, and examination stationery shall be kept under lock and key by the DR/SAR

12.1.14. Handing over answer scripts and other material

The supervisor shall hand over to the DR/SAR of FM the following materials at the end of each session or day and must obtain acknowledgment by signing a handover logbook/document

- (a) The packets of answer scripts
- (b) MCQ question papers and balance question papers etc.

- (c) The attendance Sheet
- (d) The Admission Cards (Separately packeted)
- (e) Balance stationery
- (f) Any other relevant documents

## **12.2. Duties of Invigilators**

### **12.2.1. Responsibility**

The invigilator shall be responsible to the supervisor for the efficient discharge of the duties assigned to him/her. The supervisor and the invigilators are required to try and prevent examination offences committed through their watchfulness.

### **12.2.2. Attendance**

12.2.2.1. The invigilators shall be in attendance at the Faculty Office at least 30 minutes before the examination is due to commence. Alternately, after informing the supervisor and/or the DR/SAR, the invigilators may directly report to their respective examination halls at least 30 minutes before the commencement of each paper so that together with the supervisor they could check on the hall arrangements.

12.2.2.2. 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 could ensure proper supervision of the examination during the period of the invigilator's absence.

### **12.2.3. Examination hall duties and invigilation**

12.2.3.1. The invigilator shall devote his/ her whole attention to the continuous supervision of candidates. He/ she shall move amongst the desks without disturbing the candidates and attend on any needs of the candidates and ensure that no copying takes place. 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 dissuaded. During the answering of MCQ papers the vigilance should be increased.

12.2.3.2. 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 continuation sheets to the candidates, when called for. In date stamping

the continuation sheets, to avoid wastage of stationery, he/she shall ensure that not more than the required number for the session are date stamped. This duty should be attended personally by the invigilator and be entrusted to the hall attendant.

- 12.2.3.3. The invigilator shall distribute the question paper to the candidates assigned to him/her. He /She shall return the balance question papers, if any, to the supervisor.
- 12.2.3.4. The invigilator shall not under any circumstances give any clarification, explanation with regard to the questions to any candidate. If an invigilator is asked such clarification the invigilator must direct it to the supervisor.
- 12.2.3.5. The invigilator shall at the expiry of the first half hour, with the approval of the supervisor, go round 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.
- 12.2.3.6. No candidate shall be admitted to the hall after the expiry of half an hour from the commencement of the paper nor shall any candidate be permitted to leave the hall (centre) during the first half hour, or during last 15 minutes of the paper.
- 12.2.3.7. The invigilator shall collect the scripts of every candidate who leaves before the last 15 minutes
- 12.2.3.8. As soon as the time allotted for the examination is over, the invigilator shall collect from every candidate his scripts whether answered or not. In doing so he/she shall, check that the script bears the correct index number.
- 12.2.3.9. The invigilator shall check that the answer scripts have the index numbers of the candidates, title of the paper, part of paper/question number (when applicable) and handover the scripts to the supervisor. He 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.
- 12.2.3.10. The invigilator shall keep surveillance of any candidates wishing to make use of the toilet while the examination is in session.
- 12.2.3.11. After the candidates leave the hall, the invigilator shall go round and inspect the hall to ensure that all answer scripts and other examination stationary have been collected.

12.2.3.12. The invigilators shall, assist the supervisor in packeting and sealing answer scripts.

12.2.3.13. In case of any examination offences the invigilator shall bring that matter to the supervisor to file a complaint in the examination offence form. (Annexure v)

### **12.3 Duties of hall attendants**

12.2.4. It shall be the duty of the hall attendants to carry out all instructions given to them by the supervisor/ invigilator

12.2.5. Hall attendants shall call over at the examinations branch each session / day at least 45 minutes before the commencement of the session and assist the Registrar/ Supervisor/ Invigilator in collecting stationery and other equipment necessary for the examination.

12.2.6. They shall assist in the arranging and numbering of desks.

12.2.7. They shall clean the hall and arrange the furniture at least half an hour before the commencement of each session.

12.2.8. They shall, assist the supervisor/ Invigilator in distributing the stationery and in the parceling and sealing of answer scripts when they are called upon to do so. They shall not distribute continuation sheets.

12.2.9. They shall, carry parcels of answer scripts, stationery, and other equipment under the supervision of the supervisor/ invigilator.

12.2.10. They shall return the examination hall keys after each session/day and collect same from the DR/SAR before the next session

12.2.11. They shall not leave the hall except with the specific permission of the supervisor.

### **12.4 Duties of DR/SAR of Faculty of Medicine**

12.4.1 The SAR shall under the general direction of the Dean be in charge of the conduct of all examinations.

12.4.2 The DR/SAR shall be responsible for all arrangements in connection with the conduct of examinations.

12.4.3 Preparatory arrangements such as examination timetables according to the calendar of dates, invigilation timetables, booking of examination halls, calling for registration for examinations, preparation of schedules of candidates, allocation of index numbers, issue of admission cards which have been sent by the examination branch of UOJ, ordering of stationery required etc. are attended to in time.

12.4.4 He/She receives the lists of examiners from the Heads of Departments and Chairpersons of modules

12.4.5. He/She receives the lists of members of for the scrutiny board

- 12.4.6. Appointment letters and requests for setting question papers are sent out by the due date.
- 12.4.7. He/She receives question papers in time and that they are kept in safe custody
- 12.4.8. All arrangements are made to have the stationery and other requirements ready in time for issue to the examination halls.
- 12.4.9. The seating arrangements of desks etc. in the examination halls are satisfactory.
- 12.4.10. Arrangements made for the receiving of answer scripts from supervisors and for the distribution of same to the examiners for marking are satisfactory
- 12.4.11. The marked answer scripts and the marks from the examiners are received, entered and kept in safe custody.
- 12.4.12. The SAR shall maintain the following.
- i. Mark books and Mark sheets
  - ii. Operating procedures for examinations
  - iii. Schedule of question papers in examinations
  - iv. Records of results sheets and confirmation of results
  - v. Other relevant documents (e.g., By laws, Regulations)
- 12.4.13. The DR/SAR shall forward the results and have the same confirmed by the University Senate.
- 12.4.14. Be responsible and involve in preparing the common merit list to be sent to the UGC following the phase III examinations.
- 12.4.15. Refer TOR for preparing merit list

### **13. Examination procedure to be followed at the Examination Hall**

There will be some duplication of the contents of this section with those of other sections.

- 13.1. Candidates are required to be at the examination hall at least 15 minutes before the commencement of each paper but shall not enter the hall until they are requested to do so by the supervisor.
- 13.2. No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of an examination. Nor shall a candidate be allowed to leave the hall until half an hour has lapsed from the commencement of examination or during the last 15 minutes of the paper.
- 13.3. On admission to the hall a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instruction of the supervisor.
- 13.4. A candidate shall have his/her document of identification (Student ID card/record book/passport/driver's license) and the admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the university student identity card when requested to do so. If he/she failed to bring his identity card on any occasion, he/she shall sign a declaration in respect of that paper for which he/she has not produced the identity card and produce the identity card to the DR/SAR at least on the following day. If a candidate loses his/her identity card during the course of an examination, he/she shall obtain a duplicate identity card from the SAR, for production at the examination hall.
- 13.5. The present arrangement in the faculty is to collect the admission cards on the first day of the paper after having obtained the signature of each candidate. Candidates should sign the admission cards in the presence of the supervisor or invigilator who shall witness each signature. The invigilators are required to check whether the candidates have signed the statement given in the admission card. The cards will be arranged thereafter in serial order, packed and handed over to the supervisor. The supervisor shall in turn hand over the packet of admission cards to the SAR/AR in charge of examinations. He/She shall have them for presentation to the candidates at the next examination paper. Candidate's signature should be obtained in the admission card whenever each candidate presents himself/herself for each subsequent paper of the examination.
- 13.6. Candidates shall bring their own pens, ink, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring.
- 13.7. In the case of electronic marking of the MCQ paper the stationary pack will be provided to the candidates and the candidate should leave it behind at the desk once the exam is over.

- 13.8. Examination stationery (i.e., answer books, continuation sheets etc.) will be issued as and when necessary. No answer book or continuation sheet issued to a candidate may be torn, crumpled, folded, or otherwise mutilated. No paper other than those issued to him/her by the supervisor or invigilator shall be used by a candidate. All material supplied whether used or unused, other than the answer scripts, shall be left behind on the desk and not removed from the examination halls by the students. The material will be collected by the invigilator/supervisor
- 13.9. No candidate shall have on his/her person or in his/her clothes or on the Admission Card, Record Book or any other object he/she is permitted to bring into the examination hall, any notes, signs and formulae or any other unauthorized material. Books, notes, parcels, handbags, cellular phones, pagers and other communication equipment etc. which a candidate has brought with him/her should be kept at a place indicated by the supervisor or invigilator. The supervisor shall not take responsibility in case any of this material is lost. A candidate may be requested by the supervisor to declare any item in his/her possession or person
- 13.10. Every candidate shall enter his/her index number at the appropriate place 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 in his/her script an index number other than his/her own is liable to be considered as having attempted to cheat. The supervisor/invigilator has the authority to check the answer scripts of candidates. A script that bears no index number or an index number which cannot be identified, is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer scripts.
- 13.11. Candidates are under the authority of the supervisor and shall assist him/her in carrying out his/her instructions and those of the invigilators, during the examination and immediately before and after it.
- 13.12. Every candidate shall conduct himself/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his/ her staff or other candidates. In entering and leaving the hall, he/she shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
- 13.13. 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 the candidate by raising his/her hand from where he/she is seated.

- 13.14. After the examination has commenced no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the supervisor or invigilator shall grant him/her permission to do so but the candidate will be under his/her constant surveillance.
- 13.15. Candidates shall stop work promptly when ordered by the supervisor or invigilator to do so. If this instruction is not strictly followed the supervisor or invigilator has the authority to make an endorsement to this effect on the answer scripts and/or report to the authorities.
- 13.16. All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer scripts. Such work should not be done on Admission Cards, timetables, question papers, Student Record Book or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answers with the intention of copying.
- 13.17. Any answer or part of the answer which is not to be considered for the purpose of assessment, shall be neatly crossed out by the candidate. If the same question has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.
- 13.18. Every candidate shall hand over the answer script personally to the supervisor or invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee or another candidate. The MCQ question paper should also be returned to the invigilator or supervisor. It should not be removed from the examination hall by the student.
- 13.19. A candidate who has handed over his/her answer script shall under no circumstance be entitled to call it back.
- 13.20. No candidate shall remove his/her or any other candidate's answer script from the examination hall.
- 13.21. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself/herself so negligently so that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination

- 13.22. No candidate shall submit a practical or field book or research dissertation or project study or term paper or assessment or answer script which has been done wholly or partly by anyone other than the candidate himself/herself.
- 13.23. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
- 13.24. 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. Persons who may be allowed into the hall (with the permission of the supervisor) include the Dean, the Examinations Coordinator, the DR, SAR of FM or Examination registrar of UOJ. The Head of relevant Department, Chairperson of relevant Module may be permitted entry. Relevant here refers to the relevance to the examination paper. In addition, one of the examiners is requested to turn up during the first half hour to clarify any issues about the question paper that candidates may have.
- 13.25. If circumstances such as unexpected disaster occur, which in the opinion of the supervisor necessitate cancellation or postponement of the examination, he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the authorities. However, the supervisor should be very cautious in exercising this authority. In such instances it is always desirable that the Dean or the DR/SAR is contacted before a final decision is taken.
- 13.26. Every candidate who registers for an examination shall be deemed to have sat the examination unless:
- i. He/She is permitted by the Senate for valid reasons to withdraw from such examination on a ground acceptable to the Senate within the specified period or
  - ii. He/She submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the university medical officer (UMO). If this is not possible the medical certificate should be obtained from a government medical practitioner and submitted to the university medical officer at the earliest possible time, but in any case, not later than one week from the first day of the examination. Medical certificates from private practitioners may be considered but these will need recommendation from the UMO. In the case of candidates who are falling sick during (or in the midst of) an examination the medical certificate should be submitted at the earliest possible time, but in any case, not later than one week from the date of the first paper that the candidate has not been able to attend.

- iii. When a candidate is unable to present himself/herself for any part or section of an examination he/she shall notify or cause to be notified this fact to the SAR, immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.
- iv. No student shall sit an examination, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Senate.

### 13.27. Examination offences

13.27.1. After the commencement of the examination if any candidate is found to have with him/her any unauthorized documents (material) or if he/she breaks examination procedure or if he/she commits any of the offences listed as examination offences (refer to UOJ codes, policies and By- Laws), the invigilator shall apprehend the candidate and take possession of any relevant documents and report the matter immediately to the supervisor. The supervisor should note the time when the report is made to him/her and should take charge of the documents and record statements from the candidate and the invigilators. Each statement should be signed by the person making such statement. The Supervisor should make every endeavor to record statements without disturbing the other candidates. The candidate involved should be allowed to sit the examination after recording the statement. At the discretion of the supervisor such a candidate may be allowed extra time for the time lost in such inquiry. If any candidate refuses to give a statement made by him/her, the supervisor should record this fact. Appropriate forms for reporting examination offences should be provided by the examination branch along with the examination stationery.

13.27.2. The supervisor shall not enter into argument with the candidate, but shall make in his/her report, the note that the candidate has refused to make a statement or sign a statement. The supervisor should also make a separate report of the incident giving his/her comments. All connected documents including the duly filled forms pertaining to examination offences should be serially numbered and submitted to the SAR, under sealed cover marked "Examination Offence"

### 13.28. Illness of candidate in the examination hall

13.28.1. In the event of a candidate falling ill while answering a paper, the supervisor, where possible shall seek the assistance of the Medical officer. However, if a Medical

Officer is not available the supervisor may take whatever action he deems to overcome. 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 report on the matter and hand over the documents to the DR/SAR.

13.28.2. If the candidate is immobilized temporarily and is able to answer the paper after a period of 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. In such case the supervisor shall make a report on every such case.

13.28.3. In the case of handicapped students, the supervisor shall ensure that the facilities allowed to such students are provided.

## **PART III: MARKING THE STUDENTS**

### **Handling Answer scripts and marking**

#### **14. Receiving and distribution of packets of answer scripts**

##### **14.1. Receiving of packets of answer scripts from the examination halls**

The DR/SAR shall make arrangements for an officer to remain in the faculty office undertaking examination work (Examination unit) to receive the packets of answer scripts handed over by the supervisors. Receipt of the answer script packets shall be entered in a book maintained at the Examination Unit. The number of packets and their identity will be entered and signed by the supervisor handing over and the officer taking over. The DR/SAR shall arrange for the packets of answer scripts to be kept locked in a safe or any other designated place. The DR/SAR 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.

##### **14.2. Distribution of packets of answer scripts to the examiners**

14.2.1. The DR/SAR shall make arrangements with the examiners for the collection of the packets of answer scripts at the earliest opportunity. This must be completed within two working days of the examination. The examiners shall come to the Examination Unit 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.

14.2.2. In addition to the packets of answer scripts the SAR shall deliver to the examiners the following:

- a. Mark sheets
- b. Voucher form
- c. A copy of detailed examination timetable indicating the dates of the pre-results and results boards.
- d. A note indicating the last date by which the marks and scripts should be returned.

14.2.3. The DR/SAR 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 DR/SAR shall report the matter to the Dean who shall direct appropriate action.

14.2.4. 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 coordinating examiner. 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 chief examiner.

14.2.5. At the request of the first or second examiners or the coordinating examiner the DR/SAR may take over the function of receiving and handing over packets of scripts to either party or the chief examiner. Similarly, the DR/SAR may accept sealed envelopes containing marks.

## **15. Responsibility of the examiners in handling answer scripts**

15.1. Being an examiner in the MBBS programme carries heavy responsibility. The examiner has to be aware that he/she has not only responsibility towards the candidates and the institute, but there is also a responsibility towards the public. Examiners are certifying candidates who are on their way to becoming future doctors. The faculty has responsibility to inform the examiners of the details of the examinations, and the examiners in turn have a responsibility to find out what is expected of them.

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

15.3. The mark sheets must be signed by the examiners and handed over to the Chief examiner.

15.4. Disclosure

15.4.1. The examiners should disclose to the Chief Examiner (or the Dean or the DR or SAR) if assessing a particular candidate (s) causes conflict of interest (*i.e.*, immediate family, other reason) in order that alternate arrangements can be made for the assessment, if necessary.

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

15.4.3. All examiners are expected to declare conflict of interest/disclosure by signing the form (Annexure ii)

## 15.5. Confidentiality

The examiners should not do the following.

15.5.1. Disclose a candidate's performance, grades or marks to a third party or the candidate.

15.5.2. Disclose confidential information about an individual candidate to prejudice another examiner's independent assessment of a candidate's performance.

15.5.3. Disclose confidential material (eg. MCQs, essay questions, cases, any other examination material) to the candidates.

15.5.4. All examiners should sign the Oath of affirmation of secrecy (Annexure i)

## 16. Duties of the examiners

### 16.1. Marking of essay questions

#### 16.1.1. Preliminaries

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

16.1.1.2. On receipt of the packet of answer scripts from the DR/SAR of the FM, the examiner shall check with the Examination Attendance sheet pasted 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 the DR/SAR of the FM immediately.

16.1.1.3. 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.

### 16.2. Preparation of the marking scheme for essay questions

16.2.1. There shall be a marking scheme for each question. This should be prepared by the examiner setting the question. As there are two examiners it is necessary that both

examiners agree on the marking scheme. If there is difficulty in getting the two examiners to agree on the marking scheme the Chief examiner or the scrutiny expert may mediate.

- 16.2.2. The marking scheme shall give the important points that should be included in the expected answer, how each point is to be evaluated, and the division 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).
- 16.2.3. 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.
- 16.2.4. 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 chief examiner or the scrutiny expert who shall take necessary action in consultation with the other examiners.
- 16.2.5. A copy of the final marking scheme shall be forwarded to all marking examiners.

### **16.3. The marking processes**

- 16.3.1. All scripts shall be marked personally by the examiner in keeping with the marking scheme. No assistance shall be obtained from others for marking.
- 16.3.2. During the exercise of marking, the examiner will read every answer and gauge the appropriateness of the answer to the question. Each examiner will compare the candidate's answer with the marking scheme, see how many points are included in it and decide on an appropriate mark. In deciding on the mark, the examiner should demonstrate internal consistency. The examiner has the freedom to use the full range of marks (e.g. 0 to 100) rather than marking within a narrow range. If the examiner wants any guidance, he/she could consult the chief examiner.
- 16.3.3. The examiner may keep notes which he/she thinks necessary, to be discussed with the other examiners at the pre-results board meeting.
- 16.3.4. Marks shall not be entered on the answer scripts, except in instances where the examiner is specifically instructed to do so.

- 16.3.5. In the case of examinations where there are two markings of scripts, each marking shall be independent and the marks of one examiner shall not be made available to the other examiner.
- 16.3.6. The examiners shall mark a particular question in all the answer scripts before proceeding to mark any other question, e.g., question 1 shall be marked first in all the scripts followed by the marking of question 2, question 3 and so on (i.e., the marking shall be done by question by question instead of script by script).
- 16.3.7. 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 marking examiner will find out whether both the detailed marks and summary marks are needed or only the summary marks are needed and forward the appropriate marks. (Annexure vi)
- 16.3.8. The examiner shall as soon as he/she marks the scripts, forward the appropriate marks sheets along with a covering letter under sealed cover to the chief examiner. The mark sheets will identify the examination, the question number, the name of the examiner and be signed by him/her.
- 16.3.9. The examiner marking the scripts first (the first examiner) should do the marking early enabling the second examiner sufficient time to mark the papers before the deadline. In case there is delay in the first examiner correcting the scripts, the scripts can be forwarded to the second examiner for marking, to minimize delays.
- 16.3.10. 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 is averaged to get the final mark, after conference marking, each candidate will be having only one set of marks, and this mark will be considered as the final mark for that question for that candidate.

#### 16.3.11. Marking of MCQs

- 16.3.11.1. The packet of MCQ answer scripts will be kept with the DR/SAR. The chief examiner will sign and take custody of the MCQ answer scripts. He/she will count the scripts to ensure that the correct number of scripts are found in the packet.
- 16.3.11.2. The chief examiner will prepare an answer sheet with the correct answers (called 'the master answer'). The correct answers had already been decided at the time of preparation of the MCQ paper. It is recommended to get the 'master' checked again with another examiner. During the marking, the MCQ answer script of the candidate will be compared with 'the master' and the mark of each candidate will be determined. In this determination a corresponding reduction of marks must be made for any incorrect answers. When deciding on the reduction the range of marks for each question (+5 to - 5) must be considered. The final MCQ marks will be obtained this way. If a question gets a negative mark, it will be zeroed for the total mark and not deducted from the next question. When facilities are available for computer correction of the MCQs, that facility can be used. If this facility is not available the MCQs must be corrected manually. It is the responsibility of the examiners to correct the MCQs. If computer correction is done it is recommended that a sample (10%) be checked manually so that any errors are detected early. At the end of this exercise a MCQ marks sheet will be prepared. The mark sheets will be signed by the responsible examiners and handed over to the Chief examiner and then to the Dean
- 16.3.11.3. Once the MCQs are corrected the answer scripts will be sealed and returned to the DR/SAR of the FM or kept in the custody of the chief examiner.

## **Marking at clinical examinations**

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

The departments conducting clinical examinations have their own procedures with regard to conducting the examinations. The departments should brief the examiners about them. The following section gives some general guidelines to examiners participating in clinical examinations.

#### **16.3.12.1. General**

Following are expected from the examiners

16.3.11.3.1. Treat all candidates with dignity and respect

16.3.11.3.2. Ensure that each candidate is treated equitably and fairly with an even application of academic standards.

16.3.11.3.3. Judge each candidate based on performance without being influenced by any extraneous factors.

16.3.11.3.4. Assess each candidate in accordance with prevailing By-laws, Regulations, accepted guidelines and conventions.

16.3.11.3.5. Rarely there are instances where examiners may meet candidates (in clinical and/or viva voce examinations) with whom they have had "problems" or "difficulties" in the past. Wherever possible examiners are advised not to examine such candidates. The examiner concerned should be able to discuss this with the chief examiner and/or the other examiners and find a satisfactory solution.

#### **16.3.11.4. Recommendations to examiners before the clinical examinations**

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

16.3.11.4.2. Selection of cases along with other. 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.

16.3.11.4.3. Standard setting especially for the clinical cases is recommended

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

16.3.11.4.5. Attend the briefing conducted by the Chief examiner.

16.3.11.4.6. Arrive at the examination hall (centre) at least 30 minutes ahead of the commencement of the examination allowing sufficient time to familiarize with the location, material and organizational arrangements.

16.3.11.4.7. Switch off all communication equipment (cellular phones, pagers, bleeps etc.) or hand over these items to the support staff.

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

**16.3.11.5. Recommendations to examiners to follow during the clinical examinations**

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

**16.3.11.6. Recommendations to examiners not to do during the clinical examinations**

- 16.3.11.6.1. Not to examine candidates with whom the examiner has had "problems" in the past. This is relevant for clinical and *viva voce* examinations. If there is prior knowledge that you have to examine such a candidate, you should discuss this with the chief examiners and make a suitable alternative arrangement.
- 16.3.11.6.2. Making any remarks of racial, religious, or sensitive nature that will impair the performance of the Candidate
- 16.3.11.6.3. Belittle or ridicule a candidate or act in any way as to cause embarrassment.
- 16.3.11.6.4. Imposing his/her own values and personal opinions and beliefs on the candidate.
- 16.3.11.6.5. Attempting to 'educate' the candidate during the examination. It is not the appropriate time

16.3.11.6.6. Discriminating unfairly between candidates.

16.3.11.6.7. Allow conflicts of interest to interfere with fair assessment.

16.3.11.6.8. Associating or socializing with candidates in any way immediately prior to, during or immediately after the examination

#### **16.3.12. Marking OSCE**

16.3.12.1. For OSCE examinations there should be an agreed model answer and the scripts will be corrected using it.

16.3.12.2. Conference marking is advisable in OSCE

#### **Marking at viva voce examinations**

16.3.12.3. The departments conducting *viva voce* examinations have their own procedures on conducting these examinations. The Chief Examiner or a designated member should brief the examiners about them. Very often these examinations are conducted in a "structured format" and marking is made objective. A minimum of 2 examiners should be there in a panel of examiners of a viva voce and marks should be awarded independently. The marks of the candidates are decided at the time of the examination.

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

16.3.12.4. The departments conducting practical examinations have their own procedures on conducting these examinations. The Chief Examiner 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 when the scripts are marked subsequently. Second marking is recommended in certain practical examinations.

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

16.3.12.5. The Community and Family Medicine has evolved schemes about marking and these will be made available to the examiners.

#### **Marking the Elective project and report**

16.3.12.6. Electives Committee has evolved schemes about marking the above documents and these will be made available to the examiners

## **PART IV: HANDLING THE RESULTS AND RELEASING THE RESULTS**

### **17. Participation in Results Boards**

- 17.1.1. Other than correcting questions and/or participating in different sections of the examination the examiners have to attend results boards for finalization of results.
- 17.1.2. Sometimes examiners may be requested to participate in counseling sessions conducted to give feedback to unsuccessful candidates

### **18. Processing of marks**

The method of final processing of the results in the Examination Unit is detailed in a separate section in this document as part VI titled “Procedure for release of results of the examinations of the MBBS degree programme”. A summary is given below.

#### **18.1. Preliminaries**

- 18.1.1. Once the essay marks of two examiners who have marked the scripts independently are received by the Chief Examiners, 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%, (10% according to UOJ bylaw) of the maximum mark that can be awarded for that question. In cases where there are no such variations in 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 candidates exceeds 15%, the Chief Examiner shall request the two examiners to reconsider the assigned marks to see whether the variations 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 as the final mark for that question.

Where it is not possible for the examiners to reconsider the mark to that level, the chief examiner shall request a third examiner to mark the relevant scripts independently. The Senate on the recommendation of the Board of the Faculty shall appoint the Third Examiner. Of the marks awarded by the First and Second Examiners, the marks that are closer to the Third Examiner’s shall be considered as valid and averaged with the marks awarded by the third examiner This step must be followed for all the questions which have been marked independently by two examiners. It is only after going through this step that the essay marks can be finalized.

- 18.1.2. 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 of the MCQ component will be arrived only after these procedures. Approval of the dean should be obtained for this procedure.

18.1.3. Similarly, under rare instances examiners may decide to standardize the results. This will be done with the approval of the Dean.

## **18.2. Initial processing**

### **18.2.1. Department based examinations**

18.2.1.1. Presently the processing of the marks is done in the Departments. The marks are received by the Chief examiners. Any marks received by the Dean or the DR/SAR of the FM will also be sent to the Chief examiners. The Chief examiners shall enter the marks. The processing of the marks involves two steps (i) calculation of the final mark (ii) determination of the result.

18.2.1.2. Calculation of the final mark: Each examination shall have several components, such as MCQs, essay questions, practicals, clinical, *viva voce* examination etc. The Department shall have a template provided by the dean’s Office. Once the marks are entered, the entries need to be checked again. It is recommended to have a random check on a sample of marks manually to ensure that there are no errors.

18.2.1.3. The Department should maintain the confidentiality. The responsibility for validity of the entries and calculations rests with the examiners. It is recommended that at least two examiners check the entries and calculations independently.

18.2.1.4. Determination of the result at the departmental level  
Once the final marks are available the examiners shall meet to determine the results. All the examiners will be invited to this meeting. At this meeting, the Examiners shall determine the results of each candidate in accordance with criteria that have been approved by the Senate. They will pay special attention to the borderline cases. Departments have their own guidelines on deciding on borderline candidates. If there are any candidates where there is difficulty in determining the results at department level, the marks should be discussed at the pre-results board meeting.

18.2.1.5. At the end of this exercise the marks and the results will be finalized at the department level/module committee. A Detailed Mark Sheet will be produced. The Department shall keep a copy of all the mark sheets confidentially under the custody of the head.

18.2.1.6. Summary Results with the final marks and pass, referred or fail status will be prepared by the Dean’s office supervised by the DR/SAR and the senior academic responsible for the examination unit.

- 18.2.1.7. When the pre-results board is convened the Chief examiners will attend the meeting with departmental copies of the summarised results.

### **18.3. Module based examinations**

The results will be processed by the Chairperson and the Secretary of the Module or Stream. The calculations will be made based on Senate approved schemes. The method of processing is similar to that described in the above section.

## **19. Post-examination issues**

- 19.1.** Although uncommon, issues may be brought to the attention of the Heads of Departments, Chairpersons of Modules or Dean or the chief examiner about the conduct of the examination. Only written submissions will be considered with authentication. Appropriate action shall be taken by the Dean on a case-by-case basis. Any complaints referred by the Vice Chancellor will also be considered.
- 19.2.** From an academic standpoint, after each examination the relevant Department or Module should have a review of the examination process. Statistical variables (e.g., pass rates) must be determined. Follow up action has to be discussed in appropriate forum.

## **PART V: CONDUCT OF CLINICAL EXAMINATION**

### **1. Clinical examination**

- 1.1.Venue of the examination will be centrally located in the Teaching Hospital Jaffna or clinical examination hall/cubicles of the faculty of Medicine, Jaffna.
- 1.2.Each 5 subjects will have their format of examination stipulated by the UGC guidelines
- 1.3.There will be several sections which include long case, short cases, OSCE/OSPE, *viva voce* and field activity
- 1.4.Standard arrangements for an 'out of bounds' period of 1 to 2 weeks for undergraduates are mandatory for the period the examination is held
- 1.5.Examiners should ensure that there is uniform exposure of all the candidates to the selected cases
- 1.6.An objective marking grid including all aspects to be tested should be utilized by each examiner during the examination to maintain uniformity and objectivity
- 1.7.The confidentiality of the examination material/patients used in the examination shall be the collective responsibility of all the examiners of the said examination
- 1.8.The selection of the material/patients used for the examination should be scrutinized by the Chief Examiner. He/she may consider the subject matter covered in the components already completed in the main examination (eg. Final MBBS examination) when such selection is carried out.
- 1.9.Repetition of patients should be kept to a minimum and is preferably avoided during a clinical examination. Simulated patients may be used wherever appropriate.
- 1.10. The clinical examination guideline of each subject should clearly indicate the time allocated for each examiner for questioning.

### **2. Appointment of examiners for the clinical examination at the Final MBBS**

1. Same procedure is followed as mentioned in previous section
2. An examiner must be a board certified by the PGIM to serve as an examiner for the clinical examination
2. Timetables should be prepared by the DR/SAR of the FM in concurrence with the Chief examiners of each subject.

### **3. Supervisors and invigilators:**

Each clinical exam will have several sessions and groups based on the number of students examined. Each session needs a supervisor and an invigilator. The Clinical examiners themselves will act as supervisors and invigilators on site.

### **4. Finance**

#### **4.1. Rate of payment:**

Rates of payment in connection with the conduct of examination shall be according to the UGC approved Circular or if improvements are made by the University Council, it could be adopted.

#### **4.2. Voucher and Claims:**

4.2.1. Voucher shall be carefully prepared and submitted duly certified by the officer certifying this expenditure

4.2.2. Each examiner shall make a separate claim certified by the Head of the Department

4.2.3. All claims in connection with the examination shall be sent to the Dean, Faculty of Medicine for further processing; also shall maintain a record of such payments in the relevant register or registers.

### **5. Guidelines to students**

#### **5.1. General**

Candidates should note that by registering to appear for the examinations of the MBBS degree programme, they are deemed to have understood and agreed to comply with the By-Laws, Examination Regulations and other related documents of the Faculty of Medicine and the University of Jaffna. Candidates must comply with the faculty regulations in the conduct of the clinical examinations.

Clinical examinations for Medical Degrees Program often use human subjects (healthy humans or patients). Candidates should be courteous towards all the patients and the staff who are involved in facilitating the examination process and follow the standard ethical guidelines

#### **5.2. Types of clinical examinations**

These include the long cases, short cases, *viva voce* examinations, objective structured practical examinations (OSPE) and objective structured clinical examinations (OSCE). These examinations are often conducted by Medicine, Surgery, Obstetrics & Gynaecology, Paediatrics and Psychiatry Departments of the Faculty. However, such examinations may be conducted by other departments and modules as well. The long cases and short cases use human subjects. The OSPE and OSCE examinations may also use human subjects.

**5.3. Intimation to students**

**5.3.1.** Information about the examinations will be displayed in the Common or examination notice boards and/or in the department notice boards.

**5.3.2.** The notices will intimate the name of the examination, subject, and examination component (long case, short case viva voce), dates, venues, times, groups, index numbers etc. It will be the responsibility of the candidates to read the notices and follow the instructions. While every attempt will be made to inform the students atleast 2 weeks in advance, in some instances such early intimation may not be possible.

**5.4. Format of the examinations**

This information can be obtained from the respective departments. It is expected that the students are aware of the format, however, it is better to inform about the format in advance. Any changes to the previous practice will be intimated to the students.

**5.5. Out of bounds period**

Notice on the duration of “out of bounds” and the wards which will be out of bounds for medical

students will be displayed at least 1 week before the commencement of the Clinical Examination. Usual period of out bounds can vary from 1 -2 weeks.

**5.6. Attendance**

Candidates must report to the respective venue at least 30 minutes in advance. Family and friends accompanying candidates will not be permitted to enter the examination venue.

**5.7. Dress**

Dress and appearance are an important aspect of professionalism. For the clinical examinations the candidates should dress in a smart and conservative manner. For long and short cases and *viva voce* examinations, for male candidates, trousers, shirt with tie and white overcoat is recommended. For females, an appropriate dress (skirt and blouse or saree) with a white overcoat is recommended. Students must display their index number pinned on the outer top attire.

**5.8. What to Bring?**

The candidate should attend the examination with the admission card and an identity card. Where relevant they should also bring material needed to perform a clinical examination such as the stethoscope and a tendon hammer. Basic equipment will also be provided in the examination area.

## **5.9. Conduct at the clinical exam**

### **5.9.1. On arrival at the venue**

Candidates should assemble outside the examination venue. Upon receiving instruction from the staff they will enter the designated area (waiting room) and stay quiet, awaiting further instruction. At the beginning of the examination candidates will be briefed by a member of the academic staff and students should listen carefully and follow the instructions. If written instructions are provided candidates are expected follow them. If a candidate is uncertain about any instruction or question, he/she should get it clarified immediately from the chief examiner/supervisor.

### **5.9.2. Expected behaviour**

All candidates must comply with the instructions of the clinical examination staff during examinations. Failure to do so will constitute a breach of examination procedures and may result in action being taken against the candidate concerned as per the regulations of University of Jaffna. Candidates are expected to conduct themselves courteously during examinations in communication and in personal contact with patients, parents, by-standees, academic & support staff and the examiners. Candidates whose conduct is disruptive or is considered by the academic staff to have been outside the bounds of reasonable and decent behaviour may forfeit their eligibility to sit the current and future examinations. Candidates who participate in the clinical examinations are expected to observe confidentiality of the subjects and should not discuss the personal details of the Clinical Examination subjects outside the examination area at any time, with any person.

### **5.9.3. Avoid carrying communication devices/paper material**

Candidates should not be carrying communication equipment and other gadgets to the examination. These include cellular phones, tablets, smart watches, notebooks, laptops etc. If these above-mentioned equipment are brought by accident they have to be handed over to the designated staff. Candidates found to be giving, receiving or recording information during the examinations will be considered as committing examination offences. Immaterial of whether this equipment has been used or not it will be considered as an examination offence. Textbooks, personal notes should not be brought to the examination areas. Candidates are not permitted to have their bags and/or other personal items as their possessions during the examination. The Faculty staff / Examiners shall not take responsibility for the safety of the material brought to the examination hall.

## **6. After the exam**

Candidates are expected to leave the examination venue (and the respective hospital) soon after their examination is over.

## **7. What not to do?**

7.1. Do not resort to, or aid and abet in activities falling under the category of examination offences.

In the clinical examinations such activities include trying to get prior information about the questions, cases, passing such information to other candidates and trying to leak the clinical case.

7.2. Avoid discussing about the patients with other candidates who are to attend the clinical examination. Patients are rotated but under certain circumstances, alternative conditions are examined in the patients with multiple clinical signs.

7.3. It is strictly forbidden for candidates to talk or attempt in any way to communicate with other candidates while the exam is in progress.

7.4. Toilet breaks are permitted during the examination. Candidates visiting the toilet during the exam will be escorted by an invigilator.

13.5. Any written papers or rough work should be handed over to designated academic staff before leaving the examination venue.

## **8. Changes to timetables**

Candidates requesting changes to the timings of the clinical examinations are not entertained for minor reasons. However, requests may be considered for genuine reasons (e.g. admitted to hospital). Requests for such changes should be addressed to the Dean with a copy to the respective Heads of Departments. Students should avoid visiting examination areas /examination unit requesting to change/exchange the timings of their clinical examination.

## **9. Being absent**

Any student who is unable to attend the clinical examinations due to sickness should follow the laid down procedure about medical leave (see Handbook). They should also inform the Dean and the Head of the relevant Department in writing.

## **10. Breaches of procedure**

Any candidate found in breach of above guidelines or misbehave in any unacceptable manner, will be reported to the authorities for possible disciplinary action. A candidate who attempts to compromise the examination procedures may forfeit his/her eligibility to proceed with the

examination. Action may be taken against candidate found to be selling or offering for sale material or details purporting to be examination content. The Faculty and the University will investigate thoroughly a complaint or adverse report concerning any candidate sitting a faculty examination, and disciplinary action may be taken. Such disciplinary action may result in suspension from the said examination, future examinations. If an infringement is deemed to be particularly severe, the candidate concerned may be permanently debarred from entering any future examinations.

## **PART VI: PROCEDURE TO RELEASE THE RESULTS**

### **Procedure for Release of Results**

The procedure indicated below has been developed by the Curriculum development and Evaluation (CDEC) Subcommittee of the Faculty to streamline the release of results pertaining to the examinations of the MBBS Programme. The academic staff and others involved in the release of results are requested to follow this procedure. This document incorporates the checks and balances that are in place in the faculty enabling the Boards of Examiners to release the results of the examinations that they have conducted.

### **1. General issues**

#### **1.1. Responsibility**

The Dean, the Deputy Registrar (DR) of the Faculty or the Senior Assistant Registrar (SAR) and the chief examiners will take full responsibility. The Dean's Office presently does the work related to release of results. The pre-results board and results board meetings will be held in the Dean's Office.

#### **1.2. Confidentiality**

Examination marks and results get classified as 'highly confidential' material. Every question paper set for any examination of the faculty, from the time the paper is set until the lapse of half an hour from the time of commencement of answering of such paper by candidates at the examination, or any other document declared as secret, shall be deemed to be a secret document. Even after conduct of certain exams or release of results, certain components of exams (e.g., MCQ question papers, detailed marks etc.) remain confidential. Hence it is essential that all those involved in handling the exam marks and results need to be aware of their responsibility and safeguard confidentiality of the examination material. Those engaged in any type of work connected with examinations should not divulge the confidential information gained directly or indirectly during the performance of their duties.

They should agree to maintain confidentiality and take precautionary measures maintain confidentiality in the performance of their duties connected with the conduct of examinations such as preparation of question papers, setting, scrutinizing, typing, word processing, computing, duplicating and packeting, supervision and invigilation, marking of answer scripts, marks, marks sheets, entry and maintenance of marks, results, results sheets, release of results and any other related or ancillary processes or activities whatsoever connected thereto.

They should not directly or indirectly procure or attempt to procure any information of confidential nature relating to the examinations from any person whomsoever or disclose to any other person whomsoever any information of a confidential nature that they may receive or become aware of in the course of their duties connected with the examinations of the Faculty except as may be necessary for the performance of their normal or designated duties.

Every employee of the Faculty engaged in any type of work connected with examinations, shall bring to the notice of the Dean/DR/SAR/ if any of their close relatives is sitting an examination. Such employees should declare this information well in advance and refrain from participating in examination related work.

### **1.3. Responsibility**

The MBBS Programme regulation states that “Each of the examinations prescribed by these Regulations thereunder shall be conducted by a Board of Examiners constituted for the conduct of that examination and authorized by the Senate”. Hence the release of the results is the responsibility of the Board of Examiners stated above.

Without compromising this principle, the Faculty has appointed people who will *ex officio* be responsible for the marks. In most instances they are the Heads of the Departments and Chairpersons of Module.

### **1.4. Method of submitting marks**

It is advised to submit the marks in a sealed envelope with the signature of the examiner placed in several places and the signatures covered by *Cellotape*. Computer disks/flash can also be sent in the same way. It is important that a hard copy of the marks are also enclosed. A covering letter should indicate the name of the examination and should carry the name, signature and designation of the examiner. The envelope can be addressed to the Dean, DR or the SAR/AR. These documents can be hand delivered to the Dean’s office/DR/SAR/AR by a responsible officer or department staff. Appropriate signature of receipt should be obtained.

### **1.5. Terminology**

A *pre-results board* meeting is arranged so that examiners (or their representatives) can meet and check the marks, the results determinations and discuss the results. A *Results Board* meeting is arranged after the pre-results board meeting to finalize the results and to release the results.

The term *determination of results* is used to indicate whether passed (with or without classes), referred, re-referred, fail; The term *classes* is used to indicate first and second class. *Distinction* in a subject indicates the overall marks is 70 or above. The term *final marks sheet* is used to indicate the mark sheet that is finalized at the results board meeting. The *results sheet* is prepared based on the final marks sheet and is prepared for publication. The marks sheet and the results sheet will be considered as confidential examination documents.

### **1.3 Processing of marks**

The processing of marks is carried out in 2 steps, i.e., initial processing and final processing.

Initial processing is collecting the marks of different components of the examination from the examiners and computing them (e.g., arriving at a % marks) to a form which can be further processed at the Dean's office so that final results can be determined. The chief examiner/Head of the department should keep a copy of the marks with them for safe keeping. This copy retained by the Head of a Department/Chief Examiner/Chairperson of a Module will be called as the 'Department copy'/ 'Module copy'. What is meant by final processing is the calculation of the final mark related to an entire exam. The responsibility of the final processing of the marks is by the Examination division/Dean's office.

The processing of marks in the different examinations of the faculty will be carried out based on its approved Regulations applicable for each intake (batch) of students as well as the different levels of examination.

### **1.6. The Marks Sheets and Results Sheets**

Subject marks sheet, results sheet and final result sheets are considered as highly confidential documents which need to be kept under safety.

#### **1.6.1. Subject marks sheet**

Marks sheet of each subject (Annexure v) should be signed by the chief examiner. The titles of the signatories and their signatures should appear in each sheet. The marks sheets that are used in the preliminary stages shall not contain the names of the candidates. The names will be inserted only after the determination of the results has been completed. In the results board final marks sheet shall contain the names of the candidates. The final marks sheets are confidential documents, and these shall be kept confidentially in the Dean's Office/Examination Division.

#### **1.6.2. Final marks sheet and results sheet**

The faculty must show uniformity in these confidential documents. The title of the marks sheet will have University of Jaffna, Faculty of Medicine, the name of the

examination, whether the main exam or a subsequent (repeat exam), academic year and within brackets the batch (intake) number, the year and month of examination. (Annexure vi) The name of the examination must be stated correctly as given in the faculty documents such as the Regulations.

The names of the candidates are given followed by the initials. The title Ms. is indicated in case of female students. At the end of the final marks sheet a summary of the results should be shown. The names of the persons in the Dean's office who generated/prepared the results and checked should be included.

The result sheet is prepared for publication of the results. The Faculty must follow the university by-laws when publishing the results. The title of the results sheet shall contain the following University of Jaffna, Faculty of Medicine, the name of the examination, whether the main exam or a subsequent (repeat exam) Academic year within brackets the batch (intake) number, the year and month of examination. The name of the examination must be stated correctly as given in the faculty handbook and Regulations. The results sheet will give only the names of the candidates and the results determination.

#### **1.6.3. Final results sheet:**

The Final Results sheet is released following the results board at the UOJ senate will give the names of the candidates in the order of enrollment number and the result in the following order, First class, Second class (Upper division) and (Lower division), Pass, Referred and Re-referred candidates. Any candidate getting a distinction in any subject will be indicated against his/her name. The subjects each candidate is getting referred will also be indicated against his/her name. Candidates whose results are withheld may also be indicated. The names of candidates who fail the examination will also appear in the results sheet at the end.

The final results sheets of the first, second and final examinations in the faculty are signed by the Dean and the Vice Chancellor. The accuracy of the results sheet must be re-checked by the DR/SAR/examination registrar.

## **2. Results Board meetings**

### **2.1. The Pre-results Board meetings**

The main objective of these meetings is to check the accuracy of the marks and the determination of results. It is the prime duty of the examiners to check the method used in calculating the results is correct and the results are correct. The pre- results board meeting provides a forum for the members of the Board of Examiners and others responsible for the results to meet, discuss, clarify and decide on issues pertaining to the marks (if any).

The DR/SAR of FM can bring to the attention of the examination Board on the issues on examination offences or students whose results must be withheld for any other reason, issues related to eligibility for honours or any other relevant matters. Decisions on the results of the candidates who have obtained borderline marks can be made at this meeting. Rarely decisions may have to be made about standardization of marks, deletion of certain questions or parts of questions, etc. Sometimes more than one pre- result board may need to be arranged. All these issues must be sorted out at the pre- results board meeting.

At the end of the pre-results board meeting the DR/SAR will prepare the final marks sheet incorporating the changes made at this meeting. Although this is called the final marks sheet, it may be changed at the results board meeting and a new one may need to be prepared. This final marks sheet will also carry the names of the candidates and will be forwarded to the examination branch of the UOJ.

The dates of the pre-results board and results board meetings are indicated in the calendar of dates. If any re-scheduling is necessary it has to be done by the DR/SAR with the agreement involving the examination branch, faculty and all the relevant persons.

## **3. Release of results**

The format is followed for all undergraduate end of course examination at each phase conducted at the faculty of Medicine, University of Jaffna.

This section is arranged as follows

- I. Final processing
- II. The pre results board meeting
- III. Release of results

### **3.1. Release of continuous assessment/incourse assessment**

These examinations are conducted by the individual departments/modules. These marks are processed by the respective departments/modules and displayed in the department notice

boards/module notice boards under the signature of the respective Heads of department/Module Coordinator.

Timing of release of in-course assessment is 4 weeks from the last day of the exam. If multiple assessments are in place, the results should be released 4 weeks after each assessment and not at the end of the phase.

### **3.2. Release of results of the end of course examinations**

- 3.2.1. The timing of release of results of first examination is 6 weeks from the last day of the exam. The timing of release of results of second examination is 4 weeks from the last day of the exam.
- 3.2.2. The Dean's office will inform the Chief Examiners of the subjects, on the format to enter the marks in a Microsoft excel sheet.
- 3.2.3. The Chief Examiner shall return the marks in the appropriate format along with a hard copy with the index numbers, registration numbers and the marks
- 3.2.4. The marks will be calculated in % to 2 decimal points (eg:55.55%).
- 3.2.5. The DR/SAR shall process the marks and prepare the marks with the following information. University of Jaffna, Faculty of Medicine, Name of the examination, academic year within brackets the batch number, month and year of the examination.
- 3.2.6. The marks details will include the registration number, the index number, the attempt, marks of each subject (E.g.: Anatomy, Biochemistry and Physiology) and the decision of the pre results board
- 3.2.7. The classes and distinctions will be indicated in the final result sheet released after the results board from the senate. The subjects that a particular candidate is getting referred will also be shown
- 3.2.8. Every results sheet shall be carefully re-checked by the DR/SAR before submission to the dean and the Vice Chancellor for signature
- 3.2.9. After the signatures are obtained the results (i.e. the results sheets) will be displayed on the notice board and copies sent to the respective Heads of Departments.
- 3.2.10. The same procedure will be followed for the release of subsequent examinations (repeat) also. A copy of the final marks sheet and result sheet should be placed in a ledger and kept for safe keeping in the examination branch
- 3.2.11. The results will be submitted to the senate for confirmation

## **4. Order of conduct of meetings**

### **4.1.Pre-result board meetings**

**4.1.1.** This will be convened by the DR/SAR. Those attendings are all chief examiners of the subjects, DR/SAR and the CAA involved in particular examination work

**4.1.2.** The Chief examiners/Heads of Departments will bring the Department Copy of the marks of the subject when they attend the pre-results board meeting.

4.1.2.1. It is the primary responsibility of the examiners to check that the method used in calculating the results is correct and that the results are correct

4.1.2.2. The results will be read by the Dean and their accuracy will be checked by the relevant chief examiner/Head.

4.1.2.3. All those present will check the final marks and results, the determination of pass/referred/fail status, the classes, and the distinctions. Any errors will be corrected

4.1.2.4. DR/SAR will inform the board of any issues that need discussions

4.1.2.5. The results will be finalized. The pre results board meeting will end with the signing of the marks sheet (documents)

4.1.2.6. At the end of the pre-results board meeting the DR/SAR will prepare a final marks sheet incorporating the changes done at the pre-results board meeting. This final mark sheet will indicate the names of the candidate.

4.1.2.7. At the same time based on the final marks sheet a result sheet will be prepared for publication. The results sheet will give the names of the candidate in alphabetical order and the results determination

4.1.2.8. The order is names in alphabetical order, and the results in following order, first class, second class upper, second class lower, pass, referred candidates

4.1.2.9. Any candidate getting a distinction in any particular subject will be indicated against his/her name. The subjects each candidate is getting referred will be indicated against his/her name. The names of the candidates whose fail the examination will also appear in the results sheet. Candidates whose results are withheld may also be indicated.

4.1.2.10. Accuracy of both the final marks sheet and the results sheet has to be checked at the results board meeting

4.1.2.11. The final marks sheet and the result sheets will be tabled at the results board meeting

#### **4.2. Conducting the results Board meeting**

- 4.2.1. This will be conveyed by the Examination registrar. Those present will sign the attendance sheet
- 4.2.2. The Chief examiners/Heads/Module coordinator will be provided with copies of the marks sheet that they signed at the pre-results board meeting. However, they are advised to bring the “department copy” of the marks with them in case any checking becomes necessary it can be done then and there
- 4.2.3. The results will be read out by the Dean and accuracy checked by the relevant Chief/Head of departments/Module coordinator and the others present with the signed marks sheet of the pre-results board meeting.
- 4.2.4. The results will be finalized and will be signed. Those present will sign the results sheet.
- 4.2.5. The original of the final mark sheet and result sheet will be kept filed in the examination branch.
- 4.2.6. The results sheet shall include the following heading
- 4.2.7. The words “University of Jaffna” and “Faculty of Medicine
- 4.2.8. The name of the examination together with academic year. May have to indicate whether main or repeat exam
- 4.2.9. The month and year when the examination was held
- 4.2.10. The results are provisional and are subject to confirmation by the University senate
- 4.2.11. Signature of the Dean and the Vice chancellor and the date

#### **5. Preparing the merit list for medical graduates**

- 5.1. The merit list preparation for final year, the MCQ and Clinical marks should be entered in the UGC format and signed by Head/ Chief Examiner.
- 5.2. This mark sheet should be submitted along with pre-result board mark sheet.
- 5.3. All marks should be entered according to the UGC format of 200 % for MCQ and 100% for Clinical and should be checked in the Pre-result board with the document of Chief Examiners. The master copy of the marks list of the common merit list should be sent to the UGC and a copy to the Examination registrar, University of Jaffna.

## **PART VII: EXAMINATION OFFENCES AND PUNISHMENTS**

1. Any candidate who violates any of the requirements or conditions stipulated in Examination Procedure shall be considered as having committed an examination offence.
2. Examination offences may be broadly classified as follows:
  - 2.1.1 Possession of unauthorized documents and removal of examination stationary.
  - 2.1.2 Disorderly conduct
  - 2.1.3 Copying or attempting to copy
  - 2.1.4 Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat
  - 2.1.5 Impersonation or attempted impersonation includes another person to appear at the examination and using the index number of another candidate.
  - 2.1.6 Having notes written on the body or on clothes.
  - 2.1.7 Having or attempting to have unlawfully prior knowledge of all or part of the contents of a question paper or marking scheme of an examiner.
  - 2.1.8 Entering or leaving the Examination Hall without the permission of Supervisor or Invigilator or attempting to do so or assisting another to do so.
  - 2.1.9 Destroying or attempting to destroy or assisting in destroying any examination stationery.
  - 2.1.10 Disturbing the peace of the examination hall and/or disrupting the examination process.
  - 2.1.11 Behaving in a manner that is injurious to the self-respect of and/or causes mental stress to any among the Supervisor, Invigilators, Hall Attendants and other candidates.
  - 2.1.12 Planning or attempting to harm mentally or physically any among the Supervisor, Invigilators, Hall Attendants and other candidates.
  - 2.1.13 Aiding and abetting in the commission of these offences
  - 2.1.14 Violation of the requirements or conditions stipulated in Examination Procedures
  - 2.1.15 Having communication equipment such as cell phones, pagers etc. Immaterial of whether they are used or not, mere possession of them in the exam hall is considered as an exam offence.
  - 2.1.16 A candidate shall not submit a field book, research report, portfolios or any other assignment which has been carried out wholly or partly by anyone other than the candidate (except where the Examiner has given prior permission for joint or collaborative work to be submitted) for assessment.

## 2.2 Disciplinary process

There shall be an Examination Disciplinary Committee appointed by the Vice Chancellor on the approval of the senate to investigate into and make the recommendations. The punishments recommended by the Examinations Disciplinary Committee shall be submitted to the Senate for decision.

## 2.3 Minimum punishment for examination offences shall be as follows:

- 2.3.1 Where a student has been in possession of unauthorized material at an examination hall, he/she shall be presumed to have made use of such material until the contrary is proved by him/her. This will lead to cancellation of his/her candidature
- 2.3.2 In cases of disorderly conduct, the supervisor shall in the first instance warn the candidate to be of good. Behavior, where the candidate persists in unruly or disorderly conduct the supervisor may issue him/her a letter cancelling his/her candidature from the examination. Where a candidate's offence is only disobedience, the supervisor shall warn the candidates and forward a report to the Examination Registrar.
- 2.3.3 In all other cases of examination offences detected, the supervisor shall on detection of the offence taken possession of unauthorized documents if any, obtain a statement from the candidate and write his/her report on the matter on the form provided for this purpose. The supervisor shall submit his/her report along with all documents to the DR/SAR. (Annexure v)
- 2.3.4 The DR/SAR shall place all reports of examination offences submitted by the supervisors for the consideration of the Dean who shall decide whether they shall be referred to the Examination Disciplinary Committee of the UOJ for further action. Investigation procedure of the UOJ will be followed according to the Codes, policies and Bylaws.
- 2.3.5 Any examiner, Head of Department, Dean of a Faculty or any other official of the University who detects an examination offence, shall report the matter in writing to the Examination Registrar through the Dean and the Examination registrar shall submit same to the Vice Chancellor for necessary action.
- 2.3.6 Any allegations regarding the commission of examination offences from whosoever received shall be submitted by the Registrar or SAR to the Vice Chancellor, who shall decide whether these shall be referred to the Examination Disciplinary committee of UOJ for necessary action.
- 2.3.7 A candidate who is found guilty of an examination offence is liable to one or more of the following punishments.
  - a. Removal of his/her name from the pass list.

- b. Cancellation of his/her candidature from whole or part of the examination, or
  - c. Suspension/ debarment from any university examination for such period as the Senate may decide, or indefinitely, or
  - d. Suspension/debarment from the University for such Periods the Senate May Decide, or indefinitely.
- 2.3.8 Any candidate found aiding and abetting in the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.
- 2.3.9 Any appeal against the decision of the Senate shall be made to the Council.

### **3. Examination Offences by those other than candidates**

- 3.1 It is not only examination candidates who can commit examination offences. Offences may also be committed by university employees who are involved in the examinations in diverse ways.
- 3.2 The following actions shall be deemed as offences.
- 3.2.1 Dishonest delivery or communication by any person, fraudulently or dishonestly, an examination related secret document or part thereof, or communication of 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/she is authorized to deliver such document, or to communicate such information.
  - 3.2.2 Fraudulent or dishonest delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any unauthorized person who is not a person to whom he is authorized to deliver or transmit such document.
  - 3.2.3 Divulging of marks. Divulging by any examiner or any other person entrusted with filling up the marks sheets, examiner or any, mark books etc., shall divulge any information relating to the answer scripts or mark sheets or mark book to any other person who is not a person to whom he/she is authorized to divulge such information
  - 3.2.4 Dishonest marking
    - 3.2.4.1 The marking of answer script fraudulently or dishonestly
    - 3.2.4.2 Dishonest alteration
    - 3.2.4.3 The marking of any erasers, interpolation or any other alterations in any mark book, mark sheet or answer scripts, fraudulently or dishonestly.
  - 3.2.5 Dishonest assistance

- 3.2.5.1 Fraudulent or dishonest assistance directly or indirectly to any candidate to answer a question paper at the examination, by a supervisor, invigilator, hall attendant or other employee assigned to examination duty.
- 3.2.5.2 Fraudulent or dishonest erasures, interpolations or any other alterations in any answer script by supervisor, invigilator or any other person assigned to examination duty.
- 3.2.6 Dishonest disposal and disclosure of secret document
- 3.2.7 Fraudulent or dishonest removal or disposal of any confidential examination-related document or part thereof or making a copy of such document or part thereof by any person entrusted with or authorized to assist with typing, duplicating or printing, or packaging, by manual or mechanical means of such document shall constitute an examination offence.
- 3.2.8 Theft or dishonest breaking of receptacle containing secret documents etc.
- 3.2.9 Fraudulently or dishonestly breaking open or destroying of any sealed packet, safe or other receptacle containing any secret documents relating to the examination or taking out any such document or part thereof.
- 3.2.10 Fraudulent Introduction of Answer Scripts
  - 3.2.10.1 The introduction, insertion, or exchange of another script in place of the script answered by the candidate.
- 3.2.11 Dishonesty by commission or omission
- 3.2.12 The commission or omission of any act relating to the conduct of an examination which is deemed by the Vice Chancellor to be of a fraudulent or dishonest nature.
- 3.2.13 Assistance or connivance
- 3.2.14 The abetment, assistance, or connivance with another person in the commission of one or more of the above offences.
- 3.3. Disciplinary action shall be taken against those who are alleged to have committed one or more of the above listed offences as follows:
  - (a) In case of the University employees action shall be taken in terms of the disciplinary procedure of the university, including action by the Police where necessary.
  - (b) In the case of others, suitable action may be taken, by the Vice Chancellor depending on the nature of the offence and the circumstances.

## **PART VIII: DOCUMENTS AND RECORDS RELATED TO EXAMINATIONS**

### **4. Issue of results to individual candidates**

4.1 Every candidate may be issued one or more of the following documents on written application/requests. Appropriate fees decided by the faculty/university may be charged for issuing these certificates.

4.1.1 Graduation certificate – This certificate will be issued by the academic branch of the UOJ upon confirmation of the results by the Senate awaiting the convocation

4.1.2 Transcript of MBBS course performance- This certificate will be issued by the examination branch which will indicate the results of the different phases

4.1.3 Degree certificate- Candidates who have passed all the examination of the MBBS Course, and 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 appointment together with a remittance of the prescribed fee and supplicate for the degree. Every candidate who supplicates 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 awarded 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.

4.1.4 Academic record- This will be a detailed certificate giving information on the MBBS Programme and the results of the candidate will be issued by DR/Examinations.

### **5. Confidential documents**

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

5.2 All confidential documents in connection with examinations such as Mark Sheets, Mark Books shall also be kept in this room.

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

## **6. Marks and related documents**

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

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

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

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

6.3 All mark books shall be kept under lock and key and be preserved by examination branch of the UOJ

7. The duration of preservation of examination documents and records including the student's examination answer scripts is given as a table in annexure (Annexure xi)

## **8. Academic records of students**

8.1 The Academic Record of every student shall be entered in Index Card or ledger or appropriate storage system (e.g., Computer/flash drive) and preserved in a filing cabinet. They shall be arranged according to the course followed and the date of graduation. All entries in the Index Cards other storage systems shall be authenticated by the DR/SAR.

## **9. Question papers and answer scripts**

9.1 At least two copies of each question paper shall be filed for record, in addition to copies kept in the library.

9.2 All answer scripts shall be kept under safe custody for a period of ten years from the date of the examination 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 long period of time.

9.3 In addition to the DR/SAR, the Heads of Departments, Chairpersons of Modules 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.

9.4 The answer scripts of the continuous assessment which are kept under the custody of the departments/Dean's office. These can be preserved for a period of 5 years and must be destroyed following approval by the dean and VC.

## **PART IX: RE-SCRUTINY OF MARKS**

The provision for re-scrutiny of marks and grades prescribed under this Part are enacted by the Parliament of the Democratic Socialist Republic of Sri Lanka and Circular No. 978/2012 of the University Grants Commission.

The University Grants Commission at its 838th meeting held on 17th November 2011 decided to request the Universities/Higher Educational Institutes (HEIs) to amend the existing examination bylaws to grant provision for undergraduate students to request verification of their examination marks and grades if they wish to do so.

The following policy guidelines and procedures are issued to all Universities/HEIs for compliance.

### **1. Policy Guidelines**

1. Student assessment is considered as a key element in higher education system and the University of Jaffna shall ensure accountability, confidentiality and transparency of the evaluation system.
2. All marks and grades obtained by a student at any examination (i.e. continuous assessment, assignments, Module examinations, final examination, etc.) shall be free of any error of addition, computation or transcription.
3. Provisions shall be made for undergraduate students to request verification of their examination marks and grades, if they wish so, particularly for the end course examinations/year-end examinations and final examinations.
4. However, the 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 model answer expected shall not be undermined and hence the verification process will be limited only to check for accuracy of addition, computation and transcription and not for re-marking of answer scripts.
5. The provision for requesting re-scrutiny 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 re-scrutiny shall be borne by the student, a non-refundable fee, calculated on the basis of actual cost of the re-scrutiny process, shall be levied on the student.
6. The Dean of the Faculty in consultation with the Chief Examiner of the Examination shall convene Results Verification Board, constituted as prescribed by this Circular and verification of results shall be conducted in accordance with the guidelines prescribed herein.

7. If the marks and grades remain unchanged, the Dean through DR/SAR of the Faculty shall inform the candidate accordingly after the meeting of the Results Verification Board. However, if the marks and grades are changed, the outcome of the verification shall be communicated to the candidate only after the ratification of results by the Special Result Board of the Faculty/Institute in the case of end-semester/year-end examination whereas in the case of Final Examination, only the amended results shall be released after obtaining the approval of the Senate and Council of the University.

8. The results issued to the student(s) following the re-scrutiny of marks and grades shall be final and no further requests shall be entertained thereafter.

## **2. Procedure**

1. The DR/SAR shall notify the candidates for the relevant examination the period during which requests for verification of results are entertained by displaying a notice on the noticeboard of the Deans' Office.

2. A payment of Rs. 500/= (subject to revision) per course-unit/subject of an end-of course examination or year-end examination or final examination shall be charged for verification of marks and grades; and application forms (Annexure xii) shall be issued only upon submission of receipt for the prescribed payment.

3. The Dean shall convene the Results Verification Board meeting for verification of marks/grade within 3 working days upon closure of the applications.

4. The Results Verification Board shall consist of the following persons:

(a) Dean of the Faculty (convener)

(b) Head(s) of Department

(c) Chief Examiner (if applicable)

(d) Examiners in-charge of each examination subject/paper

If the Head of a Department is either Chief Examiner or Examiner in Charge of any examination/subject/paper in which verification is sought, another member of the same Department shall serve in lieu of the Head of Department in the Results Verification Board.

5. The Head of Department responsible for the relevant module/subject shall present the individual mark/grade sheets for the different components of the examination (i.e., written, oral, practical, clinical, continuous assessments, etc.) and the answer scripts to be scrutinized by the Results Verification Board.

6. The Results Verification Board shall check the accuracy of addition, computation and transcription of results.
7. If the number of applications received is excessive, the Dean of the Faculty in consultation with the Chief Examiner may appoint relevant sub-committees for the verification of marks and grades. In such instances, the findings of the sub-committees shall be tabled at the Results Verification Board for ratification.
8. If there is no change in the grade, the Dean of the Faculty through the DR/SAR shall inform the candidate concerned as early as possible after the Results Verification Board meeting.
9. If a revision of marks/grades is necessary, a Special Results Board shall be held within five working days of the ruling of the Results Verification Board meeting to rectify the results and the decision of the Special Results Board shall be final.
10. If the marks and/or grades are changed, in the case of end-semester/year-end examination the outcome of the verification shall be notified to the candidate(s) following the ratification of amended results by the Special Result Board of the Faculty whereas in the case of final examination, amended results ratified by the Special Results Board shall further be approved by the Senate and Council of the University before it is released to the candidate(s)
11. The DR/SAR of the Faculty shall maintain a record of all verification applications and the outcome of all applications and submit a report to the Board of the Faculty after the completion of the re-scrutiny process.
12. Members of the Results Verification Board shall be remunerated as per rates decided by the UGC for re-scrutiny of papers.

## **PART X: FEEDBACK TO STUDENTS**

Feedback is a reflective process involving in a dialogue with tutors and students regarding the assessments. As a fundamental part of the learning experience for students, it is essential that the process of providing feedback is monitored for both effectiveness and overall quality.

Feedback on assessments, whether formative or summative, should indicate areas for improvement that relate to the grade given so that students can make use of the feedback to improve their attainment level in other subjects.

Following the approval of the results by panels of examiners and the results being made available to the students the faculty should take steps to provide feedback. This varies with the components in which the feedback is needed.

### **Feedback on the Theory paper**

Feedback can be provided in the following methods:

1. Students are invited to attend sessions when they will have the opportunity to view their scripts and, following that, can complete a request form to meet with a personal tutor/module convenor to talk through any specific question(s) where they feel they need further explanation.  
It is explicitly stated that this is not an opportunity to challenge the marks awarded. The viewing session is to be monitored by 'invigilators' and the students are not allowed to write on or remove any paper, or to take any photographic record etc.
2. Generic feedback is written regarding overall performance on each paper, along with median marks, so students can see how they were placed in relation to the cohort. This includes the median marks awarded for each question and a brief commentary on common strengths and weaknesses. The feedback can be provided either in a lecture session or be posted on LMS
3. A short, generic checkbox template is drafted which can be completed for each question: this is probably most applicable to essay papers. As the marker undertakes the marking of each essay s/he can fill in the template which can be returned to the student. This template could take the form of 5 or 6 features of the essay, each of which would be scored on a 5-point scale.

**Sample:**

Student No.:

Paper:

Q. No.:

	5	4	3	2	1	
Good relevance to topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Little relevance to topic
Topic covered in appropriate detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Superficial treatment of topic
Accurate presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Many errors or inaccuracies
Logical structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rambling or disconnected
Well-argued case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Poorly argued case
Good use of outside reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence of outside reading

**Feedback on Coursework/Assignments/Research projects/Portfolios**

1. Feedback and provisional grading on coursework for undergraduate students will be returned **within 30 working days of the submission date**
2. The above period is defined as 30 working days from the published submission date of the piece of work, and will not include public holidays and days when the University is officially closed.
3. In exceptional circumstances where it is not possible to meet the published turnaround time, the following actions should be taken:
  - a. Students should be notified in advance of the expected return date and the reasons for the longer turnaround time.
  - b. Where possible, staff should provide some interim feedback: for example, in the form of generic feedback to the class regarding common errors and potential areas for improvement.
4. Students should be notified early in each module/subject, through handbooks or their equivalent, of both the submission dates and the return dates for all coursework.

5. Individual tutors/Head of the department should make clear to students how they can discuss the feedback that they have received, for example through student hours or drop-in either in person or digitally.

### **Feedback on Clinical examination**

Feedback after a clinical examination is crucial for students to improve. The preferred mode of feedback is one on one by appointment basis. Feedback regarding their performance at long case and short case is provided regarding the comments written by the examiners. It is important not to divulge the marks to the candidate but to give the weak areas and areas to improve.

### **Communicating the feedback process**

It is crucial for students that the feedback they receive is meaningful and useful. Therefore any comments made should be clear, directly related to areas of assessed performance, and sufficiently detailed to be useful for the student in their personal and academic planning. Where brief comments such as "good" or "satisfactory" are used they should be used consistently across the programme and if possible the discipline area or School. It may be appropriate to align this type of comment to grading descriptors. Students should be given advice on how to interpret feedback comments and be able to ask questions if the feedback given is not clear to them.

### **Timescales for providing feedback**

The timing of feedback must be such that the feedback can be used by the student to respond and improve performance in a unit and throughout their programme.

## PART XI: GLOSSARY

In this document, unless the context otherwise requires;

- a. The Senior Assistant Registrar (SAR) means any academic or administrative official(s) who is/are in charge of the conduct of examinations.
- b. The Dean means the Dean of the Faculty of Medicine, University of Jaffna
- c. The Vice Chancellor means the Vice Chancellor of the University of Jaffna
- d. 'Examiner' means a person who is appointed to set a question paper or to moderate a question paper or a person who is appointed to read answer scripts and assign marks or a person appointed to conduct examination or practical work or field work or teaching practice and assign marks or a person who reads a project report, research report, elective report etc. and assigns marks, or a person who conducts clinical examination, an oral or *viva voce* examination and assigns marks, or a person who is assigned similar work.
- e. 'Supervisor' means a person appointed to supervise a written, practical or oral examination.
- f. 'Invigilator' means a person who is appointed to invigilate at a written, practical, or oral examination.
- g. 'Faculty' shall mean the Faculty of Medicine University of Jaffna.
- h. 'Senate' means the Senate of the University of Jaffna
- i. 'Council' means the Council of the University of Jaffna
- j. First examination
- k. Second examination
- l. Continuous assessment/in course assessment
- m. End of course assessment
- n. Blueprint

## **PART XII: ACKNOWLEDGMENT**

During the preparation of this document material from the university documents have been culled, reproduced verbatim or appropriately modified to suit the requirements of the Faculty of Medicine. Some sections are done anew and some include the following documents and they are acknowledged here.

- a. Codes, policies and practices of the University of Jaffna 2020
- b. University Grants commission documents and circulars pertaining to examination matters.
- c. PGIM document titled “Guidelines for conduct of examination, Code of Conduct for examinations and conflict of interest and confidentiality declaration forms dates 2012

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***Professor M G Sathiadas***

***Chairman/ Curriculum Development and Evaluation Committee (CDEC)***

### **PART XIII: LIST OF ANNEXURES**

Annexure i: Oath of affirmation of secrecy

Annexure ii: Conflict of interest

Annexure iii: Sample copy of packet label

Annexure iv: Sample label for the packet with answer scripts

Annexure v: Report form for Examination offence

Annexure vi: Sample detail mark sheet and results

Annexure vii: Results sheet

Annexure viii: Final results sheet

Annexure ix: Information on Pre-results and results board meeting

Annexure x: Report form for Examination offence

Annexure xi: Maintenance and retention period of exam related documents

Annexure xii: Application form for verification of marks

## **Annexure I: Oath of affirmation of secrecy**

### **OATH OF AFFIRMATION SECRECY**

#### **FACULTY OF MEDICINE, UNIVERSITY OF JAFFNA, SRI LANKA**

I,.....  
..... being an employee of the University of Jaffna, Sri Lanka do hereby solemnly, Sincerely and truly declare and affirm as follows :

- (a) I shall at all times conduct my self and do everything in my power in the performance of my duties connected with the conduct of examinations such as preparation of question papers / setting , moderation and translation, typing , stenciling , duplicating and packeting, supervising and invigilation , marking of answer scripts , entry and maintenance of marks , release of results and any other related or ancillary process or activity whatsoever connected thereto so that the utmost secrecy shall be maintained in such matters.
- (b) I shall not directly or indirectly procure or attempt to procure any information of a confidential nature relating to examinations from any person whomsoever or disclose to any other person whomsoever any information of a confidential nature that I may receive or become aware of in the course of my duties connected with the examinations of the University except as may be necessary for the due performance of my duties.

Signature of Employee:	
Date:	

#### **Counter signed by:**

Department Name:	
Name of Head of Department	
Head's Signature	
Date:	

## Faculty of Medicine - University of Jaffna

### Declaration of conflict of interest by Examiners participating in the examinations Medical undergraduate degree programme

1. I, ..... of  
..... is an

Examiner at **Phase I/ II/ III/ Theory/ Practical/ Viva/ Clinicals/OSCE/ OSPE (circle or underline)** declare that I have no conflicts of interest in functioning as an examiner with reference to relationships in the following areas with the candidates who would sit the Final MBBS examination.

- a. Close relative
  - b. Close association with candidate/s in personal nature
  - c. Other
2. In particular, I confirm that I shall maintain strict confidentiality of proceedings/ discussions at examiners meeting, scrutiny boards, the different parts of the examination and result board even after the results are released.
3. In the event that I am made of aware of such a relationship during the course of that component of the examination I shall immediately inform the chief examiner of the examination unit and immediately withdraw from my responsibilities and position in that component of the examination to be conducted on that occasion on the dates given.
4. I understand that in the event of a complaint been made alleging any conflict of interest as an examiner of the stated part of exam, the university reserves the right to conduct a detail inquiry into the allegation and make the necessary decision for further action.

Signature: .....

Designation: .....

Date: .....

## Question Papers

**CONFIDENTIAL**

NUMBER OF ANSWER SCRIPTS ENCLOSED ..... (.....)  
From Index No: ..... To Index No: ..... (Inclusive)

100

No. of Candidates according to Attendance Sheets:

Index Number(s) of absentees: .....

Year	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099
1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	

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100	100

University of Jaffna, Sri Lanka

Examination :  
Centre :  
Title of the Paper :  
No. of Answer Scripts enclosed :

From Index No.: to Index No.: (Inclusive)

No. of Candidates according to Attendance Sheets:

Index Number(s) of absentees

Date: Signature of Supervisor

CONFIDENTIAL

**Examination Offences**

Name of Candidate: ..... Index No: .....

Title of Paper: ..... Date: .....

Offence Committed: .....

Time Detected: ..... Signature of Invigilator

(Detailed Report overleaf)

Name of Candidate: Mr / Mrs / Ms / Rev.

\*Invigilator Mr/Mrs/Ms/Rev .....has brought to my attention that

.....  
.....

Date: ..... Signature of Supervisor

**Explanation of Candidate**.....  
.....  
.....

Date: ..... Signature of Candidate

**Observation of the Supervisor**.....  
.....  
.....

Date: ..... Signature of Supervisor

*\* Amend as appropriate if the detection was by the Supervisor*

### Detailed Report on Examination Offence(s)

<b>Unauthorized documents</b> <i>(Name the documents serially, describing each document and where it was found).</i>	
Name document from which copying was done	
<b>Disorderly conduct</b> <i>(State in adequate detail the observed disorderly conduct)</i>	
<b>Impersonation</b> <i>(Give the names of the impersonator and impersonated).</i>	
<b>Other Offences</b> <i>(Describe in adequate detail)</i>	
<b>Special Observations</b>	
..... Invigilator	..... Supervisor

## Annexure vi: Sample detail mark sheet and results

Faculty of Medicine																
University of Jaffna - Sri Lanka																
Marks Return Sheet																
Name of Examination:														Batch:		
Subject:														Year :		
Reg. No	Index No	Examiners Marks- two decimal												Final 100%		Comments
		Essay 600	Essay 20%	MCQ 200	MCQ 20%	Theory Total 40 %	Theor y Qualif ied or Not	Clinicals Marks			Clinica l Qualifi ed or Not	In Course		Decim al	Round Figure	
								Short Case 100	Long Case 100	Clinica l 40%		Marks 100	20%			
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--
			XX.X		XX.X	XX.X	----			XX.X	----		XX.X	--	--	--

# Annexure vii: results sheet

University of Jaffna - Sri Lanka								
Faculty of Medicine								
Failure list - outcome of the Pre-results Board held on xx.xx.xxxx								
Subject to approval of the Senate								
{Name of the Examination}-{Academic Year }								
["--"= Pass ] ["XX"= referred]								
Reg.No	Index No	Name	Med	O&G	Ped	Sur	Psy	Attmp.
			--	--	--	--	--	1st
			--	--	--	--	--	1st
			XX	--	--	XX	--	1st
			--	--	--	--	--	1st
			--	--	--	--	--	1st
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			--	--	--	--	--	1st
			--	--	--	--	--	1st
			--	XX	--	--	--	1st
			--	--	--	--	--	1st
			--	--	--	--	--	1st

## Annexure viii: Final results sheet

Pre-Result Board held on {Date}															
Faculty of Medicine															
University of Jaffna, Sri Lanka															
{Name of the Examination} - {Academic Year }															
Examination Marks and															
No	Reg. No:	Index No:	Name with initials	Attempt	Medicine		Obs. & Gyn.		Paediatrics		Surgery		Psychiatry		Overall Results/Comments
					Marks	Comments	Marks	Comments	Marks	Comments	Marks	Comments	Marks	Comments	
1															
2															
3															
4															
5															

## Annexure ix: Information on Pre-results and results board meeting

Examination	Those attending Pre-results Board meeting	Those attending Results Board meeting	Final marks sheet signed by	Results sheet signed by
First Examination for Medical degrees	Dean Chief Examiners (Anatomy, Biochemistry and Physiology) DR/SAR Examiners	Vice Chancellor Dean Chief Examiners Examination registrar	Dean VC Chief examiners DR/SAR	VC Dean
Second Examination for Medical degree	Dean Chief Examiners (Pharmacology, Pathology, Community and family medicine, parasitology, Forensic medicine and Microbiology) DR/SAR Examiners	Dean Chief Examiners Examination registrar	Dean Chief Examiners DR/SAR Examiners	VC Dean
Final Examination	Dean Chief Examiners (Medicine, Surgery, Obs and Gynae, Paediatrics and Psychiatry) DR/SAR Examiners	Dean Chief Examiners Examination registrar	Dean Chief Examiners DR/SAR Examiners	VC Dean
EBPRM	Dean Module Coordinator DR/SAR Examiners	Dean Module Coordinator Examination registrar	Dean Module Coordinator DR/SAR Examiners	VC Dean
PPDS	Dean Module Coordinator AR Examiners	Dean Module Coordinator Examination registrar	Dean Module Coordinator DR/SAR Examiners	VC Dean

## Annexure x: Maintenance and retention period of exam related documents

S.No.	Names and Description of the Document/Record	Maintained at	Retained Period (years)
1	Notice- related to examination	Dept, DO, ExamB	10
2	Correspondence related to examination	Dept, DO,	10
3	List of Examiners	ExamB	10
4	Examiner appointment letters	Dept, DO,	10
5	Registration/ Resit Application	DO, Admin	10, Archive
6	Exam Application	DO	10
7	Course Attendance reports	Dept, DO, ExamB	10
8	Eligibility List	Dept, DO, ExamB	10
9	Exam Attendance	Dept, DO, ExamB	10
10	Exam admission cards	AdminB	Archive
11	Answer script	ExamB	10
12	Project Evaluation Report	Dept, DO	10
13	Dissertation	Dept, DO, Lib	10
14	Assignments	Dept	10
15	Question papers	Dept, Lib DO	Archive 10
16	Pre-results Board Marks Sheet	Dept, DO	Archive 10
17	External Examiners' Report	Dept, ExamB DO	Archive 10
18	Results Marks Book	ExamB	Archive
19	Selection process for various awards during Final year	ExamB, AccB	Archive

\* **Dept** – relevant Department, **DO**- relevant Dean's Office, **ExamB**- Examination Branch, **AdminB** -Admission Branch, **AccB** -Academic Affairs' Branch, **Lib** - Library

## Annexure xi: Application Form for Verification of Examination Marks & Grades

Faculty of .....

University of.....

### 1. Details of the Candidate

Name of the Candidate:			
Registration No:		Index No:	
Year:		Semester:	

### 2. Assessment(s) to be verified

End-semester/Year-end Examination/Final Examination	Course Unit/Subject	Marks Received	Grade Received

Total amount paid: Rs .....(at the rate of Rs. 500/- per Course-unit/Subject/Examination):  
(Original receipt should be attached)

Date:.....

Signature of the Candidate: .....

### FOR OFFICE USE:

Results after Verification - ..

End-semester/Year-end Examination/Final Examination	Course Unit/Subject	Marks Received	Grade Received	Changed/Changed	Not

Name and Signature of Verification Board Member:      Date of Verification:.....

Name	Designation	Signature

**Note:** In the case of final examination, the relevant minutes of the Special Result Board and the Senate must be attached