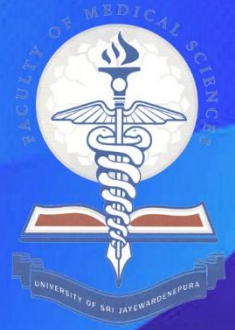


MANUAL OF PROCEDURES FOR CONDUCT OF EXAMINATIONS



EXAMINATION UNIT
FACULTY OF MEDICAL SCIENCES
UNIVERSITY OF SRI JAYEWARDENEPURA

**MANUAL OF PROCEDURES FOR CONDUCT
OF EXAMINATIONS**

VERSION 2

EXAMINATION UNIT
FACULTY OF MEDICAL SCIENCES
UNIVERSITY OF SRI JAYWARDENEPURA

2026

**Manual of Procedures for Conduct of Examinations in the Faculty of Medical Sciences,
University of Sri Jayewardenepura (Version 1)**

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(Version 2)**

*This document is based on the Manual of Procedures for Conduct of University Examinations,
1983 by the University Grants Commission.*

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MANUAL OF PROCEDURES FOR CONDUCT OF EXAMINATIONS
IN THE
FACULTY OF MEDICAL SCIENCES,
UNIVERSITY OF SRI JAYEWARDENEPURA

This document titled "Manual of Procedures for Conduct of Examinations in the Faculty of Medical Sciences, University of Sri Jayewardenepura" gives information on procedures for conducting examinations in the Faculty. This should be used as a guideline in the conduct of examinations of the MBBS programme. However, the general information would be applicable to the other examinations of the Faculty as well.

1. FACULTY ORGANIZATION FOR EXAMINATIONS

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

The general instructions/procedures in this manual are applicable for both,

- a) MBBS degree programme
- b) B.Sc in Human Biology & B.Sc in Human Biology (special) degree programme

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

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

Refer Annexure 1 for 'Terms of Reference of the Examinations Unit', Terms of Reference of the Director of Examinations' and 'Terms of Reference of the Deputy Director of Examinations'

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

2. BEGINNING OF EXAMINATION PROCEDURES

2.1 Academic Calendar

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

Date of preparation

Academic calendar for the next year shall be discussed and drafted at each academic phase level and approved. This should be sent to the DR/SAR/AR at least two months prior to the commencement of the relevant academic year.

The draft academic calendar for the academic year inclusive of the dates of examinations shall be prepared by the Phase coordinators, Clinical coordinator and DR/SAR/AR with the concurrence of the Dean.

The Academic calendar should be approved by the Faculty Board and Senate before the commencement of the respective academic year.

Approval

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

Publication

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

Revision of dates

2.2 Examination Timetable

At least **three months** before the date of examination, the Chairperson of the relevant academic phase committee shall prepare the draft timetables for examinations, in consultation with the relevant Heads of Departments (HoDs)/Chairpersons of Streams.

Draft timetable

The DR/SAR/AR shall finalize the timetable and allocate centers/halls for the examinations.

The finalized examination timetable should be approved by the Faculty Board at least one month prior to the commencement of the examination.

Approval of timetable

The DR/SAR/AR should display the final timetables on notice boards and send copies to the Dean and relevant HoDs well in advance.

Publication

2.3 Supervision and Invigilation Schedule

2.3.1 Phase I and Phase II

The director of the examination unit is responsible for allocating invigilators and supervisors for both Main examinations and Continuous assessments in Phase I and Phase II.

*Appointing
supervisors
invigilators*

During selection of Supervisors and invigilators (for phase I and phase II) the following guideline shall be followed

1. The Supervisor must be selected from the relevant department
2. For the First MBBS examination and CA 1 to CA 5, Invigilators are selected from departments relevant to phase 1
3. For the second MBBS examination part I and Part II, and CA 7 to CA 10, Invigilators are selected from departments relevant to phase II
4. For Microbiology paper (in CA7 and Part I exam) a senior academic member from the department of Immunology and Molecular Medicine shall be appointed as an invigilator.
5. If an academic member is on sabbatical leave, allocation will be made on a pro rota basis for the academic year
6. If an assigned academic member
 - 6.1 is on leave (vacation/conference) the academic member agreed to cover the duty should cover the relevant exam duty.
 - 6.2 Is unable to attend to their assigned duty, it is that academic members responsibility to arrange a suitable alternative and follow the standard procedure.
7. Any academic member who wishes to check the roster may do so with the approval of the Dean

2.3.2 Phase III

1. The phase coordinator is responsible for allocating invigilators and supervisors for Final MBBS written examination.
2. The Supervisor must be selected for the relevant department.
3. The Invigilators are selected from phase III clinical departments.

4. If an assigned academic member
 - 4.1 is on leave (vacation/conference) the academic member agreed to cover the duty should cover the relevant exam duty.
 - 4.2 Is unable to attend to their assigned duty, it is that academic members responsibility to arrange a suitable alternative and follow the standard procedure.
5. Any academic member who wishes to check the roster may do so with the approval of the Dean

2.3.3 PPD Viva Voice Examination

Examination Unit is responsible for allocating examiners for PPD viva Voice examination and following guideline shall be followed.

1. Examiners shall be selected from a pool of senior lecturers and above, representing all three phases
2. If an academic member is on sabbatical leave, allocation will be made on pro rota basis for the academic year.
3. If an assigned academic member
 - 3.1 is on leave (vacation/conference) the academic member agreed to cover the duty should cover the relevant exam duty.
 - 3.2 Is unable to attend to their assigned duty. It is that academic members responsibility to arrange a suitable alternative and follow the standard procedure.
4. Any academic member who wishes to check the roster may do so with the approval of the Dean

The DR/SAR/AR shall send copies of the supervision and Invigilation schedule to the respective HoD/Chairperson of Stream, supervisors, invigilators and hall attendants not later than two weeks prior to the date of commencement of the examination.

2.4 Registration of Candidates for Examinations

2.4.1 The DR/SAR/AR will publish a notice for candidates to register for the relevant examination prior to the date of commencement of the examination indicating the deadline for submission of applications

Calling for entries

2.4.2 The submitted the applications will be scrutinized carefully by the DR/SAR/AR and information on students' eligibility* to sit the examination will be requested from the Heads of the Departments., after the deadline

Scrutinization of eligibility

2.4.3 Applications from ineligible candidates will be rejected and candidates will be informed by the relevant Head of the Department accordingly within a week.

2.4.4 Based on the applications submitted for registration, DR/SAR/AR shall prepare a registration sheet including the names, index numbers and registration numbers of the candidates with the subjects they have registered for. This should be completed at least 3 weeks prior to the examination date.

List of eligible candidates

This schedule shall also contain the following particulars: -

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

*Unable to sit for two or more continuous assessments / failure to have 80% attendance at tutorials, SGDs, Practical or other specified educational activities with each term, not fulfilled compulsory requirements as specified in the examination by-Laws.

2.5 Preparation of the Attendance Sheet

DR/SAR/AR shall prepare the attendance sheet according to the registration sheet. This shall be done at least 3 weeks prior to the examination date.

Attendance sheet shall contain;

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

One copy of the attendance sheet will be used to mark the desks in the examination hall and will be preserved in the faculty office.

List of attendance

Another copy shall be used to mark the attendance of candidates in the examination hall and will be returned to the DR/SAR/AR from the examination hall after the examination.

Necessary number of copies should be available to mark attendance and to be included in each packet of answer scripts.

2.6 Admission Cards

2.6.1 The DR/SAR/AR shall issue admission cards to all candidates not later than two weeks before the commencement of examination drawing attention to the examination rules, offences and punishments.

Issue of admission card

2.6.2 Admission cards shall be checked with the registration sheet and attendance sheet by another non-academic staff member of the faculty to ensure accuracy of entries.

Checking admission card

2.6.3 Admission cards will not be issued for continuous assessments.

3. APPOINTMENT OF EXAMINERS

3.1 Identifying Examiners

- 3.1.1 DR/SAR/AR shall request the HoDs/Chairpersons of Streams to nominate the examiners (for each subject/stream) 3 months in advance.
- 3.1.2 The examiners are selected from the members of the academic staff of the Faculty, other Medical Faculties and the extended faculty predominately from the consultant staff of the teaching hospitals. Other qualified persons may also be appointed as examiners.
- 3.1.3 The suitable examiners are identified at the Department meetings or Stream Committee meetings.

Request list of examiners

Below factors may be considered in identifying the examiners;

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

3.2 Nomination of Examiners

- 3.2.1 Once the identified examiners confirm their willingness and availability, the HoD/Stream Coordinator prepares a list of examiners on an Excel Spreadsheet and forwards it to the DR/SAR/AR within 2 weeks of receiving the request to appoint the examiners. This should include the name, qualifications and affiliation of each examiner.
- 3.2.2 When examiners are nominated the HoD/Chairperson of the Stream should specify the components of the examination each examiner is supposed to participate.

Examiners list

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

*Faculty &
Senate
approval*

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

*Declaration of
conflict of
interest*

Refer Annexure 2 for 'Procedure for declaration of conflict of interest in the FMS'

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

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

*Revision of
examiner list*

The names of examiners are considered as confidential information.

External examiners - Refer Annexure 3 for 'Guidelines for External Examiner Appointments and Responsibilities' and Declaration by External Examiners"

3.3 Board of Examiners

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

*Board of
examiners*

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

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

3.3.4 Duties of the HoDs/Chairpersons of Streams include

- liaising with the examiners,
- preparing the final version of the examination papers,
- attending printing of papers, stapling and packing,
- organize paper marking,
- collate marks,
- taking custody of any confidential material,
- ensuring that computer entries and print outs are cross checked against raw marks,
- coordinating and attending scrutiny boards,
- pre-results board,
- results board etc.

4. PLANNING THE EXAMINATION

(MAIN EXAMINATIONS / CONTINUOUS ASSESSMENTS)

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

Request to set questions

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

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

The examiner shall send before the specified date the questions typed, sealed in a confidential envelope addressed to the HoD/Chairperson of Stream, before the specified date.

5. SCRUTINY OF QUESTION PAPERS

a. Main Examinations

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

*Main
examinations*

b. Continuous Assessment

The questions should undergo the scrutiny of internal scrutiny board of the relevant department before printing.

*Continuous
assessment*

MBBS Degree Programme

The SEQ papers of the 1st Examination for MBBS, 2nd Examination for MBBS Part I and Part II, and the Final Examination for MBBS are presented before a Board of Scrutiny appointed by the Dean. Other types of questions of these examinations and all question papers of continuous assessments (CA) are scrutinized by an internal scrutiny board of the relevant department.

BSc in Human Biology Programme

The SEQ papers of the Part I for B.Sc in Human Biology, Part II Examination for B.Sc in Human Biology and Part III (General) or Part III (Special) for B.Sc in Human Biology are presented before a Board of Scrutiny appointed by the Dean.

Other types of questions of these examinations and all question papers of continuous assessments (CA) are scrutinized by an internal scrutiny board of the relevant department.

5.1 The Board of Scrutiny and the Scrutiny Expert

At the time the examiners are appointed for a particular examination (mentioned above) the Dean will also appoint the relevant phase coordinator as the scrutiny expert to scrutinize the question papers. This expert, along with

identified members of the Board of Examiners will constitute the Board of Scrutiny.

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

In the above examinations (main and subsequent);

- Essay type questions with the model answer should be presented to the board of scrutiny.
- Scrutiny of the MCQs is done in the pre and para clinical departmental scrutiny meeting of the relevant department with a member of a panel of staff members from the clinical departments* appointed by the Dean for this purpose. This clinical department staff member's main contribution is to ensure that the papers have the prescribed percentage of clinically relevant questions.
- Scrutiny of questions of practical examinations and Viva voce is done in the relevant departmental scrutiny meeting.

Department	Relevant Clinical Department
Anatomy	Surgery
Biochemistry	Medicine or Paediatrics
Physiology	Medicine
Community Medicine	Obstetrics & Gynaecology and Paediatrics
Pathology	Surgery
Parasitology	Medicine
Pharmacology	Medicine
Microbiology	Medicine
Forensic Medicine	Paediatrics / Surgery

5.2 Standard Operating Procedure for the Scrutiny Board

Refer Annexure 4 for 'Standard operating Procedure of Board of Scrutiny'

6. PROOF-READING AND PREPARATION OF THE FINAL VERSION OF THE QUESTION PAPER

- 6.1 The proof reading and preparing the final version of the question paper is the responsibility of the HoD/Chairperson of Stream.
- 6.2 He/She will finalize and seal it and keep it in safe custody with the DR/SAR/AR in charge of examinations in the Faculty. Alternately the HoD/Chairperson of Stream may keep it in his/her custody and bring it for printing at a later date.
- 6.3 It will be the responsibility of the HoD/Chairperson of Streams to destroy all penultimate drafts of the question paper.

7. PRINTING, STAPLING AND PACKING OF QUESTION PAPERS AND ANSWER SCRIPTS

7.1 Printing

- 7.1.1 The DR/SAR/AR shall make necessary arrangements for printing and packeting of question papers at least 2 days before the scheduled date of the paper and shall maintain a schedule for this purpose.
- 7.1.2 Printing of papers shall be done under the direct supervision of the HoD/Chairperson of Stream. He/She will bring the final paper for printing.
- 7.1.3 The number of copies to be made is decided by the HoD/Chairperson of Streams. The number of candidates registered for each examination can be obtained from the Examinations Unit. Usually, an additional 5% or a minimum of 10 extra copies may be made noting that each packet of answer scripts needs to contain one copy of the paper.
- 7.1.4 The HoD/Chairperson of Stream will get an appointment from the DR/SAR/AR to do the paper printing. Stationery needs and other requirements shall be supplied by the DR/SAR/AR.
- 7.1.5 The paper printing work will be done by the technician in the designated confidential area under the direct supervision of the DR/SAR/AR and HoD/Chairperson of Streams.
- 7.1.6 The technician printing the paper shall ensure the following.
- That the full material has been reproduced on each sheet of paper and on both sides of the paper where both sides are used
 - That no sheet which is illegible or smudged has been included
 - That when there is more than one sheet for a question paper the sheets have been printed in the correct order
 - That the requested number of good quality copies is prepared

Exam paper printing

During the printing process the technician will check with the HoD/Chairperson of Stream that the work is progressing correctly. If there is doubt about the darkness of the print, clarity or legibility, smudging etc. these should be verified by the HoD/Chairperson of Stream.

After the printing is over the technician will take appropriate measures to ensure that master copy is handed over to the HoD/Chairperson of Stream for safekeeping and subsequent destruction. Such material should be destroyed then and there by shredding them in the Examination Unit.

- 7.1.7 When the paper printing is in progress entry of unauthorized personnel to that area is not allowed and this work should receive full attention. Only the HoD/Chairperson of the stream, DR/SAR/AR and the technician are authorized to be in the printing room until the whole process is over.
- 7.1.8 A record of the paper printing will be made in a book and signed by the HoD/Chairperson of Stream.

7.2 Stapling

- 7.2.1 This will be done in the Examinations Unit under the direct supervision of the HoD/Chairperson of Stream. All staff participating should abide by the confidentiality of the work. Initially, the HoD/Chairperson of Stream will staple a specimen copy and show the technician the order that the pages have to be stapled. If an instruction sheet is needed that has to be included also.
- 7.2.2 The technician 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 content reproduced on one or the both sides is stapled
 - (c) That no sheet which is empty, damaged, illegible or smudged has been stapled
 - (d) That the requested number of copies with good quality is prepared
- 7.2.3 If there is doubt about inclusion of any page, it should be approved by the HoD/Chairperson of Stream.

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

7.3 Packing (Packeting)

*Packeting
procedure*

7.3.1 This will be done in the Examinations Unit under the direct supervision of the HoD/Chairperson of Stream.

7.3.2 If the examination is conducted in more than one hall, 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 the various papers in each of the halls shall be prepared and made available in the Examination Unit by the DR/SAR/AR.

7.3.3 The examination hall, name of the examination, title of the paper, number of question papers enclosed, whether question paper or answer scripts, the date and time of the paper will be indicated in the packet.

If a printed form is available for this purpose, it can be filled and securely pasted on the packet. When such a form is not available this information should be 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.

7.3.4 The HoD/Chairperson of Stream 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 had been enclosed, and that the correct title, name of examination, date, time and hall have been entered on the envelope/label of the packet.

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

7.3.5 The original of the question paper should be sealed and inserted into one of the question paper packets and an endorsement made on the packet to that effect.

7.3.6 Other confidential material generated such as the used stencils, used carbon papers, spoilt stencils, spoilt question papers and other relevant confidential documents used during the preparation of the question paper should be sealed in a separate packet and taken away by the

HoD/Chairperson of Stream. These can be destroyed in the examination unit by shredding them.

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

7.3.7 The DR/SAR/AR shall

- be responsible in seeing that the question papers have been printed and packeted under strict security.
- ensure that each paper is printed, packed and ready not later than two days before the scheduled date of that paper.
- check with the Daily Schedule of Examinations that the question papers and other relevant documents for each session are ready in time.

7.3.8 The HoD/Chairperson of Stream will hand over the packets of question papers personally to the DR/SAR/AR. The hand over and receipt will be entered in the book and signed by the relevant persons

7.3.9 The DR/SAR/AR will lock the packets in the safe or other designated area.

7.4 Packing MCQ Answer Scripts

7.4.1 For MCQ papers a separate MCQ answer script (specially designed for the paper) has to be provided. These are pre-printed and available with the DR/SAR/AR.

7.4.2 At the time the MCQ question papers are packed the appropriate number of MCQ answer sheets should also be packed separately. Hence along with the packet of MCQ question papers there must also be a corresponding MCQ answer script packet.

Mistakes could be minimized by having the MCQ question paper packet and the MCQ answer script packet for each examination hall being kept tied together.

7.4.3 The Faculty uses different types of MCQs, i.e., multiple true/false type, EMI and single best answer type. The HoD/Chairperson of Stream must be aware of this and ensure that the correct type of MCQ answer scripts is packed.

8. EXAMINATION HALL ARRANGEMENTS

8.1 Examination Halls

8.1.1 The Faculty shall have suitable examination halls to accommodate at least one batch of candidates. Due consideration shall be given to ventilation, lighting, noise level and security to conduct examinations. When such a dedicated examination hall is not available, alternative halls should be identified.

Examination halls

Rooms that cannot accommodate at least 30 candidates should be avoided, except where the number of candidates is below 30.

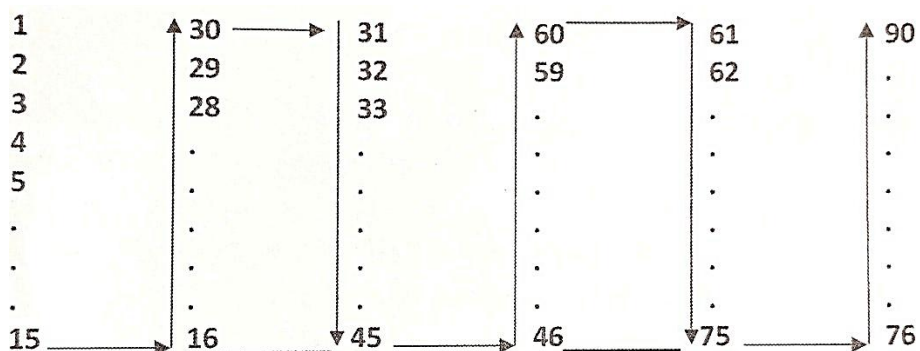
Large halls shall have a public address system of loudspeakers and microphones so that announcements made are clearly heard by all candidates.

8.2 Arrangement of Desks

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

Desk arrangements

The allocation of index numbers on desks shall be as in the following example.



This arrangement shall be followed in small rooms as well.

8.2.2 The index number shall be indicated clearly on each desk using a marker pen or on a label and pasted on the desk. Where a number gets effaced or becomes faint the Invigilator shall re-write it.

*Index
numbers*

8.3 Checking Arrangements

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

*Checking
arrangements*

9. SUPERVISION AND INVIGILATION

9.1 Procedure

- 9.1.1 Supervision and invigilation of examinations are crucial for the proper and efficient conduct of examinations. It is the duty of all employees of the University to assist in this work.
- 9.1.2 Members of the permanent academic staff shall serve as supervisors and invigilators. When the permanent staff is not adequate, the services of temporary staff (Other than research assistants/ demonstrators) may be utilized.

Procedure

9.2 Preparation of List of Supervisors & Invigilators

Director of the Examination Unit shall select supervisors and invigilators through a proper mechanism for both Continuous Assessments and Main Examinations in Phase I and Phase II.

*Preparation of
list of
supervisors &
invigilators*

The following guidelines shall be followed for the selection of supervisors and invigilators:

1. Supervisors must be selected from the relevant departments.
2. For the First MBBS Examination and Continuous Assessments CA 01 to CA 05, invigilators shall be selected from departments relevant to Phase I.
3. For the Second MBBS Examination Part I, Part II, and Continuous Assessments CA 07 to CA 10, invigilators shall be selected from departments relevant to Phase II.
4. For Microbiology paper, (in CA 7 and in Part I) one senior academic member from the Immunology Department shall be appointed as an invigilator.
5. If an academic is on sabbatical leave, allocation will be made on a pro-rata basis for the academic year.
6. If an assigned academic member:
 - 6.1 is on leave (conference or annual), the academic covering duties will be assigned to attend.

6.2 is unable to attend their assigned duties, (may be due to an emergency), it is their responsibility to arrange a suitable alternative and follow the standard procedure.

7. Any academic member who wishes to check the roster may do so with the approval of the Dean.

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

9.3 Appointment of Supervisors and Invigilators

9.3.2 The supervisor will be in charge of the examination center and shall be responsible for taking all steps, before, during and after the examination to ensure the smooth and efficient conduct of the examination according to Faculty and University guidelines.

*Appointment
of supervisors
& invigilators*

He/she will be assisted by the invigilators and hall attendants in conducting the examination. The supervisor will have the final authority in making on site decisions to ensure satisfactory conduct of the examination. As far as possible supervisors shall be selected from among the senior academic staff. They must be familiar with the examination procedures of the Faculty and the University.

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

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

DR/SAR/AR, shall enclose with the appointment letter, the following:

- (a) A copy of the supervisor/ invigilator timetable
- (b) A copy of the examination rules and regulations
- (c) Copy of the Instructions to Supervisors/Invigilators/Hall Attendants
- (d) Any other

9.3.4 After the appointment of examination hall staff, no alternative arrangement shall be made except in consultation with the DR/SAR/AR. However, upon receiving the invigilation timetable, if any supervisor or invigilator becomes aware that he/she cannot be present that day (or session), he/she shall find an appropriate replacement and indicate this change in writing to the Dean. The replacement person should also sign the letter confirming his/her agreement. When such changes are made it is important that the person replacing the supervisor/invigilator should also be of parallel grade or seniority.

9.4 Examination Hall Staff

9.4.1 The minimum staff on duty at each examination hall shall consist of at least a supervisor, an invigilator and a hall attendant.

*Minimum staff
at a given
examination*

- **IF CCTV cameras present in the exam hall,**

If the number of candidates at a center is more than 40, there shall be an additional invigilator for every additional number of 40 or part thereof, exceeding 20.

- **IF NO CCTV cameras present in the exam hall,**

If the number of candidates at a center 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.

However, this general pattern may vary depending on the number of candidates, papers, accommodation and other exceptional circumstances.

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

*Alternative
arrangement*

DR/SAR/AR, who shall make alternative arrangements in consultation with the Dean.

9.5 Duties of the Supervisor

Supervisor shall responsible for taking all steps before, during and after then examination to ensure both the smooth and efficient conduct of the examination.

Responsibility

9.5.1 Attendance

- a. The supervisor at each hall (center) shall call over at least 45 minutes before each session commences, at the office of the DR/SAR/AR and collect the question papers and other material for his/her hall (center) for each session o r each day as the case may be.
- b. The supervisor shall check the paper with the examination time table to make sure that the correct paper packet has been handed over and te packets are properly sealed.
- c. Before leaving the Faculty Office, the DR/SAR/AR and the supervisor shall check whether the correct question papers and relevant documents for the particular session and venue have been taken.
- d. During the examination, other than under exceptional circumstance, the supervisor shall not leave the hall. In an exceptional circumstance where the supervisor has to leave the examination center, he/she must ensure that neither the invigilators nor the hall attendants leave the hall during this time and a senior invigilator is in-charge during the absence of the supervisor.

*Collection of
examination
papers*

*Checking
accuracy*

9.5.2 Security

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

9.5.3 Documents and arrangements

The supervisor shall be supplied with the following by the DR/SAR/AR:

- (a) Packet (packets) of question papers for the session or the day
- (b) Packet (packets) of answer scripts and any other relevant material
- (c) Attendance lists for each paper
- (d) Examination timetable
- (e) Invigilation schedule
- (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) Staff attendance book
- (l) Absentee forms
- (m) Miscellaneous stationery items such as glue, transparent adhesive tape, blade, scissors, thread, puncher, stapler, etc.
- (n) Other written instructions where necessary
- (o) Examination offences reporting forms
- (p) Any other relevant documents/forms e.g; payment vouchers

Materials required to conduct the examination

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

- 1) Check whether the correct question papers and relevant documents for the particular session and venue have been brought by him/her
- 2) Check that the hall has been swept and the desks have been properly arranged and numbered according to the attendance list provided
- 3) Ascertain that the invigilators and hall attendants are present and shall assign their duties.

Duties on arrival at the examination hall

- 4) 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/AR as early as possible if additional staff is considered necessary.

Further the supervisor shall

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

9.5.5 Admitting candidates

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.
- an invigilator shall be posted at each entrance to ensure that entry is orderly, and candidates do not bring any unauthorized material to the examination hall.
 - The invigilators are required to check as each candidate enters whether he/she possesses his/her Admission Card and Record Book or a valid Identity card.
 - Candidates are allowed to bring a bottle of drinking water and medications that are regularly taken.
- candidates shall not be admitted to the hall earlier than 15 minutes before the time of commencement of a paper.
- if a candidate presents himself/herself at a hall (center) not allotted to him/her, and if there is sufficient time, the candidate shall be directed to the correct venue. If there is insufficient time, the candidate shall be allowed to sit the examination for that session only at that hall (center). The answer script of such a candidate shall be packeted separately and the matter brought to the notice of the DR/SAR/AR.

*Admission of
the candidates*

- no candidate shall be admitted to an examination hall after the expiry of first half an hour from the commencement of the examination.
- if for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the paper and documented in the attendance book. The fact should be brought to the notice of the DR/SAR/AR and Dean of the Faculty.

9.5.6 Distribution of answer books

The supervisor shall ensure:

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

*Distribution
of answer
books*

9.5.7 Announcements before the commencement of the examination

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

- Strict silence shall be observed by the candidates until the end of the examination.
- 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.
- No candidate shall have with him/her books, notes, electronic devices capable of storing and retrieving text, including electronic dictionaries, packets or files or any stationery or material other than those issued to him/her and if any such material has been brought into the examination hall by any candidate, he/she shall hand them over to the supervisor immediately. This includes any notes etc.

*Announcement
prior to
examination*

written on material authorized to be brought into the hall, such as record book, time table, admission card etc.

- No candidate shall have with him/her any mobile phones or other communication equipment. If found after entering the hall and before starting the examination, they should be switched off and handed over to the supervisor. The examination hall staff is not responsible for the safety of such equipment.
- No candidate is permitted to leave the examination hall during the first 30 minutes of the paper or during the last 15 minutes.

9.5.8 Distribution of question papers and related announcements

9.5.8.1 Distribution of question papers

- The Supervisor shall fill the back of the question paper packet and sign it, and shall obtain the signature/s of the Invigilator/s.
- Before opening the paper packet, the Supervisor shall obtain the signatures of two candidates confirming that the paper packets are sealed and intact.
- The Supervisor shall open the question paper packet in the presence of the candidates and check whether the course code and name in the question paper are correct before distributing the question papers to candidates.
- The supervisor shall hand over the required number of question papers to each invigilator for distribution to the candidates allocated to each of them, together with any special requirements mentioned in the question paper.
- The balance 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 examination is over.

Opening the question paper packet

Distribution of question paper

9.5.8.2 Related announcements

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

Announcement prior to commence/ the paper

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

9.5.8.3 Clarification

- The supervisor or 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 HoD/Chairperson of stream, the supervisor shall announce such corrections or modifications. When such announcements are made the supervisor must ensure that all the candidates have heard it.
- The supervisor shall ensure that the invigilators and hall attendants are attending to the duties assigned to them.

*Clarification
of question
paper*

9.5.9 Attendance Sheets and Admission Cards

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

*Attendance
of candidates*

- For the candidates who are absent for the examination, separate Absentee Forms shall be completed.
- At the time the attendance is marked the identity of each candidate shall be verified.
 - In the performance of this exercise the Supervisor/Invigilator shall satisfy himself of the identity of a candidate by referring to the Student Identity Card/ Record Book issued by the University which contains the candidate's photograph as well as the signature.
 - If a candidate fails to produce his Student Identity Card/ Record Book at the examination, for the purpose of identification, he/she shall be requested to produce the Student Identity Card/Record Book in the next session or within the next working day whichever is shorter and brought the matter to the notice of the DR/SAR/AR/Dean.
- No candidates shall be permitted to appear for a paper if his/her index number has not been included in the attendance sheet for that paper.

However, if a candidate makes a declaration that he/she was offered that paper and if the supervisor is satisfied with the bonafide of the declaration, he/she may include the index number of the candidate concerned in the attendance list and allow him/her to sit the paper.

While this is being done the supervisor will verify this matter with the DR/SAR/AR examinations. Every such case shall be reported to the DR/SAR/AR immediately.

- The attendance sheets have to be marked accurately and signed by the invigilators and the supervisor.

This form will give the examiners, information about the number of scripts enclosed, index numbers of absent candidates, and candidates who have not registered etc.

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

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

*Preparation
for
proceeding*

9.5.10 Announcements during and at the end of the examination

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

*Announcements
during and at
the end of the
examination*

- Half an hour before the end of the paper, the supervisor shall announce - "Half an hour more"
- 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".
- 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".
- After the invigilators have collected the scripts and the checking process is completed "the candidates may leave the hall without making noise"

Candidates who finish early may be allowed to hand over their answer scripts to the invigilator and leave the examination hall without disturbing the other candidates.

- No candidate should however be allowed to leave the hall within the first 30 minutes and during the last 15 minutes of the examination.

9.5.11 Collection of answer scripts

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

*Collection
of answer
scripts*

- 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 has to make an announcement informing this fact to the candidates and ask them to make sure that each and every one of them has handed over the scripts.
- By checking the index numbers of the available scripts with the attendance sheet the index number of the candidate whose script has not been collected can be elucidated. Once that is known inquiry can be made from the candidate about what he/she did to his/her answer script.
- Other than counting errors sometimes a particular candidate may not answer a particular section and he/she may not have a script. In such cases the supervisor must request the candidate to hand over a blank script with the index number.
- If the number of scripts exceed the number of candidates it may be due to one candidates script getting counted as two scripts (when these should have been tied as one script).
- If it is detected that a particular script does not have an index number, it could also be sorted out by checking the attendance sheet and identifying which candidate has not written the index number.
- It is only after going through this exercise and ensuring that all the papers have been collected that the candidates can be asked to leave the hall.
- In MCQ examinations, all MCQ papers should be collected before candidates are allowed to leave the hall.

*Re-checking
the answer
scripts*

9.5.12 Packeting of answer scripts

- The supervisor shall check that each invigilator has arranged the scripts in the order of index numbers.
- The supervisor shall arrange the scripts to be packeted. Each part shall be packeted as requested by the examiners.
- The number of scripts that can go into one packet conveniently varies. Depending on the number of candidates, 2 or 3 packets

*Packeting
of answer
scripts*

maybe made. If the number of scripts is below 100 (as in repeat exams) it may be acceptable to prepare one packet if it can be done conveniently.

- The supervisor shall enclose along with the answer script, the following in each packet:
 - a. A copy of the question paper
 - b. Adequate number of mark sheets
 - c. Copy of the attendance sheet
- Each packet shall be tied securely and sealed. Before pasting the label, the supervisor shall ensure that all details on the label have been duly filled.

9.5.13 Examination stationery

- Custody of blank answer books and continuation sheets is the sole responsibility of the supervisor. Hall attendants should be allowed to handle examination stationery only under the careful supervision of the supervisor and the invigilators. The supervisor shall ensure that no blank answer books or continuation sheets are taken out of the examination hall by any student or any other person.
- In order to prevent candidates misusing examination stationery (e.g., bringing into the examination hall university answer books and continuation sheets on which answers may have been prepared previously), the following precautions shall be taken to minimize chances of candidates getting hold of examination stationery.
 - a) After the candidates leave the hall, the invigilators shall go around and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.
 - b) All unused examination answer books and continuation sheets shall be returned to the DR/SAR/AR by the supervisor.
 - c) Unused answer books which are date stamped/signed should be cut off with a pen before returning.
 - d) All examination answer books and examination stationery shall be kept under lock and key by the DR/SAR/AR. Only the required amounts of examination stationery will be released.

*Safe
keeping of
examination
stationery*

9.5.14 Handing over answer scripts and other material

At the end of each session or day, the supervisor shall hand over to the DR/SAR/AR the following and obtain acknowledgment:

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

The invigilators are required to check whether the candidates have signed the statement given in the admission card. Candidate's signature should be obtained in the admission card whenever each candidate presents himself/herself for each paper of the examination. The invigilator should collect all the admission cards on the last day of the examination after having obtained the signature of each candidate and admission cards shall be arranged thereafter in serial order, packeted and handed over to the supervisor. The supervisor shall in turn hand over the packet of admission cards to the DR/SAR/AR in charge of examinations

9.6 Duties of the Invigilators

9.6.1 Responsibility

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

Responsibility

9.6.2 Attendance

- The invigilators shall directly report to their respective examination halls at least 30 minutes before the commencement of each paper so that together with the supervisor they could check on the hall arrangements.
- Invigilators shall not leave the examination hall except with the expressed permission of the supervisor. Such permission should be granted only if the supervisor is satisfied that the cause of leaving

Reporting to the examination hall

the hall is urgent and that he/she could ensure proper supervision of the examination during the period of the invigilator's absence.

9.6.3 Examination hall duties and invigilation

- The invigilator shall devote his/her whole attention to the continuous invigilation of candidates.
- He/she shall move amongst the desks without disturbing the candidates and attend to any needs of the
- candidates and also ensure that no examination offence takes place.
- If he/she notices a candidate having unauthorized documents/materials with him/her, he/she shall take possession of the same and report the matter immediately to the Supervisor.
- It would be prudent for one of the invigilators to be seated at the back of the hall so that candidates looking around for opportunities for copying get discouraged.
- The date stamped answer books should be signed by the invigilator before distribution to the candidates.

*Monitoring
the
candidates*

The invigilator shall place on each desk the examination stationery before the commencement of the examination and he/she shall also distribute the date stamped and signed continuation sheets to the candidates, when asked for.

When date stamping the continuation sheets, to avoid wastage of stationery, he/she shall ensure that no more than the required number for the session are date stamped.

- The invigilator shall distribute the question paper to the candidates assigned to him/her and shall return the balance question papers, if any, to the supervisor.
- The invigilator shall not under any circumstances give any clarification, explanation with regard to the questions to any candidate. If an invigilator is asked such clarification the invigilator must direct it to the supervisor.
- The invigilator shall, at the end of the first 30 minutes, go around and mark the attendance sheet and get the candidates to sign the

*Distribution
of question
paper*

*Attendance
marking*

admission card. He/She shall return the original attendance sheet to the supervisor.

- The invigilator shall collect the answer scripts of every candidate who leaves before the last 15 minutes.
- As soon as the time allotted for the examination is over, the invigilator shall collect from every candidate his/her scripts whether answered or not, in doing so, he/she shall check that the script bears the correct index number.
- The invigilator shall check that the answer scripts have the index numbers of the candidates (and the correct question number or part of the paper) and hand over the scripts to the supervisor. He/She shall check the collected scripts with the attendance sheet and if any candidate has failed to hand over a script, he/she shall bring this matter to the notice of the supervisor.
- The invigilator shall keep surveillance of any candidates wishing to make use of the toilet while the examination is in progress.
- After all the candidates have left the hall at the end of the examination, the invigilator shall go round and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.
- The invigilator shall, assist the supervisor in picketing and sealing the answer scripts.

*Checking
the hall
after the
examination*

Examination offences

If a candidate is found to have committed an examination offence (listed in the examination offences document), the invigilator shall apprehend the candidate and take possession of any relevant material and report the matter immediately to the supervisor.

The supervisor should note the time of the incident, take charge of the relevant material and record statements from the candidate and the invigilator.

Each statement should be signed by the person making such statement.

This should be done without disturbing the other candidates. The candidate involved should be allowed to sit the examination after recording the statement and extra time for the time lost in inquiry may be allowed at the discretion of the supervisor.

The supervisor should also make a separate report of the incident giving his/her comments.

If a candidate refuses to give a statement or sign a statement made by him/her, the supervisor shall not enter into argument with the candidate but shall record this fact in his/her report.

All relevant documents/material/evidence including the duly filled forms pertaining to examination offences should be serially numbered and submitted to the DR/SAR/AR, under sealed cover marked 'Examination Offence'.

9.7 Duties of Hall Attendants

- It shall be the duty of the hall attendants to carry out all instructions given to them by the supervisor or invigilators.
- Hall attendant shall collect the keys of the examination hall from the DR/SAR/AR before the examination commences under the instruction of the Supervisor. The hall attendant shall return keys of the examination hall to the DR/SAR/AR after completing the examination hall preparations.
- Hall attendants shall call over at the examination unit each session or day, at least 1 hour before the commencement of the examination,
- Should assist the DR/SAR/AR (or supervisor or invigilator) in transporting the stationery and other material necessary for the examination.
- They shall assist the DR/SAR/AR /supervisor in arranging and numbering of desks.
- They shall sweep and clean the hall and arrange the furniture at least 45 minutes before the commencement of each session.
- They shall assist the supervisor and the invigilator in distributing the stationery and in packing of answer scripts and sealing them when they are called upon to do so.
- They shall not distribute continuation sheets.
- They shall carry parcels of answer scripts, stationery and other examination material under the supervision of the supervisor or invigilators.
- They shall not leave the hall without prior permission of the supervisor.

- At the end of the examination hall attendant shall collect the keys again from DR/SAR/AR to lock the examination hall and then return them to the DR/SAR/AR.

9.8 Illness of a Candidate Inside the Examination Hall

9.8.1 In the event of a candidate falling ill while answering a paper, the supervisor, where possible, shall seek assistance of a medical officer. However, if a medical officer is not available the supervisor may take whatever action he/she deems necessary to help the candidate to overcome his/her illness.

Illness of a candidate while answering the paper

9.8.2 If the candidate is compelled to discontinue answering the paper,

- the supervisor shall collect the answer script, mark the time at which it was collected, and make his/her report on the matter and hand over the documents to the DR/SAR/AR.

9.8.3 If the candidate is unwell 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.
- Supervisor shall make a report on every such case.

9.9 Students Special Needs

In the case of students with special needs/disabilities, the DR/SAR/AR, of the relevant faculty and supervisor shall ensure that the facilities allowed to such students are provided according to the Faculty policy on students with disabilities. (The student should submit a request through Faculty disability committee and should obtain prior faculty board approval)

Candidate with special needs

If it is necessary, the examination hall shall be located on the ground floor.

10. RECEIVING AND DISTRIBUTION OF PACKETS OF ANSWER SCRIPTS

10.1 Receiving of Packets of Answer Scripts from the Examination Halls

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

*Receiving
answer
scripts*

10.2 Distribution of Answer Scripts to Examiners

- The DR/SAR/AR shall make arrangements for the delivery of packets to Chief Examiner/HoD/Chairperson of stream within two working days after the examination.
- They shall come to the office of the DR/SAR/AR and collect the packets of scripts after signing in the appropriate book.
- Any other arrangement for the delivery of packets of answer scripts may be made only by the HOD/Chairperson of the stream with the approval of the Dean.
- After delivering the packets of answer scripts to the HOD/Coordinator, the HOD/Coordinator shall hand over paper packets to the First Examiners.
- Delivery by post is allowed only for Visiting Lecturers and academic staff who are on study leave abroad. This shall be dispatched only to the address provided by the Visiting Lecturer or the academic staff on leave abroad.

*Dispatch of
paper
packets*

- If any special requirement arises, a suitable alternative arrangement for the delivery of answer script packets can be made only with the approval of the Dean/Director of the Faculty/Institute.
- The HOD/Coordinator shall maintain a record of the distribution of answer script packets.
- After marking the scripts, the First Examiner shall return the following to the relevant HOD/Coordinator.
 - Answer script packets containing one copy of the Mark Sheet
 - Marking Scheme
- HOD/Coordinator shall send a reminder to the First Examiner not later than one week before the due date. If the marks are not received on the date, HOD/Coordinator shall take appropriate action, with a copy to the Dean/Director of the Faculty/Institute.
- The HOD/Coordinator and the relevant Examiners shall meet and make changes/adjustments if required before entering the marks.
- The HOD/Coordinator shall check and confirm the marks before finalizing the marks.

*Acceptance
of answer
packets*

*Reminders
to first
examiner*

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

- a) Mark sheets
 - b) Payment voucher form
 - c) A note indicating number of scripts the last date by which the marks and scripts should be returned
- 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 HoD/Chairperson of stream.

*Handing
over to 2nd
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 HoD/Chairperson of stream.

11. RESPONSIBILITIES AND DUTIES OF EXAMINERS

11.1 Responsibilities of Examiners

11.1.1 Disclosure

- The examiners should disclose to the Dean of the FMS whether assessing a particular candidate/s causes conflict of interest so that alternative arrangements can be made for the assessment, if necessary.
- The examiners should inform the Dean should any attempt is made directly or indirectly by a candidate to unduly influence the assessment of his/her performance at the examination.

Declarations

11.1.2 Confidentiality

- The confidentiality of the examination material/patients used in the examinations shall be the collective responsibility of all the examiners of the relevant examination.
- The mark sheets have to be signed by the examiners and handed over to the HoD/Chairperson of stream.
- The examiners should not do the following.
 - Disclose a candidate's performance, grades or marks to the candidate or a third party.
 - Disclose confidential information about an individual candidate to prejudice another examiner's independent assessment of a candidate's performance.
 - Disclose confidential material (e.g., examination questions, clinical cases, any other examination material) to the candidates.

*Maintenance
of
confidentiality*

11.2 Duties of Examiners

11.2.1 Marking of answer scripts

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

- On receipt of the packet of answer scripts from the HoD/Chairperson of Stream, the examiner shall check with the attendance sheet enclosed on the packet whether he/she has received the number of scripts of all those who had been present for the paper. If there are any discrepancies, he/she shall notify same to the HoD/Chairperson of Stream immediately.
- Once each examiner takes custody of the bundle of answer scripts it becomes his/her responsibility to ensure their safety. The examiner should not put the scripts in places where their security is jeopardized.

*Marking
answer
scripts*

a) Marking of essay questions

i) Preparation of the marking scheme for essay questions

- There shall be a prototype answer and marking scheme for each question paper. This should be prepared by the examiner setting the question.
- The marking scheme shall give the important points that should be included in the expected answer i.e., how each point to be evaluated, and the breakup of the maximum possible mark according to different aspects of the answer (if different aspects such as subject matter, organization, expression etc. are to be evaluated separately).
- The marking scheme shall be studied carefully by each examiner paying attention to the marks assigned for each question or part of the question separately.
- Since there may be various reasons why the answers of the candidates do not measure up to the marking scheme, a modification of the marking scheme may become necessary. The first examiner shall therefore mark a few pilot scripts selected at random to consider whether the marking scheme requires modification. If the examiner decides that it is necessary to modify the marking scheme, he/she shall discuss this with the second examiner and change the marking scheme appropriately, or bring the matter to the notice of the HoD/Chairperson of stream

*Preparation
of marking
scheme*

*Modification
of marking
scheme*

who shall take necessary action in consultation with the other examiners.

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

b) The marking process

- All scripts shall be marked personally by the examiner in keeping with the marking scheme. No assistance shall be obtained from others for marking.
- During the exercise of marking, the examiner will read every answer and compare the candidate's answer with the marking scheme. In deciding on the mark, the examiner should demonstrate internal consistency.
- The examiner may keep notes which he/she thinks necessary, to be discussed with the other examiners at the department level.
- Marks shall not be entered on the answer script, except in instances where the examiner is specially instructed to do so.
- Each marking shall be done independently by two examiners and the marks of one examiner shall not be made available to the other examiner.
- The examiner shall mark the scripts and prepare a detailed mark sheet and a summary mark sheet. The detailed marks sheet will have the marks awarded for each part of the question and the summary marks sheet will have the marks for each question.
- As soon as he/she marks the scripts, the examiner shall forward the appropriate marks sheets under sealed confidential cover to the HoD/Chairperson of Stream.
- The mark sheets will identify the examination, the question number, the name of the examiner and be signed by him/her. The marking examiner must keep a copy of the marks.
- The examiner marking the scripts first (the first examiner) should complete the marking early to provide the second

Marking process

Independent marking

Preparation of mark sheets

Return of marks

examiner sufficient time to mark the papers before the deadline.

- In case if there is an unavoidable delay in the first examiner correcting the scripts, the scripts can be forwarded to the second examiner for marking, to minimize delays.

Delays in marking

The first and second marking of answer scripts is a time bound process. Hence, it is expected that the first and second examiners comply with the specified time intervals and submission deadlines to ensure speedy release of the results.

c) 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.

Conference marking

d) Marking of MCQs

- The MCQ answer sheets of the FMS shall be marked electronically at the Examinations Unit.
- The correct answers of MCQs have already been decided at the time of preparation of the paper. The HoD/Chairperson of Stream will prepare an answer sheet with the correct answers, which is called the template'.
- It is recommended to get the template checked again with another examiner.

MCQ marking

- The HoD/Chairperson of Stream shall bring the MCQ answer sheets and the template and the computer marking shall be done under the supervision of the DR/SAR/AR.
- Item analysis of all MCQ papers will be done electronically. A mark sheet with detailed analysis of MCQ marks of the whole batch will be given to the HoD/Chairperson of Stream.
- It is recommended that each department look carefully into the indices given for each question and make use of this information in improving the MCQ papers in future.
- A random sample of 10% of the total number of papers shall be checked manually and compared with the computer correction, to ensure the accuracy and to detect any errors.
- Once the MCQs are corrected the answer scripts will be sealed and returned to the HoD/Chairperson of Stream.

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

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

A. General

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

11.2.2.1 Selection of patients clinical for examinations

*Patient
selection*

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

- k. Instructions shall be given to the technical officer and/or to the Nursing Sister in charge and to other relevant staff to bring patients selected by the selecting examiner. All efforts should be taken to maintain confidentiality
- l. More than the required number of patients shall be brought to the examination hall initially and the examiners must do the final selection in the examination hall

11.2.2.2 Selection of Assistants

- It is the duty of the chief examiner to identify assistants from the hospital staff prior to the commencement of the clinical examination by carefully scrutinizing them for existence of possible conflict of interest.
- Such assistants identified should be briefed by the chief examiner about the importance of maintaining confidentiality.
- The names of these staff members shall be submitted to the DR/SAR/AR for payment and other purposes.
- All of them nominated by chief examiner/HoD shall fill the confidentiality form in advance and submit to the DR/SAR/AR.

11.2.2.3 Recommendations to examiners before the clinical examinations

- Familiarize themselves with the format, scheme of marking, and pass/fail criteria of the relevant examination.
- Participate with the other examiners in selecting the cases. Make sure that the material (clinical cases etc.) to be examined is of reasonable quality and is suitable for use in the examination, consistent with the objectives of the course.
- Have at hand all the material necessary for examining the candidates.

- Attend the briefing conducted by the Chairperson of the Board of Examiners who usually is the HOD. Arrive at the examination hall ahead of the commencement of the examination allowing sufficient time to familiarize with the location, material and organizational arrangements.
- Switch off all communication equipment (cellular phones, pagers, beeps etc.) or hand over these items to the support staff.
- Remain in the examination premises throughout the period where the services of the examiner are needed.

11.2.2.4 Recommendations to examiners to follow during the clinical examination

- Greet the candidate and put him/her at ease creating a non-stressful environment.
- Request the candidate to sit if appropriate (e.g., case discussion, viva voce).
- Give clear instructions of what the candidate is expected to do.
- Indicate the time available and avoid exceeding the time limit.
- Allow a brief moment for clarification whenever required or requested.
- Allow the candidate to respond to the questions without unnecessary interruption.
- The examiner has to decide on a mark appropriate to the responses of the candidate then and there. Ensure that grades or marks awarded are compatible with the candidate's academic performance and is not influenced by non-academic factors.
- Consult and discuss with co-examiner in borderline and other difficult situations before reaching a final decision or giving the final mark.

- Make appropriate notes on the progress of the candidate's performance in the marking sheet for reference in the event of a discussion in the pre-results board and for future counseling purposes.
- Hand over the marking sheets to the coordinating examiner at the end of the session duly signed and with all entries complete.
- Submit a written report to the Dean, if necessary.

11.2.2.5 During clinical examinations, examiners should not;

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

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

11.2.3 Examining candidates and awarding marks in viva voce examinations

- The departments conducting viva voce examinations have their own procedures for conducting these examinations.

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

11.2.4 Marking of practical examinations

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

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

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

11.2.6 Feedback to candidates

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

12. PROCESSING OF MARKS

- Processing of marks is done by the Departments.
- The marks are received by the HoD/Chairperson of Stream under confidential cover.
HoD will open the confidential envelopes, inspect marks and arrange them to be entered in the computer.
- Once the essay marks of two examiners who have marked the scripts independently are received by the HoD he/she will inspect the marks and see whether the difference between the marks assigned by the two examiners to any individual question exceeds 15% of the maximum mark that can be awarded for that question. In cases where there is no such difference the average of the two sets of marks will be considered as the final mark for that question.
- If there are cases where the marks assigned by the two examiners to any individual candidate exceeds 15%, the HoD shall request the two examiners to reconsider the assignment of marks to see whether the difference could be reduced to less than 15%. if this can be done the average of the two sets of marks (after the appropriate adjustments) will be considered as the final mark for that question.
- Where it is not possible for the examiners to reduce the mark to that level,
 - The HoD shall nominate a third examiner to mark the relevant scripts independently;
 - The average of the three sets of marks of each affected candidate shall be reckoned as the final mark for that question.
 - This step has to be followed for all the questions which have been marked independently by two examiners. It is only after going through this step that the essay marks can be finalized.
- In some instances, the examiners may decide to remove certain questions or parts of questions from MCQs. This may be done due to ambiguity of the questions, "on their level of difficulty" or other reasons.

The final marks of the MCQ component will be arrived only after these procedures.

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

12.1 Processing of Marks

Marks are processed using Excel spreadsheets. Each cell in the summary results Excel Sheet should be rounded up to TWO decimal places when calculating final marks

The processing of marks involves two steps;

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

12.1.1 Calculation of the final mark

- The full responsibility for validity of entries and calculations rests with the HoD/ Chairperson of Stream.
- Each examination may have several different components such as SEQ, MCQ, viva voce, clinical or practical examinations etc.
- The Department/Stream should have a marks template to enter the marks according to the Senate approved criteria of the examination.
- Once marks are entered, entries will be checked again for their accuracy.
- Then the calculations shall be done according to the Senate approved criteria to obtain the final mark.
- It is recommended that a sample of marks be calculated manually to ensure that there are no errors.
- Departments may use services of confidential secretarial staff to process the marks however, the HoD/Chairperson of Stream shall check them.
- It is recommended that at least two examiners check the entries and calculations separately especially when computing of marks is complex.

- A consensus could be arrived regarding candidates with borderline marks (i.e., within one mark of pass/fail borderline) at the department level with consultation of the HoD/Chief Examiner, Chair Professor and the other examiners.
- As and when the final marks of a paper/ subject have been computed, the HoD/Chairperson of Stream shall satisfy him/herself that the entries, additions, calculations etc. are correct, and recommend the final mark sheet.

12.1.2 Determination of the result

- Once the final marks are available the examiners will meet to determine the results.
- All the examiners at the department level are invited for this meeting. At this meeting, the examiners shall determine the results of each candidate in accordance with Senate approved criteria.

- Students with borderline Marks

Departments have their own guidelines for deciding on results of borderline candidates. If there are any candidates where there is difficulty in determining the results at the department level, this should be discussed at the pre-results board meeting.

- Distinctions for the subjects should also be determined at this meeting.
- Once the marks and results are finalized at the department level, a detailed mark sheet and a summary results sheet with the final marks and pass/fail status will be prepared.
- The results sheets will be signed by the HoD and the department shall keep a copy of all mark sheets in their files.
- When the pre-results board is convened the HoD will attend the meeting with departmental copies of the summary results.
- A password protected soft copy of the finalized summary results (In Microsoft Excel format) shall be emailed to director.examsfms@sjp.ac.lk on a date prior to the pre results board meeting. The password must be communicated to the director exam unit separately.

The Director examination should recheck the accuracy of computation of marks and award of results and ensure adherence to senate approved criteria.

In the event of **continuous assessments (CA)**,

- The marks finalized at the department level will be issued to the students after re-checking by the Director-Examinations Unit without holding pre-results and results boards.
- The mark sheet of the CA is prepared by the DR/SAR/AR and issued with the signature of the Dean.

13. PRE-RESULTS BOARD MEETING

13.1 Members Who Should Attend Pre-results Boards;

- Dean - chaired by the dean
- Relevant HoDs/Chairpersons of the streams
- Cadre Chairs of the relevant departments
- Chairperson /co coordinator of the relevant academic phase
- Director of Examinations Unit
- Deputy Director of Examinations Unit
- DR/SAR/AR

*Patient
selection*

13.2 Functions of the Pre-results Board Meeting

- This Board meets to discuss results of individual subjects/streams and consider the following:
 - Reviewing borderline candidates (i.e., those within one mark of pass/fail borderline)
 - Consideration of the recommendations of the examiners regarding mitigating circumstances
 - Comments made by markers and external examiners
- The recommendations from this meeting are to be made available to the Results Board.
- Borderline candidates whose marks have been raised will be recorded on the final spreadsheet.

*Function of
the pre-
result board*

14. RESULTS BOARD MEETING

14.1 Members Who Should Attend Results Board Meeting

- VC - Only for final examination results board - Chaired by the dean
- Dean
- Relevant HoDs/Chairpersons of the streams
- Cadre Chairs of the relevant departments
- Relevant academic phase Chairperson/ coordinator
- Director of Examinations Unit
- Deputy Director of Examinations Unit
- DR/SAR/AR

Result board

14.2 Function of the Results Board

- This Board meets to discuss candidates' overall results and consider the following:
 - Final results of candidates
 - Awarding medals, prizes etc.
- The decisions of the results board are the final approved decisions on student results subject to approval by the Vice-chancellor and confirmation by the Senate.

*Function of
the result
board*

15. PUBLICATION OF RESULTS AND ISSUE OF CERTIFICATES

- On approval of the Results Board the DR/SAR/AR shall arrange the marks to be entered in the Mark Book.
- No entry shall be erased. Any error made shall be clearly crossed out and the correct mark written neatly in ink with a short signature.

15.1 Results Sheet

The result sheets shall include the following;

Result sheet

- a) The name of the University and the Faculty
- b) The name of the Examination together with the date, month and the year the examination was held
- c) That the results are provisional and are submit to confirmation by the Senate
- d) Signature of the Vice Chancellor and the DR/SAR/AR

15.2 Publication of Results

15.2.1 Main Examinations

- Steps shall be taken to release results of an examination within 6 weeks of the last date of the examination.
- The DR/SAR/AR shall be given sufficient time to release the results after the determination of the results by the Board of Examiners, this period shall however not exceed 3 working days from the date of determination of results.
- Every typed sheet prepared for the results board shall be carefully checked and initialed by the DR/SAR/AR before submission to the Vice Chancellor for signature.
- All main examination results shall be displayed on the notice board with copies sent to the respective Head of Departments and also published in the Faculty web site.

Publication of results

15.2.2 Continuous assessments

- Steps shall be taken to release results of a continuous assessment with in 4 weeks of the examination
- All CA results shall be released with the signature of the dean and shall be sent to HOD also published in the web

15.3 Confirmation of Results

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

Confirmation of the results

15.4 Issuance of Certificates

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

Issuance of certificate

- a) **Graduation certificate** - This certificate will be issued upon confirmation of the results by the Senate to those graduates awaiting the convocation.
- b) **Transcript of MBBS course performance** - This certificate will indicate the subjects/modules offered and results/grades obtained by the candidate.
- c) **Academic record** - This will be a detailed certificate giving information on the MBBS programme and the results of the candidate.
- d) **Degree certificate** -
 - The degree certificate will only be issued after the convocation.
 - Candidates who have passed all the examinations 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 application together with a remittance of the prescribed fee.
 - Every candidate who completes the Degree programme shall be awarded the Degree in person or in absentia at the convocation and issued his/her Degree certificate stating that he/she had been admitted to the Degree.

- A candidate will be issued only one certificate. The format of the Degree certificate shall be determined by the University Senate.
- Appropriate fees decided by the faculty/university may be charged for issuing these certificates.

16. VERIFICATION OF RESULTS

The results verification procedure is conducted in accordance with the guideline prescribed by the UGC (Commission circular no : 978- 2012 or its amendments)

*Application
for ACT
verification*

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

- All marks and grades obtained by a student at an examination shall be free of errors of addition, computation and transcription (ACT).
- Provisions shall be made for students to submit requests for verification of their examination marks and grades, if they wish to do so.
- However, examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the pre-determined criteria and/or prototype answer shall not be undermined and hence the verification process shall be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts.
- The provision for requesting re-scrutinization of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination.
- As the cost of re-scrutinization process shall be borne by the student, a non-refundable fee calculated on the basis of actual cost of re-scrutiny process shall be levied on the student.

16.2 Verification Procedure

- The DR/SAR/AR shall notify the students of the relevant examination and the period during which the requests for verification of results are entertained by displaying a notice in the Notice Board of the Dean's Office.
- The issue of application form must be done only upon submission of receipt for the prescribed payment by the student.

*Verification
procedure*

- The DR/SAR/AR, in consultation with the Dean shall convene the Results Verification Board meeting for verification of marks/ grade within three working days upon closure of the applications.

16.3 Composition of the Verification Board

Verification Board shall consist of the following persons:

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

*Verification
board*

16.4 Release of Verification Results

- If there is no change of grades, the Dean through DR/SAR/AR shall inform the candidate(s) soon after the Results Verification Board meeting.
- If a revision of marks/grades is necessary, a Special Results Board should be held within five working days to ratify the results and the decision of the Special Results Board shall be final and no more requests shall be entertained thereafter. (UGC Circular 978/2012)
- If the marks and grades are changed, the outcome of the verification shall be notified to the candidate(s) following the ratification of amended results by the Special Results Board of the Faculty. Amended results ratified by the Special Results Board shall be further approved by the Senate and the Council of the University.
- The DR/SAR/AR of the Faculty shall maintain a record of all verification applications and the outcome of all applications and shall submit a report to the Faculty Board after completion of re-scrutiny process.

*Results
release of
verification
board*

17. POST-EXAMINATION

17.1 Counseling for Referred/ Failed Candidates (Giving Feedback)

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

*Feedback
for referred/
failed
candidates*

17.2 Procedure for “Poor Performing Students”

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

*Poor
performing
students*

17.2.1 Identifying poor performing students

- Poor performance is considered as being referred in ≥ 50 % of the subjects in the particular examination
- Students with poor performance will be identified by the Examination Unit.
- Examinations considered are
 - Continuous Assessment 02 (for Anatomy and Physiology) and
 - Continuous Assessment 03 (for Biochemistry) for 1st MBBS examination and
 - Second MBBS degree for Part I.

Procedure

- Director/ Deputy Director of the Examinations Unit will prepare a list of students with poor performance at each above mentioned examinations after releasing results which also includes the names of respective personal tutors and contact details of the students (if available). Personal tutor (in the relevant academic phase) of each student will be identified based on the information provided by the coordinator of the personal tutor scheme.
- Simultaneously, the list of students and the personal tutor assigned to each student will be sent to the Chairperson of the relevant academic phase committee.
- Director/ Deputy Director of Examinations Unit will organize a face-to-face group meeting with the identified students with the participation of the relevant academic phase coordinator and the allocated academic student counselor for each Phase. The procedure and the importance of this activity will be briefed by the Deputy Director of the Examination unit and the Phase coordinator.
- Thereafter the Part A of the format for “Reporting poor performance of a student at Continuous Assessments/main examinations” will be handed over to the students. Students will fill Part A of the form and schedule a meeting with the respective personal tutor within two weeks.

If the student wishes to contact another academic member other than their personal tutor, the student may do so after informing the Director/ Deputy Director of Examinations Unit.

- A guidance on the process will be included in the email with the timeline. The Part B of the “Reporting poor performance of a student at Continuous Assessments/main examinations” relevant to each student will be shared in a google folder.
- If the personal tutor is on leave, the student should meet an academic student counselor relevant to the phase or a preferred academic member and follow the same process. In this case, all responsibilities vested to personal tutor will be vested upon the academic student counselor/chosen academic member.
- At the meeting, the personal tutor is expected to peruse the Part A and carry out a discussion based on the information provided to

identify issues and remedies to be implemented by student/faculty to improve student performance. The personal tutor is expected to guide the student on improving performance at examinations. As required, the student could be referred to any of the following for assistance.

- Student counsellor
 - Department of Psychiatry
 - Student welfare committee
- After the meeting, the personal tutor should fill Part B of the report in the google folder. Sending Part A to the examinations Unit is not required.
 - The follow up of a particular student should continue until the personal tutor/chosen academic is satisfied that the remedial actions have been effective, and / or the performance of the particular student has improved at a subsequent examination. Director/ Deputy Director of the Examinations Unit will provide the details of the performance of the students at the subsequent examination on request.
 - The google folder will be shared with the relevant student counselor. [There will be a designated student counsellor for each phase]
 - The relevant student counselor shall compile a summary of the Part B completed by the personal tutors/chosen academics and send it to the Director/ Deputy Director of the Examinations Unit within one week of the deadline for submitting Part B given for personal tutor/chosen academic.
 - The relevant student counsellor shall actively follow-up the submission of Part B by the relevant persons to ensure timely completion of the summary of Part B
 - If further follow up is required when a student with poor performance progresses from one Phase to another (i.e. from Phase I to Phase 2 or from Phase 2 to Phase 3) the relevant personal tutor and the relevant student counsellor should inform the next personal tutor and the student counsellor to whom the student will be allocated.

- Examination Unit and student counsellors need to maintain the records in relation to the process and outcome.

Refer Annexure 5 for 'Procedure for remedial actions for students with poor performance at Continuous Assessments/main examinations'

17.3 Post-examination Issues

- In rare occasions, issues may be brought to the attention of the HoD, Chairperson of the Stream, Dean or DR/SAR/AR about the conduct of the examination.
- Only written submissions will be considered.
- Any complaints referred by the Vice-Chancellor will also be considered.
- Appropriate action will be taken by the Dean on a case-by-case basis.
- It is recommended that after each examination the relevant department/stream should have a review of the examination process. Certain statistical variables (e.g.; pass rate) shall be determined and follow-up actions need to be discussed at appropriate fora.

*Post
examination
issues*

18. MAINTENANCE OF RECORDS

The examination related work generates a lot of documents which are of confidential nature. These will be under the custody of the DR/SAR/AR and he/she shall arrange for same.

18.1 Confidential Room

- There shall be a confidential room where confidential work such as entry of marks, word processing, printing and packing of question papers etc. can be done. The safe, lockable cupboards etc. can be kept in this room.
- All confidential documents in connection with examinations such as mark sheets, mark books shall also be kept in this room.
- Examination stationery and other material for examinations also should be stored in a confidential area.

Confidential room

18.2 Release of Marks

- The marks scored by candidates shall be treated as strictly confidential and shall not be released except as provided for below:
 - a) For official purposes within the Faculty/University under the direction of the Dean
 - b) For any other official purpose at the direction of the Vice Chancellor

Release of marks

18.3 Storing of Answer Scripts

All answer scripts shall be kept under safe custody for a period of ten years from the date of release of results under the custody of the HOD and destroyed or disposed thereafter in such a manner so that their contents may not be revealed (e.g., To the paper corporation for recycling or by special arrangements to manufactures of crackers etc.). with the approval of the Dean.

Storing answer scripts

18.4 Academic Records of Students

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

Academic records

18.5 Question Papers

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

18.6 Mark Sheets & Mark Books

This has to be done only after obtaining the approval of the Dean. For certain examinations the scripts may have to be kept for a longer period of time.

In addition to the DR/SAR/AR, the Heads of Departments, Chairpersons and Conveners of Modules and Streams 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.

Mark sheet & mark book

19. EXAMINATION RULES FOR CANDIDATES

19.1 Entering and Leaving the Examination Hall

- 19.1.1 Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of examination but shall not enter the hall until they are requested to do so by the Supervisor.
- 19.1.2 No candidate shall be admitted to the examination hall or whatever reason after 30 minutes from the commencement of the examination.
- 19.1.3 No candidate shall be allowed to leave the examination hall until the examination is over, the papers are counted and the numbers are verified.
- 19.1.4 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 first 30 minutes and during the last 15 minutes of the examination.

Presence of candidates

Entering & leaving

19.2 Seating

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

Seating

19.3 Identity Verification

- 19.3.1 Candidate shall have his/her student ID Card/ Record Book and the admission card with him/her on every occasion he/she presents himself/herself for an examination.
- 19.3.2 His/her candidature is liable to be cancelled if the candidate does not produce the student ID Card/ Record Book.
- 19.3.3 If the candidate fails to bring the student ID Card/ Record Book on any occasion, he/she shall produce the student ID Card/ Record Book on the next occasion when he/she appears for the examination.

Identity

- 19.3.4 If it is the last paper or the only paper the candidate shall produce the student ID Card/ Record Book to the DR/SAR/AR within one working day.
- 19.3.5 If a candidate loses his student ID Card in the course of the Examination, it should be notified to the DR/SAR/AR with the police entry regarding the loss of ID card. The student can use the student Record Book in order to take part in the rest of the examination.
- 19.3.6 In a rare circumstance if a candidate fails to produce his Student Identity Card/Record Book and the admission at the examination for the purposes of identification, he/she shall be required to report to the DR/SAR/AR and produce a letter signed by the DR/SAR/AR of the relevant faculty to the supervisor concerned before the commencement of the exam.

19.4 Admission Card

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

19.5 Unauthorized Material

- No candidate shall have in possession, (e.g., in his/her clothes, on the admission card, time tables, record book or any other object he is permitted to bring into the examination hall) any notes, signs and formula or any other unauthorized material. Books, notes, parcels, handbags, electronic devices capable of storing, retrieving, communicating, capturing text and data, including mobile phones, smart watches, smart

*Prohibited
material*

glasses etc. which a candidate has brought should be kept outside the examination hall.

19.6 Declaration of Articles on Possession

- Candidates shall bring their own pens, ink, erasers, pencils, or any other equipment which the candidates have been instructed to bring. Only transparent pencil cases are allowed.
- A candidate may be required by the Supervisor to declare any item in his possession or person.

*Material
allowed*

*Declaration
of articles*

19.7 Copying

- 19.7.1 No candidate shall copy or attempt to copy from any book, paper, notes, mobile phone, electronic devices, similar material or from the scripts of another candidate. Candidate shall neither help another candidate nor obtain help from another candidate or any other person.
- 19.7.2 Candidate neither shall conduct himself/herself so negligently that an opportunity is given to other candidates to read anything written by him/her nor to watch any practical examination conducted by him/her.
- 19.7.3 Candidate neither shall use any other unfair means nor seek/ obtain / render improper assistance at the Examination.

Copying

19.8 Cheating

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

Cheating

19.9 Use of Examination Stationery

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

*Use of
examination
materials*

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

19.10 Index Number

19.10.1 Every candidate shall enter his/her Index Number on the answer book and on every continuation paper. The candidate shall also enter all necessary particulars as indicated in the cover of the answer book.

*Index
number*

19.10.2 A candidate who inserts on his/her script an Index Number other than his/her own is liable to be considered as having attempted to cheat.

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

19.11 Rough Work to be Cancelled

19.11.1 All calculations and rough work shall be done only on papers supplied for the examination and shall be cancelled and attached to the answer script.

*Rough work
on papers*

19.11.2 Such work should not be done on admission cards, timetables, question papers, Record Book or on any other paper. Any candidate who disregards these instructions will be considered as having written notes or outline of answer with the intention of copying.

19.12 Unwanted Parts of Answers to be Crossed Out

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

*Unwanted
parts of
answers*

19.13 Supervisor's Authority

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

*Authority of
supervisor*

19.14 Conduct

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

*Disorderly
conduct*

19.15 Stopping Work

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

*Stopping
work*

19.16 Maintenance of Silence

19.16.1 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.

*Maintenance
of silence*

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

19.17 Leaving the Hall During the Course of Answering a Paper

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

*Leaving the
examination
hall
temporary*

19.18 Out of Bounds Period

19.18.1 Out of bounds period for hospitals before and during clinical examinations shall be decided by the Dean as agreed by the HoDs.

19.18.2 During this period candidate shall not visit the hospital except for the clinical examination sessions and on such visits the candidates should strictly confine themselves to the wards where the particular clinical examination is being held.

19.18.3 This out of bounds period is applicable to all medical students of the Faculty.

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

19.19 Impersonation

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

Impersonate

19.20 Dishonesty

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

Dishonesty

19.21 Cancellation or Postponement

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

*Cancellation
postponement*

19.22 Making Statements

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

Statements

19.23 Whom to Contact in Examination Matters

- No candidate shall contact any person other than the Dean, Head of the Department, Director of Examinations or the DR/SAR/AR, regarding any matter concerning the examination.

19.24 Handing Over of Answer Scripts

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

Handing over the answer scripts

19.25 Absence from Examination

- When a candidate is unable to present himself for any part/section of an examination, he shall notify or make arrangements to notify this fact to the DR/SAR/AR /Dean as soon as possible.
- Every candidate who registers for an examination shall be deemed to have sat the examination unless:
 - He/she is permitted by the Senate to withdraw from such examination on a valid reason acceptable to the Senate within the specified period or
 - He/she submits a valid medical certificate during the stipulated period. The medical certificate shall be obtained from the University Medical Officer (UMO). If this is not possible, medical certificate can be obtained from a government medical practitioner

Absence & medical certificate

or a private practitioner, but this should be forwarded to the UMO and certified. All medical certificates duly certified shall be submitted to the faculty office within 14 days of conclusion of the exam/part of the exam for which the candidate was absent.

19.26 Eligibility to Retake

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

*Eligibility to
retake*

19.27 Authorized Persons to Enter the Examination Hall

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

20. EXAMINATION OFFENCES AND PUNISHMENTS

20.1 Examination Offences

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

Refer Annexure 6 for details on 'Examination Offences and Punishments'

20.2 Reporting Examination Offences

- 20.2.1 There shall be an Examination Disciplinary Committee, comprising not less than three members, appointed by the Senate to investigate into and make recommendations (including punishments) regarding examination offences that are referred to it. The recommendations of the Examination Disciplinary Committee shall be submitted to the Senate for the final decision.
- 20.2.2 In all cases of commission of examination offences detected (even detected while marking the answer scripts), the Supervisor/Examiner shall forward his/her report to the Vice-Chancellor with a copy to DR/SAR/AR for further action.
- 20.2.3 The DR/SAR/AR shall place all reports of examination offences submitted by the Supervisors, through Dean, for the consideration of the Vice-Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.
- 20.2.4 Any Examiner, Head of Department, Dean of Faculty or any other official of the University who detects an examination offence, shall report the matter in writing to the Vice Chancellor, with a copy to DR/SAR/AR for necessary action

Reporting

20.3 Punishments for Examination Offences

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

Punishments

Refer Annexure 6 for details on 'Examination Offences and Punishments'

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

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

Appeals

21. EXAMINATION OFFENCES COMMITTED BY THOSE OTHER THAN CANDIDATES

21.1 Dishonest Delivery or Communication

- 21.1.1 Delivery by any person, fraudulently or dishonestly, a secret document or part thereof, or communication or any information relating to the contents of a secret document or part thereof, to any other person who is not a person to whom he is authorized to deliver such document or to communicate such information.
- 21.1.3 Fraudulent or dishonest delivery or transmission of any answer script, mark sheet, mark book or other document relating to an examination to any person who is not a person authorized to receive such document. (Taking photographs of examination material.)

21.2 Divulging Marks

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

21.3 Dishonest Marking

- 21.3.1 The marking of an answer scripts fraudulently or dishonestly

21.4 Dishonest Alternation

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

21.5 Dishonest Assistance

- 21.5.1 Fraudulent or dishonest assistance, directly or indirectly, to any candidate while answering a question paper at the examination, by a

Supervisor, Invigilator, hall Attendant or other employee attached to an examination hall.

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

21.6 Dishonest Secreting and Disclosure or Secret Document

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

21.7 Theft or Dishonest Breaking of Receptacle Containing Secret Document etc.

21.7.1 Fraudulently or dishonestly opening 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.

21.8 Fraudulent Introduction of Answer Scripts

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

21.9 Dishonesty by Commission or Omission

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

21.10 Assistance or Connivance

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

21.11 Procedure for Disciplinary Action

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

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

22. PAYMENTS FOR SERVICES IN CONNECTION WITH EXAMINATIONS

22.1 Rates

20.1.1 Payment for the various services in connection with the conduct of examinations is made based on rates determined by the UGC circular.

22.2 Claims

22.2.1 The vouchers shall be carefully prepared and submitted duly certified by the officer certifying this expenditure with the signature of who prepared it and checked it.

22.2.2 Each Examiner, Supervisor, Invigilator, Hall Attendant and other employees shall make a separate claim certified by the HOD, Supervisor or DR/SAR/AR, of the relevant Faculty as the case may be.

22.2.3 All claims in connection with the Examinations shall be sent to the DR/SAR/AR, Examinations, who shall maintain a record of such payments in the relevant register/s.

23. DUTIES OF THE DEPUTY REGISTRAR (DR)/ SENIOR ASSISTANT REGISTRAR (SAR)/ ASSISTANT REGISTRAR (AR) RELEVANT TO EXAMINATIONS

23.1 The DR/SAR/AR shall be in charge of the conduct of all examinations under the general direction of the Dean. This work may be delegated to an appropriate person, e.g., an Assistant Registrar (AR).

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

23.3 The DR/SAR/AR shall among other duties ensure the following.

- i. Preparatory arrangements such as fixing of the academic calendar, examination timetables, booking of examination halls, calling for registration for examinations, preparation of schedules of candidates, allocation of index numbers, issue of admission cards, ordering of stationery required etc. are attended to in time.
- ii. He/She receives the lists of examiners from the Heads of Departments and Chairpersons of Streams
- iii. He/She receives the lists of members of Boards of Scrutiny or names of scrutiny experts
- iv. Appointment letters and requests for setting question papers are sent out by the due date
- v. He/She receives question papers in time and they are kept in safe custody
- vi. The question papers have been, where necessary, passed by the Board of Scrutiny (or the scrutiny expert), proofread by examiners, duplicated, packed and distributed to the supervisors in due time.
- vii. All arrangements are made to have the stationery and other requirements be ready in time for issue to the examination halls.
- viii. The seating arrangements of desks etc. in the examination halls are satisfactory.

- ix. Arrangements made for the receiving of answer scripts from supervisors and for distribution of the same to the examiners for marking are satisfactory
- x. He/She sends a set of question papers to the Librarian for reference.
- xi. Process all academic concessions (medicals etc.) and reflect them in the final mark sheets before entering the results in the marks book.

23.4 The DR/SAR/AR shall maintain the following.

- i. Mark books and mark sheets
- ii. Operating procedures for examinations
- iii. Schedule of question papers in examinations
- iv. Statistics relating to examinations
- v. Files of past question papers
- vi. Records of results sheets and confirmation of results
- vii. Other relevant documents (e.g., By-laws, Regulations)
 - The DR/SAR/AR shall publish the results with the approval of the Vice Chancellor after having a Results Board and forward the results and have the same confirmed by the University Senate.

REFERENCES

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

1. Manual of Procedure for conduct of University Examinations, 01.09.1983, University Grants Commission
2. Examination Procedure in the Faculty of Medicine, 2015, Faculty of Medicine, University of Colombo
3. Manual of Procedures for Conduct of Examinations - University of Ruhuna, Internal Quality Assurance Unit, University of Ruhuna

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ANNEXURES

FACULTY OF MEDICAL SCIENCES
UNIVERSITY OF SRI JAYEWARDENEPURA
EXAMINATION UNIT
TERMS OF REFERENCE

1. OBJECTIVES

The objectives of the Examinations Unit of the Faculty of Medical Sciences are,

- To facilitate the proper conduction of examinations in the Faculty by coordinating and supervising all the relevant processes and procedures
- To ensure adherence to the examinations by-laws and regulations
- To ensure accurate and timely release of examination results and other student records, reports etc.
- To ensure secure storage and maintenance of confidential information related to examinations centrally

2. STAFF

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

3. FUNCTIONS

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

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

FACULTY OF MEDICAL SCIENCES
UNIVERSITY OF SRI JAYEWARDENEPURA
DIRECTOR OF EXAMINATIONS
TERMS OF REFERENCE

1. OBJECTIVES

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

2. RESPONSIBILITY

Responsibilities of the Director of Examinations are as follows:

- a. Ensure confidentiality of the marks (security strategies, secrets passwords etc.) at all times
- b. Assist the Dean in drawing up the examination schedules and the academic calendar.
- c. Circulate examination schedules including the dates to all relevant activities (scrutiny board dates, pre-results and results board dates) to all Heads of Departments, Professors and Chairpersons of modules.
- d. Establish and maintain a computerized system for entering and finalizing marks.
- e. Circulate the format of the marks in a pre-prepared excel table to the Heads of Departments /Chairpersons of modules.
- f. Ensure accuracy and correct entry of marks received from the Heads of Departments/ Chairpersons of modules to the central computer.
- g. Submit the final marks to the pre-results and results boards.
- h. Participate at the pre-results and results boards of all examinations of the Faculty.
- i. Ensure adherence of the staff and students to the examinations by-laws and regulations.
- j. Guide the Faculty of Medical Sciences in the interpretation of examination by-laws where necessary.
- k. Supervise accurate preparation and submission of final examination marks to the University Grant Commission for preparation of the common merit list for MBBS graduates.

FACULTY OF MEDICAL SCIENCES
UNIVERSITY OF SRI JAYEWARDENEPURA
DEPUTY DIRECTOR OF EXAMINATIONS
TERMS OF REFERENCE

1. OBJECTIVES

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

2. RESPONSIBILITY

Responsibilities of the Deputy Director of Examinations are as follows:

- a. Ensure confidentiality of the marks (security strategies, secrets passwords etc.) at all times
- b. Submit the final marks to the pre-results and final results boards.
- c. Participate at the pre-results and final results boards of all examinations of the Faculty.
- d. Ensure adherence of the staff and students to the examinations by-laws and regulations.
- e. Guide the Faculty of Medical Sciences in the interpretation of examination by-laws where necessary.
- f. Support the Director of Examinations in carrying out duties and responsibilities as applicable.
- g. Carryout the responsibilities of the Director of Examinations in the absence of the person holding the position

DECLARATION OF CONFLICT OF INTEREST FOR EXAMINATIONS

- 1) A conflict of interest may arise if a member of staff has a relative sitting for an examination in which he/she is involved.
- 2) For the purpose of this procedure, the candidate shall be deemed to be related to the staff member as a child, grandchild, step-child, sibling or any offspring of the above or spouse, 1st cousin or 1st cousin of the spouse. Also any other personal or family relationship as deemed by the staff member as a potential conflict of interest is included.
- 3) This procedure applies to all members of staff of the Faculty of Medical Sciences, University of Sri Jayewardenepura and to all external examiners.
- 4) It is the duty of every member of the staff to recognise and disclose any conflict of interest or any circumstances that might reasonably give rise to the perception of conflict of interest.
- 5) In the event such relationship exists,
 - i. The staff member is required to inform the Dean of the Faculty through the Head of the Department at the start of the academic year, or the start of the term as appropriate.
 - ii. The staff member should take no part in the academic assessment of the student, nor in any decision relating to the student, such as the award of a prize or scholarship or consideration of the student's performance by a Board of Examiners.

GUIDELINES FOR EXTERNAL EXAMINER APPOINTMENTS AND RESPONSIBILITIES

1. Prior to Examination

1.1 Appointment of External Examiners

- a) Name list of external examiners will be provided by the relevant department for approval of the faculty board and senate. Upon senate approval persons will be appointed as external examiners by the Dean.

1.2 Qualifications of External Examiners

- a) The person to be appointed as external examiner should be Board certified by the PGIM with experience in the particular field or possess a post graduate qualification such as MPhil/PhD and post qualification experience appropriate to the level of the examination.

1.3 Eligibility of External Examiners

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

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

1.4 Confidentiality

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

1.5 Responsibilities of Each Department When Appointing External Examiners

- a) Each department should have a document which clearly spells out the exact role of external examiner in the relevant exam.
 - a. Eg: whether she/he should examine every candidate during clinical examinations
 - b. Whether she/he is expected to correct exam papers
- b) This document should be mailed to the external examiners together with the appointment letter and the guideline and format of the examination well in advanced of the examination.
- c) Each department should ensure that there is uniform exposure of all the candidates to external examiners
- d) An objective marking grid including all aspects to be tested should be provided to the external examiners to maintain uniformity and objectivity. External examiners should be briefed about the necessity of testing these aspects during the examination.
- e) The confidentiality of the examination material and patients used in the exam shall be a collective responsibility of both internal and external examiners of the said exam.

2. During Examination

a. Written Examination

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

b. Clinical/Oral/Practical Examination

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

c. Entering of Marks

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

3. Post Examination

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

To be filled by all examiners at the time of appointment as an examiner

**FACULTY OF MEDICAL SCIENCES
UNIVERSITY OF SRI JAYEWARDENEPURA**

Conflict of Interest and Confidentiality Declaration Form

1. I, Prof/Dr..... (name) appointed by the Faculty of Medical Sciences of the University of Sri Jayewardenepura as an examiner in
.....
(Name and components of the examination) hereby undertake to abide by the rules and regulations with respect to examinations set out by the Faculty of Medical Sciences and the Senate of the University of Sri Jayewardenepura.
2. I confirm that I shall maintain strict confidentiality of all the proceedings/discussions related to the examination (examiners meetings, scrutiny boards, results boards etc.) even after the results are released.
3. I confirm that I have no conflict of interest in functioning as an examiner and that if I come to know at any point of time of any such conflict of interest, I will bring it to the attention of the Chief Examiner/ Head of the Department and withdraw from the examination process.
4. I declare I have the following conflicts of interest in functioning as an examiner
 - a. Close relative
 - b. Close association with candidate/s of professional and/or personal nature
 - c. Other(While certain conflicts of interest will prohibit a person from functioning as an examiner, eg: Immediate relative of a candidate, in other instances alternate arrangements may be made while examining as an examiner with the approval of the Chief Examiner/ Head of the Department)
5. I declare that I have conflicts of interest in functioning as an examiner and will be refraining from being an examiner.

(Delete 3,4,5 above as appropriate)

.....
Signature of the examiner

.....
Name and signature of the Chief Examiner/Head of the Department

.....
Date

STANDARD OPERATING PROCEDURE

Board of Scrutiny

Purpose

Scrutiny of question papers of an examination is done by a Board of Scrutiny. The Board of Scrutiny has the power to examine the Structured Essay Question (SEQ) papers, marking schemes and model answers in the 1st Examination for MBBS, 2nd Examination for MBBS Part I, 2nd Examination for MBBS Part II and the Final Examination for MBBS (main and subsequent examinations) of the Faculty of Medical Sciences (FMS). Other types of questions of these examinations and all question papers of continuous assessments (CA) are scrutinized by an internal scrutiny board of the relevant department.

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

- Correct rubric, time and date of assessment
- Level and scope of exam paper
- Appropriateness of assessment to learning outcomes and accordance with the blueprint
- Depth and appropriateness of marking scheme (Should be submitted with the paper)

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

Attendees

- Chair - Dean of the FMS
- Chair professors of the relevant Departments
- Heads of the relevant Departments
- Chairpersons of the Streams
- Coordinators of the relevant subjects when necessary

- Scrutiny expert - Usually the relevant phase coordinator acts as the scrutiny expert. Otherwise, a suitable academic member with below requirements is appointed by the Dean subjected to approval by the Faculty Board.
 - Members of the permanent academic staff of the FMS
 - Senior Lecturer (Grade 1) or above
 - Have at least 5 years' experience in examinations
 - Should have knowledge of the subject (content area) but need not be a specialist in the subject
 - Without any conflicts of interest

Meetings

DR/SAR/AR arranges the meeting and informs the members by email/letter at least two weeks prior to the date of the meeting.

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

The Board of Scrutiny should meet in a confidential room.

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

The Head of Department (HoD)/Chair of the Stream should bring a soft copy of the draft SEQ paper moderated at the departmental-level scrutiny, together with the marking schemes, model answers, and any other relevant documents, in a secure manner (i.e., as an encrypted file in a flash drive).

The departmental scrutiny should be attended by subject experts (i.e., Chair Professors and senior academic members of the department or their nominees). The attendance sheet of the meeting, including the date, venue, and signatures of the participants, should also be submitted.

It is important that editorial matters and issues of the technical accuracy of the content are sorted out at the Department/Stream level before the scrutiny board meeting.

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

An academic staff member from a clinical department (a member of the panel appointed by the Dean for this purpose) should participate at the pre-scrutiny meeting of the Department for scrutinization of the clinically oriented MCQs. A signed report by the clinical staff member should be handed over to the HoD/Stream Coordinator and this document should be presented at the Scrutiny Board meeting. (See Annexure 4.1 for the template of the report)

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

Responsibilities

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

- Compliance with a prescribed standard format of the question paper (See Annexure 2 for the examination paper templates)
 - Examinations must be prepared using the currently approved templates and formatted consistently
- Clear instructions to the candidates in the rubric
- Correct and appropriate time allocation against the number of questions
- Appropriate mark allocation for questions and distribution of marks within sections and sub sections of a main question
- Adequacy of space provided for the answers in SEQ papers
- No overlap or duplication of content areas tested within the subject and between subjects (the HoD should confirm that there is no overlap in the different components of the examination for the subject)
- Appropriate use of terms (e.g. List, Outline, Discuss, Describe, etc.) according to the cognitive level of the expected answer
- Clarity of the question and simplicity of the language
- Justification for bold or underlined words/phrases/question items etc.
- Grammatically correct and worded in a way that will be unambiguous to the candidates
- Free from typographical errors and British English language is used
- Availability of a detailed marking scheme - A detailed set of marking criteria (marking schemes) for SEQs indicating how marks are to be awarded must be submitted with each paper
- The name list of the examiners

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

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

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

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

Final question papers approved by the Board of Scrutiny should be submitted to the DR/SAR/AR for printing.

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

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

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

Departmental Scrutiny of Examination Questions by a Clinical Staff Member

Department/Subject

.....

Examination

.....

Date and time of scrutiny

.....

Type of questions scrutinized

.....

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

.....

Proportion of questions which are clinically relevant in the MCQ paper

.....

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

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

Any other comments

.....

Name and Signature

.....



**UNIVERSITY OF SRI JAYEWARDENEPURA
FACULTY OF MEDICAL SCIENCES**



Name of the examination as given in by-laws
Year and month of the examination
The year of intake (Batch no.) Batch
THE TITLE OF THE PAPER
STRUCTURED ESSAY PAPER

Starting time - finishing time (no.of hrs)

Date of the exam

Instructions to candidates:

The rubric, which shall contain the following

- The total number of questions
- The number of questions to be answered
- Compulsory questions if any
- Selection from different parts where necessary
- Whether answers to any part should be handed over after a specified period of time
- Whether separate books should be used for separate questions or parts of the paper, and handed over separately
- Any other relevant information
Eg; writing index number, writing question numbers, apportioning of marks for different sections of the questions

SEQ lay down with formatting into a table

Q.1		
	1.1	(marks)
	1.2	(marks)
	1.3	
	a.	(marks)
	b.	(marks)

↓
later borders can be made invisible

Q.1		
	1.1	(marks)
	1.2	(marks)
	1.3	
	a.	(marks)
	b.	(marks)
		(P.T.O.)

Page number



UNIVERSITY OF SRI JAYEWARDENEPURA
FACULTY OF MEDICAL SCIENCES



Name of the examination as given in by-laws
Year and month of the examination
The year of intake (Batch no.) Batch
THE TITLE OF THE PAPER (MCQ)

Starting time - finishing time (no.of hrs)

Date of the exam

Instructions to candidates:

Answer all questions.

Mark the answers clearly on the answer sheet.

FOLLOW THE INSTRUCTIONS GIVEN IN THE INSTRUCTION SHEET.

Index (MED) Number:

Question numbers ... to ... are true or false type questions. Mark your answer for each of the 5 responses (A to E).

1. Stem
 - A. Response A
 - B. Response B
 - C. Response C
 - D. Response D
 - E. Response E

Questions number ... to ... are single best response type. Select the best response to each question.

2. Stem
 - A. Response A
 - B. Response B
 - C. Response C
 - D. Response D
 - E. Response E

P.T.O.

Page number

Question number ... is an extended matching item. You are given a list of options. Each option may be used once, more than once or not at all to answer the three scenarios given below.

20. Theme:

Options

A.

B.

C.

D.

E.

F.

G.

H.

Question.....

20.1 Scenario 1

20.2 Scenario 2

20.3 Scenario 3

**Report on Poor Performance of a Student at
Continuous Assessments/Main Examinations**

Faculty of Medical Sciences, University of Sri Jayewardenepura

PART A

This section should be completed by the student before meeting the personal tutor.

The information you provide is confidential. This form is only to guide the discussion with your personal tutor. Submitting this form to your personal tutor is not mandatory. After completing the form contact your personal tutor and schedule an appointment within two weeks.

STUDENT INFORMATION

Name of the student :

Batch/ academic year :

Examination :

Referred subjects :

Results of the past main examinations :

.....

Choose the most appropriate response by underlining.

1. Impression on your English language skills

Very Poor / Poor / Satisfactory / Good

2. Impression on your preparation for the exam

2.1 Participation at lectures – Satisfactory / Unsatisfactory

2.2 Participation at practical classes / tutorials / SGDs – Satisfactory / Unsatisfactory

2.3 Additional reading – Satisfactory / Unsatisfactory

- 2.4 Usage of reference books – Satisfactory / Unsatisfactory
- 2.5 Usage of internet sources – Satisfactory / Unsatisfactory
- 2.6 Participation in peer discussions – Satisfactory / Unsatisfactory
- 2.7 Preparation of short notes – Satisfactory / Unsatisfactory
- 2.8 Answering past exam questions – Satisfactory / Unsatisfactory

3. How would you describe your time management skills

Very Poor / Poor / Satisfactory / Good

4. Did any of the following interfere with your studies. Select all appropriate options.

- 4.1 Any extra-curricular activities during exam period
- 4.2 Relationship problems
- 4.3 Health issues
- 4.4 Mental health issues
- 4.5 Financial issues
- 4.6 Family issues
- 4.7 Other [specify]

5. Do you expect guidance/support from the academic staff to improve your academic performance?

Yes / No

If yes, describe the guidance/support you expect.

.....

.....

.....

.....

.....

**Report on Poor Performance of a Student at
Continuous Assessments/Main Examinations**

Faculty of Medical Sciences, University of Sri Jayewardenepura

PART B

INSTRUCTIONS

Please read the guide on evaluating poorly performed students before completing this report which has been emailed to you. If you are unable to find this document please contact the Exam Unit.

This section is to be completed by the personal tutor after going through Part A (if provided by the student) and discussing with the student.

Date of interview

PERSONAL TUTOR INFORMATION

Name

Department

Tel Number

STUDENT INFORMATION

Name of the student

Batch/ academic year

Examination

Referred subjects

Results of the past main examinations:

1. What is the main reason for poor academic performance:

.....
.....

2. What are the additional reasons for poor academic performance.

.....
.....
.....
.....

3. Overall impression of the personal tutor

.....
.....

4. Remedial actions to be taken by the student

.....
.....

5. Remedial actions to be taken by the Faculty

.....
.....

6. Action taken by the personal tutor to facilitate the actions mentioned in question 5.

.....
.....

7. Follow up plan.

.....
.....
.....

.....

Name and signature of the personal tutor

.....

Date

Personal Tutor Guide on Evaluating Poorly Performed Students

[To be emailed]

.....
.....

Dear sir/madam,

Thank you very much for your commitment in supporting students with poor academic performance. The students mentioned bellow has performed poorly at the
..... Examination held on

You are the personal tutor of the students below. An academic may have more than one student allocated.

Student Name	MED Number	Tel Number of Student	Personal Tutor/Chosen Academic Member

He/she will meet you with the completed self-evaluation form [Report on poor performance of a student at Continuous Assessments/ main examinations Part A - annexed] which may not be handed over to you. This document is to facilitate the student to discuss relevant issues.

Conduct a discussion with the intention of identifying causes for poor academic performance and remedies to overcome these issues. You may consider the following options to support these students.

- Liaising with academics of relevant subject for further guidance
- Inadequate preparation - advice as appropriate
- Physical/mental health issues - referral to UMO / physician / student counselor /psychiatrist
- Financial issues - Student welfare committee

You are expected to follow-up the student until remedial actions are taken and you are satisfied with the student's progress.

If the student does not meet/contact you within one week [before] on receiving this email, please contact the student through details given above.

Following the discussion kindly fill the Part B of the "Report on poor performance of a student at Continuous Assessments/ main examinations" before..... [within two weeks of receiving this email].

Part B of the “Report on poor performance of a student at Continuous Assessments/main examinations” of the relevant student can be accessed through the following link to the google folder.

LINK

You are expected to arrange subsequent follow-up meetings with the student to ensure implementation of said recommendations.

For any clarifications call

Thanking you

Deputy Director/Examination Unit

Examination criteria, rules and regulations, examination irregularities punishments, applicable to candidate sitting first degrees postgraduate degrees and external degrees conducted by the university. These examinations consist of components such as annual/semester/term tests and mid semester, continuous assessments, Practical tests and research theses.

1. Criteria on Conduct of Examinations

- 1.1 All examination candidates should be present near the examination hall before 15 minutes of the commencement of examinations and should enter the examination hall only after the announcement made by the supervisors.
- 1.2 After entering the examination hall candidates should occupy the seats allocated to them.
- 1.3 Examination candidates should bring to the examination hall only the permitted item such as pens, pencils, erasers, rulers. and geometrical instruments. It is the responsibility of the candidates to ensure that no written or printed material is brought into the examination hall for their personal use or others use. Such material should not be kept in their possession and should not attempt to use them. It is the responsibility of every examination candidates to ensure that no attempt is made in whatever form to engage in examination irregularity.
- 1.4 It is strictly prohibited to bring mobile telephones or devices capable of storing data into the examination hall or use any such equipment in the examination hall.
- 1.5 No candidate will be admitted to the examination hall after 30 minutes from the Commencement of the examination no candidate will be allowed to leave the examination hall till the examination is over. No attempt should be made either to enter the- examination hall or leave the examination hall without permission.
- 1.6 All examination candidates should bring their examination admission card, student record book and university identity card into the examination hall. Student record book and the identity card should carry the photograph of the student and should be duly signed by the Registrar of the university or by an officer authorized by the Registrar. If there is a discrepancy in the examination admission card the student record book/identity card. it should be certified by the Registrar. In the absence of such a certificate, national identity card or a letter from the lecturer in charge of the subject in case of an internal student, and in the case of an external candidate a letter from the Senior Assistant Registrar/External Examinations certifying the studentship should be produced.

- 1.7 Examination candidates are required to produce any document in their possession when called for by supervisor/invigilator
- 1.8 Candidates will not be allowed to speak or to communicate with other candidates or borrow any article from other candidates or try to copy from other candidates. If any assistance is required, it should be indicated to the supervisor/ invigilator by raising the hand.
- 1.9 Candidates should use only the answer books and continuation sheets duly signed and dated by the supervisors/invigilators, to answer the question papers.
- 1.10 All stationery such as date stamped answer books, drawing paper, graph paper will be issued to the candidates. Any such item issued to candidates should not be destroyed in any manner. Only the stationery items supplied by the supervisor/ invigilator should be used by the candidates. Statistical tables and other items used should be left on the candidates table after use. No item whatsoever should be removed out of the examination hall under any circumstances.
- 1.11 Before commencement of answering, candidates should indicate their Index no with the code and write name of the examination in the proper place. All papers used should carry the index number of no candidate should indicate his/her name or any other identification mark on the answer script.
- 1.12 All sheets used for rough work should be attached to the answer sheets. All sections not relevant should be clearly struck off. Rough work should not be done on the admission card timetable or the question paper.
- 1.13 All examination candidates should behave properly within the examination hall so as not to disturb supervisors /invigilators, hall attendants and other candidates. Silence should be observed within the examination hall and the surroundings.
- 1.14 No candidate should produced an extract or in full, some other person's work without stating so, other than his sessional paper. reference, research paper, practical or field book or thesis which amounts to theft of intellectual property.
- 1.15 No candidate should allow any other person to appear on his/her behalf of an examination and should not appear on behalf of other.
- 1.16 Supervisors and invigilators are authorized to obtain declarations from examination candidates regarding any incident occurring within the examination hall.
- 1.17 Every candidate should personally hand over his/her answer sheet to the supervisors/ invigilators. Candidates should remain in their seats till all the answer sheets are collected

and an announcements is made by the supervisor. Answer sheets should not be handed over to hall attendants or any other person under any circumstance. Once handed over to the supervisor/ invigilator, no answer sheets will be given back to the candidates and candidates should not ask for same.

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

2. Examination Irregularities

- 2.1 Keeping unauthorized documents in possession.
- 2.2 Keeping in possessions without permission mobile telephones or devices capable of storing data.
- 2.3 Removing examination stationery out of the examination hall.
- 2.4 Attempting to copy in any manner.
- 2.5 Keeping in possession or attempting to use examination stationery removed in the past.
- 2.6 Keeping notes on body or clothes.
- 2.7 Theft of intellectual property such as reproducing others work without slating so or information obtained from the internet.
- 2.8 To find out contents of a question paper or answer sheet unlawfully or attempting to do so.
- 2.9 Entering an examination hall without permission.
- 2.10 Leaving the examination hall without permission or attempting to do so helping such acts.
- 2.11 Attempting or assisting in tearing any paper answer book or destroying such items.
- 2.12 Disturbing the smooth functioning and peaceful atmosphere of the examination hall.
- 2.13 Behaving in a manner harmful to the self respect and causing mental stress of the supervisors/ invigilators hall attendance.
- 2.14 Planning and attempting to harm mentally or physically.
- 2.15 Trying to get another person to appear at the examination or trying to use the index number of another candidate at the examination.
- 2.16 Impersonation
- 2.17 Other examination irregularities determined by the senate.
- 2.18 Irregularities found by the marking examiner.
- 2.19 Aiding and abetting examination irregularities.

3. Punishments

- 3.1 Cancellation of answer scripts limiting the marks of the repeat examination to that of an ordinary pass mark.
- 3.2 Delay the release of results of the final examination by one academic year.
- 3.3 Not to invite for the convocation/award ceremony.
- 3.4 Cancellation of results of the relevant semester. Limiting the marks of the repeat examination to that of an ordinary pass mark.
- 3.5 Not award classes/merit passes.
- 3.6 Suspension of studentship by one year.
- 3.7 Suspension of studentship by two year or three years.
- 3.8 Suspension of studentship
- 3.9 Cancellation of studentship.

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

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

Listed below is a schedule giving details of the irregularities depending on the nature of irregularities

Examination Irregularities	Punishments
2.1 Keeping in possession of unauthorized documents	<ul style="list-style-type: none">• Delay of releasing the results of the final examination by one academic year.• Not to invite for the convocation / award ceremony.• Cancellation of the results of the relevant semester and limiting the marks of the repeat examination to that of an ordinary pass marks. (3.2, 3.3, and 3.4)
2.2 Keeping in possession of mobile phones or devices that could store data.	<ul style="list-style-type: none">• Delay the results of the final year by one academic year.• Not to invite for the convocation/award ceremony.

	<ul style="list-style-type: none"> • Cancellation of the results of the relevant semester and limiting the marks of the repeat examination to that of an ordinary pass mark. (3.2,3.3 and 3.4)
2.3 Removing examination stationery from the examination hall	<ul style="list-style-type: none"> • Cancellation of the answer script of the candidate and limiting the marks of the repeat examination to that of an ordinary pass mark. (3.1)
2.4 Copying or trying to copy in any manner	<ul style="list-style-type: none"> • delay the release of results of the final year by one academic year • Not to invite for the convocation/award ceremony • Cancellation of the results of the relevant semester and limiting the marks of the repeat examination to that of an ordinary pass mark. (3.2,3.3 and 3.4)
2.5 Keeping in possession of stationery of the university removed earlier and attempting to use such stationery in the examination hall.	<ul style="list-style-type: none"> • Delay the release of the final year by one academic year. • Not to invite for the convocation/award ceremony. • Cancellation of the results of the relevant semester and limiting the marks of the repeat examination to that of an ordinary pass mark. (3.2, 3.3 and 3.4)
2.6 Keeping notes on body or clothes	<ul style="list-style-type: none"> • Delay the release of the final year by one academic year • Not to invite for the convocation / award ceremony. • Cancellation of the results of the relevant semester and limiting the marks of the repeat examination to that of an ordinary pass mark. (3.2, 3.3, and3.4)

<p>2.7</p> <p>(i) Reproducing and extract or in full some other persons work without stating so, other than his field record book, research paper, thesis or other book or internet which amounts to theft of intellectual property</p> <p>(ii) Submitting a sessional paper, reference p, research paper. practical field book or degree thesis in part or full from another person's work or internet without stating so, which amount to theft of intellectual property.</p>	<ul style="list-style-type: none"> • Not to award classes/merit passes. • Suspend the studentship by one year. • Not to recruit to the staff of the university academic or non-academic. (temporary/permanent) (3.5,3.6 and 3.11) • Cancellation of studentship. • Not to recruit to the staff of the university academic or non-academic. (temporary/permanent) (3.9 and 3.11)
<p>2.8 Attempting to tend the contents of a question paper or answer paper.</p>	<ul style="list-style-type: none"> • To delay the release of results of the final year by one academic year. • Not to invite for the convocation/award ceremony. • Cancellation of the results of the relevant semester and limiting the marks of the repeat examination to that of an ordinary pass mark. • Not to award classes/merit passes. • Not to recruit to the staff of the university academic or non-academic. (temporary/permanent) (3.2,3.3,3.4,3.5 and 3.11)
<p>2.9 Entering the examination hall without permission</p>	<ul style="list-style-type: none"> • Delay the results of the final year by one academic year • Not to invite for the convocation/award ceremony. (3.2 and 3.3)

<p>2.10 Learning the examination hall without permission or attempting to do so</p>	<ul style="list-style-type: none"> • Delay the release of the final year by one academic year • Not to invite the convocation/award ceremony. • Cancellation of the answer script and limiting the marks of the repeat examination to that of an ordinary pass mark (3.1)
<p>2.11 Destroy a paper of answer book or attempting to do so</p>	<ul style="list-style-type: none"> • Delay the release of the results of the final year by one academic year. • Not to invite for the convocation award ceremony. • Cancellation of the answer script of the relevant semester and limiting the marks of the repeat examination to that of an ordinary pass mark. • Not to award classes/merit passes. • Suspension of studentship by one year. • Not to recruit to the staff of the university academic or non-academic. (temporary/permanent) (3.2, 3.3, 3.4, 3.5, 3.6 and 3.11)
<p>2.12 Conduct in a manner that will disturb the silence and smooth functioning or the examination all.</p>	<ul style="list-style-type: none"> • Cancellation of the answer script and limiting the marks of the repeat examination to that of an ordinary pass mark. (3.1 and 3.3)
<p>2.13 Conduct in a manner that will affect the self respect or cause mental stress supervisors invigilators or hall attendants.</p>	<ul style="list-style-type: none"> • Delay the release of the results or the final year by one academic year. • Not to award classes/merit passes. • Cancellation of results of the relevant semester and limiting the marks of the repeat examination to that of an ordinary pass mark. • Not to award classes.

2.16 Impersonation.	<p>If a student</p> <ul style="list-style-type: none"> • Cancellation of studentship. • Not to recruit to the staff of the university academic or non-academic. (temporary/permanent) (3.9 and 3.11) <p>If not a student</p> <ul style="list-style-type: none"> • To institute legal action against him/her according to the land. • Not to recruit to the staff of the university academic or non-academic. (temporary/ permanent) (3.10 and 3.11)
2.17 Any other examination irregularity determined	<ul style="list-style-type: none"> • Punishments determined by the senate.
2.18 Irregularities reported by the marking examiner and approved by the senate	<ul style="list-style-type: none"> • Punishments determined by the senate depending on the irregularity
2.19 Aiding and abetting to commit examination irregularities.	<ul style="list-style-type: none"> • All punishments for aiding and abetting examination irregularities.

4. Evidence that Could be Used in Determining Examination Irregularities

- 4.1 Report on examination irregularity.
- 4.2 Material evidence, eye witnesses (Records, photographs, videos) at the time of committing the irregularity.
- 4.3 Written or statements of the lecturer who found the irregularity.
- 4.4 Written or statements of the students.
- 4.5 Other evidence that could be used at the discretion of the chairman of the committee.

5. Examination Irregularity Committee of the Senate

All investigation in connection with examination irregularities should be subjected to senate examination irregularities committee.

Senate examination irregularities committee should meet within one week from the date on which it is reported to the Vice Chancellor and Senior Assistant Registrar examinations by the relevant examiner concerned. Such report should be made after the last date of the examinations of the respective faculties or under 2.7 (i) 2.7 (ii) and 2.18

5.1 Composition.

Senate should first appoint five professors from each faculty for a period of three years. Where no professor is available at least a senior lecturer should be appointed.

One professor should be appointed as chairmen by the senate from among the members.

Senior Assistant Registrar should be the convener/secretary by virtue of office.

5.2 Procedure of investigation

Consideration of the report submitted by the supervisor

Using evidence to determine the irregularity depending on the necessity.

It is mandatory to summon the accused for explanation (if not present it will not be an obstacle to continue with the investigation)

6. Decisions

To determine whether the accused is guilty or not. If guilty recommend the relevant punishment to the senate, depending on the irregularity.

6.1 Time Frame

Above decisions should be reported to the senate for approval immediately after the meeting of the senate committee of the examination irregularities.

6.2 Implementation of the decisions appeals process

Above decisions should be implemented only after the approval of the senate has been received.

The students have the right to appeal against any punishment imposed on examination irregularities.

Written appeals should be submitted to the vice chancellor within three weeks of intimating the punishments.

On receipt of these appeals the senate will appoint a committee comprising three professors other than the professors appointed to the examination irregularities committee to investigate the appeals and report to the recommendations for senate approval.

8. Submission of Medical Certificate for Inability to Set Examinations

(for internal students)

- 8.1 Internal students who are unable to appear for examinations on medical ground should report to the university medical officer at least half an hour before the commencement of the examination.
- 8.2 Those who are unable to do so due to unavoidable circumstances should obtain a valid medical certificate from the government hospital of the residential area and submit it to the university/medical officer as early as possible. Those who obtain treatment from private practitioners. Western, Ayurveda Homeopathy should submit these medical certificates during the period of sickness to the university medical officer for approval.
- 8.3 Medical leave recommended by the university medical officer should be submitted to the Senior Assistant Register/ Examinations within 14 days of the conclusion of the examination.

(for external students)

- 8.4 External examination candidates who are unable to present themselves for examinations on medical grounds should submit medical certificates to Senior Assistant Register/External examinations before the commencement of examinations or during the period of examination.
- 8.5 Those who are unable to do so due to unavailable circumstances should obtain a valid medical certificate from the government hospital of the residential area within 14 days of the commencement of the examinations, medical certificates issued by private practitioners/ Western/Ayurveda or Homeopathy will not be accepted.

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EXAMINATION UNIT
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UNIVERSITY OF SRI JAYEWARDENEPURA