



EXAMINATION BY-LAWS

FACULTY OF MEDICINE AND ALLIED SCIENCES

RAJARATA UNIVERSITY OF SRI LANKA

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This document has two sections

Section A: Manual for Conduction of Examinations in the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka.

Section B: Examination By-Laws for candidates of Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka.

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**Section A: Manual for Conduction of Examinations in the Faculty of Medicine and Allied Sciences,
Rajarata University of Sri Lanka.**

1. Background

- 1.1 This document is prepared with the objective of documenting procedure and giving guidelines about the conduct of the examinations in the MBBS programme in the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka (RUSL). Material in this publication will complement existing university documents on this subject.

At the RUSL, the Examination branch, under a SAR / Examinations is coordinating most of the functions pertaining to conduct of examinations. However, because of the physical separation from the main University location and for other reasons Faculty of Medicine and Allied Sciences is conducting the exams separately. Faculty of Medicine and Allied Sciences has a separate Examination Unit, which is under a Director of Examinations who will be appointed by the Dean and approved by the Faculty Board.

Although most of the examination procedures that are practiced at the examinations branch of the Rajarata University are practiced at the Faculty of Medicine and Allied Sciences, there are certain differences. During the MBBS programme, a student has to appear for about 40 examinations and approximately 12 repeat examinations. Presently the Examination Unit of the faculty is organizing the examinations with the assistance of the departments.

All examinations can be classified as follows.

Classification 01

1. Continuous assessments
2. End of course assessments

Classification 02

1. Main Examinations: conducted for the first time for a particular batch of students and may have 210 candidates.
2. Repeat examinations conducted to enable the referred and failed candidates to pass the components, which they were referred or failed. The number of candidates may vary from <10 to approximately 100 or more.

1.2 Methods of examination

Several methods of student assessment are used. Some of them are listed below.

1. Written Examinations : MCQs, Essay papers
2. Clinical Examinations : Long cases, short cases
3. Viva voce examinations
4. Practical examinations
5. Objective Structured Clinical Examinations
6. Research projects and Reports
7. Elective projects and reports and assignments
8. Community and Family attachments, projects and field assessments

9. Other methods

2. Legal basis

The legal basis of the MBBS programme and award of the MBBS (Rajarata) degree originates from the Universities Act No 16 of 1978 and its amendments. The Faculty of Medicine conducts the MBBS programme in keeping with By –laws which are approved by the University Senate and the Council, and Regulations approved by the University Senate. These by-laws and regulations may be changed from time to time but will need approval from the university authorities. The curricula, the examinations and marks apportioning, the grading criteria, criteria for award of classes, medals etc. all have to be approved by the senate. The faculty must keep records of these documents.

2.1 Academic matters

Within the Faculty, members of each Department or module or Stream Committee, which is conducting examinations, should meet regularly and discuss the best methods of student assessment for the subject, module and stream that they are responsible for. The planners should decide on these methods well in advance, taking to consideration the methods already practiced, current best practices, practices in sister faculties of Medicine in the country, trends in student assessment, feasibility, incorporation of principles of medical education etc. Having agreed on the methods of relevant department or stream should get approval of the Curriculum Development Committee of the Faculty, Faculty Board and the Senate. Without compromising confidentiality, the students should be informed in advance about the examinations, their timing and format, marks and apportioning, pass/fail / grading criteria etc. Any changes should also be intimated giving adequate notice to the students. This information can be included in the student handbooks, guidebooks, information given at the time of registration, introductory courses, web sites, notice boards etc. The faculty, the departments and other structures (e.g. Modules and stream committees) must keep records of these documents and intimations.

2.2 Administration

The Dean of the Faculty takes overall responsibility for the conduct of examinations. The senior administration Officer, i.e. Senior Assistant Registrar/ Assistant Registrar assists the Dean in the conduct of the examinations. The staff of the Examination unit do the secretarial work. In addition, there is post designated as Director, Examinations that is filled by an academic staff member (Senior Lecturer grade above). The pre-clinical coordinator, para-clinical coordinator, clinical coordinator, the Heads of Departments, Stream or Module coordinators, and secretaries, work closely in planning the examinations.

2.3 Faculty organization for examinations

2.3.1 The faculty has a complex organizational structure to support the examinations. The written examinations need examination halls, examination stationary and other types of facilities. Practical examinations are conducted in the laboratories in the faculty and these examinations need bench space, chemicals, consumables, equipment, etc. Certain components of

examination are conducted in museums and such examinations need cadavers, museum specimens, microscopes etc. The clinical examinations are conducted at the Teaching Hospital Anuradhapura. Certain examinations are conducted at the computer laboratory.

- 2.3.2 From an organization point of view, the responsibility for different examinations is undertaken by different structures within the faculty.
- 2.3.3 Examinations organized principally by the Departments: These exams are organized and conducted by the Head and other academic staff members (professors, associate professors, senior lecturers, lectures) of the relevant department.
- 2.3.4 Examinations organized by the module committees: These exams are organized and conducted by a committee consisting of a coordinator and members. The members of the module committees are nominated from the academic staff of the Faculty and the “extended faculty” (i.e. teaching consultant staff of the hospitals)
- 2.3.5. Examinations organized by Streams: Each Stream administered by a committee consisting of a Coordinator and Members. The members to the Stream Committee are nominated from the academic staff of the faculty and extended faculty.
- 2.3.6 Examinations organized by other Bodies: e.g. Elective committees.

2.4 Security

- 2.4.1 Examinations should be conducted as highly confidential operations according to accepted procedures to maintain the trust of students and public on examination system. Therefore, every possible measure must be taken to ensure the transparency of the examination by strictly adhering to the standard procedures.
- 2.4.2 It is recommended that each department should keep a computer dedicated for examination related work. This computer should be password protected and access should be limited to designated staff. Access of the students or unauthorized personnel to the area where confidential work is carried out must also be prohibited/ restricted. Apart from this type of basic precautions, various other security measures can be put in place.

2.5 Maintenance of secrecy

- 2.5.1 No employee of the university engaged in any type of work connected to examinations nor any other person whose services are utilized for examinations shall divulge any confidential information gained directly or indirectly in the performance of his/her duties, to anyone/ party who is not relevant to the particular examination.
- 2.5.2 The employees engage in examination related work should sign an oath of secrecy.
- 2.5.3 Every question paper set for any examination of the university is deemed to be a “secret” document from the time the papers is set to the lapse of half an hour from the time of commencement of examination. MCQ papers are considered as confidential documents even after the completion of the examination.

- 2.5.4 Every employee (“employee” of the university shall include any person engaged in work connected with examinations) of the university engaged in any type of work connected with examinations, should inform the Dean/SAR when a close relative of him/her is sitting for the examination.

3. Calendar dates, examination and invigilation time tables

3.1 Calendar dates

- 3.1.1 The calendar of the dates is an important document in the faculty, which outlines the date of commencement and date of completion of the academic semesters and examinations.
- 3.1.2 The Calendar of dates should be drafted before the commencement of an academic semester by the coordinator of the course (pre-clinical, para-clinical, and clinical) and should be sent to the Director/ Examination and to the Heads of the Departments/coordinators of modules /Streams. The SAR will prepare the final calendar of dates 2 weeks before the commencement of the semester. The Dean shall obtain Senate approval for the calendar well in advance. If it becomes necessary to revise the calendar, such revision shall be made early.
- 3.1.3 The calendar of dates should be circulated among the academic staff and displayed on the student notice board.

3.2 Examination timetables

- 3.2.1 The Director Examination shall prepare the draft examination timetables in consultation with the Heads of the Departments and coordinators of courses/ modules /streams. The students should be consulted about the timetables of main examinations (2nd MBBS, 3rd MBBS part 1, 3rd MBBS part 2 and final MBBS) at least 3 months before the date of the examination and at least one month before all the other examinations.
- 3.2.2 The SAR shall finalize the examination timetables and display them on the notice boards and send copies to respective Heads of Departments and coordinators of courses/ modules /streams at least one month before the main examinations.

3.3 Invigilation timetables

- 3.3.1 Within a week, after examination timetables being finalized, the SAR should draft the invigilation timetables and allocate halls, supervisors, invigilators, hall attendants for the examination with the assistance of the Director/ Examination.
- 3.3.2 The SAR should send copies of the invigilation time table to the respective supervisors, invigilators, hall attendants and to the Heads of the Departments and Chairpersons of Streams etc., at least three weeks before the commencement of main examinations and at least one week before all other examinations.

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

4.1 Registration of the candidates for examinations.

- 4.1.1 The Dean will publish a notice for the candidates to register for examinations two month before the date of each examination. This notice will indicate a date of closure of applications.
- 4.1.2 After the closing dates, the applications would be scrutinized carefully. Information on students eligible for the examination will be requested from the Departments 4 weeks before the date of examination. Any applications from ineligible candidates will be rejected and the candidates will be informed accordingly. Using the applications of registration, the SAR shall prepare a registration sheet 3 weeks before the exam date, which will indicate the names, and registration numbers of the candidates, and the subject/ modules (or the whole exam) that they have registered for.

4.2 Preparation of the attendance sheet

- 4.2.1 The SAR shall use the registration sheet and prepare an attendance sheet in duplicate and allocate the index numbers, at least 3 weeks prior to the examination.
- 4.2.2 The attendance sheet shall contain the index numbers of the candidates, candidates who have not registered etc. And,
 - a) The title of the paper that each candidate is offering
 - b) Any other relevant information such as suspension from examinations
- 4.2.3 One copy of the attendance sheet shall be used to mark the attendance of the candidates in the examination hall and second copy will be used to mark the desks in the examination hall and will be preserved in the faculty office. The first copy will be returned to the SAR from the examination hall after the examination, along with packets of answer scripts.

4.3 Admission cards

- 4.3.1 Not later than two weeks of the date of examination, the SAR with the assistance of Examination unit, shall issue the admission cards to the candidates, drawing attention to the examination rules, offences and punishments. The Registration Sheet and Attendance Sheet will be used when preparing the admission cards.
- 4.3.2 Admission cards should be double-checked with the registration sheet and the attendance sheet by another officer since a mistake in the entry of index number on the admission card will affect the results of the candidate.

5. Examination hall arrangements

5.1 Examination halls

- 5.1.1 The faculty should have suitable examination hall that can accommodate all candidates of one batch (≈200). When such dedicated examination hall is not available, alternate halls should be identified and booked in advance. Due consideration should be given to ventilation,

lighting, noise level, availability of alternative options in power failure and security, when identifying halls to conduct examinations. Rooms that cannot accommodate at least 30 candidates should be avoided except where the registered number of candidates is below 30. A system of loudspeaker (or microphones) should be available in the large halls so that all the candidates hear the announcements clearly.

5.2 Arrangement of desks

5.2.1 The desks and chairs shall be arranged in rows and columns. At least 2½ feet shall be left between the back of one candidate's chair and the front edge of the desk of the candidate seated immediately behind him/her. The distance between two columns of desks shall be at least 4 feet. Desks shall be numbered column wise with index numbers of the candidates in order shown in the attendance list

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

1	10	11
2	9	12
3	8	13
4	7	14
5	6	15

This arrangement shall be followed in small rooms also.

5.2.2 The index numbers shall be written clearly in chalk on each desk or written distinctly on a label and pasted on the desk. If the numbers get unclear / faded, the invigilator shall re-write it.

5.2.3 Checking the arrangements

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

6. Identifying and appointing examiners

6.1.1 The Dean will write to the Heads of the Departments or coordinators of modules/streams 3 months in advance, to nominate the examiners.

- 6.1.2 The examiners are selected from members of the academic staff of the faculty, and the extended faculty comprising predominantly from the consultant staff of the teaching hospitals. Other qualified persons may also be appointed as examiners.
- 6.1.3 The examiners are identified at the department meetings or at module or stream committee meetings. Upon receipt of the request from the Dean, Heads of the Departments or coordinators of modules/ streams will discuss in the Department or the module/stream committee and identify suitable examiners. Various factors may be considered when identifying examiners.

These include,

1. Type of examination
2. The academic qualifications
3. The teaching commitment that a person has done for the area under consideration in the examination (subject, module)
4. Willingness of availability of the examiner
5. Familiarity with examination method
6. What type of work is expected e.g. setting MCQs or SEQs or for clinical or for viva voce examination etc.
7. Free of conflicts of interest
8. Other

6.2 Nomination of examiners

- 6.2.1 Once the identified examiner has confirmed his/her willingness and availability during the period of examination, the Heads of departments or coordinators of modules/streams will prepare list of examiners and forward them to the Dean. Faculty Board and the Senate and the Council before the conduct of the examination should approve the names of examiners. The names of the examiners should be forwarded to the Senate 2 months before the examination. Upon senate approval, the Dean will approve the nominees as examiners.
- 6.2.2 Any teachers with known conflicts of interest should not be nominated as an examiner. At the time of the request to be an examiner: any teachers who have any conflicts of interest should declare them and decline to be examiners. If there is doubt the issue should be discussed with the Heads of the departments (or coordinators of the modules/ stream) and the Dean, before nominations are made. Issues pertaining to real or apparent conflicts of interests shall be discussed and sorted out at the faculty board and Senate before final approval. Sometimes a conflict of interest may not have been there when the examiner initially undertook to do examination work, but may develop subsequently. In such instances, the examiner should bring this to the attention of the relevant authorities as early as possible and seek guidance.
- 6.2.3 When examiners are nominated, the Head of the Department (or coordinators of the modules/ stream) shall allocate components of the examination for each examiner.

Examples: to correct two essay questions, for clinical component, for the viva voce component etc.

- 6.2.4 If for some unforeseen reason, an examiner cannot perform duties undertaken, this must be modules/ stream), Director/ Examination, SAR and main supervisor of the particular examination. An alternate examiner has to be nominated or work has to be redistributed amongst the existing examiners. Faculty board approval should be obtained for newly nominated examiners.
- 6.2.5 The names of the examiners are considered as confidential information

6.3 Board of Examiners

- 6.3.1 The examiners approved by the Faculty Board and the Senate and the Council become members of a Board of Examiners who have the responsibility to conduct the examination, award marks and make determinations on the pass/fail status of the candidates.
- 6.3.2 They will appoint Chairperson amongst them and nominate coordinating examiner (or coordinators) for the entire examination or for different segments of the examination. This coordinator will be an examiner. Functions that may be delegated to the coordinating examiner include liaising with the examiners, preparing the final version of the examination papers, attending the session where the question paper is duplicated, stapled and packed, marking, correcting MCQs, collate marks, taking custody of any confidential material, ensuring that computer entries and printouts are cross checked against raw marks, coordinating and attending scrutiny boards, pre results boards, results boards etc.
- 6.3.3 The Chairperson of the Board of Examiners will call a meeting with all examiners and go through examination guidelines with them, and brief all examiners about the format of the examination and the method of allocation of marks to each component of the examination etc.
- 6.3.4 With the approved Board of Examiners, the Chairperson may delegate duties to other examiners for particular segments of examination.

7. Planning the examination

- 7.1 The Board of Examiners has the responsibility to conducts the examination according to the format that has been approved by the Faculty Board and Senate.

“Examination blueprinting” exercise: The objectives of the course of instruction in their knowledge, skills and attitudinal domains should be kept clearly in mind. The examiners should study and decide the best examination method that should be used to assess different objectives, the areas that should be covered by MCQs and essay questions.
- 7.2 Pending Senate and council approval, the Board of Examiners will meet regularly and plan the examination.

- 7.3 The Heads of the Departments (or coordinators of the modules/ stream) or a Chairperson of the Board of Examiners, may correspond with the examiners and indicate a particular area in which to set the questions; alternately the examiner may get the guidance from the Head of the Department (or coordinators of the modules/ stream). Chairperson should inform the examiners in-written, the date that the questions should be handed over to the Board of Examiners along with a mark scheme and a mark script.
- 7.4 When writing to the Examiners, copies of certain documents may be incorporated to help them. These include the examination time table, copies of the past question papers and mark schemes, special instructions that the examiner is expected to follow, any available guidelines on setting questions, forms to write the questions, confidential envelopes to forward question papers, voucher forms etc.
- 7.5 The examiner shall send the questions in a sealed, confidential envelope, addressing to the chairperson of the Board of examiners/ the Dean or the SAR under his personal name, on or before the specified date.
- 7.6 Questions should be worded in such a manner to enable the candidates to interpret them in the same way that is expected by the examiner. It should be made sufficiently specific and detailed to remove any possible source of ambiguity. No room should be left for any candidate to speculate what the examiner may have in his/her mind.
- 7.7 When descriptive words such as 'compare', 'contrast', 'analyze', 'classify', criticize, 'defend', 'evaluate', and specially 'discuss' are used, what particular aspects of the question are to be considered must be clearly specified.

8. Scrutiny of question papers

A Board of Security does the function of scrutiny of question papers of examinations in the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka.

8.1 The scrutiny expert and the Board of Scrutiny

At the time of examiners are appointed for a particular examination, the Dean will also appoint a suitable person (or persons) identified as scrutiny experts to scrutinize the question papers. If for some reason this step has not been taken, the coordinating examiner should liaise with Dean and get scrutiny expert/s appointed. This expert/s, along with identified members of the Board of the Examiners (also called coordinating examiners) will constitute the Board of scrutiny. These coordinating examiners will be the Heads of the relevant Departments or coordinators of the modules/ stream or those who have nominated by them. The date and time of meeting of the Board of Scrutiny may be indicated in the examination timetable or may be informed by the Director, Examinations or SAR of the faculty (SAR or AR) who will arrange the meeting. Sometimes the meetings may be arranged directly with scrutiny experts by the coordinating examiner.

8.2 Who can be appointed as scrutiny experts?

Members of the permanent academic staff of the faculty at the Senior Lecturer grade or above, with at least 5 years of examination experience can be appointed as scrutiny experts.

The persons appointed should have the knowledge on the subject (content area) but need not to be a specialist in the area.

Each Department, stream or module should develop a list of scrutiny experts (a pool) for their examinations, get approval from the Faculty Board and make it available to the Director/Examinations and SAR/AR so that they can elect a person from that list on a rational basis.

8.3 The appointment

The Dean will be making the appointments of scrutiny experts and their names should be forwarded along with the list of examiners, for Senate approval. Scrutiny experts must agree to preserve confidentiality of examination material. They should not have any conflicts of interest. If there is any conflict of interest, they should refrain from being scrutiny experts.

8.4 Who can attend the meetings of Boards of Scrutiny?

The Board of Scrutiny should meet in a confidential room (e.g. Dean's room, Faculty Board Room). Only the identified coordinating examiners and scrutiny expert can attend these meetings. They should maintain attendance sheet and sign it. No examiner shall leave the Board of scrutiny meeting until all the question papers are scrutinized and finalized. Sometimes more than one meeting may be needed to peruse all the material pertaining to an examination. In such instances, all those who should be present should attend these meetings.

8.5 What to Scrutinize?

- I. The board of Scrutiny shall have the power to examine all the question papers. They include MCQ, SEQ papers, materials used in OSCEs, OSPEs etc. The mark schemes and model answers may also be examined.
- II. Some areas that board of Scrutiny will be specifically perusing include,
 - a) The clarity of the question. They will look at the question from candidate's point of view and see whether the candidates exactly the way it is expected to be understood by the examiners could understand each question.
 - b) The wording used and level of English: Are there difficult words? Can the language be made simple? (Example: the Board may substitute the word "list" instead of "Enumerate")
 - c) Is the time adequate to answer the questions? If the Board identifies that the content area covered by the question is excessive, they will suggest deleting certain sections of the question.
 - d) Is the apportioning of marks acceptable or any modifications necessary?
 - e) Is there a duplication of content areas tested? For example, there may be very similar areas questioned by examiners in Physiology and Biochemistry. The Board may detect such gross overlaps and suggest changes.
 - f) Whether the basic information to the candidate is included. These details are given under section 9.1 of this document

The Board of Scrutiny will report the standard of the paper and suggestions in a standard format (Annex 1).

- III. The coordinating examiners will prepare the final question paper. If any further liaising is needed between examiners and the Board of Scrutiny it will be done by the coordinating examiner. It is a responsibility of the coordinating examiner (representing the Board of Examiners) to see that recommendations of the Board of Scrutiny are incorporated in to the final version of the paper. Based on the suggestions given by the scrutiny experts, the question paper modified by the examiners shall be re-submitted to the Board of Scrutiny.
- IV. Coordinating examiner (representing the Board of Examiners) should check and confirm whether all drafts of the question papers are destroyed. He/She should also keep the questions sent by different examiners until the examination is completed, after which they will be destroyed.
- V. The board of scrutiny may seek assistance / guidance from the Director/ Examination, SAR/ AR, the Examination Unit or the Dean when necessary. The Board of scrutiny may make recommendations on the future examinations.
- VI. The scrutiny expert/s may send any suggestions or comments in writing to the Dean.
- VII. The transactions of the meetings should be cordial and not confrontational.

9. Preparation of the final question paper

9.1 Headings of the question paper

- I. The following particulars shall be inserted on the top of the question paper (as the heading) in the following order:
 - II. Rajarata University of Sri Lanka
 - III. Faculty of Medicine and Allied Sciences
 - IV. The name and year of the examination, the relevant intake(batch) and the month in which the examination is held
 - V. The title of the paper
 - VI. Duration of the paper
 - a) The rubric which contains the following
 - b) The total number of the questions
 - c) The number of questions to be answered
 - d) Compulsory questions
 - e) Selections from the different parts , when necessary
 - f) Whether answers to any part should be handed over a specific period of time
 - g) Whether separate books should be used for separate questions or parts of the question paper should handed over separately
 - h) Any other relevant information e.g. Writing index numbers, numbering of pages, apportioning marks for different sections of questions
 - VII. The appropriate page number should appear on each page

The coordinating examiner should bring the draft question paper to the meeting of Board of Scrutiny with all the above information included so that it is available for perusal by the Board of Scrutiny.

9.2 Proof reading and preparation of the final question paper

- 9.2.1 Proof reading and preparing the final version of the question paper is the responsibility of the coordinating examiner. He/She will finalize and seal the paper and shall keep it with the Director/ Examination or SAR/ AR or the coordinating examiner may keep it with him/ her until the date of duplication. It will be the responsibility of the coordinating examiner to destroy all penultimate drafts of the question paper.

10. Duplication

- 10.1.1 The SAR shall take necessary actions for duplicating and packing of question papers. For main examinations, a timetable is prepared specifying time slots for duplication work. Otherwise, duplication has to be done prior arrangement with the Examination Unit.

- 10.1.2 The duplication and packing of papers shall be done under the direct supervision of the Chairperson of the Board of Examiners (or the coordinating examiner). He/She will bring the final paper for duplication. The original paper should be printed on one side of the sheet/paper to minimize the errors and to ease the duplication process.

- 10.1.3 The number of copies to be made is decided by the coordinating examiner. When deciding on the number of papers to be printed, following guideline may be used.

Essay papers one for each candidate plus an additional 5% or a minimum of 10 extra copies (At the end of the exam, each pack of answer scripts should contain two (2) copies of essay papers). Number of MCQ papers should equal to the number of candidates plus an additional number, which has to be decided by the coordinating examiner. The number of candidates registered for each examination can be obtained from the Examination Unit.

- 10.1.4 The coordinating examiner will get an appointment from the Examination Unit to do the duplication work. He should discuss with the technician about the time needed for the duplication task, required stationery and other requirements. These may be supplied by the SAR or have to be brought from the Departments (modules or stream).

- 10.1.5 The duplication work has to be done by the technician in the designated area under the direct supervision by the coordinating examiner

- 10.1.6 The technician detailed to duplicate the paper shall ensure the following,

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

- 10.1.7 During the duplicating process, the technician will check with the coordinating examiner that the work is processing correctly. If there is any doubt about the darkness of the print, clarity or legibility, smudging, etc. these should be approved by the coordinating examiner.

- 10.1.8 After the duplication is over, the technician will act appropriately to ensure that the relevant stencil in the duplication machine and the redundant stationery is handed over to the

coordinating examiner for safekeeping and subsequent destruction with the approval of the Head of Department, coordinator of stream or the dean. Such material can be destroyed without delay by shredding them in the Examination Unit.

- 10.1.9 When the duplication work is in progress, entry of unauthorized personal to that area should not be allowed and this work should receive full attention. A record of the duplication work will be made in the book at the Examination Unit and will be signed by the coordinating examiner.

10.2 Stapling

- 10.2.1 This will be done in the Examination Unit under the direct supervision of the coordinating examiner. In addition to the staff designated by the SAR, the coordinating examiner may bring staff from the Department (or module or stream) to assist the work. Such people should be briefed about the confidential nature of the work. Initially the coordinating examiner will staple a specimen copy and show the assistants the order that the pages have to be stapled. If an instruction sheet is needed that also has to be included.

- 10.2.2 The staff detailed to staple the paper shall ensure the following.

- a) The papers are stapled in correct order
- b) That no sheets which does not have the full material reproduced on one or the both sided is stapled
- c) That no sheet which is empty
- d) That all the copies are in a good quality

- 10.2.3 If there is doubt about inclusion of any page, it should be approved by the coordinating examiner. When the stapling work is in progress, entry of unauthorized personal to the area should not be allowed and this work should receive full attention.

10.3 Packing

- 10.3.1 This will be done in the Examination Unit under the direct supervision of the coordinating examiner. There may be one, two or three halls (rarely more) where the examination is conducted. It is important to ensure that the adequate number of scripts is packed separately 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.

- 10.3.2 The papers will be packed using the above information according to the instructions of the coordinating examiner under his/her direct supervision.

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

- 10.3.4 The coordinating examiner shall be responsible in checking that the question papers have been prepared and packed under strict security. He/she shall not seal any packet unless he/she is satisfied that the required number of question papers has been enclosed, and that the correct title, name of the examination, date, time and hall have been entered on the envelope/ label of the packet.
- 10.3.5 The sealing may be done using sealing wax and the faculty seal and the signature of the coordinating examiner is placed which will be covered by transparent adhesive tape or using other method practiced in the faculty which is approved by the SAR.
- 10.3.6 The coordinating examiner will hand over the packets of question papers to the SAR. The SAR will lock the packets in the safe or other designated area. The hand over and receipt will be entered in the entry book at the Examination Unit and signed by the relevant persons.
- 10.3.7 The original of the question papers should be sealed and inserted into one of the question paper packets and an endorsement made on the packet to that effect. Other confidential material generated such as the used stencils, used carbon papers, spoilt stencils, spoilt question papers and other relevant confidential documents used during the duplication and packing of the question paper should be sealed in a separate packet and take away by the coordinating examiner. It will be his/her responsibility for the safekeeping and subsequent destruction. With prior approval, these can be destroyed without delay in the Examination Unit by shredding them.
- 10.3.8 While the packing is in progress entry of unauthorized personal to the area should not be allowed and this work should receive full attention.
- 10.3.9 The SAR shall ensure that each paper is duplicated, packed and ready, not later than two days before the scheduled date of that examination.
- 10.3.10 The SAR shall check with the Daily Schedule of Examination that the question papers and other relevant documents for each session are ready in time.

10.4 Packing MCQ answer scripts

- 10.4.1 For MCQ papers a separate MCQ, answer script has to be provided. These are pre-printed and available with SAR. At the time, the MCQ 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 MCQ answer script packet for each examination hall being kept tied together. There are different types of MCQs, i.e. multiple true/false type and the single best answer type. There are separate MCQ answer scripts for each type. Hence, the coordinating examiner must be aware on this and should ensure that the correct type/s of MCQ answer scripts are packed.

11. Supervision and invigilation

11.1 General

11.1.1 Supervision and invigilation are very important functions in an examination. It is the duty of all employees of the University to assist in this work.

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

11.2 Preparation of a timetable for supervision and invigilation staff and hall attendants

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

11.2.2 When preparing this timetable the SAR/AR will use a list of academics and other staff members that will be maintained at the Faculty Office. Those on sabbatical leave will be excluded.

11.3 Appointment of supervisors and invigilators

11.3.1 The supervisor will be the in charge of the Examination Centre and shall be responsible for taking steps, before, during and after the examination to ensure the smooth and efficient conduct of the examination. The supervisor has to ensure that the examination is conducted according to university rules and regulations of examination. The supervisor will have the final authority in making on site decision to ensure satisfactory conduct of the examination and he/she can communicate with the Dean and/or AR (Examinations) if exigencies or unexpected incidents occur. As much as possible supervisors should be selected from among the senior academic staff. They must be familiar with the examination procedures of the faculty and university.

11.3.2 The invigilators will assist the supervisor in conducting the examination and will be functioning under his/her direction. One of their main tasks would be to keep an eye on the candidates and to prevent any form of examination offences being committed. The invigilators should also be familiar with the examination procedures of the faculty and the university.

11.3.3 Copies of the invigilation timetable will be posted to the relevant persons and to the Heads of relevant Departments (or modules/streams). The SAR/AR shall enclose the following with the timetable:

- a) A copy of the Examination time table for the examination hall (center)
- b) A copy of the examination rules
- c) Copy of instructions to supervisors, invigilators and hall attendants

- d) Voucher forms
- e) Any other relevant documents

11.3.4 Once the invigilation timetable has been distributed to the relevant persons, alteration arrangements shall be made in consultation with SAR/AR.

11.3.5 Upon receiving the invigilation time table, if any supervisor or invigilator becomes aware that he/she cannot attend the examination (or session), he/she may find an appropriate replacement and indicate this issue in writing to the SAR, Director/ Examination and the Dean. The person at the replacement should countersign 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. Supervisors should not be replaced by probationary lectures or junior staff. Similar conditions apply for the nonacademic staff as well. Any change must have prior approval of the SAR/AR.

11.4 Examination hall staff

11.4.1 The staff on duty at each examination hall (center) shall consist of at least a supervisor, an invigilator and a hall attendant. If the number of candidates at a center 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 center is more than 75 there shall be an additional hall attendance for every additional 75 candidates or part thereof exceeding 25. If the number of candidates exceeds 180 at a center, there shall be an additional supervisor, invigilator and hall attendants. However, this general pattern may be varied depending on the number of candidates, papers, accommodation and other exceptional circumstances.

11.4.2 After the appointment of examination hall staff, no alternate arrangements shall be made except in consultation with the SAR/AR. Where, however, after the *commencement of the examination a member of the hall staff finds that owing to unforeseen or unfavorable circumstances, he/she has to be absent for a session or more, he/she shall immediately contact the SAR who shall make alternative arrangements in consultation with the Dean.

*Here the term commencement of the examination refers to the start of an examination going on over several days, and not to an issue arising in the exam hall where a paper is being answered.

11.5 Duties of the supervisor

11.5.1 Attendance

At least half an hour before each session commences, the supervisor at each hall (center) shall collect the question papers and other materials for his/her hall (center) for each session or each day from the office of the SAR/AR. During the examination, other than under exceptional circumstances, the supervisor shall not leave the hall. In the exceptional circumstances where the supervisor has to leave the examination center, he/she must ensure that neither the invigilator nor the hall attendants leave the hall during that time.

11.5.2 Security

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

11.5.3 Documents to be taken and arrangements

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

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

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

- a) Packet (packets) of question papers for the session or day
- b) Packet (packets) of MCQ answer scripts and any other relevant material
- c) Attendance list for each paper
- d) Examination time table
- e) Invigilation time table
- f) Adequate number of stationery such as answer books and continuation sheets
- g) Adequate amounts of printed envelopes or wrapping papers to packet the answer papers, MCQ question papers etc.
- h) Labels/stickers for answers packets
- i) Guidelines to supervisors and invigilators
- j) Date stamp for stamping answer books and continuation sheets
- k) Miscellaneous stationery items such as gum, transparent adhesive tape, blade, scissors, thread, punch, stapler, sealing wax, box of matches, candle etc.
- l) Other written instructions where necessary
- m) Examination offences reporting forms

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

- a) Check whether the correct question papers and relevant documents for the particular session and venue have been brought by him/her.
- b) Check that the hall has been swept and the desks have been properly arranged and numbered according to the attendance list provided.
- c) Ascertain that the invigilator and hall attendants are present and shall assign their duties. In the event of the full assigned staff not being present he/she shall make the best possible arrangements with the available staff and contact the SAR as early as possible if additional staff is considered necessary.
 - I. Allocate candidates for each invigilator.
 - II. Draw the attention of the invigilators and the hall attendants to the duties allocated to them.

11.5.6 Admitting candidates

11.5.6.1 The supervisor shall ensure:

- a) Those candidates are 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, at any time during the examination and without giving any reason, may change the place occupied by a candidate.
- b) That an invigilator is posted at the entrance to check whether the entry is happening, orderly and candidates do not bring any unauthorized material to the examination hall. The invigilators should check each candidate who enters the hall, whether he/she possesses his/her Admission Card and Record Book or a valid Identity card.
- c) That the candidates shall not be admitted to the hall earlier than 10 minutes before the time of commencement of a paper.
- d) That if a candidate present him/herself at a hall (center) not allowed 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 exam for that session only at that hall (center). The answer script of such a candidate shall be packed separately and the matter should be brought to the notice of the SAR.
- e) That no candidate shall be admitted to the examination hall after the expiry of half an hour from the commencement of the examination.
- f) That if for any reason, the paper is commenced later than the scheduled time, the time lost shall be given at the end of the paper and the fact should be brought the notice of the SAR.

11.5.7 Distribution of stationery

11.5.7.1 The supervisor shall ensure:

- a) That the date stamped answer book shall be issued initially.
- b) That continuation sheets shall be issued subsequently by the invigilators and each sheet shall be date stamped.

11.5.8 Preliminary Announcements

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

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

- a) Strict silence is to be observed by the candidate until the end of the examination.
- b) No candidates shall remove from the Examination hall, any answer book or continuation sheets or any other stationary or other materials issues to him/her.
- c) No candidate shall have with him/her, books, notes, electronic devices capable of storing and retrieving text, including electronic dictionaries, packets or files or any stationary 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. The materials, which are authorized to be brought into the hall, are record book, timetable, admission card etc.

- d) No candidate shall have with him/her, cellular phones, mobile phones, pager or other communication equipment. They should be switched off (or put in the silence mode) and handed over to the supervisor or kept in a designated place.
- e) No candidate is permitted to leave the examination hall during the first half an hour of the paper or during the last 15 minutes.

11.5.9 Distribution of question papers and related announcements

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

11.5.9.2 The supervisor shall handed 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 .

11.5.9.3 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 examination hall before the expiry of the first half an hour. MCQ question papers are not to be removed from the Examination hall.

11.5.9.4 The supervisor shall made the following announcements after the distribution of the question paper:

- I. Please check whether you have received the correct question paper
- II. The question paper in____contains____pages and____questions. Please check whether you have got the full question paper.
- III. You are advised to read the instructions given in the question paper before answering the paper.

11.5.9.5 The supervisor or invigilator shall not under any circumstances given any clarification, explanation with regards to the questions to any candidate. However, if any error or defect in a question paper has been notified to the supervisor by the Chairperson of the panel of Examiners or the SAR/AR, the supervisor shall announce such correction or modification. When such announcements are made, the supervisor must ensure that the all candidates have heard it.

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

11.5.9.7 Attendance Sheets and Admission Cards

11.5.9.7.1 At the expiry of the first half an hour from the commencement of the paper, the supervisor shall direct the invigilator to mark the attendance in the attendance sheet provided. The presence or absence of each candidate should be indicated by the sign Abs (or P for present) against each candidate's index number. At the time the attendance is marked, the identity of each candidate will be verified. Documents that can be considered as accessible identities include any of the following having a recent photograph of the candidate.

- the Faculty of Medicine student Identity Card,

- Student Record Book,
- National Identity Card,
- Driving License or Passport.

In the performance of this exercise the invigilator shall satisfy himself/herself of the identity of the candidate by reference of the physical appearance of the candidate to the identity document which contain the candidate photographs, as well as his/her signature.

- 11.5.9.7.2 No candidates shall be permitted to appear for the paper if his/her index number has not been included in the attendance sheet for that paper. However, if a candidate made a declaration that he/she was offering that paper and if the supervisor satisfied with the bona fides of the declaration, he/she may include the index number of the candidate concerned in the attendance list and allow him/her to sit the paper. While this is been done, the supervisor will verify this matter with the SAR/AR examinations. Every such case shall be reported to the SAR/AR.
- 11.5.9.7.3 If a candidate fails to produce his/her student identity card (or any other valid identity) at any paper for purposes of identification, he/she shall be requested to produce a valid identity on the same day or the next day and show it to the supervisor or the SAR/AR. Meanwhile he/she shall be required to sign a declaration that he/she has been allowed to sit the paper, under the condition that he/she is satisfied with the identity of the candidate for the paper.
- 11.5.9.7.4 The invigilator should collect all the admission cards on the first day of the paper after having obtained the signature of each candidate. Candidates should sign the admission card in the presence of the invigilator who shall witness of each signature. The invigilators are required to check whether the candidates have sign the statement given in the admission card. The admission cards shall be arranged thereafter in a serial order, packed and handed over to the supervisor. The supervisor shall handed over the packet of admission cards to the SAR/AR in charge of examination. He/She shall have them ready for presentation to the candidates at the next examination paper. Candidate's signature should be obtained in the admission card whenever each candidate presents himself/herself for each subsequent paper of the examination.
- 11.5.9.7.5 As soon as the Admission Sheets are marked, the supervisor shall collect them from the invigilators and proceed to prepare the examination attendance from which has to be filled accurately and signed by the invigilator and the supervisor. After the answer scripts are packed and sealed this examination attendance form will be inserted securely in to the packet. This form will give the examiners, the information about the number of scripts enclosed, index numbers of absent candidates, and candidates who have not registered etc.
- 11.5.9.7.6 The number of candidates indicated in the Attendance Sheets, the number of those present for the examination (head count) and number of answer scripts enclosed must tally.
- 11.5.9.7.7 The supervisor should handed over the original Attendance Sheet together with the packet of answer scripts and signed Admission Cards to the SAR/AR at the end of each session of the examination.
- 11.5.10 Announcements during and at the end of the examination
- 11.5.10.1 The supervisor shall make the following announcements at the appropriate times:
- a) Half an hour before the end of the paper, the supervisor shall announce- "half an hour more"

- b) Fifteen minutes before the end of the paper the supervisor shall announce-
“fifteen minutes more. Please check whether you have entered the index number
and the correct title of the paper. Tie up your papers according to the instructions.
You may continue writing after doing so. No candidate shall leave the hall until
the end of the paper”.
- c) At the end of the paper-“Stop work and observe silence. Remain in your seats
until your answer scripts are collected and instructed to leave”.
- d) After the invigilators have collected the scripts and checking process is completed
-“The candidates may leave the hall without making noise”.

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

11.5.10.6 Collection of answer scripts

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

11.5.11.2 Answer scripts should be collected according to the instructions given in the question paper, arranged in order of the index numbers, counted and checked with the Attendance Sheets before they are packed. Where a candidate is absent for any paper an “Absentee form” should be inserted in place of his/her script in the appropriate place.

11.5.11.3 If the number of candidates and the number of scripts do not tally (the number of scripts been less) it is very often due to counting errors. If the deficiency is persistent after re-checking repeatedly the supervisor has to make an announcement informing that 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.

11.5.11.3.1 If the number of scripts exceed the number of candidates it may be due to one candidates script getting counted as two scripts

11.5.11.3.2 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 identify which candidate has not written the index number.

11.5.11.3.3 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.

11.5.12 Packing of answer scripts.

11.5.12.1 The supervisor shall check each invigilator has arranged the scripts in the order of index numbers.

11.5.12.2 The supervisor shall arrange the scripts to be packed. Each part shall be packed as requested by the examiners. The number of scripts that can go in to a “convenient packet” varies. In the faculty, a single batch has about 180 students. From this number, two or three packets may

be made. If the candidates sat in different halls, the number of scripts should anyway be being divided. If the number of scripts is below 100 (as in repeat exam), it may be acceptable to prepare one packet if it can be done conveniently.

11.5.12.3 The supervisor shall enclose in each packet:

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

11.5.12.4 Each packet shall be tied securely and sealed. Supervisor shall ensure that all details on the label have been duly filled.

11.5.13 Examination stationery

11.5.13.1 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 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. A candidate should not be given more stationery than he/she requires at any one time and steps should be taken to recover any excess stationery 10 minutes before the examination is completed.

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

- a) After the candidates leave the hall, the invigilator shall go round and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.
- b) All unused examination answer books and continuation sheets shall be returned to the SAR by the supervisor.
- c) All the examination answer books and examination stationery shall be kept under locked and key by SAR/AR. Only the required amount of examination stationery will be released.

11.5.14 Handing over answer scripts and other materials

11.5.14.1 The supervisor shall hand over to the SAR/AR at the end of the each session or day, the following and obtain acknowledgement:

- a) The packets of answer scripts
- b) MCQ question papers and balance question papers etc.
- c) Attendance Sheet
- d) The Admission Cards (separately packed)
- e) Balance stationery
- f) Any other relevant documents

11.6 Duties of the invigilators

11.6.1 Responsibility

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

11.6.2 Attendance

11.6.2.1 The invigilators shall attend at the Faculty Office at least 30 minutes before the commencement of the examination. Alternatively, after informing the supervisor and /or SAR/AR, the Invigilators may directly report to their respective examination hall at least 30 minutes before the commencement of each paper so that together with the supervisor they could check on the hall arrangements.

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

11.6.3 Examination hall duties and invigilation

11.6.3.1 The invigilator shall devote his/her whole attention to the continuous invigilation of candidates. He/She shall move among the desks without disturbing the candidates and attend on any needs of the candidates and ensure that no copying takes place. It would be prudent for one of the invigilators to be seated at the back of the hall so that candidates looking around for opportunities for copying are dissuaded. During the answering of MCQ papers, thorough invigilation should be done.

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

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

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

11.6.3.5 The invigilator shall at the expiry of the first half an hour, with the approval of the supervisor, go round and mark the Attendance Sheet and get the candidates to sign the Admission Card. He/She shall return the original Attendance Sheet to the supervisor.

11.6.3.6 No candidate shall be admitted to the hall after the expiry of half an hour from the commencement of the paper, nor shall any candidate be permitted to leave the hall (center) during the first half hour, or during the last 15 minutes of the paper.

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

11.6.3.8 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.

11.6.3.9 The invigilator shall check that the answer scripts have the index numbers of the candidates (and the correct part, e.g. Part A, etc.) and should 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.

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

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

11.6.3.12 The invigilator shall, assist the supervisor in packing and sealing the answer scripts.

11.7 Examination Offences

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

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

11.8 Duties of hall attendants

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

11.8.2 Hall attendants shall call over at the examination branch each session or day, at least 45 minutes before the commencement of the session or day, and assist the SAR (or supervisor or invigilator) in transporting the stationary and other material necessary for the examination.

- 11.8.3 They shall assist the SAR /AR /supervisor in arranging and numbering of desks.
- 11.8.4 They shall sweep and clean the hall and arrange the furniture at least half an hour before the commencement of each session.
- 11.8.5 They shall assist the supervisor and the invigilator in distributing the stationary and in packaging of answer scripts and sealing them when they are called upon to do so.
- 11.8.6 They shall carry parcels of answer scripts, stationary and other examination material under the supervision of the supervisor or invigilators.
- 11.8.7 They shall not leave the hall except with the specific permission of the supervisor.

11.9 Illness of candidate in the examination hall

- 11.9.1 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. 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 handover the documents to the SAR/AR.
- 11.9.2 If the candidate is immobilized temporarily, and is able to answer the paper after a period of time, the supervisor may at his/her discretion, grant the candidate additional time to answer the paper. Under no circumstance, shall the additional time granted exceed half an hour. He/She (supervisor) shall make a report on every such case.
- 11.9.3 In the case of handicapped students, the supervisor shall ensure that the facilities required for such students are provided.

12. Examination procedure (at the examination hall)

There will be some duplication of the contents of this section with those of section 11.

- 12.1 Candidates are required to be at the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until they are requested to do so by the supervisor.
- 12.2 No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of an examination. Nor shall a candidate be allowed to leave the hall until half an hour has lapsed from the commencement of examination or during the last 15 minutes of the paper.
- 12.3 On admission to the hall, a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instruction of the supervisor.
- 12.4 A candidate shall have his/her identity card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the identity card when requested to do so. If he/she failed to bring his/ her identity card on any occasion, he/she shall declaration in respect of

that paper for which he/she has not produced the identity card and produce the identity card to the SAR on the following day. If a candidate loses his/her identity card during the course of an examination, he/she shall obtain a duplicate identity card from the SAR, for production at the examination hall.

- 12.5 The present arrangement in the faculty is to collect the admission cards on the first day of the paper after having obtained the signature of each candidate. Candidates should sign the admission cards in the presence of the supervisor or invigilator who shall witness each signature. The invigilators are required to check whether the candidates have signed the statement given in the admission card. The cards will be arranged thereafter in serial order, packed and handed over to the supervisor. The supervisor shall in turn hand over the packet of admission cards to the SAR/AR in charge of examinations. He/She shall have them for presentation to the candidates at the next examination paper. Candidate's signature should be obtained in the admission card whenever each candidate presents himself/herself for each subsequent paper of the examination.
- 12.6 Candidates shall bring their own pens, ink, erasers, pencils or any other approved equipment or stationary which they have been instructed to bring.
- 12.7 Examination stationary (*i.e.*, answer books, continuation sheets etc.) will be issued as and when necessary. No answer book or continuation sheet issued to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those issued to him/her by the supervisor or invigilator shall be used by a candidate. All material supplied whether used or unused, other than the answer scripts, shall be left behind on the desk and not removed from the examination halls.
- 12.8 No candidate shall have on his/her person or in his/her clothes or on the Admission Card, time tables, Record Book or any other object he/she is permitted to bring into the examination hall, any notes, signs and formulae or any other unauthorized material. Books, notes, parcels, handbags, cellular phones, pagers and other communication equipment etc. that a candidate has brought with him/her should be kept at a place indicated by the supervisor or invigilator. The supervisor/ invigilator shall not take responsibility in case of any of these materials is lost. A candidate may be required by the supervisor to declare any item in his/her possession or person.
- 12.9 Every candidate shall enter his/her index number at the appropriate place on the answer book and on every continuation paper. He/She shall enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts in his/her script an index number other than his/her own is liable to be considered as having attempted to cheat. The supervisor/invigilator has the authority to check the answer scripts of candidates. A script that bears no index number or an index number, which cannot be identified, is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer scripts.
- 12.10 Candidates are under the authority of the supervisor and shall assist him/her in carrying out his/her instructions and those of the invigilators, during the examination and immediately before and after it.

- 12.11 Every candidate shall conduct himself/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his/her staff or other candidates. In entering and leaving the hall, he/she shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
- 12.12 Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the supervisor or invigilator. The attention of the supervisor or invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated.
- 12.13 After the examination has commenced no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the supervisor or invigilator shall grant him/her permission to do so but the candidate will be under his/her constant surveillance.
- 12.14 Candidates shall stop work promptly when ordered by the supervisor or invigilator to do so. If this instruction is not strictly followed, the supervisor or invigilator has the authority to make an endorsement to this effect on the answer scripts and/or report to the authorities.
- 12.15 All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer scripts. Such work should not be done on admission Cards, timetables, question papers, Student Record Book or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answers with the intention of copying.
- 12.16 Any answer or part of the answer is not to be considered for the purpose of assessment, shall be neatly crossed out by the candidate. If the same question has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.
- 12.17 Every candidate shall hand over the answer script personally to the supervisor or invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee or another candidate. The MCQ question paper should also be returned to the invigilator or supervisor. It should not be removed from the examination hall.
- 12.18 A candidate who has handed over his/her answer script is not entitled to call it back under any circumstance.
- 12.19 No candidate shall remove his/her or any other candidate's answer script from the examination hall.
- 12.20 No candidate shall copy or attempt to copy from any book, paper, notes, or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself/herself so negligently so that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. Nor shall any candidate use any unfair means, obtain, or render improper assistance at the examination.

- 12.21 No candidate shall submit a practical or field book or dissertation or project study or term paper or assessment or answer script which has been done wholly or partly by anyone other than the candidate himself/ herself.
- 12.22 No person shall impersonate a candidate at the examination; no shall any candidate allow himself /herself to be impersonated by another person.
- 12.23 Once the examination has commenced unauthorized persons will be allowed to enter the examination hall. The supervisor has final authority in deciding who may and may not be allowed entry to the hall. Persons who may be allowed in to the hall (with the permission of the supervisor) include the Dean, the Examinations Coordinator, the DR, SAR, or AR/Examinations. Relevant here refers to the relevance to the examination paper. In addition, one of the examiner is requested to turn up during the first half hour to clarify any issues about the question paper that candidates may have.
- 12.24 If circumstances arise, which in the opinion of the supervisor necessitate cancellation or postponement of the examination,]he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the authorities. However, the supervisor should be very cautious in exercising this authority. In such instances, it is always desirable that the Dean or the SAR is contacted before a final decision is taken.
- 12.25 The supervisor or invigilator is empowered to request any candidate to make a statement in writing at any matter, which may have arisen during the course of the examination, and such statements shall be signed by the candidate. No candidate shall refuse to make such statement or refuse to sign it. Compliance will be dealt with disciplinarily.
- 12.26 Every candidate who registers for an examination shall be deemed to have sit the examination unless:
- a) He/she is permitted by the Senate for valid reasons to withdraw from such examination on a ground acceptable to the Senate within the specified period or
 - b) He/she submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the university medical officer (UMO). If this is not possible, the medical certificate should be obtained from a government medical practitioner and submitted to the university medical officer at the earliest possible time, but in any case not later than one week from the first day of the examination. Medical certificates from private practitioners may be considered but these will needed recommendation from the UMO. In the case of candidates who are falling sick during (or in midst of) an examination the medical certificate should be submitted at the earliest possible time, but in any case no later than one week from the date of the first paper that the candidate has not been able to attend .
- 12.27 When a candidate is unable to present himself /herself for any part or section of an examination, he/she shall notify or cause to be notified this fact to the SAR, immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.
- 12.28 No students shall sit an examination, if he /she has exhausted the number of attendance that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Senate.

13. Receiving and distribution of packets of answer scripts

13.1 Receiving of packets of answer scripts from the Examination hall

13.1.1 The SAR shall make arrangements for an officer of the Examination Unit to receive the packets of answer scripts handed over by the supervisor. Receipt of the answer script packets shall be entered in a book maintained at the Examination Unit. The number of packets and their identity will be entered and signed by the supervisor handing over and the officer taking over. The SAR shall arrange for the packets of answer scripts to be kept locked in a safe or any other designated place. The SAR shall check whether all the packets of answer scripts of a particular session, day or examination are received. If there are any deficiencies, he/she shall make inquiries and keep the Dean informed.

13.2 Distribution of the packets of answer scripts to the examiners

13.2.1 The SAR shall make arrangements with the examiner for the collection of the packets of answer scripts at the earliest opportunity. This must be completed within two working days of the examination. The examiner shall come to the examination unit and collect the packet of scripts after sign in the appropriate book. Any other arrangements of the delivery of the packets of answer scripts may be made only with the approval of the Dean.

13.2.2 In addition to the packets of answer scripts, the SAR shall deliver the examiners the following:

- a) Mark sheets
- b) Voucher form
- c) A copy of detailed examination timetable including the dates of the pre-result and results boards.
- d) A notice including the last date by which the marks and scripts should be returned.
- e) Copy of attendance sheet of the relevant session/exam

13.2.3 The SAR shall send a remainder to the examiners not later than one week before the due date if the marks have not already been received. If the marks are not received on the due date, the SAR shall report the matter to the Dean who shall direct appropriate action.

13.2.4 When scripts have to mark independently by two examiners, the first examiner may hand over the packet of scripts directly to the second examiner or use the service of the coordinating examiner. When the second examiner received 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 coordinating examiner.

13.2.5 At the request of the first or second examiner or the coordinating examiner, the SAR may take over the function of receiving and handing over packets of scripts to either party or the coordinating examiner. Similarly, the SAR may accept sealed envelope containing marks.

14. Responsibilities of examiners

14.1 Introduction

14.1.1 The examiner has to be aware that he/she has responsibilities towards the candidates, institute and the public. The faculty has responsibility to inform the examiners of the details of

the examinations, and the examiner in turn has a responsibility to find out what is expected of them.

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

14.1.3 The mark sheets shall be signed by the examiners and handed over to the Chairperson, Board of the Examiners or the coordinating examiner.

14.2 Disclosure

14.2.1 The examiners should disclose the Chairperson of the Board of Examiners (or the Dean or SAR) if assessing a particular candidate(s) causes conflict of interest (i.e., immediate family, other reasons) in order that alternate arrangements can be made for the assessment, if necessary.

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

14.3 Confidentially

The examiners should not do the following

14.3.1 Disclosure of a candidate's performance, grade or mark to a third party or to the candidate

14.3.2 Disclosure of confidential information about an individual candidate to prejudice other examiners independent assessment of a candidate s performance

14.3.3 Disclosure of confidential material (e.g., MCQs, essay questions, cases, any other examination material) to the candidates

15. Duties of Examiners

15.1 Marking of essay questions

15.1.1 Preliminaries

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

15.1.1.2 On receipt of the packet of answer scripts from the SAR, the examiner shall check whether the index numbers of answers scripts tally with the Examination Attendance Sheet in the packet. If there are any discrepancies, he/she shall notify it to the SAR immediately.

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

15.1.2 Preparation of the marking scheme for essay questions

15.1.2.1 There shall be a marking scheme for each question. This should be prepared by the examiner setting the question.

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

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

15.1.3 The marking process

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

15.1.3.2 During the exercise of marking, the examiner will read every answers and gauge the appropriateness of the answers to the question. Each examiner will compare the candidates answer with the marking scheme, see how many points are included in it and decide on an appropriate mark. In deciding on the mark, the examiner should demonstrate internal consistency. The examiner have the freedom to use full range of marks (eg.0 to 100) rather than marking within a narrow range. If examiner wants any guidance, he/she could consult the Chairperson of the Board of Examiners. It is not uncommon for examiners to get “exam fatigue “when they are correcting a bundle of scripts carrying the answer the same question. Examiners should become aware of this and take appropriate prevention measures.

15.1.3.3 In the case of examination where there are two markings of scripts, each marking shall be independent and the marks of the examiner shall not be made available to the other examiner. In the case of examination where there is only one examiner marking the scripts, the examiner should not leave marks on the borderline.

15.2.4 The examiner shall mark a particular question in all the answer scripts before proceeding to mark any other question, e.g., question one shall be marked in first in all the scripts followed by the marking of the questions 2 question 3 and so on (i.e., the marking shall be done by question by question instead of script by script).

15.2.5 The examiner shall mark the script and prepare a detailed mark sheet and a summary mark sheet. The detail mark sheet will have the marks awarded for each part of the question and the summary marks sheet will have the marks for each question. The marking examiner will find out whether both the detailed marks and summary marks are needed or only the summary marks are needed and foreword the appropriate marks.

15.2.6 The examiner shall as soon as he/she marks the scripts; forward the appropriate marks sheets along with a covering letter under sealed cover to the Chairperson of the Board of Examiners. The mark sheets should contain the name of the examination, the question number, the name

of the examiner and examiner's signature. The marking examiner must keep a copy of the marks.

15.2.7 The examiner marking the script first (the first examiner) should do the marking early enabling the second examiner sufficient time to mark the paper before the deadline. In the case there is delay in the first examiner correcting the script, the script can be forwarded to the second examiner for marking to minimize the delay.

15.1.3.3 The examiner may keep notices which he/she thinks necessary, to be discussed with the other examiners and moderator at the pre-result board meeting.

15.1.3.4 Marks shall not be entered on the answer scripts, except in instances where the examiner is specifically instructed to do so.

15.1.4 Moderation

A sample of answer scripts (marked by the first examiner) which represent the total population of candidates (10 answer scripts for a 150 batch of candidates) along with the question paper, marks of the first examiner and the marks scheme should be sent to the moderator (appointed by the Board of Examiners). Moderator should be a subject expert at or above the Senior Lecturer grade. The marking scheme shall be studied carefully by each moderator paying attention to the marks assigned for each question or part of the question separately. Based on the sample of answer scripts, moderator shall change the marks scheme and shall resend the altered marks scheme and the marks of the sample answer scripts to the Board of Examiners along with the Moderator's report (Annex 2).

It is necessary that both examiner and the moderator agree on the changes done to the marking scheme. Once finalizing the marks scheme, marking of all answer scripts shall be done by the moderator, (second examiner could be the moderator) or a second examiner (who is not the moderator) based on the final marks scheme. If the second examiner/ the examiner who do the marking based on the final marks scheme shall submit the marks sheet along with the second examiners' report (Annex 3) to the Board of Examiners.

15.2 Marking of MCQs

15.2.1 The packet of MCQ answer scripts will be kept with the SAR. The coordinating examiner will sign and take custody of the MCQ answer scripts. He/She will count the scripts that the correct number of scripts are found in the packet.

- 15.2.2 The coordinating examiner will prepare an answer sheet with the correct answers (called ‘the master’). The correct answers had already been decided at the time of the preparation of the MCQ papers. It is recommended to get the ‘master’ checked again with other examiners. During the marking, the MCQ answer scripts of the candidate will be compared with ‘the master’ and the mark of each candidate will be determined. In this determination, a corresponding reduction of marks has to be made for any incorrect answers. When deciding on the reduction the range of the marks for each question (+5 to 0 or +5 to -5) has to be considered. The final MCQ marks will be obtained this way.
- 15.2.3 It is responsibility of the Board of Examiners to correct the MCQs. Marking of the MCQ answer scripts shall be done by using the automated machine. It is recommended that a sample (10%) be checked manually so that any errors are detected early. At the end of this exercise, a MCQ mark sheet will be prepared. The mark sheet will be signed by the responsible examiners and handed over to the Chairperson, Board of Examination coordinator.
- 15.2.4 Once the MCQs are corrected, the answer scripts will be sealed and return to the SAR or kept in the custody of the coordinating examiner.

15.3 Conference marking

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

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

The department conducting clinical examination has their own procedures about conducting the examinations. The department should brief the examiners about them. The following section gives some general guidelines to examiners participating in clinical examinations.

15.5.1 General

The faculty expected the examiners to do following

- 15.5.1.1 Treat all candidates with dignity and respect
- 15.5.1.2 Ensure that each candidates treated equitably and fairly with an even application of academic standers.
- 15.5.1.3 Judge each candidate based on performance without being influenced by any extraneous factors.

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

15.5.2. Recommendation for examiners before the clinical examination

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

15.5.2.2 Participate with the other examiners in selecting the case. 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.

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

15.5.2.4 Attend the briefing conducted by the Chairperson of the Board of Examiners.

15.5.2.5 Arrive at the examination hall (center) ahead of the commencement of the examination allowing sufficient time to familiarize with the location, material and organizational arrangements

15.5.2.6 Switch off all the documentation equipment (cellular phones, pagers, beepers etc.) or hand over these items to the supporting staff.

15.5.2.7. Remaining at the examination premises throughout the period where the services of the examination are needed.

15.5.3 Recommendations to examiners to follow during the clinical examination

15.5.3.1 Greet the candidates and put him/her at ease creating a non-stressful environment.

15.5.3.2 Request the candidate to sit in appropriate (e.g. Case discussion, viva voce)

15.5.3.3 Give clear instruction what the candidate is expected to do.

15.5.3.4 Indicating the time available and avoid exceeding the time limited.

15.5.3.5 Allow a brief moment for clarification where required or requested

15.5.3.6 Allow the candidates to respond to the questions without unnecessary interruption

15.5.3.7 The examiner has to decide on a mark appropriate to the responses of the candidates without delay. Ensure that grade or marks awarded are compatible with the candidate's academic performances and is not influenced by non-academic factors

15.5.3.8 Consult and discuss with co examiners in bordering and other difficult cases before reaching a final decision or giving the final marks.

15.5.3.9 Make appropriate notice on the progress of the candidate's performance in the marking book for reference in the event of the discussion in the pre-result board and for further counseling purposes

15.5.3.10 Hand over the marking book to the coordinating examiner at the end of the session duty signed and with all entries complete.

15.5.3.11 submit a written report to the SAR or the Dean, if necessary

15.5.4 Recommendation to examiners not to do during clinical examination

15.5.4.1 Not to examine candidates with whom the examiner has had 'problems 'in the past. This is relevant for the clinical and viva voce examinations. If there is prior knowledge what you have to examine such as candidate you should discuss this with the other examiners available and make a suitable alternative arrangements.

15.5.4.2 Make any remarks of racial, religious or sensitive nature that will impair the performance of the candidate.

15.5.4.3 Belittle or ridiculed a candidate or acting in any way as to cause embarrassment.

15.5.4.4 Impose his/her own values and personal opinions and beliefs on the candidate.

15.5.4.5 Attempt to "educate" the candidate during the examination. It is not the appropriate time.

15.5.4.6 Discriminate unfairly between candidates.

15.5.4.7 Allow conflicts of interest to interfere with fair assessment.

15.5.4.8 Associate or socialize with candidate in any way immediately prior to, during or immediately after the examination.

15.6 Examining candidates and awarding mark in viva voce examination

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

15.7 Marking of practical examinations

15.7.1 The department conducting practical examinations have their own procedure about conducting these examinations. The head of the department or a designated member should brief the examiners about them. The marks of the practical examination may be decided at the time of examination or the scripts marked subsequently.

15.7.2 For OSCE examination also there should be an agree model answer and the scripts will be corrected using that

15.8 Marking of community and family attachments, research projects and reports

15.8.1 The community stream has evolved schemes about marking the above documents and these will be made available to the examiners.

15.9 Elective project and report

15.9.1 Elective committee has evolved schemes about marking the above documents and these will be available to the examiners.

15.10 Participation in results boards

15.10.1 Other than correcting questions and/or participating in different section of the examinations, the examiner has to attend result boards for finalization of results.

15.10.2 Sometimes, examiners may be request to participate in counseling sessions conducted to give feedback to unsuccessful candidates.

16 Processing of marks

16.1 Preliminaries

16.1.1 Once the essay marks of two examiners who have the scripts independently are received by the Chairperson of the board of examiners he/she will inspect the marks and see whether the difference between the marks assigned by the two examiners to any individual questions exceeds 15% of the maximum mark that can be awarded for the question. In case where there is no such difference the average of the two sets of marks will be considered as final mark for that question. If there are cases where the marks assigned by the two examiners to any individual candidate exceeds 15%, the chairperson of the Board of Examiners shall request the two examiners to reconsider the assignment of marks to see whether the difference could be reduced less than 15%.if these can be done the average of the two sets of marks (after the appropriate adjustments) will be considered as the final mark for question. Where it is not possible for the examiners to reduce the mark to that level, Chairperson of the Board of the Examiners shall request 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 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.

- 16.1.2 In some instances the examiners may be decide to remove certain questions or parts of questions from the MCQs .this may be done due to ambiguity of the question, “on their level of difficulty “or other reasons .The final marks of the MCQs component will be arrived only after these procedures. Approval of the Dean should be obtained for this procedure.
- 16.1.3 Similarly, in rare instances a Board of Examiners may decide to standardize the results. This will be done with the approval of the Dean. The approval of the senate will be obtain in such instances.

17 Examination offences and punishments

- 17.1 Any candidate who violates any of the requirements or conditions stipulated in examination procedure (section 11.7) shall be considering as having committed an examination offence.
- 17.2 Examination offence may be classified follows
- (a) Possession of unauthorized documents or removal of examination stationary
 - (b) Disorderly conduct
 - (c) Copying
 - (D) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
 - (e) Impersonation
 - (f) Aiding and abetting the commission of any of these offences
 - (g) Violation of any of the requirement or condition in examination procedure (section 9 of this document)
 - (h) Having communication equipment such as cell phones pagers etc. Whether they are used or not is immaterial, mere possession of them in the exam hall is an examination offence.
- 17.3 There shall be an examination disciplinary committee consisting of the vice chancellor and the Deans of the faculty to investigate into and make recommendations (including punishments) regarding examination offences refer to it .The punishment recommended by the examination disciplinary committee shall be submitted to the senate for decision.
- 17.4 In all cases of commission of examination offences detected, the supervisor shall take action as outlined below and forward his/her report to SAR.
- 17.5 prior knowledge of a question paper or part of thereof, shall constitute an examination offence.

- 17.6 Where a student has been in possession of unauthorized material at an examination hall, he/she shall be presumed to have made use of such material until the contrary is proved by him/her.
- 17.7 In cases of disorderly conduct the supervisor shall in first instance warn the candidate to be of good behavior, where the candidate persists in unruly or disorderly conduct the supervisor may expel the candidate from the examination hall and him/ her a letter cancelling his/her candidature from the examination .where a candidate's offence is only disobedient, the supervisor shall warn the candidate and forward a report to SAR.
- 17.8 In all other cases of examination offences detected the supervisor shall on detection of the offence take possession of unauthorized documents if any ,obtain a statement from the candidate and write his /her report on the matter on the form provide for this purpose .the supervisor shall submit his /her report along with all document to SAR.
- 17.9 The SAR shall place all of examination offence submitted by supervisor for the consideration of the Dean who shall decide whether they shall be refer to the examination Disciplinary committee for further action.
- 17.10 Any examiner, Dean of faculty Head of the department chairperson of stream or any other official of university who detects an examination offence shall report the matter in writing to Dean of the faculty .Who shall submit it to the vice Chancellor for necessary action.
- 17.11 Any allegation regarding the commission of offence from whosoever shall be submitted by the registrar or SAR to the vice chancellor ,who shall decide whether these shall be referred to the examination disciplinary committee for necessary action.
- 17.12 A candidate who is found guilty of an examination offence is liable to any one or more of the following punishments.
- (a) Removal of his or her name from the pass list.
 - (b) Cancelling of his /her candidature from whole or part of the examination, or
 - (c) suspension/debarment from any university examination for such period as the senate may decide or indefinitely, or
 - (d) Suspension /debarment from the university for such periods the senate may decide or indefinitely
- 17.13 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.
- 17.14 An appeal against the decision of the senate shall be made to the council.

18. Examination offence committed by those other than candidate

- 18.1 It is not only examination candidates who can commit examination offences. Offences may also be committed by university employees who are involved in the examination in diverse ways.
- 18.2 The following actions shall be deemed as offences.

18.2.1 Dishonest delivery or communication.

18.2.1.1 Delivery by any person ,fraudulently or dishonestly ,an examination related secret document or part thereof , or communication of any information relating to the content of secret a secret document or part thereof to any other person who is not a person whom he /she is authorized to deliver such document ,or to communicate such information .

18.2.1.2 Fraudulent or dishonest delivery or transmission of any answer scripts mark sheets mark book or other document relating to an examination to any person who is not a person who is authorized to deliver or transmit such document.

18.2.2 Divulging of mark.

18.2.2.1 Divulging by any examiner or any other person entrusted with filing up the mark sheets mark book etc., of any information relating to the answer scripts or mark sheets ,or book to any other person who is not a person to whom he/she is authorized to divulge such information.

18.2.3. Dishonest marking

18.2.3.1 The marking of an answer script fraudulently or dishonestly.

18.2.4 Dishonest alteration.

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

18.2 5 Dishonest assistance

18.2.5.1 Fraudulent or dishonest assistance directly or indirectly to any candidate to answer a question paper at the examination, by a supervisor, invigilator, hall attendant or other employee attached to any examination hall.

18.2.5.2 Fraudulent or dishonest erasures, interpolation or any other alteration in any answer script by supervisor, invigilator or other employee of the examination hall.

18.2.6 Dishonest disposal and disclosure of secret document

18.2.6.1 Fraudulent or dishonest making away with or disposal of such as 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 ,word processing ,computing ,duplication ,printing , packing or making by any manual or mechanical means any secret document relating to any examination ,or by any [person whose duty is to assist in the aforementioned duties.

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

18.2.7.1 Fraudulent or dishonestly breaking open or destroying of any sealed packet ,safe or other receptacle containing any secret document relating to the examination or talking out any such document or part thereof.

18.2.8 Fraudulent introduction of answer scripts

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

18.2.9 Dishonesty by commission or omission

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

18.2.10 Assistance or connivance

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

18.2.11 Procedure of disciplinary action

18.2.11.1 Disciplinary action shall be taken against those who are alleged to have committed one or more of the above listed offence as follows;

(a) In the case of the university employee, action shall be taken in terms of the Disciplinary procedure of university, including action by the police where necessary.

(b) In the case of others, suitable action may be taken by the vice chancellor depending on the nature of the offence and the circumstance.

19. Issue of results to candidates

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

(a) Graduation certificate – This certificate will be issue upon confirmation of the result by the senate awaiting the convocation

(b) Transcript of MBBS course performance – This certificate will indicate the result of the different components (streams)

(c) Degree certificate –candidate who have passed all the examination of MBBS course ,and who result are confirmed by the senate and who have satisfied all other academic and administrative requirements of the faculty and university will be entitled to receive the degree certificate .They will make an application together with the remittance of prescribed fee and supplicated for the degree .Every candidate who supplicate shall be awarded the degree In person or in absentia at the convocation and issued his /her degree certificate stating that he/she had been admitted to the degree .The degree certificate will only be issue after the convocation .A candidate will be issued only one certificate .The format of the degree certificate shall be determine by the university senate.

(d) Academic record –This will be a detailed certificate giving information on the MBBS programme and the result of the candidate.

(e) Character certificate

19.2 Initial processing

19.2.1 Department based examinations

19.2.1.1 Present the processing of the marks is done in the departments. The marks are received by the Chairperson of the board of Examiners. Any mark received by the Dean or SAR will also be sent to the Chairperson of Board of Examiners. The Chairperson of the Board of Examiners will open the confidential envelopes and inspect the marks .He/She will arrange the marks to be entered in the computer. Very often marks are pressed in the *spreadsheet* word processing package. The processing of the marks involves two steps (I) calculation of the final mark (II) determination of result

19.2.1.2 Calculation of the final marks; Each Examination will have several components such as MCQs, essay questions, clinical, viva voce examination etc. The department will have template according to which marks are entered. Once the marks are entered, the entries will be checked again, after that calculation will be made according to senate-approved criteria and the final mark will be arrived. It is recommended that a sample of marks be calculated manually to ensure that there are no errors.

Although the Department may use confidential secretarial staff to process the marks, the examiner must check them. The responsibility for validity of the entries and calculation rests with the examiners. Sometimes the computing of the marks can be quite complex. In such instances it is recommended that at least two examiners check the entries and calculations separately.

19.2.1.3 Determination of the result; once the final mark are available the examiners will be meet to determine the result. All the examiners will be invited to this meeting. At this meeting, the board of examiners shall determine the result of each candidate in accordance with criteria that have been approved by the senate. They will pay special attention to the borderline cases. Department have their own guidelines on deciding on border line candidates and the result of borderline candidates will be determine by applying them .If there are any candidates where there is difficulty in determining the result at department level ,the marks should be at the pre –result board meeting.

19.2.1.4 At the end of this exercise, the marks and result will be finalized the department level. A detailed mark sheet and a summary Result with the final marks and pass, referred or fail status will be prepared .The result sheet will be signed by the examiners and summary result forwarded to the SAR for further processing .The department will keep a copy of all the mark sheet in their files.

19.2.1.5 When pre result board is convened, the chairperson of the board of examiners will attend the meeting with department copies of the summary results.

19.2.2 Module and Stream based examination

19.2.2.1 The result will be processed by the Chairperson and secretary of the module or stream .The calculation will be made based on senate approved schemes .The methods of processing is similar to that described in the above section.(19.2.1.2 - 19.2.1.5)

20 Post- examination issues

- 20.1 Although uncommon, issues may be brought to the attention of the head of department's chairperson of Modules or Streams, Dean or the SAR about the conduct of examination. Only written submission will be considered. Appropriate action will be taken by the Dean on a case by case basis. Any complaint referred by the vice chancellor will also be considered.
- 20.2 From an academic standpoint after each examination the relevant department, module or stream should have a review of the examination process. Certain statistical variables (e.g. - pass rates) have to be determined. Follow up action has to be discussed in appropriate form.

21. Payment of the service in connection with examination

- 21.1 Payments for the various services in connection with the conduct of examination is made based on rates determined by the UGC. Claims have to be made separately by each examiner. Detailed can be obtained from SAR.

22 .Maintenance of records

The examination related work generates many documents, which are of a confidential nature. These will be under the custody of the SAR and he/she shall arrange for it.

22.1 Confidential room

- 22.1.1 There shall be a confidential room where confidential work such as entry of marks, word processing, duplication and packing of question papers etc. can be done. The safe, lockable cupboards etc. can be kept in this room.
- 22.1.2 All confidential documents in connection with examination such as mark sheets, mark book shall also be kept in this room.
- 22.1.3 Examination stationary and other material for examination also has to be stored in a confidential area.

22.2 Marks and related documents

- 22.2.1 The mark 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 Dean

(b) For any other official purpose at the direction of the vice chancellor

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

- 2.2.3 All marks book shall be kept under lock and be preserved

22.3 Academic records of students

22.3.1 The academic records 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 course followed, and the date of graduation. All entries in the index cards and other storage system shall be authenticated by the SAR.

22.4 Question papers and answers scripts

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

22.4.2 All answers scripts shall be kept under safe custody for a period of two years from the date of the examination and thereafter destroyed or disposed in such a manner so that their contents may not be revealed this has to be done only after obtain the approval of the Dean .For certain examination the scripts may have to be kept for a longer period of time.

22.4.3 In addition to the SAR the head of the department ,Chairperson 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 of any medal etc.

23. Duties of the senior Assistance Registrar (SAR)/Examinations

23.1 The SAR shall be under the general direction of the dean be in charge of the conduct of all examinations. This work may be delegated to an appropriate person, e.g., an assistant registrar (AR)

23.2 The SAR shall be responsible for all arrangement in connection with the conduct of examinations

23.3 The SAR shall ensure the following among other duties.

(i) Preparatory arrangement such as fixing of the calendar of dates , Examination time tables, invigilation time tables booking of examination halls, calling for registration for examinations, preparation of schedules of candidates ,allocation of index number issue of admission cards ,ordering of stationery required etc. are attendant to in time

(ii) He/She receives the lists of examiners from the head of departments and chairperson of streams

(iii) He/She receives the lists of members of board of scrutiny or names of scrutiny experts

(iv) Appointment letters and request for setting papers are sent out by the due date.

(v) He/She receives question papers in time and that they are kept in safe custody

(vi) The question papers have been, where necessary, passed by the board of Scrutiny (or the Scrutiny expert, Proof read by examiners duplicated, packed and distributed to the supervisors in due time.

(vii) All arrangements are made to have the stationery and other requirements ready in time for issue to the examination halls.

(viii) The seating arrangements of the desk etc. in the examination hall are satisfactory

(ix) Arrangement should be made for the receiving of answer script from supervisors and for the distribution of the same to the examiners.

(x) The marked answer scripts and the mark from the examiners are received and entered, totaled, averaged, checked and rechecked.

23.4 The SAR shall maintain the following

- i. Mark books and mark sheets
- ii. Operating procedure for examination
- iii. Schedule of question papers in examination
- iv. Statistic relating to examination
- v. Files of past question papers
- vi. Records of result sheets and confirmation of results
- vii. Other relevant documents

23.5 The SAR shall forward the result and have it confirmed by the university senate.

Section B: Examination By-Laws for candidates of Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka.

24. General Examination Rules and Regulations

24.1 All rules & regulations governing examinations will be made available to the students at the beginning of the course / at registration.

24.2 A student is deemed to be ineligible for the Final Year Examination for Medical degrees if a period of 10 years has elapsed since his/her registration as a medical student.

24.3 Subject to the following regulations, a student may be admitted to the Degree of Bachelor of Medicine & Bachelor of Surgery if he/she has been duly admitted as an internal student of the university.

And, has completed to the satisfaction of the Vice-Chancellor courses of study of the Faculty of Medicine and Allied Sciences as prescribed by the Senate;

And, has passed the 2nd MBBS, 3rd Part I & II and the Final MBBS examinations for Medical degrees;

And, has paid such fees or other dues as may be prescribed by the University;

And, has completed successfully all prescribed clinical appointments and any other conditions or requirements as may be prescribed by the University.

- 24.4 The courses of study, syllabi for the examinations leading to the degree of Bachelor of Medicine & Bachelor of Surgery and number of papers, practical, oral and other forms of evaluation in each subject, examination criteria and schemes of award of honors shall be prescribed by the regulations made by the Senate.
- 24.5 Examinations will be conducted by a Board of Examiners in accordance with the Regulations of the FMAS, RUSL and the University (Ref. Manual for conduction of Examinations, FMAS, RUSL).
- 24.6 The summative examination immediately following the completion of a course – Pre-clinical, Para-clinical and Clinical shall be deemed to be the **‘First Available Examination’**.
- 24.7 To **‘Sit an Examination’** denotes taking all components of the examination required to complete the said examination, **at one and the same sitting**.
- 24.8 A student must sit the **first available examination** unless a valid excuse has been submitted to the Faculty and accepted by the Senate.
- 24.9 The first available opportunity to sit an examination shall be considered the **first attempt** whether the student **sits the examination or not**.
- 24.10 In the event of an **‘excuse’** submitted to the Faculty for failure to sit an available examination being accepted by the Senate, that examination shall not be considered an attempt.
- 24.11 A valid excuse shall be
- **An illness** – In case of an illness while in residence, the student should contact the University Medical Officer at the University Health Centre immediately. If a student falls sick at home or elsewhere during academic sessions or examination time, he/she or his/her guardian should inform the Dean of the Faculty of Medicine and Allied Sciences within 5 days by telegram, telephone, fax or email followed by a letter indicating the nature of the illness and the name of the attending doctor. On his/her return the student should report to the University Medical Officer with a valid medical certificate as early as possible.
 - **A personal problem involving an immediate family member** – In such a case the student should contact the Dean of the Faculty of Medicine and Allied Sciences immediately by

telegram, telephone, fax followed by a letter indicating the circumstances leading to his/her being absent from the examination. His/her excuse will be considered by the Board of the Faculty of Medicine and Allied Sciences. Grounds for consideration would be;

- I. Death of an immediate family member (immediate family members considered for this purpose are parents and sibling)
 - II. Serious illness of an immediate family member requiring personal attention by the student, certified by a Medical Practitioner as per Senate Rules governing medical certificates.
- Students participating in a University of National level event for which prior permission has been obtained from the Dean.
 - Any other cause such as a natural disaster certified by a Competent Authority clearly precluding a student from sitting the examination.

24.12 If the excuse for failure to sit the **first available examination** has been accepted by the Senate, the examination immediately following on the expiry of the period of postponement recommended by the Faculty of Medicine and Allied Sciences and accepted by the Senate shall be the student's first attempt.

Any subsequent attempt must be taken at the very next available examination, subject to the provision in respect to a valid excuse as defined 6.5

24.13 In the absence of an accepted excuse, failure to sit the first available examination will be considered as an unsuccessful attempt at the examination.

24.14 At any given examination, a student must take all subjects in which he/she needs to pass to complete the examination.

24.15 If a student scores less than 25% in any one of the subjects offered in any given examination, he is deemed to have failed the whole examination.

24.16 Examination Rules for the Candidate

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

24.16.2 On admission to the hall a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the supervisor.

24.16.3 No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half an hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper.

- 24.16.4 A candidate shall have his student record book and the admission card with him in the examination hall on every occasion he presents himself for a paper. His candidature is liable to be cancelled if he does not produce the Record Book. If he fails to bring his record book on any occasion, he shall sign a declaration in respect of the paper for which he had not produced the record book in the form provided for it, and produce the record book on the next occasion when he appears for the examination. If it is the last paper or the only paper he is sitting, he shall produce the record book to the registrar on the following day. If a candidate loses his record book in the course of the examination, he shall obtain a duplicate record book/ identity card from the registrar, for production at the examination hall.
- 24.16.5 No candidate shall have on his person or in his clothes, or on the admission card, time table or record book any notes signs or formulate etc. Books, notes, parcels, hand bags etc., which a candidate has brought with him, should be kept at a place indicated by the Supervisor/ Invigilator.
- 24.16.6 A candidate may be required by the supervisor to declare any item in his possession or person.
- 24.16.7 No candidate shall copy or attempt to copy from any book, paper, notes, or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him or to watch any practical examination performed by him. Nor shall any candidate use any other unfair means, obtain, or render improper assistance at the examination.
- 24.16.8 No candidate shall submit a practical or field book, dissertation, or project study or answer script, which has been done wholly or partly by anyone other than the candidate himself.
- 24.16.9 Candidate shall bring their own pens, ink, mathematical instruments, erasers, pencils, or any other approved equipment or stationary, which they have been, instructed to bring.
- 24.16.10 Examination stationery (i.e. Writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn crumpled, folded or otherwise mutilated. No paper other than those supplied to him by the supervisor/ invigilator shall be used by candidates. Log tables or any other material provided shall be used with care and left behind on the desk. All the material supplied, whether used or unused, shall be left behind on the desk and not to be removed from the examination halls.
- 24.16.11 Every candidate shall enter his index number on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his script and index number other than his own is liable to be considered as having attempted to cheat. A script that bears no index number or

an index number, which cannot be identified, is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer script.

- 24.16.12 All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on admission cards, timetables, question papers record books or on any other paper. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying.
- 24.16.13 Any answer or part of an answer, which is not to be considered for the purpose of assessment, shall be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not to be counted shall be neatly crossed out.
- 24.16.14 Candidates are under the authority of the supervisor and shall assist him by carrying out his instructions and those of his invigilators, during the examination and immediately before and after it.
- 24.16.15 Every candidate shall conduct himself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his staff or to other candidates. In entering and leaving the hall, he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
- 24.16.16 Candidates shall stop work promptly when ordered by the Stopping work supervisor/ invigilator to do so.
- 24.16.17 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/ invigilator.
- 24.16.18 During the course of answering a paper, no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the supervisor/ invigilator shall grant him permission to do so but the candidate will be under his surveillance.
- 24.16.19 No person shall impersonate a candidate at the examination, nor shall any candidate allow himself to be so impersonated by another person.
- 24.16.20 Serious note will be taken of any dishonest assistance given to a candidate, by any person.
- 24.16.21 If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of the examination necessary, he shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice chancellor/ Registrar.

- 24.16.22 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. No candidate shall refuse to make such a statement or to sign it.
- 24.16.23 No candidate shall contact any person other than the Vice Chancellor, Dean, Head of the Department or the Registrar regarding any matter concerning the examination.
- 24.16.24 Every candidate shall hand over the answer script personally to the supervisor/ invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his answer script to the attendant, a minor employee or another candidate.
- 24.16.25 Every candidate who registers for an examination shall be deemed to have sat the examination unless he withdraws from the examination within the specified period or submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the university medical officer. If this is not possible, the medical certificate should be obtained from a Government Medical Practitioner, and submitted to the university medical officer at the earliest possible time.
- 24.16.26 When a candidate is unable to present himself for any part/ section of an examination, he shall notify or cause to be notified this fact to the Registrar immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.
- 24.16.27 A student who withdraws or absents himself from the examination shall not be eligible for classes at the next examination unless the senate decides otherwise.
- 24.16.28 No student shall sit 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

25. Examinations and assessments in the MBBS degree programme

The modules and semester assessments during each of the semesters are as follows.

25.1 Assessment of Year 1 and 2

Year and Semester	Modules and topics	Assessment (components of examinations)
Year 1: Semester 1	Introduction to the study of Man, Blood, Cardiovascular system, Respiratory system, Gross anatomy, Nutrition (upper limb, Thorax)	Continuous Assessment 1 Anatomy(MCQ, SEQ, OSPE) Continuous Assessment 1 Physiology(MCQ, SEQ) Continuous Assessment 1 Biochemistry (MCQ, SEQ)
Year 1: Semester 2	Gastrointestinal system, Urinary system, Reproductive system, Endocrine system, Nutrition, Gross anatomy (Abdomen, pelvis)	Continuous Assessment 2 Anatomy (MCQ, SEQ, OSPE) Continuous Assessment 2 Physiology (MCQ, SEQ) Continuous Assessment 2 Biochemistry (MCQ, SEQ)
Year 2: Semester 3	Central Nervous System and Special senses, Revision, gross anatomy, Nutrition (Head and neck, Lower limb)	

At the end of year2, semester 3, 2ndMBBS examination shall be held having three subjects Anatomy, Physiology and Biochemistry. The components of the 2nd MBBS examination are as follows.

25.2 2ndMBBS examination

Subjects	Components of 2 nd MBBS examination
Anatomy	MCQ, SEQ, OSPE, Continuous Assessment
Physiology	MCQ, SEQ, OSPE, Continuous Assessment
Biochemistry	MCQ, SEQ, OSPE, Continuous Assessment

Successful completion of 2nd MBBS examination is a prerequisite for entering into the 3rd year. A student is allowed a maximum of 4 attempts to pass the above subjects. If unsuccessful after 4 attempts, the studentship will be terminated.

25.2.1 Award of Distinctions

At the end of 2nd MBBS, students shall be awarded distinctions and medals for Anatomy, Physiology, Biochemistry based on marks obtained. Distinctions shall be awarded to the students who obtain a mark of $\geq 69.51\%$ or above at the first attempt.

25.3 Assessment of Year 3

Semester	Subjects	Assessments (components of examinations)
Year 3 Semester 5	Parasitology, Microbiology, Pharmacology, Pathology, Community Medicine	Continuous Assessment 3 Parasitology (SEQ) Continuous Assessment 3 Microbiology (MCQ, practical examination) Continuous Assessment 3 Pharmacology (MCQ) Continuous Assessment 3 Pathology (SEQ) Community Medicine Module Exams Module Exam I - Child health (SEQ, MCQ) Module exam II – Demography (MCQ, SEQ)
Year 3 Semester 6	Parasitology, Microbiology, Pharmacology, Pathology, Community Medicine	Continuous Assessment 4 Parasitology (MCQ) Continuous Assessment 4 Microbiology (MCQ, OSPE) Community Medicine Module Exams Module Exam III - Maternal health (SEQ, MCQ) Module exam IV – Statistics (SEQ, MCQ)

At the end of year 3, Part 1 examination shall be held in the subjects Microbiology and Parasitology. The components of part 1 examination are as follows.

25.4 Year 3: 3rd MBBS Part-I examination

Subject	Components of examinations
Microbiology	MCQ, SEQ, OSPE, Continuous Assessment
Parasitology	SEQ, OSPE, Continuous Assessment

A student who did not obtain pass mark for Microbiology and Parasitology must sit for the repeat examination. 3rd MBBS Part-I examination is not a bar examination and all students could proceed to year 4.

25.4.1 Award of Distinctions

At the end of 3rd MBBS Part-I examination, students shall be awarded distinctions and medals for Microbiology and Parasitology based on marks obtained. Distinctions shall be awarded to the students who obtain a mark of $\geq 69.51\%$ or above at the first attempt.

25.5 Assessment of Year 4

Semester	Subjects	Assessments (Components of examinations)
Year 4 Semester 7	Pharmacology, Pathology, Community Medicine, Forensic Medicine	Continuous Assessment 4 Pharmacology (MCQ) Continuous Assessment 4 Pathology (SEQ) Continuous Assessment 5 Community Medicine Module Exams Module Exam V – Basic epidemiology (SEQ, MCQ) Module exam VI – Nutrition (SEQ, MCQ) Continuous Assessment 4 Forensic Medicine
Year 4 Semester 8	Pharmacology, Pathology, Community Medicine, Forensic Medicine	Continuous Assessment 5 Community Medicine Module Exams Module Exam VII – Applied epidemiology (SEQ, MCQ) Module exam VIII – Occupational and environmental health (SEQ, MCQ)

At the end of year 4, 3rd MBBS Part-II examination is held including subjects of Pharmacology, Community Medicine, Pathology and Forensic Medicine. The components of 3rd MBBS Part-II examination are as follows.

25.6 Year 4: 3rd MBBS Part-II Examination

Subjects	Components of examinations
Pharmacology	MCQ,SEQ,OSPE, Continuous Assessment
Community medicine	Paper 1 (Non communicable diseases) - SEQ Paper 2- SEQ, OSPHE Viva and project report for family study
Pathology	Essay, OPSE, Continuous Assessment
Forensic Medicine	SEQ, Essay, OSPE

A student who did not obtain pass mark for Pharmacology, Pathology, Community Medicine and Forensic medicine must sit the repeat examination. 3rd MBBS Part-II examination is not a bar examination and all students could proceed to year 5.

25.6.1 Award of Distinctions

At the end of 3rd MBBS Part-II examination students shall be awarded distinctions and medals for Community Medicine, Pathology, Pharmacology and Forensic medicine based on Marks obtained. Distinctions shall be awarded to the students who obtain a mark of $\geq 69.51\%$ or above at the first attempt.

25.7 Final MBBS Examination

At the end of the year 5, Final MBBS Examination shall be held. A student should complete the 2nd MBBS, 3rd MBBS Part I and Part II examinations and all the required clinical appointments successfully before sitting the final MBBS examination. The final examination should be taken within 10 years of registration. A student shall not be permitted to sit the final examination if more than 10 years have elapsed since registration.

25.7.1 Structure of the Final MBBS examination

25.7.1.1 Medicine

	Component	Marks/100
Theory	SEQ (6 questions 3 h)	20
	Common MCQ (2 h)	20
Clinical	Long case	20
	Short cases	20
Continuous Assessment	OSCE, Portfolio and 360 ⁰ assessment	20

25.7.1.2 Pediatrics

Component		Marks /100
Written Papers	SEQ (5 questions, 3h)	20
	Common MCQ (2h)	20
Clinical	Long case	20
	Short cases	20
Continuous Assessment	OSCE, Portfolio and 360 ⁰ assessment	20

25.7.1.3 Gynecology and Obstetrics

Component		Marks/100
Theory	SEQ (5 questions - 2 h)	20
	Common MCQ (2 h)	20
Clinical	Obstetrics case	20
	Gynecology case	20
Continuous Assessment	OSCE, Portfolio and 360 ⁰ assessment	20

25.7.1.4 Surgery

Component		Marks/100
Theory	SEQ (10 questions - 3 h)	20
	Common MCQ (2 h)	20
Clinical	Long case	20
	Short cases (around 3)	20
Continuous Assessment	OSCE, OSVE, Portfolio and 360 ⁰ assessment	20

25.7.1.5 Psychiatry

Component		Marks /100
Written Papers	SEQ (5 questions, 3 h)	25
	Common MCQ	25
	20 True/False and 30 Single Best Answer questions (2 h)	
Clinical	Long case	25
	40 min with the patient, 20 min with examiner	
Continuous Assessment	Short case (1 Short Case or OSCE's) 10 min	15
	OSCE (end of appointment)	10

At the end of final MBBS examination students shall be awarded distinctions and medals for Medicine, Surgery, Pediatrics and Gynecology and Obstetrics based on Marks obtained. Distinctions shall be awarded to the students who obtain a mark of $\geq 69.51\%$ or above at the first attempt.

25.7.2 Award of Distinctions

At the end of Final MBBS examination students shall be awarded distinctions and medals for Medicine, Pediatrics, Gynecology and Obstetrics, Surgery and Psychiatry based on Marks obtained. Distinctions shall be awarded to the students who obtain a mark of $\geq 69.51\%$ or above at the first attempt.

26. Honors / Classes for 2ndMBBS, 3rdMBBS and Final MBBS examinations

Honors /Classes shall only be awarded to candidates who pass the whole examination at the first attempt.

Marks of the all subjects shall be given out of 100. Honors / Classes shall be awarded based on the average mark of the examination.

26.1.1 Cutoff values for Honors / Classes

Average Mark <50.00	\Rightarrow failure
Average Mark ≥ 50.00	\Rightarrow pass
Average Mark $59.50 \leq 64.50$	\Rightarrow second class lower
Average Mark $64.51 \leq 69.50$	\Rightarrow second class upper
Average Mark ≥ 69.51	\Rightarrow first class & distinction

27. Referral

27.1 A candidate passing one or more subjects and obtaining a minimum of 25% in other subjects of the same Examination/Part, may be referred in those subjects in which he has failed.

27.2 If a candidate gets less than 25% in one subject of an Examination/Part, he fails the whole examination/part and cannot be referred in any other subject.

27.3 Referred subjects may be taken one or more at a time in subsequent examinations.

27.4 A candidate who sits for one paper and gets over 50% in that paper but does not sit for other paper/s would have failed that examination/part.

27.5 If a candidate fails an examination/part, he has to sit for all the subjects of that examination/part, (e.g. Part I or Part II of 3rd MBBS) at the next attempt.

28. Examination Offences

See 11.7 and 17 of Section A (Manual for Conduction of Examinations in the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka).

29. Interpretations

In this document, unless the context otherwise requires;

- 29.1 The senior assistant Registrar (SAR) means any academic or administrative official who is/are in charge of the conduct of examinations.
- 29.2 The Dean means the dean of faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka.
- 29.3 The vice chancellor means the vice chancellor of the Rajarata University of Sri Lanka.
- 29.4 “Examiner” means a person who appointed to set question for a question paper or to moderate a question paper or a member of a board of scrutiny expert or a person who is appointed to read answer scripts and practice and assign marks or a person who reads a project report research report, elective report etc., and assigns mark or a person who conduct clinical examination, an oral or viva voce examination and assign marks, or a person who is assign similar work.
- 29.5 ‘supervisor ‘means a person appointed to supervise a written, practical or oral examination.
- 29.6 ‘Invigilator’ means a person who is appointed to invigilate a written, practical or oral examination.
- 29.7 ‘Faculty ‘shall mean the Faculty of Medicine of the University of Colombo.
- 29.8 ‘Senate’ means the senate of the Rajarata University of Sri Lanka.
- 29.9 ‘Council” means the council of the Rajarata University of Sri Lanka.



Faculty of Medicine and Allied Sciences
Rajarata University of Sri Lanka
REPORT OF THE EXAMINATION SCRUTINY BOARD

Department:.....

Examination:.....

Course code and title:

No	Item	Yes	No	Comments
1	The rubric (blueprint) and the question paper follows the stipulated structure and format			
2	The questions paper is free from grammatical/spelling errors			
3	Marks allocated for the questions are sufficient			
4	Time allocated for the questions is sufficient			
5	Questions of the paper has a good flow and connectivity			
6	Questions are not overlapping			
7	Questions have no ambiguity			
8	Aligned with intended learning outcomes			
9	No recycled questions			
10	Terms (i.e. Discuss, Describe, Explain, etc.) have been used correctly			
11	Questions are clear, concise and understandable			
12	Space given to answer the questions is sufficient (note: in the case of structured or short answer questions)			
13	The rubric (blueprint) and the question paper follows the stipulated structure and format			
14	The questions paper is free from grammatical/spelling errors			

General comments on the examination paper (please use overleaf if necessary):

Names and signatures of the members of the scrutiny Board:

Date:

Follow-up action by the Examiner

Examiner's name and signature:

Date:

Certification of the Head of the Department:

Signature of the Head/ Department of

Date:



Faculty of Medicine and Allied Sciences
Rajarata University of Sri Lanka
REPORT OF THE MODERATOR OF THE EXAMINATION PAPERS

Department:.....

Examination:.....

Course code and title:

No	Item	Yes	No	Comments
1	Questions are aligned with the course ILOs			
2	Questions are evenly distributed across the course content			
3	Allocated marks is sufficient			
4	Marking scheme is acceptable			
5	Questions address the different levels of assessment			
6	Language is simple and understandable			
7	Overall quality of the paper is acceptable			
8	Paper covers sufficient part of the syllabus			

General comments on the examination paper and marking scheme:

Moderator's name and signature:

Date:

Follow-up action by the Examiner

Examiner's name and signature:

Date:

Certification of the Head of the department:

Signature of the Head/ Department of

Date:



**Faculty of Medicine and Allied Sciences
Rajarata University of Sri Lanka
REPORT OF THE SECOND MARKING OF EXAMINATION PAPERS**

Department:.....

Examination:.....

Course code and title:

No	Item	Yes	No	Comments
1	Marks are given according to the marking scheme			
2	Marking is consistent throughout			
3	Marks distribution is at an acceptable level			
4	Calculations (additions) are correct			

General comments on the marking (please use overleaf if necessary):

Name and signature of the Second Examiner:

Date:

Follow-up action by the first examiner and/or Head of the Department:

Name and signature of the First Examiner:

Date:

Certification of the Head of the Department:

Signature of the Head/ Department of

Date:

