

# **MANUAL OF PROCEDURE FOR CONDUCT OF EXAMINATIONS**

**NOVEMBER 2023**

**(2<sup>nd</sup> Edition)**

**Faculty of Medicine and Allied Sciences  
Rajarata University of Sri Lanka**



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**FACULTY OF MEDICINE AND ALLIED SCIENCES  
RAJARATA UNIVERSITY OF SRI LANKA**

*The information in this publication was correct at the time of printing. The manual of procedure for conduct of examinations is subject to review and change from time to time. This is continuously revised and updated as and when necessary and policies may change in the course of any given academic year. We, therefore, suggest that you check the latest manual of procedure for conduct of examinations to confirm policies and requirements in effect at any given time. Academic and examination procedures are subject to restructuring from time to time and such will be informed before the start of the respective programme. Regulations of the University Grant Commission and/or the University (if applicable) supersede these bylaws when there is a discrepancy.*

Edition	November 2023	(2 <sup>nd</sup> Edition)
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# **MANUAL OF PROCEDURE FOR CONDUCT OF EXAMINATIONS**

## **FACULTY OF MEDICINE AND ALLIED SCIENCES**

### **RAJARATA UNIVERSITY OF SRI LANKA**

**This document has four sections**

#### **Section A**

Conducting Examinations at 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

#### **Section C**

Documentation and Archiving

#### **Section D**

Maintenance of the Educational Commission for Foreign Medical Graduates (ECFMG) Medical School Web Portal (EMSWP), Procedure of Credential Verification, and Electronic Residency Application Service (ERAS) Program

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**Section A**

**Conducting Examinations at the**

**Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka**

1.1 Background		
1.1	<p>This document is prepared to document the procedure and give guidelines about the conduct of examinations in the MBBS programme at the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka (RUSL). The material in this publication will complement existing university documents on this subject.</p> <p>At the RUSL, the Examination division, under Deputy Registrar / Examinations, coordinates most of the functions in the 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. The Faculty of Medicine and Allied Sciences has a separate Examination Division under the Dean, Director of Examinations, and Assistant Registrar. Director of Examinations is a senior academic staff member of the faculty (Senior Lecture Grade II or above) appointed for three (03) years by the Vice Chancellor/Council of the Rajarata University of Sri Lanka on the recommendation of the Dean/Faculty Board of the Faculty of Medicine and Allied Sciences.</p> <p>Examination procedures practised at the examination division of the Rajarata University of Sri Lanka are practised at the Faculty of Medicine and Allied Sciences with minor essential alternatives. During the MBBS programme, a student has to appear for main and repeat examinations. Presently the Examination Division of the faculty is organizing the examinations with the assistance of the departments.</p> <p>All examinations can be classified as follows.</p> <p>Classification 01</p> <ol style="list-style-type: none"> <li>1. Continuous assessments</li> <li>2. End-of-course assessments</li> </ol> <p>Classification 02</p> <ol style="list-style-type: none"> <li>1. Main Examinations: conducted for the first time for a particular batch of students and may have &gt;200 candidates.</li> <li>2. Repeat examinations: conducted to enable the referred and failed candidates to pass the components they have referred or failed. The number of candidates may vary from &lt;10 to approximately &gt;100.</li> </ol>	<i>Introduction and classification of examinations</i>

<b>1.2 Methods of examination</b>		
	<p>Several methods of student assessment are used in FMAS, RUSL (some of them are listed below). For the by-law, Examination is synonymous with assessment and includes the following:</p> <ol style="list-style-type: none"> <li>1. Written Examinations: Multiple Choice Question papers (MCQs: single best answer and true-false type), Essay papers</li> <li>2. Clinical Examinations: Long cases, short cases, mini-structured clinical examination</li> <li>3. Viva voce examinations</li> <li>4. Practical examinations</li> <li>5. Objective Structured Clinical Examinations</li> <li>6. Objective Structured Practical Examinations</li> <li>7. Objective Structured Public Health Examination</li> <li>8. Research projects, presentations and reports</li> <li>9. Elective project reports and assignments</li> <li>10. Community and Family attachments, projects and field assessments</li> <li>11. Take-home assignments</li> <li>12. Quizzes, Moodle-based or other online discussion forums and online courses</li> <li>13. Online assessments</li> <li>14. Other methods specified in the approved MBBS curriculum or other methods approved by the faculty board, FMAS and Senate of RUSL</li> </ol>	<i>Overview of methods of examination</i>
<b>1.3 Types of examination</b>		
	<p>FMAS, RUSL, conducts several types of examinations, at different time points of the MBBS course, based on the requirements in the approved curriculum. Some of them are listed below:</p> <ol style="list-style-type: none"> <li>I. Summative continuous assessments (i.e., the regular evaluation of coursework done during the course, where the marks achieved contribute to the overall result)</li> <li>II. Formative continuous assessments (i.e., the regular evaluation of coursework done during the course, where the marks achieved do not contribute to the overall result)</li> <li>III. End assessments (i.e., assessments in main examinations: 2<sup>nd</sup> MBBS, 3<sup>rd</sup> MBBS Part-I, 3<sup>rd</sup> MBBS Part-II and Final MBBS)</li> </ol>	<i>Overview of types of examination</i>

## 02. 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 and Allied Sciences conducts the MBBS programme in keeping with bylaws which are approved by the University Senate and the Council, and Regulations approved by the University Senate. These bylaws 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 the award of classes, medals etc, all have to be approved by the Senate. The faculty must keep records of these documents.

<b>2.1 Academic matters</b>		
2.1	<p>Within the faculty, members of each department, 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 into consideration the methods already practised, 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 the approval of the Curriculum Development Committee of the Faculty, Faculty Board, Curriculum Development Committee of the University, Center for Quality Assurance 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, websites, notice boards etc. The faculty, the departments and other structures (e.g., modules and stream committees) must keep records of these documents and intimations.</p>	<i>Contribution of staff to the examination process</i>
<b>2.2 Administration</b>		
2.2	<p>The Dean of the Faculty takes overall responsibility for the conduct of examinations. The senior administration official, i.e., Senior Assistant Registrar/ Assistant Registrar assists the Dean in the conduct of the examinations. The staff of the Examination Division do the secretarial work. In addition, a post designated as Director, Examinations is filled by an academic staff member (Senior Lecturer grade II or 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.</p>	<i>Responsibility of examinations</i>



<b>2.3 Faculty organization for examinations</b>		
2.3.1	The faculty has a complex organizational structure to support the examinations. The written examinations need examination halls, examination stationery and other types of facilities. Practical examinations are conducted in the faculty laboratories and need bench space, chemicals, consumables, equipment, etc. Certain examination components are conducted in museums; 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.	<i>Physical resources and allocation of space for examinations</i>
2.3.2	From an organisational 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.	<i>Organization of exams</i>
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 is administered by a committee consisting of a Coordinator and Members. The members of 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	
<b>2.4 Security</b>		
2.4.1	Examinations should be conducted as highly confidential operations according to accepted procedures to maintain the trust of students and the public in the examination system. Therefore, every possible measure must be taken to ensure the transparency of the examination by strictly adhering to the standard procedures.	<i>Trustworthy of procedure</i>
2.4.2	It is recommended that each department should keep a computer dedicated to 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.	<i>A dedicated computer only for examinations</i>

<b>2.5 Maintenance of secrecy</b>		
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 engaged 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 paper is set to the lapse of half an hour from the time of commencement of the examination. MCQ papers are considered confidential documents even after the completion of the examination.	<i>A "secret" document</i>
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.	

### 03. Calendar dates, examination and invigilation timetables

<b>3.1 Calendar dates</b>		
3.1.1	The calendar of 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 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. If it becomes necessary to revise the calendar, such revision shall be made early.	<i>Process of getting a calendar date for exams</i>
3.1.3	The calendar of dates should be circulated among the academic staff and displayed on the student notice board.	
<b>3.2 Examination timetables</b>		
3.2.1	The SAR/AR 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 the main examinations (2 <sup>nd</sup> MBBS, 3 <sup>rd</sup> MBBS Part 1, 3 <sup>rd</sup> MBBS Part 2 and Final MBBS) at least 4 weeks before the date of the examination.	<i>When to prepare the timetable</i>
3.2.2	The SAR shall finalize the examination timetables, play 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.	<i>Finalize the exam timetables</i>
<b>3.3 Invigilation timetables</b>		
3.3.1	Within a week, after examination timetables are finalized, the SAR should draft the invigilation timetables and allocate halls, supervisors, invigilators, and hall attendants for the examination with the assistance of the Director/ Examinationsw	
3.3.2	The SAR should send copies of the invigilation timetable to the respective supervisors, invigilators, hall attendants, the Heads of the Departments and Chairpersons of Streams etc., at least three weeks before the commencement of examinations.	

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

<b>4.1 Registration of the candidates for examinations</b>		
4.1.1	The Dean will publish a notice for the candidates to register for examinations two months before the date of each examination. This notice will indicate the date of closure of applications. The examination entry form should be used for applying ( <b>Annexure 1</b> ).	
4.1.2	After the closing dates, the applications would be scrutinized. Information on students eligible for the examination will be requested from the Departments 4 weeks before the date of the examination. Certification of successful completion of the subject courses relevant to the department will be done by the Head of the department ( <b>Annexure 2</b> ). 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.	<i>Eligibility of candidate applications</i>
<b>4.2 Preparation of the attendance sheet</b>		
4.2.1	The SAR shall use the registration sheet, prepare an attendance sheet in duplicate and allocate the index numbers, at least 3 weeks before 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	<i>Contents of an attendance sheet</i>
4.2.3	One copy of the attendance sheet shall be used to mark the attendance of the candidates in the examination hall and the second copy will be used to mark the desks in the examination hall and will be preserved in the faculty office. The first copy will be returned to the SAR from the examination hall after the examination, along with packets of answer scripts.	
<b>4.3 Preparation of the admission cards</b>		
4.3.1	Within two weeks before the examination, the SAR with the assistance of the Examination Division 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.	<i>Issuing the admission cards</i>
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 the index number on the admission card will affect the results of the candidate.	<i>Double-checking the admission cards</i>

## 05. Examination hall arrangements

5.1 Examination halls														
5.1.1	<p>The faculty should have a suitable examination hall that can accommodate all candidates of one batch. When such a 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, and 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 loudspeakers (or microphones) should be available in the large halls so that all the candidates hear the announcements.</p>	<i>Facilities of the examination hall</i>												
5.2 Arrangement of desks														
5.2.1	<p>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 the order shown in the attendance list.</p> <p>5.2.1.1 The allocation of index numbers on desks shall be as in the following example:</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tbody> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">1</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">8</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">9</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">2</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">7</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">10</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">3</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">6</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">11</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">4</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">5</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">12</td> </tr> </tbody> </table> <p>This arrangement shall be followed in small rooms also.</p>	1	8	9	2	7	10	3	6	11	4	5	12	<i>Distance between desks in exam</i>
1	8	9												
2	7	10												
3	6	11												
4	5	12												
5.2.2	<p>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 rewrite them.</p>													
5.2.3	<p>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.</p>	<i>Checking the arrangements</i>												

## 06. Identifying and appointing examiners

6.1. 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 comprises predominantly the consultant staff of the teaching hospitals. Other qualified persons may also be appointed as examiners.	
6.1.3	<p>The examiners are identified at the department meetings or module or stream committee meetings. Upon receipt of the request from the Dean, Heads of the Departments or coordinators of modules/ streams will discuss it in the Department or the module/stream committee and identify suitable examiners. Various factors may be considered when identifying examiners. These include,</p> <ol style="list-style-type: none"> <li>1. Type of Examination</li> <li>2. The academic qualifications</li> <li>3. The teaching commitment that a person has done for the area under consideration in the examination (subject, module)</li> <li>4. Willingness of availability of the examiner</li> <li>5. Familiarity with the examination method</li> <li>6. What type of work is expected? e.g., setting MCQs, SEQs, for clinical or for viva voce examination etc.</li> <li>7. Free of conflicts of interest</li> <li>8. Other</li> </ol>	<i>Factors considered for selection of examiners</i>
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 a list of examiners and forward them to the Dean using the C-form ( <b>Annexure 3</b> ). The Faculty Board, Senate and Council should approve the names of examiners before the conduct of the examination. 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.	<i>Approval for selected examiners</i>
6.2.2	Anyone with known conflicts of interest should not be nominated as an examiner. At the time of the request to be an examiner: anyone who has any conflicts of interest should declare them and decline to be an examiner. Declaration of confidentiality and prior-identified conflict of interest for examiners and scrutiny board members shall be completed by the time of the scrutiny board meeting ( <b>Annexure 4</b> ). In an instance where the conflict of interest is noticed later, it shall be brought to the	<i>Examiners with known conflicts of interest</i>

	attention of the Chief Examiner/Director Examinations/Assistant Registrar-FMAS/Dean-FMAS and withdrawn from the examination process. 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 about real or apparent conflicts of interest shall be discussed and sorted out at the faculty board and Senate before final approval.	
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 the clinical component, for the viva voce component etc.	<i>Allocation of components to examiners</i>
6.2.4	If for some unforeseen reason, an examiner cannot perform the duties undertaken, this must be informed to the Head of the Department (or coordinators of the modules/ stream), Director/ Examination, SAR and the 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.	<i>Alternate examiner</i>
6.2.5	The names of the examiners are considered confidential information.	<i>Confidentiality</i>
<b>6.3 Board of Examiners</b>		
6.3.1	The examiners approved by the Faculty Board, 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.	<i>Responsibilities of examiners</i>
6.3.2	They will appoint a chairperson amongst them and nominate coordinating examiners (or coordinators) for the entire examination or 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, collating 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.	<i>Duties of coordinators</i>
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.	

## 07. Planning the examination

7.1	<p>The Board of Examiners has the responsibility to conduct the examination according to the format that has been approved by the Faculty Board and Senate.</p> <p>“Examination/assessment 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 and the areas that should be covered by MCQs and essay questions (<b>Annexure 5</b>).</p>	<i>Examination /Assessment blueprinting</i>
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 guidance from the Head of the Department (or coordinators of the modules/ stream). The chairperson should inform the examiners in writing, of the date that the questions should be handed over to the Board of Examiners along with a marking scheme.	<i>Setting the questions</i>
7.4	When writing to the examiners, copies of certain documents may be incorporated to help them. These include the examination timetable, 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.	<i>Documents helpful for examiners</i>
7.5	The examiner shall send the questions in a sealed, confidential envelope, addressed to the chairperson of the Board of examiners/ the Dean or the SAR under his name, on or before the specified date. The questions could also be emailed in a password-protected document to the official email addresses. The password should not be sent via email.	<i>Sending questions</i>
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 especially ‘discuss’ are used, what particular aspects of the question are to be considered must be specified.	<i>Clear instructions</i>



## 08. Moderation and scrutiny of question papers

A Board of Scrutiny scrutinizes the question papers of examinations in the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka.

<b>8.1 Moderation</b>		
	<p>Within one week of receipt of the question papers, the examiner shall, for all examinations other than those for which moderation is not required, send the question paper and marking scheme under confidential cover or a password-protected document via the official email address to the moderator requesting him to return them after moderation nor before the specified date. The moderator checks for technical (subject-specific) requirements. It is preferable to have moderators from the subject experts of the same or other universities (externally). Moderators are appointed through the c-form submitted by the head of the department or the coordinator of the module/stream for the particular examination.</p> <p>Moderation of examination papers should be done after an interactive session between the examiner and the moderator. The following documents should be submitted to the moderator of each exam paper by the Head of the Department: The examination paper, relevant course blueprints, and the model answers with the allocation of marks. The moderator should submit his/her report in the attached format (<b>Annexure 6</b>). The Examiner or the Head of the Department should discuss the comments and corrections suggested by the moderator and prepare the final paper by accommodating those changes.</p>	<i>Moderation of Question papers and Marking scheme</i>
<b>8.2 The Scrutiny Expert and the Board of Scrutiny</b>		
	<p>At the time 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. These expert/s, along with the coordinators of the modules/ stream will constitute the Board of scrutiny. The coordinating examiners will be the Heads of the relevant departments or coordinators of the modules/ stream or those who have been nominated by them. The date and time of the meeting of the Board of Scrutiny may be indicated in the examination timetable or may be informed by the SAR/AR of the faculty. For continuous assessments, a department-level scrutiny board should be appointed including the appropriate members according to the approved examination by-law of FMAS.</p>	<i>Scrutiny expert and board of scrutiny</i>

<b>8.3 Who can be appointed as scrutiny experts?</b>		
	Members of the permanent academic staff of the faculty at the Senior Lecturer grade II or above, with at least 3 years of experience in the examination can be appointed as scrutiny experts. The persons appointed should know the subject area but need not be a specialist in the area.	<i>Qualifications to be a scrutiny expert</i>
<b>8.4 The appointment</b>		
	The Dean will be making the appointments of scrutiny experts and their names should be forwarded to the Senate. Scrutiny experts must agree to preserve the 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. Declaration of confidentiality and prior-identified conflict of interest for examiners and scrutiny board members shall be completed by the time of the scrutiny board meeting ( <b>Annexure 4</b> ). In an instance where the conflict of interest is noticed later, it shall be brought to the attention of the Chief Examiner/Director Examinations/Assistant Registrar-FMAS/Dean-FMAS and withdrawn from the examination process.	<i>Scrutiny experts</i>  <i>Confidentiality</i>  <i>Conflict of interest</i>
<b>8.5 Who can attend the meetings of the Boards of Scrutiny?</b>		
	The Board of Scrutiny should meet in a confidential room (e.g., Dean's room, Faculty Board Room). Only the identified coordinators and scrutiny experts can attend these meetings. They should maintain an 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 of an examination. In such instances, the presence of all board members or their representatives is expected.	<i>Place and process of scrutiny meeting</i>
<b>8.6 What to scrutinize?</b>		
	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. Further, the assessment blueprint for the examination should be prepared and brought to the scrutiny board according to the latest format approved by faculty board and senate ( <b>Annexure 5</b> ). A copy of the assessment blueprint should be handed over to the examination division at the end of the examination.	<i>Scrutiny</i>

	<p>Areas that the board of Scrutiny will be specifically perusing include,</p> <ol style="list-style-type: none"> <li>a) The clarity of the question. They will look at the question from the candidate's point of view and see whether the candidate could understand each question in exactly the way it is expected to be understood by the examiners.</li> <li>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")</li> <li>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.</li> <li>d) Is the apportioning of marks acceptable or are any modifications necessary?</li> <li>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.</li> <li>f) Whether the basic information is included in the examination for the candidate. These details are given under section 9.1.</li> </ol> <p>The Board of Scrutiny will report the standard of the paper and suggestions in a standard format (<b>Annexure 7</b>).</p> <ol style="list-style-type: none"> <li>I. 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 the responsibility of the coordinating examiner (representing the Board of Examiners) to see that the recommendations of the Board of Scrutiny are incorporated into 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.</li> <li>II. 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.</li> <li>III. The board of scrutiny may seek assistance/guidance from the Director/ Examination, SAR/ AR, the Examination Division or the Dean when necessary. The Board of scrutiny may make recommendations on future examinations.</li> <li>IV. The scrutiny expert/s may send any suggestions or comments in writing to the Dean.</li> <li>V. The transactions of the meetings should be cordial and not confrontational.</li> </ol>	
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9.1 Headings of the question paper

	<p><b>A. Content</b></p> <p>I. The following particulars shall be inserted on the top of the question paper (as the heading) in the following order:</p> <ul style="list-style-type: none"> <li>a. Emblem of the Rajarata University of Sri Lanka on the left</li> <li>b. Rajarata University of Sri Lanka</li> <li>c. Faculty of Medicine and Allied Sciences</li> <li>d. The name of the examination</li> <li>e. Month and year in which the examination is held</li> <li>f. The relevant intake (batch) or academic year</li> <li>g. The title of the paper (subject and component)</li> <li>h. The rubric related to the questions to be answered</li> <li>i. Duration of the paper</li> </ul> <p>II. The rubric related to the questions to be answered shall contain the following:</p> <ul style="list-style-type: none"> <li>a. The total number of the questions</li> <li>b. The number of questions to be answered</li> <li>c. Compulsory questions</li> <li>d. Selections from different parts of the paper</li> <li>e. Whether answers to any part should be handed over at a specific period</li> <li>f. Whether separate books should be used for separate questions or parts of the question paper should be handed over separately</li> <li>g. Any other relevant information e.g., Writing index numbers, numbering of pages, apportioning marks for different sections of questions</li> </ul> <p>III. The appropriate page number should appear on each page</p>	<p><i>Contents and order of contents in the exam paper</i></p>
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## **B. Formatting**

- I. Type of the font: Times New Roman
- II. Font Size: 12 (twelve)
- III. Line spacing: 1.5
- IV. Case: (i) MCQ stems A to E – Uppercase  
(ii) All other – Sentence cases (may alter as required)
- V. Other Formatting:  
(i) Questions – Regular font (may bold and/or underline as required)
- VI. Alignment:  
(i) Title – Center  
(ii) Questions – Align Left
- VII. Colour of the letters: Black (may alter as required)
- VIII. Colour of the paper: White (may alter as required)
- IX. Numbering and Alignment of the questions:
  - (i) Main questions:
    - a. Numbering: Hindu–Arabic numeral system should be used
    - b. Alignment: Align Left
    - c. Example: 1.
  - (ii) Level-1 sub-questions:
    - a. Numbering: Main question number followed by a dot and the serially ordered Hindu–Arabic numbers
    - b. Alignment: Align Left on a different level
    - c. Example: 1.2.
  - (iii) Level-2 sub-questions:
    - a. Numbering: Main question number, level1 sub-question number followed by a dot and the serially ordered Hindu–Arabic numbers.
    - b. Alignment: Align Left on a different level
    - c. Example: 1.2.1.

	<p>(iv) Level-3 and above sub-questions:</p> <ul style="list-style-type: none"> <li>a. Numbering: use a numbering system to prevent confusion.</li> <li>b. Alignment: Align Left on different levels</li> <li>c. Example: 1.2.1.1.</li> </ul> <p>The coordinating examiner should bring the draft question paper to the meeting of the Board of Scrutiny with all the above information included so that it is available for perusal by the Board of Scrutiny.</p> <p>The template of the examination papers is shown in <b>Annexure 8</b>.</p>	
<p><b>9.2 Proofreading and preparation of the final question paper</b></p>		
<p>9.2.1</p>	<p>Proofreading 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 at the Examination Division 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.</p>	<p><i>Responsibility for proofreading the papers</i></p>

## 10. Duplication, Stapling, Packing

10.1 Duplication		
10.1.1	The SAR shall take necessary actions for duplicating and packing question papers. For main examinations, a timetable is prepared to specify time slots for duplication work. Otherwise, duplication has to be done by a prior arrangement with the Examination Division.	<i>Time allocation for duplication of papers</i>
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 errors and ease the duplication process.	<i>Supervision of duplication</i>
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, the following guidelines 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 a copy of the essay paper). The number of MCQ papers should equal 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 division.	<i>Guideline for the number of copies of papers</i>
10.1.4	The coordinating examiner will get an appointment from the Examination division to do the duplication work. He should discuss with the technician 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).	<i>The time needed for the duplication task</i>
10.1.5	The duplication work has to be done by the technician in the designated area under the direct supervision of 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 the 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.	<i>Quality of the print</i>
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 are handed over to the coordinating examiner for safekeeping and subsequent destruction with the approval of the Head of the Department, coordinator of a stream or the dean. Such material can be destroyed without delay by shredding them in the Examination division.	
10.1.9	When the duplication work is in progress, entry of unauthorized personnel 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 division and will be signed by the coordinating examiner.	<i>Security of the process</i>
<b>10.2 Stapling</b>		
10.2.1	This will be done in the Examination division 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 with 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 in which the pages have to be stapled. If an instruction sheet is needed that also has to be included.	<i>Person and time of stapling</i>
10.2.2	The staff detailed to staple the paper shall ensure the following. <ul style="list-style-type: none"> <li>a. The papers are stapled in the correct order</li> <li>b. That no sheets which do not have the full material reproduced on one or both-side are stapled</li> <li>c. That no sheet is empty</li> <li>d. That all the copies are of a good quality</li> </ul>	
10.2.3	If there is doubt about the inclusion of any page, it should be approved by the coordinating examiner. When the stapling work is in progress, entry of unauthorized personnel into the area should not be allowed and this work should receive full attention.	<i>Security of the process</i>
<b>10.3 Packing</b>		
10.3.1	This will be done in the Examination division 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 an 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 division.	<i>Process of packing</i>
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, the title of the paper, number of question papers enclosed, whether MCQ question paper or MCQ answer scripts and 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 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.	<i>Contents indicated in the packet</i>
10.3.4	The coordinating examiner shall be responsible for 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. The faculty seal and the signature of the coordinating examiner will be placed and covered by transparent adhesive tape or using other methods practised 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 another designated area. The handover and receipt will be entered in the entry book at the Examination division 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 taken 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 division by shredding them.	<i>Two packets for the original question papers and other materials</i>
10.3.8	While the packing is in progress entry of unauthorized personnel 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, no 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.	

<b>10.4 Packing MCQ answer scripts</b>		
10.4.1	<p>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 kept tied together. There are different types of MCQs, i.e., multiple true/false types and the single best answer type. There are separate MCQ answer scripts for each type. Hence, the coordinating examiner must be aware of this and should ensure that the correct type/s of MCQ answer scripts are packed.</p>	<i>Separate answer scripts for MCQs</i>

## 11. Supervision and Invigilation

<b>11.1 General</b>		
11.1.1	Supervision and invigilation are very important functions in an examination. All employees of the University must 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.	<i>Members engaged in supervision</i>
<b>11.2 Preparation of a timetable for supervisor, invigilators and hall attendants</b>		
11.2.1	Two months before 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 (centre) etc. will be indicated. Declaration of confidentiality and prior-identified conflict of interest for supervisors and invigilators before the commencement of the exam ( <b>Annexure 4</b> ). In an instance where the conflict of interest is noticed later, it shall be brought to the attention of the Chief Examiner/Director Examinations/Assistant Registrar-FMAS/Dean-FMAS and withdrawn from the examination process.	<i>Preparation of the list of supervisors, invigilators and hall attendants</i>
11.2.2	When preparing this timetable, the SAR/AR will get a list of academics and other staff members that will be maintained at the Faculty Office.	
<b>11.3 Appointment of supervisors and invigilators</b>		
11.3.1	The supervisor will be 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 decisions 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 among the senior academic staff. They must be familiar with the examination procedures of the faculty and university.	<i>Responsibility of supervisor</i>
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 offence from being committed. The invigilators should also be familiar with the examination procedures of	<i>Responsibility of invigilators</i>

	the faculty and the university.	
11.3.3	<p>Copies of the invigilation timetable will be posted to the relevant persons and the Heads of relevant Departments (or modules/streams). The SAR/AR shall enclose the following with the timetable:</p> <ul style="list-style-type: none"> <li>a) A copy of the Examination time table for the examination hall (centre)</li> <li>b) A copy of the examination rules</li> <li>c) Copy of instructions to supervisors, invigilators and hall attendants</li> <li>d) Voucher forms</li> <li>e) Any other relevant documents</li> </ul>	<i>Details about the invigilation timetable</i>
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 timetable, 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 ( <b>Annexure 9</b> ). When such changes are made, the person replacing the supervisor/ invigilator must also be of parallel or higher grade or seniority. Supervisors should not be replaced by probationary lecturers or junior staff. Similar conditions apply to non-academic staff as well. Any change must have prior approval from the SAR/AR.	<i>Replacement of supervisor/ invigilator/ non-academic staff</i>
<b>11.4 Examination Hall staff</b>		
11.4.1	The staff on duty at each examination hall (centre) shall consist of at least a supervisor, an invigilator and a hall attendant. If the number of candidates at a centre is more than 30, there shall be an additional invigilator for every additional number of 30 or part thereof exceeding 15. If the number of candidates at the centre 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 centre, 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.	<i>The staff on duty at the examination hall</i>
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	<i>Alternative arrangements in consultation</i>

	<p>unfavourable 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.</p> <p>*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.</p>	
<b>11.5 Duties of the supervisor</b>		
11.5.1	<p><b>Attendance</b></p> <p>At least half an hour before each session commences, the supervisor at each hall (centre) shall collect the question papers and other materials for his/her hall (centre) 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 centre, he/she must ensure that neither the invigilator nor the hall attendants leave the hall during that time.</p>	<i>Attendance of the supervisor at the examination hall</i>
11.5.2	<p><b>Security</b></p> <p>No other person except the Dean, his/her representative, Director/Examinations, SAR/AR, or the Chairman of the Board of Examination (or an identified examiner) may visit the examination hall.</p>	
11.5.3	<p><b>Documents to be taken and arrangements</b></p> <p>11.5.3.1 The supervisor shall check the question paper packet with the timetable to make sure that the correct question paper packet for the session and venue has been handed over, that no question paper for the session or day is missed and that the packets are properly sealed.</p> <p>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.</p>	
11.5.4	<p><b>Supplies by the SAR/AR</b></p> <p>The supervisor shall be supplied with the following by the SAR/AR</p> <ol style="list-style-type: none"> <li>a) Packet (packets) of question papers for the session or day</li> <li>b) Packet (packets) of MCQ answer scripts and any other relevant material</li> <li>c) Attendance list for each paper</li> <li>d) Examination timetable</li> <li>e) Invigilation timetable</li> </ol>	<i>Documents supplied by the supervisor</i>

	<ul style="list-style-type: none"> <li>f) Adequate number of stationeries such as answer books and continuation sheets</li> <li>g) Adequate amounts of printed envelopes or wrapping papers to pack the answer papers, MCQ question papers etc.</li> <li>h) Labels/stickers for answer packets</li> <li>i) Guidelines for supervisors and invigilators</li> <li>j) Date stamp for stamping answer books and continuation sheets</li> <li>k) Miscellaneous stationery items such as gum, transparent adhesive tape, blade, scissors, thread, punch, stapler, sealing wax, a box of matches, candle etc.</li> <li>l) Other written instructions where necessary</li> <li>m) Examination offences reporting forms</li> </ul>	
11.5.5	<p>On arrival at the examination hall (centre), the supervisor shall,</p> <ul style="list-style-type: none"> <li>a) Check whether the correct question papers and relevant documents for the particular session and venue have been brought by him/her.</li> <li>b) Check that the hall has been swept and the desks have been properly arranged and numbered according to the attendance list provided.</li> <li>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. <ul style="list-style-type: none"> <li>I. Allocate candidates for each invigilator.</li> <li>II. Draw the attention of the invigilators and the hall attendants to the duties allocated to them.</li> </ul> </li> </ul>	<i>Things to ascertain by the supervisor at the examination hall</i>
11.5.6	<p>Admitting candidates</p> <p>The supervisor shall ensure:</p> <ul style="list-style-type: none"> <li>a) Those candidates are allowed to enter the examination hall only through the authorized entrance (entrances) and are 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.</li> <li>b) An invigilator is posted at the entrance to check the entry, and order and the candidates do not bring any unauthorized material to the examination hall. The invigilators should check each candidate who enters</li> </ul>	<i>Things to ensure by the supervisor when admitting candidates</i>

	<p>the hall, whether he/she possesses his/her Admission Card and Record Book or a valid Identity card.</p> <p>c) That the candidates shall not be admitted to the hall earlier than 15 minutes before the time of commencement of a paper.</p> <p>d) That if a candidate presents him/herself at a hall (centre) 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 centre). The answer script of such a candidate shall be packed separately and the matter should be brought to the notice of the SAR.</p> <p>e) That no candidate shall be admitted to the examination hall after the expiry of half an hour from the commencement of the examination.</p> <p>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 to the notice of the SAR.</p>	
11.5.7	<p>Distribution of stationery</p> <p>The supervisor shall ensure:</p> <p>a) That the date-stamped answer book shall be issued initially.</p> <p>b) That continuation sheets shall be issued subsequently by the invigilators and each sheet shall be date stamped.</p>	<i>Distribution of stationery</i>
11.5.8	<p>Preliminary Announcements</p> <p>11.5.8.1 Some examination halls are quite long and loudspeakers (or microphones) may not be available and the announcements made by the supervisor may not be heard by the candidates at the back. In such situations, the supervisor will have to make the announcements from two or three locations in the hall and ensure that all the candidates heard the announcement.</p> <p>11.5.8.2 The supervisor shall make the following announcements before the commencement of the examination:</p> <p>a) Strict silence is to be observed by the candidate until the end of the examination.</p> <p>b) No candidates shall remove from the Examination Hall, any answer book or continuation sheets or any other stationery or other materials issued to him/her.</p> <p>c) No candidate shall have with him/her, books, notes, or</p>	<i>Preceding Announcements to the candidates</i>

	<p>electronic devices capable of storing and retrieving text, including electronic dictionaries, packets or files or any stationery or material other than those issued to him/her and if any such material has been brought into the examination hall by any candidate, he/she shall hand them over to the supervisor immediately. The materials, which are authorized to be brought into the hall, are the record book, timetable, admission card etc.</p> <p>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 silence mode) and handed over to the supervisor or kept in a designated place.</p> <p>e) No candidate is permitted to leave the examination hall during the first half an hour of the paper or the last 15 minutes.</p>	
11.5.9	<p>Distribution of question papers and related announcements</p> <p>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.</p> <p>11.5.9.2 The supervisor shall hand over the required number of question papers to each invigilator for distribution to the candidates allocated to each of them, together with any special requirements mentioned in the question paper.</p> <p>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 from the examination hall before the expiry of the first half an hour. MCQ question papers are not to be removed from the Examination Hall.</p> <p>11.5.9.4 The supervisor shall make the following announcements after the distribution of the question paper:</p> <ol style="list-style-type: none"> <li>I. Please check whether you have received the correct question paper</li> <li>II. Please check whether you have got the full question paper.</li> <li>III. You are advised to read the instructions given in the question paper before answering the paper.</li> </ol> <p>11.5.9.5 The supervisor or invigilator shall not under any circumstances give any clarification, or explanation with</p>	<p><i>The process of Distribution of question papers</i></p> <p><i>Announcements after the distribution of the paper</i></p> <p><i>Clarification, and explanation with</i></p>





	<p>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.</p> <p>11.5.9.7.3 If a candidate fails to produce his/her student identity card (or any other valid identity) on 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.</p> <p>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 each signature. The invigilators are required to check whether the candidates have signed the statement given on the admission card. The admission cards shall be arranged thereafter in a serial order, packed and handed over to the supervisor. The supervisor shall hand over the packet of admission cards to the SAR/AR in charge of the examination. He/she shall have them ready for presentation to the candidates at the next examination paper. The candidate's signature should be obtained on the admission card whenever each candidate presents himself/herself for each subsequent paper of the examination.</p> <p>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 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 into the packet. This form will give the examiners, information about the number of scripts enclosed, index numbers of absent candidates, candidates who have not registered</p>	<p><i>Student identification</i></p> <p><i>Collection of admission cards</i></p>
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	<p>etc.</p> <p>11.5.9.7.6 The number of candidates indicated in the Attendance Sheets, the number of those present for the examination (headcount) and the number of answer scripts enclosed must tally.</p> <p>11.5.9.7.7 The supervisor should hand over the original Attendance Sheet together with the packet of answer scripts and signed Admission Cards to the SAR/AR at the end of each session of the examination.</p>	
11.5.10	<p>Announcements during and at the end of the examination</p> <p>The supervisor shall make the following announcements at the appropriate times:</p> <ol style="list-style-type: none"> <li>a) Half an hour before the end of the paper, the supervisor shall announce- “half an hour more”</li> <li>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”.</li> <li>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”.</li> <li>d) After the invigilators have collected the scripts and the checking process is completed – “The candidates may leave the hall without making noise”.</li> </ol> <p>Candidates who finished early may be allowed to hand over their 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.</p>	<i>Announcements were given during the examination</i>
11.5.11	<p>Collection of answer scripts</p> <p>11.5.11.1 Collection of answer scripts will only be done by supervisors and invigilators.</p>	

	<p>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 the place of his/her script in the appropriate place.</p> <p>11.5.11.3 If the number of candidates and the number of scripts does not tally (the number of scripts has 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 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.</p> <p>11.5.11.3.1 If the number of scripts exceeds the number of candidates it may be due to one candidate’s script getting counted as two scripts</p> <p>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 identifying which candidate has not written the index number.</p> <p>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.</p>	<p><i>In a case of deficiency of several scripts</i></p>
<p>11.5.12</p>	<p>Packing of answer scripts.</p> <p>11.5.12.1 The supervisor shall check each invigilator has arranged the scripts in the order of index numbers.</p> <p>11.5.12.2 The supervisor shall arrange for the scripts to be packed. Each part shall be packed as requested by the examiners. The number of scripts that can go into 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</p>	<p><i>Number of scripts to be packed</i></p>

	<p>candidates sat in different halls, the number of scripts should anyway be divided. If the number of scripts is below 100 (as in a repeat exam), it may be acceptable to prepare one packet if it can be done conveniently.</p> <p>11.5.12.3 The supervisor shall enclose in each packet:</p> <ul style="list-style-type: none"> <li>a) One copy of the question paper and,</li> <li>b) An adequate number of marks sheets</li> </ul> <p>11.5.12.4 Each packet shall be tied securely and sealed. The supervisor shall ensure that all details on the label have been duly filled in.</p>	
11.5.13	<p>Examination stationery</p> <p>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.</p> <p>11.5.13.2 To prevent candidates from 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:</p> <ul style="list-style-type: none"> <li>a) After the candidates leave the hall, the invigilator shall go around and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.</li> <li>b) All unused examination answer books and continuation sheets shall be returned to the SAR by the supervisor.</li> <li>c) All the examination answer books and examination stationery shall be kept locked and keyed by SAR/AR. Only the required amount of examination stationery will be released.</li> </ul>	<i>Providing blank answer books and continuation sheets</i>
11.5.14	<p>Handing over answer scripts and other materials</p> <p>11.5.14.1 The following shall be handed over by the supervisor to the</p>	<i>Handing over answer scripts</i>

	<p>SAR/AR at the end of each session or day:</p> <p>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</p>	
11.5.15	<p>Supervisor's Report</p> <p>Supervisors of main examinations (2<sup>nd</sup> MBBS, 3<sup>rd</sup> MBBS Part-I, 3<sup>rd</sup> MBBS Part-II and Final MBBS) are expected to complete the supervisor's report for each component of the examination separately and submitted to the Examinations Division on completion of the particular component of the examination (<b>Annexure 10</b>).</p>	
<b>11.6 Duties of the invigilators</b>		
11.6.1	<p>Responsibility</p> <p>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.</p>	<i>Responsibility of invigilators</i>
11.6.2	<p>Attendance</p> <p>11.6.2.1 The invigilators shall attend 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.</p> <p>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 leaving the hall is urgent and that he/she could ensure proper supervision of the examination during the period of the invigilator's absence.</p>	<p><i>Attendance of invigilators before the examination</i></p> <p><i>Invigilators leaving the examination hall</i></p>
11.6.3	<p>Examination hall duties and invigilation</p> <p>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 to any needs of the candidates and ensure that no copying takes place. It would be prudent for one of the</p>	<i>Invigilation of candidates throughout the exam</i>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>11.6.3.4 The invigilator shall not give any clarification or explanation under any circumstances about the questions to any candidate. If an invigilator is asked for such clarification, the invigilator must direct it to the supervisor.</p> <p>11.6.3.5 The invigilator shall at the expiry of the first half an hour, with the approval of the supervisor, go around and mark the Attendance Sheet and get the candidates to sign the Admission Card. He/she shall return the original Attendance Sheet to the supervisor.</p> <p>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 (centre) during the first half hour, or during the last 15 minutes of the paper.</p> <p>11.6.3.7 The invigilator shall collect the scripts of every candidate who leaves before the last 15 minutes.</p> <p>11.6.3.8 As soon as the time allotted for the examination is over, the invigilator shall collect from every candidate his/her script whether answered or not. In doing so, he/she shall check that the script bears the correct index number.</p> <p>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.</p> <p>11.6.3.10 The invigilator shall keep surveillance of any candidates</p>	<p><i>Distributing the date-stamped examination stationery</i></p> <p><i>Marking the Attendance</i></p>
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	<p>wishing to make use of the toilet while the examination is in progress.</p> <p>11.6.3.11 After the candidates leave the hall, the invigilator shall go around and inspect the hall to ensure that all answer scripts and other examination stationery have been collected.</p> <p>11.6.3.12 The invigilator shall assist the supervisor in packing and sealing the answer scripts.</p>	
<b>11.7 Examination Offences</b>		
11.7.1	<p>After the commencement of the examination if any candidate is found to have any unauthorized documents (material) or devices (including communication devices) with him/her or if he/she breaches examination procedure or if he/she commits any of the offences listed as examination offences under 17.2 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 or devices. The candidate involved should be allowed to continue with the examination. The supervisor should make every endeavour to carry on these activities without disturbing the other candidates. At the discretion of the supervisor, such a candidate may be allowed extra time for the time lost in such an inquiry. Recording of statements from the candidate and the invigilator should be done after the exam. Each statement should be signed by the person making such a statement. 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 (<b>Annexure 11</b>) for reporting examination offences should be provided by the examination division along with the examination stationery.</p> <p>The supervisor shall not enter into an 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 about examination offences should be serially numbered and submitted to the Assistant Registrar, FMAS, under a sealed cover marked "Examination Offence".</p>	<p><i>Examination offences and procedural overview</i></p> <p><i>Special note to Supervisor</i></p>
<b>11.8 Duties of hall attendants</b>		
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 division 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 stationery and other material necessary for the examination.	
11.8.3	They shall assist the SAR /AR /supervisor in arranging and numbering 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 stationery and in packing answer scripts and sealing them when they are called upon to do so.	
11.8.6	They shall carry parcels of answer scripts, stationery 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.	
<b>11.9 Illness of candidate in the examination hall</b>		
11.9.1	In the event of a candidate falling ill while answering a paper, the supervisor, where possible, shall seek the assistance of a medical officer. However, if a medical officer is not available the supervisor may take whatever action he/she deems necessary to help the candidate overcome his/her illness. If the candidate is compelled to discontinue answering the paper, the supervisor shall collect the answer script, mark the time at which it was collected, make his/her report on the matter and hand over the documents to the SAR/AR.	<i>In the event of a candidate falling ill while answering a paper</i>
11.9.2	If the candidate is immobilized temporarily and can answer the paper after some time 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)

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.	<i>Examination procedure at the examination hall: before the commencement of the examination</i>
12.2	Candidates shall comply with the instructions given by the supervisor and/ or displayed at the entrance of the examination hall. Candidates shall enter the examination hall only when the supervisor permits them to do so.	
12.3	Candidates shall enter the examination hall in an orderly manner and proceed straight to the designated seat indicated by the index number written on the desk and be seated. On admission to the hall, a candidate shall occupy the seat allocated to him/her and shall not change it except on the specific instruction of the supervisor.	
12.4	No candidate shall be admitted to the examination hall for any reason 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 the examination or during the last 15 minutes of the paper.	<i>Time to enter and exit the examination hall</i>
12.5	A candidate may be permitted provisional entry on account of an unforeseen event after the above-mentioned expiry of the first 30 minutes, if no candidate has left the examination centre (or any other Centre where the same assessment is concurrently conducted), at the sole discretion of the supervisor. No extra time will be allowed for such candidates. A candidate permitted under this condition shall make a written signed statement on the event, immediately upon completion of the examination and submit the same to the supervisor who shall forward the same to the Dean of the Faculty who in turn will report to the Senate for determination of the validity of such candidature.	<i>No extra time for candidates who left the exam hall</i>
12.6	Candidates shall leave all personal belongings other than the material permitted at the examination hall while entering the examination hall. The only form of written or printed material allowed in the examination is the proof of identity (student identity card/ student record book carrying the photograph of the candidate/ any other proof as accepted by the Supervisor) and the admission card. Other written and printed material may be allowed in open-book examinations. Special devices may be allowed by the Supervisor for candidates with special needs.	
12.7	A candidate shall have his/her University Identity Card, Student Record Book and Admission Card (hereafter named 'Identification Document/s'), with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is	<i>'Identification Document/s</i>

	<p>liable to be cancelled if he/she does not produce the Identification documents when requested to do so. If he/she failed to bring his/ her Identification documents on any occasion, he/she shall sign a declaration in respect of that paper for which he/she has not produced the Identification document/s in the form provided for it, and produce the Identification documents on the next occasion when he appears for the examination. If it is the last paper or the only paper, he/she is sitting, he/she shall produce the Identification document/s to the Assistant Registrar, FMAS, on the following day. If a candidate loses his/her Identification Document/s during the course of an examination, he/she shall obtain the duplicates from the Assistant Registrar, FMAS, for production at the examination hall.</p>	
12.8	<p>Admission cards shall be issued a minimum of two weeks before the examination. However, it might be changed in unavoidable circumstances. Collection of the admission cards may be arranged on the first day of the examination in special situations. 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 on 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 Assistant Registrar, FMAS, or the in charge of examinations. He/she shall have them for presentation to the candidates at the next examination paper. The candidate's signature should be obtained on the admission card whenever each candidate presents himself/herself for each subsequent paper of the examination.</p>	<i>Issuing admission cards</i>
12.9	<p>A candidate whose name on the proof of identity and the Admission Card differ in any manner shall submit a declaration at the end of the examination to the Supervisor admitting the incongruity and produce an affidavit certifying that both names refer to the same candidate, within a week after the examination.</p>	
12.10	<p>Candidates shall bring their pens, ink, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring.</p>	
12.11	<p>No candidate shall have on his/her person or in his/her clothes or on the Admission Card, timetables, 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 any of these materials is lost. A candidate may be required by the supervisor to</p>	<i>Examination procedure at the examination hall: before and during the examination</i>

	declare any item in his/her possession or person.	
12.12	A candidate shall disclose any items in one's possession or person if requested by the Supervisor or an Invigilator.	
12.13	Candidates shall not start answering until they are notified to do so implicitly or explicitly.	
12.14	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 on 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.	<i>Entering the index number</i>
12.15	Examination stationery ( <i>i.e.</i> , 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.	
12.16	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.	
12.17	A Candidate shall neither seek nor obtain academic help from the Supervisor, an Invigilator, an examiner or any other person unless specifically permitted. Nor shall any candidate use any unfair means, obtain, or render improper assistance at the examination.	
12.18	A Candidate shall neither lend nor borrow any material from any other candidate, without the permission of the Supervisor.	
12.19	A Candidate shall neither help nor attempt to help another candidate or act negligently so that another candidate has the opportunity of copying. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person.	
12.20	A Candidate shall neither communicate nor attempt to communicate in any manner with another candidate or any person other than authorized persons.	

12.21	A Candidate shall neither copy from nor attempt to copy from any other candidate.	
12.22	A Candidate shall neither copy from nor attempt to copy from any unauthorized material. The presence of unauthorized material on one's desk or near the candidate during a written examination will be deemed as an attempt to copy.	
12.23	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.	<i>Silence in the examination hall</i>
12.24	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.	
12.25	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.	
12.26	A Candidate shall write and draw only on the answer books or other stationery which carry the date stamp and a signature of an Invigilator provided for the particular examination unless specifically allowed otherwise. Candidates shall not write/draw on any other paper/documents/ objects during the examination. Such actions shall be interpreted as having been written beforehand, with the intention of copying.	<i>Recommended Answer scripts</i>
12.27	All calculations and rough work shall be done only on paper supplied for the examination, which carries the date stamp and signature of an Invigilator, and shall be cancelled and attached to the answer scripts. Such work should not be done on admission Cards, timetables, question papers, Student Record Books any other paper or object. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answers with the intention of copying.	
12.28	Candidates must write the index number assigned to her/ him on each answer script. A Candidate shall write neither her/ his name nor any identification mark on the answer script.	

12.29	Candidates must gather and arrange the answers sheets in an order tied up in preparation for ending the examination when the Supervisor announces to do so.	
12.30	Any answer or part of the answer not to be considered for 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.	
12.31	Candidates must take good care of the materials (charts, tables, slides, specimens, calculators etc.) provided for their use at the examination and return. They also shall not tear, crumple, fold or otherwise mutilate the stationery provided to them. Candidates must leave all the material provided by the University on the desk for collection by the hall staff or the examiners at the end of the examination.	
12.32	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.	
12.33	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 moved out of the examination hall by a candidate unless the supervisor instructs them to do so.	
12.34	Candidates shall leave the examination hall when asked to do so by the Supervisor keeping calm and silent.	
12.35	A candidate who has handed over his/her answer script is not entitled to call it back under any circumstance.	
12.36	No candidate shall remove his/her or any other candidate's answer script from the examination hall.	
12.37	Once the examination has commenced no unauthorized persons shall be allowed to enter the examination hall. The supervisor has final authority in deciding who may and may not be allowed entry to the hall. Persons who may be allowed into the hall (with the permission of the supervisor) include the Dean, the Director Examinations/FMAS, the University Registrar, the Assistant Registrar/FMAS, or Deputy Registrar/Examinations.	
12.38	If circumstances arise in the opinion of the supervisor for cancellation or postponement of the examination, he shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Dean, Assistant Registrar/FMAS, the Director	<i>Cancellation or postponement of an examination</i>

	Examinations/FMAS, Vice-chancellor and University Registrar. However, the supervisor should be very cautious in exercising this authority. In such instances, it is always desirable that the Dean, Assistant Registrar/FMAS or Director Examinations/FMAS is contacted before a final decision is taken.	
12.39	The supervisor or invigilator is empowered to request any candidate to make a statement in writing about any matter, which may have arisen during the course of the examination, and such statements shall be signed by the candidate. A Candidate is obliged to follow an order by the Supervisor or an Invigilator on her/ his behalf to make a statement in writing on any matter which may arise during the course of the examination and such statement shall be written and signed by the Candidate. Such material will be sealed in the presence of the Candidate as a witness. If any candidate refuses to give a statement or refuses to sign a statement made by him/her, the supervisor should record this fact. The Supervisor shall follow the procedure as governed by guidelines for Supervisors.	<i>Investigating an examination offence</i>
12.40	No student shall sit an examination if he /she has exhausted the number of attempts that he/she is allowed to sit that particular examination unless he/she has been granted special permission to do so by the Senate. The request of the candidate should be submitted to the Faculty Board, FMAS, with the completed Grace Chance Application Form, and it shall be forwarded for the recommendation of the Senate with the recommendation of the Faculty Board, FMAS.	<i>Prerequisites to sit for an examination</i>
12.41	No student shall sit an examination if he /she has spent beyond the maximum ten-year period from the date of registration unless he/she has been granted special permission to do so by the Senate. The request of the candidate should be submitted to the Faculty Board, FMAS, with the completed Grace Chance Application Form, and it shall be forwarded for the recommendation of the Senate with the recommendation of the Faculty Board, FMAS.	

## 13. Receiving and distributing packets of answer scripts

<b>13.1 Receiving packets of answer scripts from the Examination Hall</b>		
13.1.1	The SAR shall make arrangements for an officer of the Examination division 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 division. 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 for a particular session, day or examination are received. If there are any deficiencies, he/she shall make inquiries and keep the Dean informed.	<i>Receiving packets of answer scripts</i>
<b>13.2 Distribution of the packets of answer scripts to the examiners</b>		
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 division and collect the packet of scripts after signing the appropriate book. Any other arrangements for delivery of the packets of answer scripts packets may be made only with the approval of the Dean.	<i>Collection of the packets of answer scripts</i>
13.2.2	In addition to the packets of answer scripts, the SAR shall deliver the examiners the following: <ul style="list-style-type: none"> <li>a) Mark sheets</li> <li>b) Voucher form</li> <li>c) A copy of a detailed examination timetable including the dates of the pre-result and result boards</li> <li>d) A notice including the last date by which the marks and scripts should be returned</li> <li>e) Copy of the attendance sheet of the relevant session/exam</li> </ul>	
13.2.3	The SAR shall send a reminder to 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 be marked 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 is enclosed. Each examiner will hand over the marks in a sealed envelope to the coordinating examiner.	<i>When scripts have to be marked by two examiners</i>



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 marks in a sealed envelope.	
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## 14. Responsibilities of examiners

<b>14.1 Introduction</b>		
14.1.1	The examiner has to be aware that he/she has responsibilities toward the candidates, the institute and the public. The faculty has the 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.	<i>Responsibilities of examiners</i>
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 Examiners or the coordinating examiner.	
<b>14.2 Disclosure</b>		
14.2.1	The examiners should disclose to the Chairperson of the Board of Examiners (or the Dean or SAR) if assessing a particular candidate(s) causes a conflict of interest (i.e., immediate family, other reasons so that alternate arrangements can be made for the assessment, if necessary).	
14.2.2	The examiners should inform the Dean or SAR about any attempt made directly or indirectly by a candidate to unduly influence the assessment of his/her performance at the examination.	
<b>14.3 Confidentially</b>		
14.3.1	<p>The examiners should not do the following</p> <ul style="list-style-type: none"> <li>a) Disclosure of a candidate's performance, grade or mark to a third party or a candidate</li> <li>b) Disclosure of confidential information about an individual candidate to prejudice other examiners' independent assessment of a candidate's performance</li> <li>c) Disclosure of confidential material (e.g., MCQs, essay questions, cases, any other examination material) to the candidates</li> </ul>	<i>Confidentiality of the examiners</i>

## 15. Duties of Examiners

15.1 Marking of essay questions		
15.1.1	<p>Preliminaries</p> <p>15.1.1.1 Marking of examination scripts will only be done by designated members of the Board of Examiners.</p> <p>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 the SAR immediately.</p> <p>15.1.1.3. Once each examiner takes custody of the bundle of answer scripts, it becomes his/her responsibility to ensure safety. The examiner should not keep the scripts in places where their security is jeopardized.</p>	<i>Preparation of marking the essay questions</i>
15.1.2	<p>Preparation of the marking scheme for essay questions</p> <p>15.1.2.1 There shall be a marking scheme for each question. This should be prepared by the examiner setting the question.</p> <p>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).</p> <p>15.1.2.3 A copy of the final marking scheme shall be forwarded to all marking examiners.</p>	<i>Preparation of the marking scheme</i>
15.1.3	<p>The marking processes</p> <p>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.</p> <p>15.1.3.2 During the exercise of marking, the examiner will read every answer and gauge the appropriateness of the answers to the question. Each examiner will compare the candidate's answer with the marking scheme, see how many points are included in it and decide on an appropriate mark. In deciding on the mark, the examiner should demonstrate internal consistency. The examiner has the freedom to use a full range of marks (eg.0 to 100) rather than marking within a narrow range. If the examiner wants any guidance, he/she could consult the Chairperson of the Board of Examiners. It is not uncommon</p>	<i>The procedure of marking</i>

	<p>for examiners to get “exam fatigue” when they are correcting a bundle of scripts carrying the answer to the same question. Examiners should become aware of this and take appropriate prevention measures.</p> <p>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 an examination where only one examiner is marking the scripts, the examiner should not leave marks on the borderline.</p> <p>15.1.3.4 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 first in all the scripts followed by the marking of questions 2 question 3 and so on (i.e., the marking shall be done by question by question instead of script by script).</p> <p>15.1.3.5 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.</p> <p>15.1.3.6 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 the examiner’s signature. The marking examiner must keep a copy of the marks.</p> <p>15.1.3.7 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 a delay in the first examiner correcting the script, the script can be forwarded to the second examiner for marking to minimize the delay.</p> <p>15.1.3.8 The examiner may keep notices that he/she thinks necessary, to be discussed with the other examiners at the pre-result board meeting.</p> <p>15.1.3.9 Marks shall not be entered on the answer scripts, except in instances where the examiner is specifically instructed to do so.</p>	<p><i>In the case of two markings of scripts</i></p> <p><i>Preparation of mark sheet</i></p> <p><i>Details in the mark sheets</i></p>
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<b>15.2 Marking of MCQs</b>		
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 the determination of marks for true/false type MCQs, 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) has to be considered.	<i>Preparation of an answer sheet with the correct answers</i>
15.2.3	It is the 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, an MCQ mark sheet will be prepared. The mark sheet will be signed by the responsible examiners and handed over to the Chairperson of the board of examination or the coordinator.	<i>Preparation of MCQ mark sheet</i>
15.2.4	Once the MCQs are corrected, the answer scripts will be sealed and returned to the SAR or kept in the custody of the coordinating examiner.	<i>Storage of corrected answer scripts</i>
<b>15.3 Conference marking</b>		
15.3.1	For certain examinations, the Board of Examiners may decide to do "conference marking". In such instances identified members of the Board of Examiners will meet as a group (in conference) and assign marks to the answers using a marking scheme. Any difficulty a particular examiner may have in assigning a mark to a particular answer will be discussed in the group and sorted out. Unlike in the case of independent double marking where each candidate ends up with sets of marks, which is averaged to a final mark, after conference marking, each candidate will be having only one set of the mark and this mark will be considered as the final mark for that question for that candidate.	<i>The process of a conference marking</i>

<b>15.4 Examining candidates and awarding marks in clinical examinations (long cases, short cases and OSCE)</b>		
	The department conducting clinical examinations has its procedures for conducting the examinations. The department should brief the examiners about them. The following section gives some general guidelines for examiners participating in clinical examinations.	
15.4.1	<p>General</p> <p>The faculty expects the examiners to do the following:</p> <p>15.4.1.1 Treat all candidates with dignity and respect</p> <p>15.4.1.2 Ensure that each candidate is treated equitably and fairly with an even application of academic standards</p> <p>15.4.1.3 Judge each candidate based on performance without being influenced by any extraneous factors</p> <p>15.4.1.4 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 should be able to discuss this with the coordinating examiner and/or the other examiners and find a satisfactory solution</p>	<i>Examiners’ responsibility toward the candidates</i>
15.4.2	<p>Recommendations for examiners before the clinical examination</p> <p>15.4.2.1 Familiarize themselves with the format, scheme of marking, and pass/fail criteria of the relevant examination.</p> <p>15.4.2.2 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.</p> <p>15.4.2.3 Have handed over all the material necessary for examining the candidates.</p> <p>15.4.2.4 Attend the briefing conducted by the Chairperson of the Board of Examiners.</p> <p>15.4.2.5 Arrive at the examination hall (centre) ahead of the commencement of the examination allowing sufficient time to familiarise with the location, material and organizational arrangements.</p> <p>15.4.2.6 Switch off all the documentation equipment (cellular phones, pagers, bleeps etc.) or hand over these items to the</p>	<i>Recommendations for examiners before the clinical examination</i>

	<p>supporting staff.</p> <p>15.4.2.7. Remain at the examination premises throughout the period where the services of the examination are needed.</p>	
15.4.3	<p>Recommendations to examiners to follow during the clinical examination</p> <p>15.4.3.1 Greet the candidates and put him/her at ease creating a non-stressful environment.</p> <p>15.4.3.2 Request the candidate to sit in appropriate (e.g., Case discussion, viva voce)</p> <p>15.4.3.3 Give clear instructions on what is expected from the candidate.</p> <p>15.4.3.4 Indicate the time available and avoid exceeding the time limit.</p> <p>15.4.3.5 Allow a brief moment for clarification where required or requested.</p> <p>15.4.3.6 Allow the candidates to respond to the questions without unnecessary interruption.</p> <p>15.4.3.7 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 performance and is not influenced by non-academic factors.</p> <p>15.4.3.8 Consult and discuss with co-examiners in borderline and other difficult cases before reaching a final decision or giving the final marks.</p> <p>15.4.3.9 Make appropriate notice of the progress of the candidate's performance in the marking book for reference in the discussion during the pre-result board and further counselling purposes.</p> <p>15.4.3.10 Hand over the marking book to the coordinating examiner at the end of the session duly signed and with all entries complete.</p> <p>15.4.3.11 submit a written report to the SAR or the Dean, if necessary</p>	<p><i>Appropriateness of candidate's marks</i></p>
15.4.4	<p>Recommendations on things <u>not to be done</u> by examiners during a clinical examination</p> <p>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</p>	<p><i>Things not to be done by examiners during a clinical examination</i></p>

	<p>voce examinations. If there is prior knowledge of what you have to examine such as a candidate you should discuss this with the other examiners available and make a suitable alternative arrangement.</p> <p>15.5.4.2 Make any remarks of racial, religious or sensitive nature that will impair the performance of the candidate.</p> <p>15.5.4.3 Belittle or ridicule a candidate or act in a way to cause embarrassment.</p> <p>15.5.4.4 Impose his/her values and personal opinions and beliefs on the candidate.</p> <p>15.5.4.5 Attempt to “educate” the candidate during the examination. It is not the appropriate time.</p> <p>15.5.4.6 Discriminate unfairly between candidates.</p> <p>15.5.4.7 Allow conflicts of interest to interfere with a fair assessment.</p> <p>15.5.4.8 Associate or socialize with the candidate in any way immediately before, during or immediately after the examination.</p>	
<b>15.5 Examining candidates and awarding marks in the viva voce examination</b>		
15.5.1	The departments conducting viva voce examinations have their procedures for conducting these examinations. The head of the department or a designated member should brief the examiners about them. Very often these examinations are conducted in a “structured format” and marking is made objective. A minimum of 2 examiners should be there in a panel of examiners of viva voce and marks should be awarded independently. The marks of the candidate are decided at the time of the examination.	<i>Examining and awarding marks in the viva voce examination</i>
<b>15.6 Marking of practical examinations</b>		
15.6.1	The department conducting practical examinations has its procedure for 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.	<i>Conducting the practical examination</i>
15.6.2	For the OSCE examination, there should be an agreed model answer and the scripts will be corrected using it.	



<b>15.7 Marking of community and family attachments, research projects and reports</b>		
15.7.1	The department of community medicine has schemes for marking the above assessments and these will be made available to the examiners.	
<b>15.8 Elective project and report</b>		
15.8.1	The elective committee has schemes for marking the above documents and these will be available to the examiners.	
<b>15.9 Participation in results boards</b>		
15.9.1	In addition to correcting answer scripts and/or participating in different sections of the examinations, the examiner has to attend result boards for the finalization of results.	<i>Participating in result boards for the finalization of results</i>
<b>15.10 Providing feedback on examination performances</b>		
15.10.1	Examiners may be requested to participate in counselling sessions conducted to give feedback to unsuccessful candidates ( <b>Annexure 12</b> ).	
15.10.2	<p>Procedure for providing feedback on examination performances SEQ and OSPE/OSCE/OSPHE</p> <p>The chief examiner of the discipline or head of the department or module coordinator is expected to obtain the examiners' feedback on the performance of the candidates. Examiners are expected to provide an overall evaluation of students' performance after assigning marks for each component of the examination and should be submitted to the chief examiner with the mark sheet (<b>Annexure 13</b>).</p> <p>The chief examiner of the discipline or head of the department or module coordinator is expected to prepare a summary of the examiner's feedback on the performance of the candidates and submit it to the Medical Education Unit for remedial actions and to the Examinations Division with the final mark sheet for filing purposes (<b>Annexure 14</b>).</p> <p>Procedure for providing feedback on examination performances</p> <ul style="list-style-type: none"> <li>• General feedback on examination performance (based on the 'examiner's feedback' document sent to the examination department) should be notified to the whole batch.</li> <li>• Students who have scored significantly lower marks should be notified with individual feedback accordingly.</li> <li>• A register should be maintained at the department level for the provision of individual feedback to the relevant students.</li> <li>• Students who need further support could be directed to their respective mentors for guidance.</li> </ul>	<i>Procedure for providing feedback on examination performances SEQ and OSPE/OSCE/OSPHE</i>

<p>15.10.2</p>	<p>The following are prepared by the Examination Division and the respective departments are expected to share the information with students.</p> <p>15.10.2.1 SBA type MCQs</p> <p>For an individual student: Answers marked by the student, marks scored for an individual question, total score, and percentage score.</p> <p>For the batch: The number of students who selected correct and incorrect answers for individual questions, average total mark, and average percentage mark.</p> <p>15.10.2.2 True/False type MCQs</p> <p>For an individual student: Answers marked by the student, the status of each statement whether correct or incorrect, marks scored for an individual question, total score, and percentage score.</p> <p>For the batch: The number of students who selected correct and incorrect options for individual statements, average marks scored for individual questions, average total mark, and average percentage mark.</p>	<p><i>Procedure for the item analysis of MCQs by Examination Division</i></p>
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## 16. Processing of marks

16.1 Preliminaries		
16.1.1	<p>Once the essay marks of two examiners who have marked 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 the case where there is no such difference the average of the two sets of marks will be considered the final mark for that question. If there are cases where the marks assigned by the two examiners to any individual candidate exceed 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 to less than 15%. if these can be done the average of the two sets of marks (after the appropriate adjustments) will be considered the final mark for the question. Where it is not possible for the examiners to reduce the mark to that level, the 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 the final mark for that question. This step has to be followed for all the questions, which have been marked independently by two examiners. It is only after going through this step that the essay marks can be finalized.</p>	<i>Process of making essay marks</i>
16.1.2	<p>In some instances, the examiners may decide to remove certain questions or parts of questions from the MCQs. this may be done due to ambiguity of the question, “on the level of difficulty” or other reasons. The final marks of the MCQs component will arrive only after these procedures. Approval from the Dean should be obtained for this procedure.</p>	<i>Removing questions from MCQs</i>
16.1.3	<p>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 obtained in such instances.</p>	<i>Standardizing the results</i>

## 17. Examination offences and punishments

17.1	Any candidate who violates any of the requirements or conditions stipulated in the examination procedure mentioned in section 12 or examination rules for the candidates in section 24.16 shall be considered as having committed an examination offence.	<i>Examination offences: Introduction</i>
17.2	<p>Examination offence may be classified as follows:</p> <ol style="list-style-type: none"> <li>a. Possession of unauthorized documents or removal of examination stationery</li> <li>b. Possession of communication devices such as cell phones, pagers, smartphones, smart watches, tabs, etc. Whether they are used or not is immaterial, mere possession of them in the exam hall is an examination offence</li> <li>c. Possession of any unauthorized electronic device. Whether they are used or not is immaterial, mere possession of them in the exam hall is an examination offence</li> <li>d. Copying<sup>1</sup></li> <li>e. Obtaining or attempting to obtain improper assistance or cheating<sup>2</sup> or attempting to cheat</li> <li>f. Impersonation<sup>3</sup></li> <li>g. Plagiarism<sup>4</sup></li> <li>h. Attempting to get to know (a) question(s) or part of a question before the examination or during the examination through any person in an unauthorized manner</li> <li>i. Attempting to reveal (a) question(s) or part of a question to another candidate before the examination or during the examination</li> <li>j. Disorderly conduct<sup>5</sup></li> <li>k. Violation of any of the requirements or conditions in the examination procedure in section 12 of this document</li> <li>l. Violation of any of the examination rules for the candidates in section 24 of this document</li> <li>m. Aiding and abetting the commission of any of these offences listed above (a to l)</li> </ol> <p><sup>1</sup> <i>Communicating answers from or to another person</i></p> <p><sup>2</sup> <i>Acts of fraud, deceit, or dishonesty in an academic assignment including examination, or using or attempting to use or assist others in using materials including communication devices that are prohibited or inappropriate in the context of an academic assignment including examination to gain undue advantage, and removal of stationery belonging to the University that is pertaining to examinations from the examination hall</i></p> <p><sup>3</sup> <i>An act of pretending to be another person for the purpose of fraud or using another person to pretend to be self</i></p>	<i>Classification of examination offences</i>

	<p><sup>4</sup> <i>The practice of taking someone else's work or ideas and passing them off as one's own</i></p> <p><sup>5</sup> <i>Unruly behaviour, Not heeding to instructions of or influencing the Supervisor, Invigilator(s) and other staff, any act that may disrupt the conduct of the examination</i></p>																													
17.3	<p>The classification given in 17.2 is not exhaustive and the categories given in 17.2 are not mutually exclusive. Violating a single procedure in section 12 or violating a single rule in section 24.16 may amount to more than one offence classified in 17.2. The examination disciplinary committee (mentioned in section 17.4) shall decide the offence or offences by careful consideration of the available facts. The table below shall be used as a guide to decoding the offence or offences.</p> <table border="1"> <thead> <tr> <th>Examination offence as classified in 17.2</th> <th>Violated examination rule or rules in 24.16.</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>6, 12, 16, 32, 34, 37</td> </tr> <tr> <td>b</td> <td>7, 12</td> </tr> <tr> <td>c</td> <td>7, 12</td> </tr> <tr> <td>d</td> <td>22, 23, 25, 27, 28, 39</td> </tr> <tr> <td>e</td> <td>6, 7, 12, 15, 18, 19, 20, 21, 23, 27, 28, 38, 39, 41</td> </tr> <tr> <td>f</td> <td>40</td> </tr> <tr> <td>g</td> <td>38, 39</td> </tr> <tr> <td>h</td> <td>18, 21,</td> </tr> <tr> <td>i</td> <td>21</td> </tr> <tr> <td>j</td> <td>1, 2, 3, 4, 5, 8, 15, 16, 17,18, 19, 20, 21, 24, 25, 27, 28, 29, 32, 33, 34, 37</td> </tr> <tr> <td>k</td> <td>Applicable all the sections in 12 (not amounted to a-j)</td> </tr> <tr> <td>l</td> <td>Applicable all the sections in 24.16 (not amounted to a-j)</td> </tr> <tr> <td>m</td> <td>Applicable all the sections in 24.16</td> </tr> </tbody> </table>	Examination offence as classified in 17.2	Violated examination rule or rules in 24.16.	a	6, 12, 16, 32, 34, 37	b	7, 12	c	7, 12	d	22, 23, 25, 27, 28, 39	e	6, 7, 12, 15, 18, 19, 20, 21, 23, 27, 28, 38, 39, 41	f	40	g	38, 39	h	18, 21,	i	21	j	1, 2, 3, 4, 5, 8, 15, 16, 17,18, 19, 20, 21, 24, 25, 27, 28, 29, 32, 33, 34, 37	k	Applicable all the sections in 12 (not amounted to a-j)	l	Applicable all the sections in 24.16 (not amounted to a-j)	m	Applicable all the sections in 24.16	<p><i>Examination rules related to Classified examination offences</i></p>
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17.4	<p>There shall be an examination disciplinary committee (or 'assigned committee') appointed by the Vice-Chancellor or Senate to investigate and make recommendations (including punishments) regarding examination offences referred to it. The punishment recommended by the examination disciplinary committee shall be submitted to the Senate for decision. The name of the committee is decided by the Senate and subjected to revision. Any committee appointed for the said purpose by the Vice-Chancellor or Senate is considered as the 'assigned committee'.</p>	<p><i>The examination disciplinary committee and its scope</i></p>																												

17.5	In all cases of commission of examination offences detected, the supervisor shall take action as outlined below and forward his/her report ( <b>Annexure 11</b> ) to the Assistant Registrar, FMAS.	<i>The procedure of recording and informing an examination offence to the examination disciplinary committee and instructions for the staff</i>
17.6	Prior knowledge of a question paper or part of thereof, shall constitute an examination offence.	
17.7	Where a student has been in possession of unauthorized material and/or device at an examination hall, he/she shall be presumed to have made use of such material and/or device until the contrary is proved by him/her.	
17.8	In cases of disorderly conduct, the supervisor shall in the first instance warn the candidate to be of good behaviour, where the candidate persists in unruly or disorderly conduct the supervisor may expel the candidate from the examination hall and provide 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 the Assistant Registrar, FMAS.	
17.9	In all other cases of examination, offences detected by the supervisor shall on detection of the offence take possession of unauthorized documents devices if any, obtain a statement from the candidate and write his/her report on the matter on the form provided for this purpose ( <b>Annexure 11</b> ). The supervisor shall submit his /her report along with all documents to the Assistant Registrar, FMAS.	
17.10	The Assistant Registrar, FMAS, shall place all examination offences submitted by the supervisor for the consideration of the Dean who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.	
17.11	Any examiner, Dean of Faculty, Head of the Department, Chairperson/Coordinator of a stream or any other official of the University who detects an examination offence shall report the matter in writing to the Dean of the faculty who shall submit it to the Vice Chancellor for necessary action.	
17.12	Any allegation regarding the commission of offence from whosoever shall be submitted by the registrar or Assistant Registrar to the Vice-chancellor, who shall decide whether these shall be referred to the examination disciplinary committee for necessary action.	
17.13	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.										
17.14	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.										
17.15	An appeal against the decision of the senate shall be made to the council within 14 days of being informed of the punishment.	<i>Process of appeal against the decision of the examination disciplinary committee</i>									
17.16	Violation of one more of the rules mentioned in 12 and 24.16 is tantamount to an examination offence or offences mentioned in 11.7.1 and 17.2. The degree and seriousness of the offences differ based on the rules violated and other circumstances when the violation occurred. Accordingly, offences are categorized as given in the first column (according to the categorization in 17.2 and 17.3) of the schedule given in 17.17 depending on the rule or rules violated and punishments may range from a minimum punishment (column 2) to maximum punishment (column 3) based on the seriousness of the offence. The Senate, on the recommendation of a subcommittee appointed for this purpose, shall decide on a suitable punishment.	<i>Punishments for the examination offences</i>									
17.17	<table border="1"> <thead> <tr> <th><i>Offence</i></th> <th><i>Minimum Punishment</i></th> <th><i>Maximum Punishment</i></th> </tr> </thead> <tbody> <tr> <td><i>a</i> <i>b</i> <i>c</i> <i>j</i> <i>k</i> <i>l</i></td> <td>Severe warning</td> <td>Cancellation of the candidature from all the subjects of the particular main examination in which the offence was committed and three additional main examinations with or without suspension from the University for the same period.</td> </tr> <tr> <td><i>d</i> <i>e</i></td> <td>Cancellation of the candidature from all the components of the subject in which the offence was committed.</td> <td>Cancellation of the candidature from all the subjects of the particular main examination in</td> </tr> </tbody> </table>	<i>Offence</i>	<i>Minimum Punishment</i>	<i>Maximum Punishment</i>	<i>a</i> <i>b</i> <i>c</i> <i>j</i> <i>k</i> <i>l</i>	Severe warning	Cancellation of the candidature from all the subjects of the particular main examination in which the offence was committed and three additional main examinations with or without suspension from the University for the same period.	<i>d</i> <i>e</i>	Cancellation of the candidature from all the components of the subject in which the offence was committed.	Cancellation of the candidature from all the subjects of the particular main examination in	
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			which the offence was committed and three additional main examinations with or without suspension from the University for the same period.
	<b>f</b>	Cancellation of the candidature from all the subjects of the main examination in which the offence was committed and suspension from the University for six additional semesters, including examinations.	Expulsion as a student of the University and/ or appropriate legal action.
	<b>g</b> (In a continuous assessment) <b>h</b> <b>i</b>	Cancellation of the candidature from the particular component of the subject in which the offence was committed.	Cancellation of the candidature from all the components of the subject in which the offence was committed and two additional semesters.
	<b>g</b> (In the main examination)	Cancellation of the candidature from all the components of the subject in which the offence was committed.	Expulsion as a student of the University and/or appropriate legal action
	<b>m</b>	Severe warning	Expulsion as a student of the University and/or appropriate legal action



## 18. Examination offence committed by those other than the 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.	
<b>18.2</b>	<b>The following action shall be deemed an offence</b>	
18.2.1	<p>Dishonest delivery or communication</p> <p>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 a secret document or part thereof to any other person who is not a person whom he /she is authorized to deliver such a document or to communicate such information.</p> <p>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 whom he /she is authorized to deliver or transmit such a document.</p>	<i>Actions considered offences</i>
18.2.2	<p>Divulging of the mark</p> <p>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.</p>	
18.2.3	<p>Dishonest marking</p> <p>18.2.3.1 The marking of an answer script fraudulently or dishonestly.</p>	
18.2.4	<p>Dishonest alteration</p> <p>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.</p>	
18.2.5	<p>Dishonest assistance</p> <p>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.</p> <p>18.2.5.2 Fraudulent or dishonest erasures, interpolation or any other alteration in any answer script by the supervisor, invigilator or other employees of the examination hall.</p>	

18.2.6	<p>Dishonest disposal and disclosure of secret document</p> <p>18.2.6.1 Fraudulent or dishonest making away with or disposal of a secret document or part thereof or making a copy of such a 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.</p>	
18.2.7	<p>Theft or dishonest breaking of receptacles containing secret documents etc.</p> <p>18.2.7.1 Fraudulent or dishonestly breaking open or destroying any sealed packet, safe or other receptacle containing any secret document relating to the examination or taking out any such document or part thereof.</p>	
18.2.8	<p>Fraudulent introduction of answer scripts</p> <p>18.2.8.1 The introduction, insertion or exchange of another script in place of the script answered by the candidate.</p>	
18.2.9	<p>Dishonesty by commission or omission</p> <p>18.2.9.1 The commission or omission of any action relating to the conduct of an examination, which is deemed by the Vice-chancellor to be fraudulent or dishonest in nature.</p>	
18.2.10	<p>Assistance or connivance</p> <p>18.2.10.1 The abetment assistance or connivance with another person in the commission of one or more of the above offences</p>	
18.2.11	<p>The procedure of disciplinary action</p> <p>18.2.11.1 Disciplinary action shall be taken against those who are alleged to have committed one or more of the above-listed offences as follows;</p> <p>(a) In the case of the university employee, action shall be taken in terms of the Disciplinary procedure of the university, including action by the police where necessary.</p> <p>(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.</p>	

## 19. Issue of results to candidates

<b>19.1 Introduction</b>		
19.1	<p>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.</p> <p>(a) Graduation certificate - This certificate will be issued upon confirmation of the result by the senate awaiting the convocation</p> <p>(b) Transcript of MBBS course performance - This certificate will indicate the result of the different components (streams).</p> <p>(c) Degree certificate - candidates who have passed all the examinations of the MBBS course and whose results are confirmed by the senate and who have satisfied all other academic and administrative requirements of the faculty and university will be entitled to receive the degree certificate. They will make an application together with the remittance of the prescribed fee and supplicated for the degree. Every candidate who supplicates shall be awarded the degree in person or absentia at the convocation and issued his /her degree certificate stating that he/she had been admitted to the degree. The degree certificate will only be issued after the convocation. A candidate will be issued only one certificate. The format of the degree certificate shall be determined by the university senate.</p> <p>(d) Academic record - This will be a detailed certificate giving information on the MBBS programme and the result of the candidate.</p> <p>(e) Character certificate</p>	<i>Certificates issued for candidates</i>
<b>19.2 Initial processing</b>		
19.2.1	<p>Department based examinations</p> <p>19.2.1.1 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 the 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 into 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 the result</p>	<i>Processing of the marks</i>



## 20. Post-examination issues

20.1	Although uncommon, issues may be brought to the attention of the head of the departments, chairperson of Modules or Streams, Dean or the SAR about the conduct of the examination. Only written submissions 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.	<i>Submission of issue</i>
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 the appropriate form.	<i>Examination post review</i>

## 21. Payment of the service in connection with an examination

21.1	Payments for the various services in connection with the conduct of the examination are made based on rates determined by the UGC. Claims have to be made separately by each examiner. Details can be obtained from SAR.	<i>Determination of payments in examinations</i>
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## 22. Maintenance of records

The examination-related work generates many confidential documents. These will be under the custody of the SAR and he/she shall arrange it.

<b>22.1 Confidential room</b>		
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.	<i>Functions of the confidential room and the cupboard</i>
22.1.2	All confidential documents in connection with examination such as mark sheets and mark books shall also be kept in this room.	
22.1.3	Examination stationery and other material for the examination have to be stored in a confidential area.	
<b>22.2 Marks and related documents</b>		
22.2.1	The mark scored by candidates shall be treated as strictly confidential and shall not be released except as provided below;  (a) For official purposes within the faculty /university under the direction of the Dean  (b) For any other official purpose at the direction of the vice chancellor	<i>Conditions in which marks of the candidate are released</i>
<b>22.3 Academic records of students</b>		
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 systems shall be authenticated by the SAR.	<i>Storage of the academic records of students</i>
<b>22.4 Question papers and answers scripts</b>		
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 minimum period of twelve years from the date of the examination and thereafter destroyed or disposed of in such a manner so that their contents may not be revealed. This has to be done only after obtaining the approval of the Dean. For certain examinations, the scripts may have to be kept for a longer period (please refer to 29.2.2 for the disposal procedure of the Answer scripts).	<i>Storage and the disposal of answer scripts</i>

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.	
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## 23. Duties of the Director and Senior Assistant Registrar (SAR)/Examinations

<b>23.1 Director, Examinations</b>		
23.1.1	The aim of the post of Director, Examinations is to coordinate and supervise all processes and procedures relevant to the examinations conducted in the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka and ensure examination by-laws and regulations are adhered to.	<i>Overview</i>
23.1.2	The Terms of Reference outline the duties, responsibilities, reporting relationship, appointing authority and term of appointment of the Director, Examinations of Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka.	<i>Scope of work</i>
23.1.3	The Director, Examinations reports to the Dean of the Faculty of Medicine and Allied Sciences and the Vice Chancellor of Rajarata University of Sri Lanka.	<i>Reporting relationship</i>
23.1.4	The Director, Examinations who is a senior academic staff member of the faculty (Senior Lecture Grade II or above) appointed for three (03) years by the Vice Chancellor/Council of the Rajarata University of Sri Lanka on the recommendation of the Dean/Faculty Board of the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka.	<i>Appointing authority and term of appointment</i>
23.1.5	<ul style="list-style-type: none"> <li>i. Facilitate the proper conduction of examinations in the faculty by coordinating and supervising all the relevant processes and procedures</li> <li>ii. Ensure adherence of the staff and students to the examinations by-laws and regulations</li> <li>iii. Guide the Faculty of Medicine and Allied Sciences in the interpretation of examination by-laws where necessary</li> <li>iv. Assist the Dean, Assistant Registrar, Coordinators, Heads of Department, and other relevant staff in examination-related matters and drawing up the invigilation timetable, hall attendant timetable, examination schedule, and academic calendar</li> <li>v. Ensure the accurate and timely circulation of the examination schedule and the dates of all examination-relevant activities (scrutiny board, results board etc.) to the relevant staff and/or students</li> <li>vi. Ensure the circulation of the marks sheet format in a pre-prepared Excel table to the Heads of Departments and relevant coordinators</li> <li>vii. Establish and maintain a computerized system for entering and finalizing marks</li> <li>viii. Ensure accuracy and correct entry of marks received from the Heads of Departments and relevant coordinators to the central computer</li> <li>ix. Ensure submission of the final marks to the relevant results boards</li> <li>x. Ensure accurate and timely release of examination results and other student records, reports etc.</li> </ul>	<i>Duties and Responsibilities</i>

	<ul style="list-style-type: none"> <li>xi. Ensure secure storage and maintenance of confidential information related to examinations centrally (security strategies, secrets passwords etc.)</li> <li>xii. Supervise accurate preparation and submission of final examination marks to the University Grant Commission for preparation of the Common Merit List for MBBS graduates</li> <li>xiii. Coordinate with the Educational Commission for Foreign Medical Graduates (ECFMG) Medical School Web Portal (EMSWP)</li> <li>xiv. Facilitate the verification of academic credentials (e.g., degree certificate, academic transcripts, academic records etc.) and academic status</li> <li>xv. facilitate the issuing and/or uploading of academic transcripts, academic records, grade point average sheet, and weighted average mark sheet</li> <li>xvi. Convene and report the recommendations of the grace chance committee of the faculty</li> </ul>	
<b>23.2 Senior Assistant Registrar</b>		
23.2.1	The SAR shall be under the general direction of the dean and be in charge of the conduct of all examinations. This work may be delegated to an appropriate person, e.g., Assistant Registrar (AR).	<i>Overview</i>
23.2.2	The SAR shall be responsible for all arrangements in connection with the conduct of examinations.	<i>Scope of work</i>
23.2.3	<p>The SAR shall ensure the following among other duties.</p> <ul style="list-style-type: none"> <li>(i) Preparatory arrangements such as fixing the calendar of dates, Examination time tables, invigilation timetables, booking of examination halls, calling for registration for examinations, preparation of schedules of candidates, allocation of index numbers, issuing of admission cards, ordering of stationery etc. are attendant to on time</li> <li>(ii) He/she receives the lists of examiners from the head of departments and chairperson of streams</li> <li>(iii) He/she receives the lists of members of the board of scrutiny or names of scrutiny experts</li> <li>(iv) Appointment letters and requests for setting papers are sent out by the due date</li> <li>(v) He/she receives question papers on time and they are kept in safe custody</li> <li>(vi) The question papers have been, where necessary, passed by the board of Scrutiny (or the Scrutiny expert), proofread by examiners, duplicated, packed and distributed to the supervisors on time</li> <li>(vii) All arrangements are made to have the stationery and other requirements ready on time to be issued to the examination halls</li> <li>(viii) The seating arrangements of the desk etc. in the examination hall are satisfactory</li> <li>(ix) Arrangements should be made for the receiving of answer scripts from supervisors and the distribution of the same to the</li> </ul>	<i>Duties of the Senior Assistant Registrar (SAR)</i>

	<p>examiners</p> <p>(x) The marked answers scripts and the mark from the examiners are received and entered, totalled, averaged, checked and rechecked</p>	
23.2.4	<p>The SAR shall maintain the following</p> <ul style="list-style-type: none"> <li>I. Mark books and mark sheets</li> <li>II. Operating procedure for examination</li> <li>III. Schedule of question papers in an examination</li> <li>IV. Statistics relating to the examination</li> <li>V. Files of past question papers</li> <li>VI. Records of result sheets and confirmation of results</li> <li>VII. Other relevant documents</li> </ul>	
23.2.5	<p>The SAR shall forward the result and have them confirmed by the university senate</p>	

**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 and regulations governing examinations will be made available to the students at the beginning of the course or at registration.	Informing students regarding examination rules and regulations
	Examination structure and rules are subject to change based on the academic requirements. Students are informed about such changes at the beginning of the phase of the study; preclinical, para-clinical, or clinical.	
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.	Duration of the course
24.3	<p>24.3.1</p> <p>Subject to the following regulations, a student may be admitted to the Degree of Bachelor of Medicine &amp; Bachelor of Surgery if he/she has been duly admitted as an internal student of the university;</p> <p>And,</p> <p>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;</p> <p>And,</p> <p>has passed the 2<sup>nd</sup> MBBS, 3<sup>rd</sup> Part I &amp; II and the Final MBBS examinations for medical degrees;</p> <p>And,</p> <p>has paid such fees or other dues as may be prescribed by the University;</p> <p>And,</p> <p>has completed successfully all prescribed clinical appointments and any other conditions or requirements as may be prescribed by the University.</p>	<i>Qualifications to have the MBBS</i>
	<p>24.3.2</p> <ol style="list-style-type: none"> <li>1. The maximum period of study in the faculty is 10 calendar years from the date of student registration at FMAS, RUSL.</li> <li>2. Examinations will be conducted by a Board of Examiners in accordance with the Regulations of the FMAS, RUSL and the University (Examination by-laws).</li> </ol>	<i>Rules of the MBBS Programme</i>

3. 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'.
4. To 'Sit an Examination' denotes taking all components of the examination required to complete the said examination, at one and the same sitting.
5. A student must sit the first available examination unless a valid excuse has been submitted to the faculty and accepted by the Senate.
6. The first available opportunity to sit an examination shall be considered the first attempt whether the student sits the examination or not. 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.
7. If the excuse for failure to sit the first available examination has been accepted by the Senate, the examination immediately following 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 with respect to a valid excuse.
8. In the absence of an acceptable excuse, failure to sit the first available examination will be considered an unsuccessful attempt at the examination.
9. Successful completion of all three subject courses (Anatomy, Biochemistry and Physiology) is a mandatory requirement to sit for the 2<sup>nd</sup> MBBS examination (successful completion includes a minimum of 80% attendance to specified components, completion of continuous assessments, and submission of assignments/tutorials or any other assigned tasks).
10. The number of attempts at the 2<sup>nd</sup> MBBS examination is limited to four and passing the 2<sup>nd</sup> MBBS examination is compulsory to proceed to the 4<sup>th</sup> semester.
11. Successful completion of Parasitology and Microbiology courses are mandatory requirements to sit for the 3<sup>rd</sup> MBBS part-I examination (successful completion includes a minimum of 80% attendance to specified components, completion of continuous assessments, and submission of assignments/tutorials or any other assigned tasks).

12. Successful completion of Community Medicine, Forensic Medicine, Pathology, Pharmacology, And Family Medicine courses and the Research in Medicine module are mandatory requirements to sit for the 3<sup>rd</sup> MBBS Part-II examination (successful completion includes a minimum of 80% attendance to specified components, completion of continuous assessments, and submission of assignments/tutorials or any other assigned task).
13. Completion of Community Medicine, Forensic Medicine, Clinical Pathology, and Family Medicine\*\* clinical appointments are compulsory to sit for the 3<sup>rd</sup> MBBS Part-II examination. (Successful completion of the clinical appointments includes 100% attendance clinical appointments, completion of assignments, and verification of the competence by the clinical trainer) \*.
14. Successful completion of the 3<sup>rd</sup> MBBS Part-I examination and 3<sup>rd</sup> MBBS Part-II examinations are mandatory requirements to sit for the Final MBBS examination.
15. Successful completion of the clinical appointments placed before the professorial clinical training, namely introductory clinical appointment, MS 1, MS 2, POG appointments, and short appointments Set 1 and set 2 are mandatory requirements to enter into the professorial clinical training (successful completion of the clinical appointments includes 100% attendance clinical appointments, completion of assignments, and verification of the competence by the clinical trainer) \*.
16. Successful completion of the English language training is mandatory to proceed with the professorial clinical training.
17. Successful completion of the professorial clinical training is a mandatory requirement to sit for the Final MBBS examination (successful completion of the clinical appointments includes 100% attendance clinical appointments, completion of assignments, and verification of the competence by the clinical trainer) \*.
18. Successful completion of the Personal and Professional Development stream is mandatory to award the degree.
19. The maximum final mark that can be achieved for a subject/discipline in the subsequent attempt of the examination is 50%.
20. 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.

	<p>* Requirements and components are specified in the curriculum document</p> <p>**Applicable from the 2018/2019 batch onwards</p> <p>(MS 1: Medicine &amp; Surgery First Appointment, MS 2: Medicine &amp; Surgery Second Appointment, POG: Paediatrics and Gynaecology and Obstetrics Appointment)</p>	
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 honours shall be prescribed by the regulations made by the Senate.	<i>Functions of the senate in the course of study</i>
24.5	Examinations will be conducted by a Board of Examiners in accordance with the Regulations of the FMAS, RUSL and the University (Ref. Section A - 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 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 as an attempt.	
24.11	<p>A valid excuse shall be</p> <p>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 (<b>Annexure 15</b>).</p>	<i>Report of illness for failure to sit for exams</i>





	Any subsequent attempt must be taken at the very next available examination, subject to the provision concerning a valid excuse as defined in 24.11.	
24.13	In the absence of an acceptable excuse, failure to sit the first available examination will be considered an unsuccessful attempt at the examination.	
24.14	At any given examination, a student must take all subjects 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.	
<b>24.16 Examination Rules for the Candidate</b>		
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	Candidates shall dress in smart professional attire, and wear a white clinical coat at the clinical examinations and laboratory practical examinations. Casual wear (i.e. shorts, t-shirts and flip flop) are not permitted. Both ears must be kept uncovered.	<i>Attire</i>
24.16.3	Candidates shall comply with the instructions given by the Supervisor and/ or displayed at the entrance of the examination hall. Candidates shall adhere to the instructions given by the Supervisor and Invigilators from before the commencement of the Examination until they leave the examination hall.	<i>Comply with the instructions</i>
24.16.4	Candidates shall enter the examination hall only when the Supervisor permits them to do so.	
24.16.5	Candidates shall enter the examination hall in an orderly manner and proceed straight to the designated seat indicated by the index number written on the desk and be seated. On admission to the hall, a candidate shall occupy the seat allocated to him/her and shall not change it except on the specific instruction of the supervisor.	<i>Entering the exam hall</i>
24.16.6	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.	

24.16.7	Candidates shall leave all personal belongings other than the material permitted at the examination hall while entering the examination hall. The only form of written or printed material allowed in the examination is the proof of identity (student identity card/ student record book carrying the photograph of the candidate/ any other proof as accepted by the Supervisor) and the admission card. Other written and printed material may be allowed in open-book examinations. Special devices may be allowed by the Supervisor for candidates with special needs.	<i>Materials allowed into the exam hall</i>
24.16.8	Possession of communication devices such as cell phones, pagers, smart-phones, smart-watches, tabs, etc., or possession of any other unauthorized electronic device in the exam hall is an examination offence. Whether they are used or not is immaterial, mere possession of them in the exam hall is an examination offence.	
24.16.9	A candidate shall have his/her University Identity Card, Student Record Book and Admission Card (hereafter named 'Identification Document/s'), 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 Identification Documents when requested to do so. If he/she failed to bring his/ her Identification Documents on any occasion, he/she shall sign a declaration in respect of that paper for which he/she has not produced the Identification Document/s in the form provided for it, and produce the Identification Documents on the next occasion when he appears for the examination. If it is the last paper or the only paper, he/she is sitting, he/she shall produce the Identification Document/s to the Assistant Registrar, FMAS, on the following day. If a candidate loses his/her Identification Document/s during the course of an examination, he/she shall obtain the duplicates from the Assistant Registrar, FMAS, for production at the examination hall.	<i>Identification documents for candidates</i>
24.16.10	Candidates should sign the admission cards in the presence of the supervisor or invigilator who shall witness each signature.	
24.16.11	A Candidate whose name on the proof of identity and the Admission Card differ in any manner shall submit a declaration at the end of the examination to the Supervisor admitting the incongruity and produce an affidavit certifying that both names refer to the same candidate, within a week after the examination.	
24.16.12	Candidates shall bring their pens, ink, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring.	
24.16.13	No candidate shall have on his/her person or in his/her clothes or on the Admission Card, timetables, 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,	<i>Materials not permitted into the exam hall</i>

	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 any of these materials are lost. A candidate may be required by the supervisor to declare any item in his/her possession or person.	
24.16.14	A Candidate shall disclose any items in one's possession or person if requested by the Supervisor or an Invigilator.	
24.16.15	Candidates shall not start answering until they are notified to do so implicitly or explicitly.	
24.16.16	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 on 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.	<i>Entering the index number</i>
24.16.17	Examination stationery (i.e., answer books, continuation sheets etc.) will be issued as and when necessary. No answer book or continuation sheet issued to a candidate may be torn, crumpled, folded or otherwise mutilated. No 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.	<i>Issuing examination stationery</i>
24.16.18	Candidates are under the authority of the supervisor and shall assist him/her in carrying out his/her instructions and those of invigilators, during the examination and immediately before and after it.	
24.16.19	A Candidate shall neither seek nor obtain academic help from the Supervisor, an Invigilator, an examiner or any other person, unless specifically permitted. Nor shall any candidate use any unfair means, obtain, or render improper assistance at the examination.	<i>Not seeking academic help</i>
24.16.20	A Candidate shall neither lend nor borrow any material from any other candidate, without the permission of the Supervisor.	
24.16.21	A Candidate shall neither help nor attempt to help another candidate or act negligently so that another candidate has the opportunity of copying. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person.	<i>Cannot help others</i>

24.16.22	A Candidate shall neither communicate nor attempt to communicate in any manner with another candidate or any person other than authorized persons.	
24.16.23	A Candidate shall neither copy from nor attempt to copy from any other candidate.	
24.16.24	A Candidate shall neither copy from nor attempt to copy from any unauthorized material. The presence of unauthorized material on one's desk or near the candidate during a written examination will be deemed as an attempt to copy.	
24.16.25	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.	
24.16.26	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.	<i>No communication among candidates</i>
24.16.27	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.	
24.16.28	A Candidate shall write and draw only on the answer books or other stationery which carry the date stamp and a signature of an Invigilator provided for the particular examination unless specifically allowed otherwise. Candidates shall not write/draw on any other paper/documents/objects during the examination. Such actions shall be interpreted as having been written beforehand, with the intention of copying.	
24.16.29	All calculations and rough work shall be done only on paper supplied for the examination, which carries the date stamp and signature of an Invigilator, and shall be cancelled and attached to the answer scripts. Such work should not be done on admission cards, timetables, question papers, Student Record Books, or any other paper or object. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answers with the intention of copying.	<i>Rough work and calculations</i>

24.16.30	Candidates must write the index number assigned to her/ him on each answer script. A Candidate shall write neither her/his name nor any identification mark on the answer script.	
24.16.31	Candidates must gather and arrange all sheets of answers in order, and tie them up in preparation for ending the examination when the Supervisor announce so.	
24.16.32	Any answer or part of the answer not to be considered for 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.	
24.16.33	Candidates must take good care of the material, such as charts, tables, slides, specimens, calculators etc. for their use at the examination and return. They also shall not tear, crumple, fold or otherwise mutilate the stationery provided to them. Candidates must leave all the material provided by the University on the desk for collection by the hall staff or the examiners at the end of the examination.	<i>Good care for provided materials</i>
24.16.34	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.	
24.16.35	Every candidate shall hand over the answer script personally to the supervisor or invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee or another candidate. The MCQ question paper should also be returned to the invigilator or supervisor. It should not be removed from the examination hall by a candidate unless the supervisor instructs them to do so.	<i>Handing over the answer scripts</i>
24.16.36	Candidates shall leave the examination hall keeping calm and silent when asked to do so by the Supervisor.	
24.16.37	A candidate who has handed over his/her answer script is not entitled to call it back under any circumstance.	
24.16.38	No candidate shall remove his/her or any other candidate's answer script from the examination hall.	
24.16.39	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 (except where the examiner has given prior permission for joint or collaborative work to be submitted).	

24.16.40	A Candidate shall not submit, as his own, the reproduction of someone else's work, including material and ideas.	
24.16.41	No person shall impersonate a candidate at the examination, nor shall any candidate allow himself to be so impersonated by another person.	
24.16.42	Serious actions will be taken against any dishonest assistance given to a candidate, by any person.	
24.16.43	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.	
24.16.44	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. A Candidate is obliged to follow an order by the Supervisor or an Invigilator on her/ his behalf to make a statement in writing on any matter which may arise during the course of the examination and such statement shall be written and signed by the Candidate.	<i>Statements on any matter during exams</i>
24.16.45	<p>No candidate shall contact any person other than the Vice Chancellor, Dean, Head of the Department, Director-Examinations, FMAS, Assistant Registrar, FMAS or the Registrar regarding any matter concerning the examination.</p> <p>Every candidate who registers for an examination shall be deemed to have sat the examination unless:</p> <p>24.16.45.1. 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</p> <p>24.16.45.2. he/she submits a medical certificate before the commencement of the examination. The medical certificate shall be from the University Medical Officer (UMO). The medical certificate obtained from a practitioner or an institution other than UMO should be submitted with the recommendation of UMO. Medical certificates should be submitted to the Examinations Division, FMAS, with the completed form (<b>Annexure 15</b>), at the earliest possible time point, but in any case, not later than one week from the first day of the examination. Delayed medical certificates may be entertained under special circumstances with the recommendation of the Faculty Board, FMAS. Applications shall be forwarded to the Senate with the recommendation of the</p>	<i>Submitting medicals for exams</i>

	faculty board, FMAS. In case of candidates who fall sick during (or in midst of) an examination, the above procedure should be adhered.	
24.16.46	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 of this fact to the Assistant Registrar, FMAS, immediately. This should be confirmed in writing with supporting documents within 48 hours by the registered post.	
24.16.47	No student shall sit an examination if he /she has exhausted the number of attempts that he/she is allowed to sit that particular examination unless he/she has been granted special permission to do so by the Senate. The request of the candidate should be submitted to the Faculty Board, FMAS, with the completed Grace Chance Application Form ( <b>Annexure 16</b> ), and it shall be forwarded for the recommendation of the Senate with the recommendation of the Faculty Board, FMAS. Please refer the bylaw on grace chance, FMAS, RUSL for further details.	<i>Matter of attendance for exams</i>
24.16.48	No student shall sit an examination if he /she has spent beyond the maximum ten-year period from the date of registration unless he/she has been granted special permission to do so by the Senate. The request of the candidate should be submitted to the Faculty Board, FMAS, with the completed Grace Chance Application Form ( <b>Annexure 16</b> ), and it shall be forwarded for the recommendation of the Senate with the recommendation of the Faculty Board, FMAS. Please refer the Bylaw on Grace chance, FMAS, RUSL for further details.	<i>Maximum chances for taking exams</i>
24.16.49	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.	



## 25. Examinations and assessments in the MBBS degree programme

The assessments during each of the semesters are as follows:

25.1 Assessment of Years 1 and 2			
Assessment	Time of assessment	Assessment structure	
<b>Formative assessment 01 (FA1)</b>	End of 8 weeks of Y1S1	Anatomy MCQ	
		Anatomy OSPE	
		Physiology MCQ	
		Biochemistry MCQ	
<b>Continuous assessment 01 (CA1)</b>	End of Y1S1	Anatomy MCQ	
		Anatomy SEQ	
		Anatomy OSPE	
		Biochemistry MCQ	
		Biochemistry SEQ	
		Physiology MCQ	
		Physiology SEQ	
<b>Formative assessment 02 (FA2)</b>	During the 8th week of Y1S2	Anatomy Viva	
		Physiology MCQ	
		Biochemistry MCQ	
<b>Continuous assessment 02 (CA2)</b>	End of Y1S2	Anatomy MCQ	
		Anatomy SEQ	
		Anatomy OSPE	
		Biochemistry MCQ	
		Biochemistry SEQ	
		Physiology MCQ	
		Physiology SEQ	
At the end of year 2, semester 3, the 2 <sup>nd</sup> MBBS examination shall be held having three subjects Anatomy, Physiology and Biochemistry.			

**25.2 2<sup>nd</sup> MBBS (Main) examination**

	<b>Assessment</b>	<b>Time of assessment</b>	<b>Assessment structure</b>										
	<p><b>2nd MBBS (Main) examination</b></p>	<p>End of preclinical course (Y2S3)</p>	<table border="1"> <tr><td>Anatomy MCQ</td></tr> <tr><td>Anatomy SEQ</td></tr> <tr><td>Anatomy OSPE</td></tr> <tr><td>Biochemistry MCQ</td></tr> <tr><td>Biochemistry SEQ</td></tr> <tr><td>Biochemistry OSPE</td></tr> <tr><td>Physiology MCQ</td></tr> <tr><td>Physiology SEQ</td></tr> <tr><td>Physiology OSPE</td></tr> </table> <p>Personal and Professional Development Module 1 Exam [Reflective writing (SEQ) (50%), Group presentation (50%)] – not part of the 2<sup>nd</sup> MBBS examination. Student needs to score <math>\geq 50.00</math> marks for the successful completion of the module.</p> <p>Successful completion of the 2<sup>nd</sup> MBBS examination is a prerequisite for entering into the 3<sup>rd</sup> 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.</p>	Anatomy MCQ	Anatomy SEQ	Anatomy OSPE	Biochemistry MCQ	Biochemistry SEQ	Biochemistry OSPE	Physiology MCQ	Physiology SEQ	Physiology OSPE	
Anatomy MCQ													
Anatomy SEQ													
Anatomy OSPE													
Biochemistry MCQ													
Biochemistry SEQ													
Biochemistry OSPE													
Physiology MCQ													
Physiology SEQ													
Physiology OSPE													
<p>25.2.1</p>	<p>At the end of the 2<sup>nd</sup> MBBS, students shall be awarded distinctions and medals for Anatomy, Physiology, and Biochemistry based on marks obtained. Distinctions shall be awarded to the students who obtain a mark of <math>\geq 69.51\%</math> or above for a subject on the first attempt.</p>			<p>Award of Distinctions</p>									

### 25.3 Assessment of Year 3

Semester	Subjects	Assessment (components of examinations)
Y3S5	Parasitology, Microbiology, Pharmacology, Pathology, Community Medicine, Research in Medicine Module	CA3: Parasitology (SEQ) CA3: Microbiology (MCQ, Practical Examination) CA3: Pharmacology (MCQ)  Community Medicine (Introduction to Bio Statistics, Basic Epidemiology, Demography and Non-Communicable Disease Epidemiology) (MCQ, SEQ)
Y3S6	Parasitology, Microbiology, Pharmacology, Pathology, Community Medicine, Research in Medicine Module	CA4: Parasitology (SEQ) CA4: Pathology (MCQ)

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

### 25.4 Year 3: 3<sup>rd</sup> MBBS Part-I (Main) examination

Subject	Components of the examination
Microbiology	MCQ, SEQ, OSPE, CA
Parasitology	MCQ, SEQ, OSPE, CA
Personal and Professional Development Module 2 Exam (Scenario-based student presentations) – not part of the 3 <sup>rd</sup> MBBS Part I examination. Student needs to score $\geq 50.00$ marks for the successful completion of the module.	
(CA: Continuous Assessment, MCQ: Multiple Choice Questions, OSPE: Objective Structured Practical Examinations, SEQ: Structured Essay Questions)	

	A student who did not obtain a pass mark for Microbiology and Parasitology must sit for the repeat examination. The 3 <sup>rd</sup> MBBS Part-I examination is not a bar examination and all students could proceed to year 4.		
25.4.1.	At the end of the 3 <sup>rd</sup> 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 on the first attempt.		Award of Distinctions
<b>25.5 Assessment of Year 4</b>			
	<b>Semester</b>	<b>Assessment (Components of examinations)</b>	
	<b>Y4S7</b>	Pharmacology, Pathology, Community Medicine, Forensic Medicine, Family Medicine, Research in Medicine Module	
	<b>Y4S8</b>	Pharmacology, Pathology, Community Medicine, Forensic Medicine, Family Medicine	
	At the end of year 4, the 3 <sup>rd</sup> MBBS Part-II examination is held including subjects of Pharmacology, Community Medicine, Pathology, Forensic Medicine and Family Medicine. The components of the 3 <sup>rd</sup> MBBS Part-II examination are as follows.		
<b>25.6 Year 4: 3rd MBBS Part-II (Main) Examination</b>			
	<b>Subject</b>	<b>Components of the examination</b>	<i>Percentages for each component</i>
	Pharmacology	MCQ, SEQ, OSPE, CA	
	Community Medicine	Public Health in Practice I (Family Study Programme) (Viva, Project report, Portfolio and evaluation by supervisor)	
	Pathology	MCQ, SEQ, OSPE, CA	
	Forensic Medicine	SEQ, Essay, OSPE	
	Family Medicine	MCQ, SEQ, OSCE	

	<p>Personal and Professional Development Module 3 Exam (Scenario-based student presentations) – not part of the 3<sup>rd</sup> MBBS Part II examination. Student needs to score <math>\geq 50.00</math> marks for the successful completion of the module.</p> <p>A student who did not obtain a pass mark in Pharmacology, Pathology, Community Medicine, Forensic Medicine and Family Medicine must sit the repeat examination. The 3<sup>rd</sup> MBBS Part-II examination is not a bar examination and all students could proceed to year 5.</p>													
25.6.1	At the end of the 3 <sup>rd</sup> MBBS Part-II examination students shall be awarded distinctions and medals for Community Medicine, Pathology, Pharmacology, Forensic Medicine and Family Medicine based on Marks obtained. Distinctions shall be awarded to the students who obtain a mark of $\geq 69.51\%$ or above on the first attempt.	Award of Distinctions												
<b>25.7 Final MBBS Examination</b>														
25.7.1	At the end of year 5, Final MBBS Examination shall be held. A student should complete the 2 <sup>nd</sup> MBBS, 3 <sup>rd</sup> 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.	<i>Prerequisites for sitting for final MBBS</i>												
25.7.2	<p><b>Structure of the Final MBBS examination</b></p> <table border="1"> <thead> <tr> <th>Subject</th> <th>Components of assessment</th> </tr> </thead> <tbody> <tr> <td><b>Medicine</b></td> <td>Common MCQ, SEQ, Long case, Short cases, OSCE, Viva/logbook /case-book/presentation</td> </tr> <tr> <td><b>Surgery</b></td> <td>Common MCQ, SEQ, Long case, Short cases, OSCE, Viva</td> </tr> <tr> <td><b>Paediatrics</b></td> <td>Common MCQ, SEQ, Long case, Short cases, OSCE, Portfolio</td> </tr> <tr> <td><b>Gynaecology and Obstetrics</b></td> <td>Common MCQ, SEQ, Gynaecology case, Obstetrics case, OSCE, Log book</td> </tr> <tr> <td><b>Psychiatry</b></td> <td>Common MCQ, SEQ, Long case, End of appointment assessment (MOCE, Viva)</td> </tr> </tbody> </table> <p>A student who did not obtain a pass mark in Medicine, Paediatrics, Gynaecology and Obstetrics, Surgery and Psychiatry must sit the repeat examination.</p>	Subject	Components of assessment	<b>Medicine</b>	Common MCQ, SEQ, Long case, Short cases, OSCE, Viva/logbook /case-book/presentation	<b>Surgery</b>	Common MCQ, SEQ, Long case, Short cases, OSCE, Viva	<b>Paediatrics</b>	Common MCQ, SEQ, Long case, Short cases, OSCE, Portfolio	<b>Gynaecology and Obstetrics</b>	Common MCQ, SEQ, Gynaecology case, Obstetrics case, OSCE, Log book	<b>Psychiatry</b>	Common MCQ, SEQ, Long case, End of appointment assessment (MOCE, Viva)	
Subject	Components of assessment													
<b>Medicine</b>	Common MCQ, SEQ, Long case, Short cases, OSCE, Viva/logbook /case-book/presentation													
<b>Surgery</b>	Common MCQ, SEQ, Long case, Short cases, OSCE, Viva													
<b>Paediatrics</b>	Common MCQ, SEQ, Long case, Short cases, OSCE, Portfolio													
<b>Gynaecology and Obstetrics</b>	Common MCQ, SEQ, Gynaecology case, Obstetrics case, OSCE, Log book													
<b>Psychiatry</b>	Common MCQ, SEQ, Long case, End of appointment assessment (MOCE, Viva)													
25.7.2	At the end of the Final MBBS examination students shall be awarded distinctions and medals for Medicine, Paediatrics, Gynaecology 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 on the first attempt.	Award of Distinctions												

<b>25.8 Assessment Structure of MBBS programme</b>		
<b>Subject</b>	<b>Summative Assessments</b>	<b>Main Assessment</b>
<b>Anatomy</b>	CA1 - 20 MCQ (20 T/F) (3.5%), 03 SEQ (3.5%), 30 OSPE (3%)  CA2 - 20 MCQ (20 T/F) (7%), 03 SEQ (7%), 30 OSPE (6%)	<b>2nd MBBS</b> 60 MCQ (60 T/F) (24.5%), 06 SEQ (24.5%), 30 OSPE (21%)
<b>Biochemistry</b>	CA1 - 20 MCQ (20 T/F) (5%), 03 SEQ (5%)  CA2 - 20 MCQ (20 T/F) (5%), 03 SEQ (5%)	<b>2nd MBBS</b> 60 MCQ (60 T/F) (30%), 09 SEQ (30%), 40 OSPE (20%)
<b>Physiology</b>	CA1 - 20 MCQ (10 T/F, 10 SBA) (6.25%), 03 SEQ (6.25%)  CA2 - 20 MCQ (10 T/F, 10 SBA) (6.25%), 03 SEQ (6.25%)	<b>2nd MBBS</b> 60 MCQ (30 T/F, 30 SBA) (30%), 09 SEQ (30%), 20 OSPE (15%)
<b>Microbiology</b>	CA3 - 20 MCQ (15 T/F, 05 SBA) (6.75%), Practical (0.75%)  CA4 - 20 MCQ (15 T/F, 05 SBA) (3.75%), 10 OSPE (3.75%)	<b>3rd MBBS Part I</b> 30 MCQ (20 T/F, 10 SBA) (30%), 04 SEQ (35%), 20 OSPE (20%)
<b>Parasitology</b>	CA3 - 02 SEQ (10%)  CA4 - 02 SEQ (10%)	<b>3rd MBBS Part I</b> 30 MCQ (20 T/F, 10 SBA) (25%), 06 SEQ (25%), 20 OSPE (30%)
<b>Pathology</b>	CA4 - 20 MCQ (10T/F, 10 SBA) (5%) CA5 - 20 MCQ (10 T/F, 10 SBA) (5%) CA6 - 02 SEQs (5%)	<b>3rd MBBS Part II</b> 40 MCQ (20 T/F, 20 SBA) (25%), 06 SEQ (40%), 20 OSPE (20%)
<b>Pharmacology</b>	CA3 - 20 MCQ (10 T/F, 10 SBA) (10%) CA4 - 20 MCQ (10 T/F, 10 SBA) (10%) CA6 - 20 MCQ (10 T/F, 10 SBA) (10%)	<b>3rd MBBS Part II</b> 40 MCQ (20 T/F, 20 SBA) (28%), 06 SEQ (28%), 10 OSPE (14%)
<b>Forensic Medicine</b>	NA	<b>3rd MBBS Part II</b> 04 SEQ - II (20%), 05 SEQ – I (50%), 15 OSPE (30%)
<b>Family Medicine</b>	NA	<b>3rd MBBS Part II</b> 30 MCQ (15 T/F, 15 SBA) (40%), 03 SEQ (40%), 10 OSCE (20%)
<b>Community Medicine (modules)</b>	<b>Introduction to Bio-Statistics</b>  10 MCQ (05 SBA, 05 T/F) (3.33%), 02 SEQ (3.33%)  <b>Basic Epidemiology</b>  10 MCQ (05 SBA, 05 T/F) (3.33%), 02 SEQ (3.33%)  <b>Demography &amp; Non-Communicable Disease Epidemiology</b>  10 MCQ (05 SBA, 05 T/F) (3.33%), 02 SEQ (3.33%)	<b>Not applicable</b>

	<p><b>Community Nutrition</b></p> <p>10 MCQ (05 SBA, 05 T/F) (3.33%), 02 SEQ (3.33%)</p> <p><b>Maternal and Child Health</b></p> <p>20 MCQ (10 SBA, 10 T/F) (6.66%), 04 SEQ (6.66%)</p> <p><b>Applied Epidemiology and Communicable Disease</b></p> <p>10 MCQ (05 SBA, 05 T/F) (3.33%), 02 SEQ (3.33%)</p> <p><b>Public Health in Practice I (Family Study Programme)</b></p> <p>Viva (6.66%), Project report (6.66%), Portfolio and evaluation by the supervisor (6.66%)</p> <p><b>Public Health Practice II (Clerkship Programme)</b></p> <p>20 OSPHE (20%)</p> <p><b>Public Health Practice III</b></p> <p>20 MCQ (10 SBA, 10 T/F) (6.66%), 04 SEQ (6.66%)</p>	
<b>Medicine</b>	15 OSCE (15%), Viva, Logbook, Casebook, Presentation (5%)	<b>Final MBBS</b> 50 MCQ (20 T/F, 30 SBA) (20%), 06 SEQ (20%), 01 Long case (20%), 04 Short cases (20%)
<b>Surgery</b>	10 OSCE (10%), Viva (10%)	<b>Final MBBS</b> 70 MCQ (30 T/F, 40 SBA) (20%), 08 SAQ (20%), 01 Long case (20%), 04-06 Short case (20%)
<b>Paediatrics</b>	20 OSCE (15%), Portfolio (5%)	<b>Final MBBS</b> 50 MCQ (20 T/F, 30 SBA) (20%), 06 SEQ (20%), 01 Long case (20%), 02 Short case (20%)
<b>Gynaecology and Obstetrics</b>	10 OSCE (10%), Logbook (10%)	<b>Final MBBS</b> 50 MCQ (20 T/F, 30 SBA) (20%), 05 SEQ (20%), 01 Obstetric case (20%), 01 Gynaecology case (20%)
<b>Psychiatry</b>	02 MOCE (12.5%), Viva (12.5%)	<b>Final MBBS</b> 50 MCQ (30 T/F, 20 SBA) (25%), 06 SEQ (25%), 01 Long case (25%)

## 26. Honours / Classes for 2<sup>nd</sup> MBBS, 3<sup>rd</sup> MBBS and Final MBBS examinations

Honours /Classes shall only be awarded to candidates who pass the whole examination on the first attempt. Marks in all subjects shall be given out of 100. Honours / Classes shall be awarded based on the average mark of the examination.

<b>26.1 Eligibility for Classes and Distinctions</b>		
26.1.1	A candidate who has been successful at the 2 <sup>nd</sup> MBBS, 3 <sup>rd</sup> MBBS Part-I, 3 <sup>rd</sup> MBBS Part-II and/or Final MBBS examination, may be awarded First Class Honours or Second Class Honours (Upper division) or Second Class Honours (Lower division) or a pass, as the case may be.	
26.1.2	A candidate must pass all components of a given examination (2 <sup>nd</sup> MBBS, 3 <sup>rd</sup> MBBS Part-I, 3 <sup>rd</sup> MBBS Part-II, Final MBBS) at the first attempt and the same examination, to be eligible for classes, distinctions and medals.	
26.1.3	A candidate shall not be eligible for classes, distinctions and medals unless he/she has sat for the examination on the earliest occasion on which he/she is qualified to do so, provided that it shall be within the power of the Senate to declare, for a specified reason, that he/she is eligible for classes, distinctions and medals at a subsequent examination.	<i>Sit for the exam on the first scheduled attempt</i>
26.1.4	<p>If a candidate is absent for the entire examination on the first scheduled attempt (earliest occasion on which he/she is qualified to do so), and</p> <p>a) he/she has a valid excuse accepted by the Senate*, the candidate may sit for the next examination as his/her first attempt. Therefore he/she will be eligible for classes, distinctions and medals.</p> <p>b) He/she does not have a valid excuse accepted by the Senate*, the candidate must sit for the next examination as his/her second attempt, and therefore he/she will not be eligible for classes, distinctions and medals.</p> <p>*An excuse accepted by the Senate on the recommendation of the Faculty Board FMAS, RUSL</p>	<i>Absentees for the exam on the first scheduled attempt</i>
26.1.5	<p>If a candidate is absent for an assessment unit/subject that comprises part of an examination, and he/she has a valid excuse accepted by the Senate*, the candidate may select one of the following options:</p> <p>a) The candidate may request that the whole examination is considered null and void, and take all the assessment units/subjects at the next examination, which would be considered as his / her first attempt. Therefore, the candidate will be eligible for classes, distinctions and medals.</p>	<i>Required assessments before exams</i>



	<p>b) The candidate may request to sit only for the subjects for which he/she was absent and/or sat and did not pass. Such an attempt will be considered as the second attempt. Therefore, the candidate will not be eligible for classes, distinctions and medals.</p> <p>*An excuse accepted by the Senate on the recommendation of the Faculty Board FMAS, RUSL</p>											
<b>26.2. Marks calculation and cut-off values for classes</b>												
	<p>Final marks of all subjects shall be given out of a hundred (as a percentage). Classes shall be awarded based on the average mark of the examination.</p>											
	<p>The average mark of the examination shall be calculated as follows:</p> <table border="1" data-bbox="288 757 1153 1720"> <thead> <tr> <th data-bbox="288 757 497 927">Examination</th> <th data-bbox="497 757 1153 927">Title of the Examination Result Sheet &amp; Average Mark Calculation Method 2015/2016 Batch Onwards (Including the 2015/2016 batch)</th> </tr> </thead> <tbody> <tr> <td data-bbox="288 927 497 1104">2<sup>nd</sup> MBBS</td> <td data-bbox="497 927 1153 1104">           Title: "Examination Results: 2<sup>nd</sup> MBBS Examination"             Formula: (Final Mark of Anatomy + Biochemistry + Physiology)/3         </td> </tr> <tr> <td data-bbox="288 1104 497 1323">3<sup>rd</sup> MBBS Part-I</td> <td data-bbox="497 1104 1153 1323">           Title: "Examination Results: 3<sup>rd</sup> MBBS Part-I Examination"             Formula: (Final Mark of Microbiology + Parasitology)/2         </td> </tr> <tr> <td data-bbox="288 1323 497 1543">3<sup>rd</sup> MBBS Part-II</td> <td data-bbox="497 1323 1153 1543">           Title: "Examination Results: 3<sup>rd</sup> MBBS Part-II Examination"             Formula: (Final Mark of Com. Med. + Forensic Med. + Pathology + Pharmacology + Family Med.) /5         </td> </tr> <tr> <td data-bbox="288 1543 497 1720">Final MBBS</td> <td data-bbox="497 1543 1153 1720">           Title: "Final MBBS Examination"             Formula: (Final Mark of Gyn. &amp; Obs. + Medicine + Paediatrics + Psychiatry + Surgery)/5         </td> </tr> </tbody> </table>	Examination	Title of the Examination Result Sheet & Average Mark Calculation Method 2015/2016 Batch Onwards (Including the 2015/2016 batch)	2 <sup>nd</sup> MBBS	Title: "Examination Results: 2 <sup>nd</sup> MBBS Examination"  Formula: (Final Mark of Anatomy + Biochemistry + Physiology)/3	3 <sup>rd</sup> MBBS Part-I	Title: "Examination Results: 3 <sup>rd</sup> MBBS Part-I Examination"  Formula: (Final Mark of Microbiology + Parasitology)/2	3 <sup>rd</sup> MBBS Part-II	Title: "Examination Results: 3 <sup>rd</sup> MBBS Part-II Examination"  Formula: (Final Mark of Com. Med. + Forensic Med. + Pathology + Pharmacology + Family Med.) /5	Final MBBS	Title: "Final MBBS Examination"  Formula: (Final Mark of Gyn. & Obs. + Medicine + Paediatrics + Psychiatry + Surgery)/5	
Examination	Title of the Examination Result Sheet & Average Mark Calculation Method 2015/2016 Batch Onwards (Including the 2015/2016 batch)											
2 <sup>nd</sup> MBBS	Title: "Examination Results: 2 <sup>nd</sup> MBBS Examination"  Formula: (Final Mark of Anatomy + Biochemistry + Physiology)/3											
3 <sup>rd</sup> MBBS Part-I	Title: "Examination Results: 3 <sup>rd</sup> MBBS Part-I Examination"  Formula: (Final Mark of Microbiology + Parasitology)/2											
3 <sup>rd</sup> MBBS Part-II	Title: "Examination Results: 3 <sup>rd</sup> MBBS Part-II Examination"  Formula: (Final Mark of Com. Med. + Forensic Med. + Pathology + Pharmacology + Family Med.) /5											
Final MBBS	Title: "Final MBBS Examination"  Formula: (Final Mark of Gyn. & Obs. + Medicine + Paediatrics + Psychiatry + Surgery)/5											

	<p>Classes shall be awarded for a given examination (2nd MBBS, 3rd MBBS Part-I, 3rd MBBS Part-II, Final MBBS) based on the following cut-off values.</p> <ul style="list-style-type: none"> <li>• Average Mark &lt;50.00: Referred</li> <li>• Average Mark ≥50.00: Pass</li> <li>• Average Mark ≥ 59.51 &lt; 64.51: Second Class Honours (Lower Division)</li> <li>• Average Mark ≥ 64.51 &lt; 69.51: Second Class Honours (Upper Division)</li> <li>• Average Mark ≥ 69.51: First Class Honours</li> </ul> <p>Note: The average mark will be calculated based on the mark entered and recorded in two decimal places (29.3.2.5).</p>	
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### 26.3 Awarding Distinctions

	<p>Distinctions shall be awarded for the following fourteen (15) subjects at the respective four (04) examinations;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Examination</th> <th>Subjects</th> </tr> </thead> <tbody> <tr> <td>2<sup>nd</sup> MBBS</td> <td>Anatomy Physiology Biochemistry</td> </tr> <tr> <td>3<sup>rd</sup> MBBS Part-I</td> <td>Microbiology Parasitology</td> </tr> <tr> <td>3<sup>rd</sup> MBBS Part-II</td> <td>Community Medicine Pathology Pharmacology Forensic Medicine Family Medicine</td> </tr> <tr> <td>Final MBBS</td> <td>Medicine Paediatrics Gynaecology and Obstetrics Surgery Psychiatry</td> </tr> </tbody> </table> <p>Distinctions shall be awarded to candidates who obtain a mark of 69.51% or above on the first attempt and pass all components of a given examination.</p>	Examination	Subjects	2 <sup>nd</sup> MBBS	Anatomy Physiology Biochemistry	3 <sup>rd</sup> MBBS Part-I	Microbiology Parasitology	3 <sup>rd</sup> MBBS Part-II	Community Medicine Pathology Pharmacology Forensic Medicine Family Medicine	Final MBBS	Medicine Paediatrics Gynaecology and Obstetrics Surgery Psychiatry	
Examination	Subjects											
2 <sup>nd</sup> MBBS	Anatomy Physiology Biochemistry											
3 <sup>rd</sup> MBBS Part-I	Microbiology Parasitology											
3 <sup>rd</sup> MBBS Part-II	Community Medicine Pathology Pharmacology Forensic Medicine Family Medicine											
Final MBBS	Medicine Paediatrics Gynaecology and Obstetrics Surgery Psychiatry											

Note: Final mark should be taken from the subject level mark sheet prepared by the department (entered in two decimal places).

## 26.4 Gold Medal Awarding Criteria

### 26.4.1 Criteria for Gold Medals at FMAS

#### 2<sup>nd</sup> MBBS Examination

Subject	Performance of Students	Criteria	Name of the Gold Medal
Anatomy	Best Performance in Anatomy	Minimum of second-class upper division in 2nd MBBS examination & distinction in Anatomy, highest aggregate in Anatomy	Prof. Malkanthi Chandrasekera gold medal in Anatomy
Physiology	Best Performance in Physiology	Minimum of second-class upper division in 2nd MBBS examination & distinction in Physiology, highest aggregate in Physiology	Prof. Malini Udupihille gold medal in Physiology
Biochemistry	Best Performance in Biochemistry	Minimum of second-class upper division in 2nd MBBS examination & distinction in Biochemistry, highest aggregate in Biochemistry	Prof. PAJ Perera gold medal in Biochemistry

2 <sup>nd</sup> MBBS Overall	Best overall Performance at the 2nd MBBS Examination	Minimum of second-class upper division in 2nd MBBS examination, highest aggregate in 2nd MBBS examination	Prof. PAJ Perera gold medal for overall best Performance in the 2nd MBBS Examination
<b>3<sup>rd</sup> MBBS</b>			
Parasitology	Best Performance in Parasitology	Minimum of second-class upper division in 3 <sup>rd</sup> MBBS examination & distinction in Parasitology, highest aggregate in Parasitology	Prof. Sarath Edirisinghe gold medal in Parasitology
Microbiology	Best Performance in Microbiology	Minimum of second-class upper division in 3 <sup>rd</sup> MBBS examination & distinction in Microbiology, highest aggregate in Microbiology	Prof. Danister Weilgama gold medal in Microbiology
Pharmacology	Best Performance in Pharmacology	Minimum of second-class upper division in 3 <sup>rd</sup> MBBS examination & distinction in Pharmacology, highest aggregate in Pharmacology	Prof. Anura Weerasinghe gold medal in Pharmacology

	Pathology	Best Performance in Pathology	Minimum of second-class upper division in 3 <sup>rd</sup> MBBS examination & distinction in Pathology, highest aggregate in Pathology	Dr. Vasana Mendis gold medal in Pathology	
	Forensic Medicine	Best Performance in Forensic Medicine	Minimum of second-class upper division in 3 <sup>rd</sup> MBBS examination & distinction in Forensic Medicine, highest aggregate in Forensic Medicine	Dr. Dhananjaya Waidyaratne gold medal in Forensic Medicine	
	Community Medicine	Outstanding Performance in Community Medicine	Minimum of second-class lower division in 3 <sup>rd</sup> MBBS examination & distinction in Community Medicine, highest aggregate in field practice & research	Prof. Suneth Agampodi gold medal for outstanding performance in Community Medicine	
	Community Medicine	Highest aggregate in Community Medicine	Minimum of second-class upper division in 3 <sup>rd</sup> MBBS examination & distinction in Community Medicine, highest aggregate in Community Medicine	Department of Community Medicine gold medal for the highest aggregate in Community Medicine	

	Family Medicine	Best performance in Family Medicine	Minimum of second-class upper division in 3 <sup>rd</sup> MBBS examination & distinction in Family Medicine, highest aggregate in Family Medicine	Department of Family Medicine, gold medal for the highest aggregate in Family Medicine	
	3 <sup>rd</sup> MBBS overall	Best overall Performance in 3 <sup>rd</sup> MBBS Examination	Minimum of second-class upper division in both 3 <sup>rd</sup> MBBS Part I and Part II examinations, highest aggregate in 3 <sup>rd</sup> MBBS Examination	Dr. A.B. Senavirathna gold medal for best overall Performance in the 3 <sup>rd</sup> MBBS Examination	
<b>Final MBBS</b>					
	Medicine	Best Performance in Medicine	Minimum of second-class upper division in final MBBS examination & distinction in Medicine, highest aggregate in Medicine	Prof. Sisira Siribaddana gold medal in Medicine	
	Obstetrics & Gynaecology	Best Performance in Obstetrics & Gynaecology	Minimum of second-class upper division in final MBBS examination & distinction in Obstetrics & Gynaecology, highest aggregate in Obstetrics & Gynaecology	Dr. Nandana Hettigama gold medal in Obstetrics & Gynaecology	

	Paediatrics	Best Performance in Paediatrics	Minimum of second-class upper division in final MBBS examination & distinction in Paediatrics, highest aggregate in Paediatrics	Dr. Mohamed Rayes Musthafa gold medal in Paediatrics	
	Surgery	Best Performance in Surgery	Minimum of second-class upper division in final MBBS examination & distinction in Surgery, highest aggregate in Surgery	Prof. Arjuna Panchkori Ram Aluvihare gold medal in Surgery	
	Psychiatry	Best Performance in Psychiatry	Minimum of second-class upper division in final MBBS examination & distinction in Psychiatry, highest aggregate in Psychiatry	Prof. Diyanath Samarasinghe gold medal in Psychiatry	
	Final MBBS overall	Best overall Performance at the final MBBS examination	Minimum of second-class upper division in final MBBS examination, highest aggregate in final MBBS examination	Dr. N.J. Dahanayake gold medal for overall best performance at the final MBBS examination	

## 27. Referral

27.1	A candidate passing one or more subjects and obtaining less than 50% and a minimum of 25% in all other subjects of the same Examination, will be referred in those subjects in which he has obtained less than 50% and a minimum of 25%.	<i>Marks for referral</i>
27.2	If a candidate scores less than 25% in any one of the subjects offered in any given examination, he/she is deemed to have failed the whole examination. It will not affect the subjects of the same Examination passed in previous attempts.	<i>Failing the whole examination</i>
27.3	A candidate who sits for one or more subjects and gets over 50% in those subjects on the first attempt but does not sit for the other subjects of the same examination (without a valid excuse) will fail the whole examination.	
27.4	A candidate who sits for one or more subjects and gets over 50% in those subjects on the second or subsequent attempt but does not sit for the other subjects of the same examination that he/she has referred/failed before (without a valid excuse) then he/she is deemed to have failed the whole examination. It will not affect the subjects of the same examination passed in previous attempts.	
27.5	If a candidate fails a whole examination, he has to sit for all the subjects of that examination at the next attempt.	



## 28. Examination Offences

Refer to 11.7 and 17 of Section A (Conducting Examinations in the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka)

## **Section C**

### **Documentation and Archiving**

## 29. Documentation and Archiving

29.1. Question Papers and Marking Schemes		
29.1.1	At least two printed and soft copies of each question paper of all the examinations (formative and summative continuous assessments and main examinations) shall be filed for record-keeping (one copy in the respective Department and the other in the Examination division) with the marking scheme.	<i>Archiving of question papers and marking schemes</i>
29.1.2	Question papers that can be kept available for students' use, shall be kept in the library.	
29.1.3	Printed copies of question papers and marking schemes mentioned in 29.1.1. shall be kept for a minimum period of twelve years from the date of the examination and thereafter destroyed or disposed of in such a manner so that their contents may not be revealed.	<i>Disposal of question papers and marking schemes</i>
29.1.4	Disposal of printed copies in the Examination Division should be done, only after obtaining the approval of the Dean, under the supervision of the Assistant Registrar of the Faculty. A list of disposed documents should be prepared and filed for the record ( <b>Annexure 17</b> ).	
29.1.5	Soft copies of question papers and marking schemes shall be kept for record in the examinations division for a minimum period of twenty years from the date of the examination and thereafter destroyed or disposed in such a manner so that their contents may not be revealed.	
29.1.6	Disposal of soft copies in the Examination Division should be done, only after obtaining the approval of the Dean, under the supervision of the Assistant Registrar of the Faculty. A list of disposed CDs/DVDs/Files should be prepared and filed for the record ( <b>Annexure 17</b> ).	
29.1.7	Disposal of printed copies and soft copies in Departments should be done under the supervision of the Head of the Department.	
29.2. Answers scripts		
29.2.1	All answers scripts shall be kept under safe custody (in access restricted confidential room) for a minimum period of twelve years from the date of the examination and thereafter destroyed or disposed in such a manner so that their contents may not be revealed. For certain examinations, the scripts may have to be kept for a longer period. At the end of each year, departments shall send the answer-script packets to the examination division. <b>Annexure 18</b> should be filled and pasted on each packet. The summary details of the answer-script packets should be filled and handed over to the examination division ( <b>Annexure 19</b> ).	<i>Archiving of Answer scripts</i>
29.2.2	Disposal should be done, only after obtaining the approval of the Dean, under the supervision of the Assistant Registrar of the Faculty. A list of	<i>Disposal of Answer scripts</i>

	disposed documents should be prepared and filed for the record ( <b>Annexure 17</b> ).	
<b>29.3. Mark sheets</b>		
29.3.1	<p>Mark sheets of continuous assessments/module examinations</p> <p>29.3.1.1 Respective departments may use an appropriate format for mark sheets depending on the requirements and format of the examination. All the marks sheets should carry the signatures of the Dean of the Faculty, Head of the Department and Assistant Registrar of the Faculty.</p> <p>29.3.1.2 At least two printed and soft copies of each mark sheet of all the examinations (formative and summative) shall be filed for the record (one copy in the respective Department and the other in the Examination Division).</p> <p>29.3.1.3 All mark sheets and external storage devices that contain soft copies of mark sheets (CDs, DVDs, External Hard disks, etc.) shall be kept under lock and preserved.</p> <p>29.3.1.4 All the computers and soft copies of mark sheets should be password protected. Password should be changed periodically and only shared among the Assistant Registrar of the Faculty and the designated operator of the computer.</p> <p>29.3.1.5 Printed copies of mark sheets shall be kept for a minimum period of thirty-five years from the date of the examination and thereafter destroyed or disposed in such a manner so that their contents may not be revealed.</p> <p>29.3.1.6 Disposal of printed copies in the Examination Division should be done, only after obtaining the approval of the Dean, under the supervision of the Assistant Registrar of the Faculty. A list of disposed documents should be prepared and filed for the record (<b>Annexure 17</b>).</p> <p>29.3.1.7 Soft copies of marks sheets shall be kept for record in the examinations division for a minimum period of forty years from the date of the examination and thereafter destroyed or disposed in such a manner so that their contents may not be revealed.</p> <p>29.3.1.8 Disposal of soft copies should be done, only after obtaining the approval of the Dean, under the supervision of the Assistant Registrar of the Faculty. A list of disposed CDs/DVDs/Files should be prepared and filed for the record (<b>Annexure 17</b>).</p> <p>29.3.1.9 Disposal of printed and soft copies in Departments should be done under the supervision of the Head of the Department.</p>	<p><i>Preparation of Mark sheets</i></p> <p><i>Archiving of Mark sheets</i></p> <p><i>Disposal of Mark sheets</i></p>
29.3.2	<p>Mark Sheets and Mark Books of main examinations (2<sup>nd</sup> MBBS, 3<sup>rd</sup> MBBS-Part-I, 3<sup>rd</sup> MBBS-Part-II &amp; Final MBBS)</p> <p>29.3.2.1 Formats given in <b>Annexures 20, 21, 22 and 23</b> shall be used to</p>	<p><i>Preparation of Mark sheets and Mark Books</i></p>

	<p>enter the finalized mark of the respective results board of 2<sup>nd</sup> MBBS, 3<sup>rd</sup> MBBS-Part-I, 3<sup>rd</sup> MBBS-Part-II &amp; Final MBBS examinations. Preparation of mark sheets should be done in an access-restricted confidential room and on a computer which is not connected to the internet or local area network.</p> <p>29.3.2.2 The Main Results Book should be prepared, under the supervision of the Assistant Registrar of the Faculty, by pasting the printed result sheets. The same table format used to prepare the soft copy of the mark sheet should be used in the Results Book and four separate results books should be maintained for four main examinations (2<sup>nd</sup> MBBS, 3<sup>rd</sup> MBBS-Part-I, 3<sup>rd</sup> MBBS-Part-II &amp; Final MBBS). Preparation of main results books should be done in access restricted confidential room.</p> <p>29.3.2.3 Printed copies of mark sheets and mark sheets in main results books should be signed by the Vice-Chancellor of the University, Dean of the Faculty and Assistant Registrar of the Faculty.</p> <p>29.3.2.4 Marks of the different components of the examination (i.e. MCQ, SEQ, OSCE, OSPE, etc.) should be included in separate columns of the mark sheet prepared by the department. The final percentage of the mark (Final Mark) should be calculated and recorded in a separate column in two decimal places. The mark sheet should contain the following columns (from left to right); (1) Serial Number/Order, (2) Index Number of the Candidate, (3) Marks of the different components of the examination (i.e. MCQ, SEQ, OSCE, OSPE, etc.) in separate columns, (4) Final Mark in two decimal places, and, Final Result (as, Fail, Pass or Pass with Distinction).</p> <p>29.3.2.5 A soft copy of the final mark sheet should be prepared by the Examinations Division, with the Final Marks of all the subjects in two decimal places. The average mark of each sheet will be calculated based on the mark entered and recorded in two decimal places.</p> <p>29.3.2.6 All marks including the final average marks should be entered in two decimal places.</p> <p>29.3.2.7 All printed copies of the mark sheets, main results books and external storage devices that contain soft copies of mark sheets (CDs, DVD, External Hard disks, etc.) shall be kept under lock and be preserved.</p> <p>29.3.2.8 All the computers and soft copies of mark sheets should be password protected. Password should be changed periodically and only shared among Assistant Registrar of the Faculty and designated operator of the computer.</p> <p>29.3.2.9 All printed copies of the mark sheets and the main results books should be kept for a minimum of thirty-five years from the date of the examination, at the Examinations Division. External storage devices that contain soft copies of mark sheets</p>	<p><i>Archiving of Mark sheets and Mark Books</i></p>
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	<p>should be kept for a minimum of fifty years from the date of the examination, at the Examinations Division.</p> <p>29.3.2.10 Disposal of printed copies, main results books and external storage devices that contain soft copies of mark sheets (CDs, DVD, External Hard disks, etc.) should be done, only after obtaining the approval of the Dean, under the supervision of Assistant Registrar of the Faculty. A list of disposed documents should be prepared and filed for a record (<b>Annexure 17</b>).</p>	<i>Disposal of Mark sheets</i>
29.3.3	<p>Preparation of academic transcripts</p> <p>29.3.3.1 The mark scored by candidates shall be treated as strictly confidential and shall not be released except as provided below;</p> <p>(a) For official purposes within the faculty /university under the direction of the Dean</p> <p>(b) For any other official purpose at the direction of the vice chancellor</p> <p>29.3.3.2 Four types of confidential academic transcripts shall be issued, according to the latest format approved by the faculty board and senate, on a request from a recognized academic institution</p> <p>(a) Academic Transcript (without marks) (<b>Annexure 24</b>)</p> <p>(b) Academic Transcript (with marks) (<b>Annexure 25</b>)</p> <p>(c) Academic Record (<b>Annexure 26</b>)</p> <p>(d) Academic Performance Evaluation Record (<b>Annexure 27</b>)</p> <p>(e) Grade Point Average (GPA) (<b>Annexure 28</b>)</p> <p>(f) Weighted Average Mark (WAM) (<b>Annexure 29</b>)</p> <p>29.3.3.3 The graduate should make the request through the completed Application for Academic Transcript (<b>Annexure 30</b>). Prescribe fees should be paid to the University and fees are subject to change from time to time.</p> <p>29.3.3.4 Both the printed mark sheet and main results books should be checked in preparation for academic transcripts in addition to student record books.</p> <p>29.3.3.5 The following statement should be included in all transcript and academic Record formats “Medium of instruction: English is the medium of instruction throughout the MBBS degree programme”.</p>	<i>Preparation of academic transcripts</i>
29.3.4	<p>Grade Point Average (GPA) calculation</p> <p>Grade Point Average (GPA) will be calculated for four main exams separately; (1) 2nd MBBS, (3) 3rd MBBS Part-I, (3) 3rd MBBS Part-II, and, (4) final MBBS, considering the final subject marks of the subjects included in the particular exam. And, Cumulative Grade Point Average will be calculated considering the final subject marks of all the subjects in the MBBS degree program.</p>	<i>Grade Point Average (GPA) calculation</i>

The following formula will be used to calculate the GPA:

GPA =

$$\frac{\text{Sum of subjects (4.33 GPA equivalent Point of the subject}^1 \times \text{Credit value of the subject)}}{\text{Sum of the credit values of the subjects}}$$

1Table 1: Letter grades and 4.33 GPA equivalent points by the scored mark for individual subjects.

Marks	Letter Grade	4.33 GPA Equivalent Point
85 - 100	A+	4.33
70 - 84	A	4
65 - 69	A-	3.67
60 - 64	B+	3.33
55 - 59	B	3
50 - 54	B-	2.67
45 - 49	C+	2.33
40 - 44	C	2
35 - 39	C-	1.67
30 - 34	D+	1.33
25 - 29	D	1

Example:

2<sup>nd</sup> MBBS Examination consists of 3 subjects; (1) Anatomy, (2) Biochemistry, and, (3) Physiology. The formula to calculate GPA for the 2<sup>nd</sup> MBBS Examination:

GPA of 2<sup>nd</sup> MBBS<sup>2</sup> =

$$(P1 \times C1) + (P2 \times C2) + (P3 \times C3)$$

$$\frac{\quad}{C1 + C2 + C3}$$

The MBBS program consists of 15 subjects. The formula to calculate cumulative GPA:

Cumulative GPA<sup>2</sup> =

$$(P1 \times C1) + (P2 \times C2) + (P3 \times C3) + (P4 \times C4) + (P5 \times C5) + (P6 \times C6) + (P7 \times C7) + (P8 \times C8) + (P9 \times C9) + (P10 \times C10) + (P11 \times C11) + (P12 \times C12) + (P13 \times C13) + (P14 \times C14) + (P15 \times C15)$$

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$$C1 + C2 + C3 + C4 + C5 + C6 + C7 + C8 + C9 + C10 + C11 + C12 + C13 + C14 + C15$$

<sup>2</sup>4.3 GPA equivalent Points of the subjects and Credit values of the subjects of the MBBS program

	Subject	4.33 GPA equivalent Point of the subject	The credit value of the subject
1	Anatomy	P1	C1
2	Biochemistry	P2	C2
3	Physiology	P3	C3
4	Microbiology	P4	C4
5	Parasitology	P5	C5
6	Pharmacology	P6	C6
7	Community Medicine	P7	C7
8	Forensic Medicine	P8	C8
9	Pathology	P9	C9
10	Family Medicine	P10	C10
11	Medicine	P11	C11
12	Surgery	P12	C12
13	Paediatrics	P13	C13
14	Gynae. and Obstetrics	P14	C14
15	Psychiatry	P15	C15



	<p>N.B:</p> <ul style="list-style-type: none"> <li>• Formula for the GPA of examinations is subject to change based on the structure of the examination and number of the subjects/disciplines.</li> <li>• The formula for the cumulative GPA is subject to change based on the number of subjects/disciplines in the MBBS degree program.</li> <li>• The final marks extraction procedure for GPA calculation shall follow the regulations laid for the mark extraction process for transcripts.</li> <li>• Copies of issued GPA sheets shall be done according to the regulations laid for transcripts.</li> </ul>	
29.3.5	<p>Weighted Average Mark (WAM) calculation</p> <p>Weighted Average Mark (WAM) will be calculated for four main exams separately; (1) 2<sup>nd</sup> MBBS, (3) 3<sup>rd</sup> MBBS Part-I, (3) 3<sup>rd</sup> MBBS Part-II, and, (4) final MBBS, considering the final subject marks of the subjects included in the particular exam. And, Cumulative Weighted Average for the MBBS program will be calculated considering the final subject marks of all the subjects in the MBBS program.</p> <p>The following formula will be used to calculate the WAM:</p> <p>WAM =</p> $\frac{\text{Sum of the subjects (Final mark of the subject x Credit value of the subject)}}{\text{Sum of the credit values of the subjects}}$ <p>Example:</p> <p>2<sup>nd</sup> MBBS Examination consists of 3 subjects; (1) Anatomy, (2) Biochemistry, and, (3) Physiology. The formula to calculate WAM of 2<sup>nd</sup> MBBS Examination:</p> <p>WAM of 2<sup>nd</sup> MBBS<sup>3</sup> =</p> $\frac{(M1 \times C1) + (M2 \times C2) + (M3 \times C3)}{C1 + C2 + C3}$	<i>Weighted Average Mark (WAM) calculation</i>

The MBBS program consists of 15 subjects. The formula to calculate cumulative WAM:

Cumulative WAM<sup>3</sup> =

$$(M1 \times C1) + (M2 \times C2) + (M3 \times C3) + (M4 \times C4) + (M5 \times C5) + (M6 \times C6) + (M7 \times C7) + (M8 \times C8) + (M9 \times C9) + (M10 \times C10) + (M11 \times C11) + (M12 \times C12) + (M13 \times C13) + (M14 \times C14) + (M15 \times C15)$$

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$$C1 + C2 + C3 + C4 + C5 + C6 + C7 + C8 + C9 + C10 + C11 + C12 + C13 + C14 + C15$$

<sup>3</sup>Final marks and Credit values of the subjects of the MBBS program

	Subject	4.33 GPA equivalent Point of the subject	The credit value of the subject
1	Anatomy	M1	C1
2	Biochemistry	M2	C2
3	Physiology	M3	C3
4	Microbiology	M4	C4
5	Parasitology	M5	C5
6	Pharmacology	M6	C6
7	Community Medicine	M7	C7
8	Forensic Medicine	M8	C8
9	Pathology	M9	C9
10	Family Medicine	M10	C10
11	Medicine	M11	C11
12	Surgery	M12	C12
13	Paediatrics	M13	C13
14	Gynae. And Obstetrics	M14	C14
15	Psychiatry	M15	C15

	<p>N.B:</p> <ul style="list-style-type: none"><li>• Formula for the WAM of examinations is subject to change based on the structure of the examination and number of the subjects/disciplines.</li><li>• The formula for the cumulative WAM is subject to change based on the number of subjects/disciplines in the MBBS degree program.</li><li>• The final marks extraction procedure for WAM calculation shall follow the regulations laid for the mark extraction process for transcripts.</li><li>• Copies of issued WAM sheets shall be done according to the regulations laid for transcripts.</li></ul>	
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## **Section D**

**Maintenance of the Educational Commission for Foreign Medical Graduates (ECFMG)  
Medical School Web Portal (EMSWP), Procedure of Credential Verification, and  
Electronic Residency Application Service (ERAS) Program**

**30. Maintaining the Educational Commission for Foreign Medical Graduates (ECFMG) Medical School Web Portal (EMSWP)**

<b>30.1. Appointing EMSWP Coordinator and Authorized Users</b>		
30.1.1	Director-Examinations, FMAS, RUSL, shall be the EMSWP Coordinator by the official position. In the absence of the Director-Examinations, Dean, Assistant Registrar or an academic staff member nominated by the Faculty Board or Dean shall be appointed as the EMSWP Coordinator.	<i>Appointing EMSWP Coordinator</i>
30.1.2	In special circumstances, where the Director-Examinations is not appointed as the EMSWP Coordinator, Dean, Assistant Registrar or an academic staff member nominated by the Faculty Board or Dean shall be appointed as the EMSWP Coordinator.	
30.1.3	No academic staff member or administrative officer attached on a temporary basis shall be appointed as the EMSWP Coordinator.	
30.1.4	The number of EMSWP Authorized Users shall be decided on the requirement of the ECFMG and the recommendation of the Faculty Board.	<i>Appointing EMSWP Authorized Users</i>
30.1.5	Assistant Registrar, Management Assistant(s) in Examinations Division, Management Assistant(s) in Dean’s Office, or an academic staff member nominated by the Faculty Board or Dean shall be appointed as an EMSWP Authorized User.	
30.1.6	No academic staff member, administrative officer, or academic support staff member attached on a temporary basis shall be appointed as an EMSWP Authorized User.	
<b>30.2. Maintaining the EMSWP</b>		
30.2.1	Maintaining the ECFMG Medical School Web Portal (EMSWP) shall be the responsibility of the Director-Examination. In the absence of the Director-Examination, the Dean and/or the Assistant Registrar shall be responsible for the maintenance of EMSWP.	<i>Responsibility for maintaining EMSWP</i>
30.2.2	Logging details, such as User Names, Passwords and Secret Questions, shall be treated as highly confidential information. Logging details shall not be shared with any person other than the EMSWP Coordinator or EMSWP Authorized Users.	<i>Logging details of EMSWP</i>
<b>30.3. Official seal of FMAS, RUSL for Credential Verification at EMSWP</b>		
30.3.1	Dean’s official seal shall be used as the Official seal of FMAS, RUSL, for Credential Verification at EMSWP.	<i>Official seal of EMSWP</i>
30.3.2	The Dean, EMSWP Coordinator and Authorized Users shall affix the seal in the credential verification process.	

<b>30.4. Procedure of Credential Verification</b>		
30.4.1	<p>The procedure of internal verification</p> <p>30.4.1.1 The following details of the graduate should be provided to the verification officer by the Management Assistant(s) in the Examinations Division or the Assistant Registrar.</p> <ol style="list-style-type: none"> <li>a) Name of the graduate</li> <li>b) Sex</li> <li>c) Registration Number</li> <li>d) Index Number</li> <li>e) Examination Results</li> <li>f) The effective date of MBBS</li> <li>g) Date of convocation</li> <li>h) Photograph of the graduate</li> </ol> <p>30.4.1.2 The details of the graduate shall be sent confidentially to the verification officer using <b>Annexure 31</b> (Internal verification of details related to ECFMG request for Credentials Verification).</p> <p>30.4.1.3 The additional information requested by the verification officer shall be provided to the verification officer confidentially by the Management Assistant(s) in the Examinations Division or the Assistant Registrar.</p>	<i>Internal Verification</i>
30.4.2	<p>The procedure of credential verification at EMSWP</p> <p>30.4.2.1 The Dean, EMSWP Coordinator/Director-Examinations and Assistant Registrar shall perform the credential verification at EMSWP</p> <p>30.4.2.2 The credentials of internally verified graduates shall be verified at EMSWP.</p> <p>30.4.2.3 The credential verification at EMSWP shall not be performed in the absence of internal verification or before the internal verification.</p>	<i>Credential verification at EMSWP</i>
30.4.3	<p>Maintaining the records of credential verification at EMSWP</p> <p>30.4.3.1 Printed copies of the completed internal verification form (<b>Annexure 31</b>: Internal verification of details related to ECFMG request for Credentials Verification) and the Final submission report generated from the EMSWP shall be filed together</p> <p>30.4.3.2 The soft copies of the completed internal verification form (<b>Annexure 31</b>: Internal verification of details related to ECFMG request for Credentials Verification) and the Final submission report generated from the EMSWP shall be stored confidentially</p> <p>30.4.3.3 The ECFMG Credentials Verification Logbook shall be maintained including the following details:</p> <ol style="list-style-type: none"> <li>a) Name of the Graduate</li> <li>b) Registration Number</li> <li>c) Index Number</li> <li>d) Date of the ECFMG verification</li> </ol>	<p><i>Filing the Internal verification form and the Final report</i></p> <p><i>ECFMG Credentials Verification Logbook</i></p>

<b>30.5. Electronic Residency Application Service (ERAS) Program</b>																							
30.5.1.	The EMSWP-authorized users will be the authorized users of the ERAS program		<i>Appointing ERAS Authorized Users</i>																				
30.5.2.	<p>As an EMSWP ERAS participant, the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka is responsible for uploading the MSPE and Medical School Transcript on behalf of its students and graduates who register for ERAS 2023. The faculty students and graduates cannot upload the medical school supporting documents on their own.</p> <p>As an EMSWP ERAS participating medical school and authorized EMSWP user, the faculty can:</p> <ul style="list-style-type: none"> <li>• verify which of its students/graduates are registered with the ERAS</li> <li>• upload the Medical Student Performance Evaluation (MSPE) and medical school transcript(s) for its ERAS registered students/graduates electronically</li> <li>• track its uploaded documents in the EMSWP Portal and see when they have been processed</li> </ul> <p>Documents are uploaded by the faculty at the applicant’s request. The faculty do not need to upload documents on behalf of an applicant unless the applicant submits a request to the faculty directly.</p>		<i>Responsibilities of ERAS Authorized Users</i>																				
<b>30.6. Procedure of Status Verification for the United States Medical Licensing Examination®</b>																							
30.6.1.	<p>Through EMSWP, medical schools can access Status Verification to verify the status of their students/graduates who apply to ECFMG for the United States Medical Licensing Examination® (USMLE®). As an EMSWP-participating medical school, the faculty is expected to provide student details for Status Verification. The following details will be provided online for Status Verification:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Information requested by EMSWP</th> <th>Explanation received from the EMSWP Administrator</th> <th>Information to be provided by the faculty to match the request of the EMSWP</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Attendance Start Date (mon-yyyy)</td> <td>Refers to the first day of classes</td> <td>Inauguration date (mon-yyyy)</td> </tr> <tr> <td>2</td> <td>Attendance End Date (mon-yyyy)</td> <td>Refers to the last day of classes</td> <td>Last day of the final exam (mon-yyyy)</td> </tr> <tr> <td>3</td> <td>Graduation Date (mon-yyyy)</td> <td>Refers to the convocation date</td> <td>Convocation date (mon-yyyy)</td> </tr> <tr> <td>4</td> <td>Degree Date</td> <td>Refers to the date</td> <td>Effective date (the day</td> </tr> </tbody> </table>		No	Information requested by EMSWP	Explanation received from the EMSWP Administrator	Information to be provided by the faculty to match the request of the EMSWP	1	Attendance Start Date (mon-yyyy)	Refers to the first day of classes	Inauguration date (mon-yyyy)	2	Attendance End Date (mon-yyyy)	Refers to the last day of classes	Last day of the final exam (mon-yyyy)	3	Graduation Date (mon-yyyy)	Refers to the convocation date	Convocation date (mon-yyyy)	4	Degree Date	Refers to the date	Effective date (the day	<i>Status Verification at ECFMG Medical School Web Portal (EMSWP)</i>
No	Information requested by EMSWP	Explanation received from the EMSWP Administrator	Information to be provided by the faculty to match the request of the EMSWP																				
1	Attendance Start Date (mon-yyyy)	Refers to the first day of classes	Inauguration date (mon-yyyy)																				
2	Attendance End Date (mon-yyyy)	Refers to the last day of classes	Last day of the final exam (mon-yyyy)																				
3	Graduation Date (mon-yyyy)	Refers to the convocation date	Convocation date (mon-yyyy)																				
4	Degree Date	Refers to the date	Effective date (the day																				

	(mon-yyyy)	the actual document was awarded to the graduate	following the last day of the final exam) (mon-yyyy)																
30.6.2.	<p>Further, the faculty is expected to choose one of the following options for Verification Status:</p> <ul style="list-style-type: none"> <li>• Not Reviewed</li> <li>• Graduated (Met all requirements for graduation, diploma issued or to be issued)</li> <li>• Enrolled (Will this applicant have completed the basic medical science component of the medical school curriculum by the start of the eligibility period? (Yes/No)</li> <li>• Never attended and/or not our graduate/student</li> <li>• Dismissed/Withdrawn/Transferred (Date - dd-mon-yyyy)</li> <li>• Deceased</li> </ul>			<i>Options for Verification Status</i>															
<b>30.7. Procedure of Credential Verification for the United States Medical Licensing Examination®</b>																			
30.7.1.	<p>Through EMSWP, medical schools can access Credential Verification to verify the credentials of their students/graduates who apply to ECFMG for the United States Medical Licensing Examination® (USMLE®). As an EMSWP-participating medical school, the faculty is expected to provide student details for Credential Verification. The following additional details will be provided online for Credential Verification related to USMLE®:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Information requested by EMSWP</th> <th>Information to be provided by the faculty to match the request of the EMSWP</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Degree</td> <td>Bachelor of Medicine and Bachelor of Surgery</td> </tr> <tr> <td>2</td> <td>Date</td> <td>Effective Date (the day following the last day of the final exam) (dd/mm/yyyy)</td> </tr> <tr> <td>3</td> <td>Enrollment and Participation</td> <td>From (Inauguration date – dd/mm/yyyy) To (Last day of the final exam – dd/mm/yyyy)</td> </tr> <tr> <td>4</td> <td>Credential/degree presented by the applicant for admission to your medical school</td> <td>General Certificate of Education (Advanced Level), Sri Lanka OR Equivalent</td> </tr> </tbody> </table>			No	Information requested by EMSWP	Information to be provided by the faculty to match the request of the EMSWP	1	Degree	Bachelor of Medicine and Bachelor of Surgery	2	Date	Effective Date (the day following the last day of the final exam) (dd/mm/yyyy)	3	Enrollment and Participation	From (Inauguration date – dd/mm/yyyy) To (Last day of the final exam – dd/mm/yyyy)	4	Credential/degree presented by the applicant for admission to your medical school	General Certificate of Education (Advanced Level), Sri Lanka OR Equivalent	<i>Credential Verification at ECFMG Medical School Web Portal (EMSWP)</i>
No	Information requested by EMSWP	Information to be provided by the faculty to match the request of the EMSWP																	
1	Degree	Bachelor of Medicine and Bachelor of Surgery																	
2	Date	Effective Date (the day following the last day of the final exam) (dd/mm/yyyy)																	
3	Enrollment and Participation	From (Inauguration date – dd/mm/yyyy) To (Last day of the final exam – dd/mm/yyyy)																	
4	Credential/degree presented by the applicant for admission to your medical school	General Certificate of Education (Advanced Level), Sri Lanka OR Equivalent																	
<b>30.8 Fees for Verification of Academic Credentials and Status</b>																			
30.8.1.	<p>The applicant should make the request through the completed Application for Verification of Academic Credentials and Status (<b>Annexure 32</b>). Prescribe fees should be paid to the University and fees are subject to change from time to time.</p>			<i>Fees for verification</i>															



## Interpretations

In this document, unless the context otherwise requires;

1	‘Senior Assistant Registrar (SAR)’ means any academic or administrative official who is/are in charge of the conduct of examinations.	
2	‘Dean’ means the Dean of the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka.	
3	‘Vice-chancellor’ means the Vice-chancellor of the Rajarata University of Sri Lanka.	
4	‘Examiner’ means a person who is appointed to set questions 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 a clinical examination, an oral or viva voce examination and assign marks, or a person who is assigned similar work.	
5	‘Supervisor’ means a person appointed to supervise a written, practical or oral examination.	
6	‘Invigilator’ means a person who is appointed to invigilate a written, practical or oral examination.	
7	‘Faculty’ means the Faculty of Medicine and Allied Sciences of the Rajarata University of Sri Lanka.	
8	‘Senate’ means the Senate of the Rajarata University of Sri Lanka.	
9	‘Council’ means the Council of the Rajarata University of Sri Lanka.	





Rajarata University of Sri Lanka  
Faculty of Medicine and Allied Sciences



**EXAMINATION ENTRY FORM**

For internal candidates only  
  
Candidates sitting for more than one examination should use a separate form for each Examination.

SUBJECTS

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

NAME OF EXAMINATION.....

MONTH..... YEAR..... INDEX NO.....

- 1). Full Name Mr/Mrs/Miss :- .....
- 2). Name with initials: Mr/Mrs/Miss :- .....
- (In block letters)
- 3). Registration No :- .....
- 4). Attempt :- .....
- 5). Permanent Address :- .....
- 6). Hall of Residence / Contact No :- .....
- If non residential state present Address :- .....
- 7). Whether citizen of Sri Lanka :- .....
- (State whether by descent or registration)
- 8). Date of Admission to the Faculty :- .....
- 9). State if Scholar, Exhibitioner or Bursary :- .....
- Holder and dates of Awards

The above details are true & correct.

.....  
Date

.....  
Signature of Candidate

**For office use**

Record Book Signed/Not Signed.

.....  
Date

.....  
Assistant Registrar/Examination



**Annexure 2**

**Certification of successful completion of the subject courses relevant to the**

**Department of .....**

**Examination – 2<sup>nd</sup> MBBS / 3<sup>rd</sup> MBBS (Part I) / 3<sup>rd</sup> MBBS (Part II) / Final MBBS**

**Academic year .....**

I certify that all students / all the students except the following students, of the above academic year, have successfully completed the subject courses relevant to the department of ..... and are eligible to sit for the above examination.

The following Students are not eligible for the above examination and their details are given bellow

S.N	Name with initials	Registration No	Index No	Reason for being not eligible
1				
2				
3				
4				
5				

Signature.....

Head, Department of.....

Date : .....

Recommendation

.....

Assistant Registrar

Date

Approved

.....

Dean

Date



## Annexure 3

C Form

**Faculty of Medicine and Allied Sciences  
Rajarata University of Sri Lanka  
Appointment of Examiners**

**Department:**  
**Name of Examination:**  
**Year/Semester:**

**Academic year:**  
**Subject area:**  
**Date of Examination:**

Title of paper	Examiner/s (Name/Title/Address)	Scrutiny Board (Name/Title/Address)	Moderator (Name/Title/Address)	Independent Marking I (Name/Title/Address)	Independent Marking II (Name/Title/Address)
Subject SEQ  (...hours)	Dr. xxxxxx <sup>1</sup> Dr. xxxxxx <sup>2</sup> Dr. xxxxxx <sup>3</sup> Dr. xxxxxx <sup>4</sup>	Dr. xxxxxx <sup>1</sup> Dr. xxxxxx <sup>2</sup> Dr. xxxxxx <sup>3</sup> Dr. xxxxxx <sup>4</sup>		Dr. xxxxxx <sup>1</sup> Dr. xxxxxx <sup>2</sup> Dr. xxxxxx <sup>3</sup> Dr. xxxxxx <sup>4</sup>	Dr. xxxxxx <sup>1</sup> Dr. xxxxxx <sup>2</sup> Dr. xxxxxx <sup>3</sup> Dr. xxxxxx <sup>4</sup>
Subject MCQ  (...hours)	Dr. xxxxxx <sup>1</sup> Dr. xxxxxx <sup>2</sup> Dr. xxxxxx <sup>3</sup> Dr. xxxxxx <sup>4</sup>	Dr. xxxxxx <sup>1</sup> Dr. xxxxxx <sup>2</sup> Dr. xxxxxx <sup>3</sup> Dr. xxxxxx <sup>4</sup>		Dr. xxxxxx <sup>1</sup> Dr. xxxxxx <sup>2</sup> Dr. xxxxxx <sup>3</sup> Dr. xxxxxx <sup>4</sup>	Dr. xxxxxx <sup>1</sup> Dr. xxxxxx <sup>2</sup> Dr. xxxxxx <sup>3</sup> Dr. xxxxxx <sup>4</sup>
Subject OSPE	Dr. xxxxxx <sup>1</sup> Dr. xxxxxx <sup>2</sup> Dr. xxxxxx <sup>3</sup> Dr. xxxxxx <sup>4</sup>			Dr. xxxxxx <sup>1</sup> Dr. xxxxxx <sup>2</sup> Dr. xxxxxx <sup>3</sup> Dr. xxxxxx <sup>4</sup>	Dr. xxxxxx <sup>1</sup> Dr. xxxxxx <sup>2</sup> Dr. xxxxxx <sup>3</sup> Dr. xxxxxx <sup>4</sup>

1. Senior Lecturer, Dept. of xxxxxxx

2. Senior Lecturer, Dept. of xxxxxxx

3. Senior Lecturer, Dept. of xxxxxxx

4. Senior Lecturer, Dept. of xxxxxxx

Head of Department Name..... Signature..... Date .....

Approved at the Faculty Board, FMAS .....

Dean/ FMAS .....

Date .....



## Annexure 4

### Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka

#### CONFIDENTIALITY AND CONFLICT OF INTEREST DECLARATION FOR EXAMINERS, SUPERVISORS, INVIGILATORS AND SCRUTINY BOARD MEMBERS

##### *Part A, B and C to be filled by the examiner supervisors, invigilators and scrutiny board members* **Confidentiality Declaration (Part A)**

I Prof/Dr/Mr/Ms.....  
(name) have been appointed by the Faculty of Medicine and Allied Sciences (FMAS), Rajarata University of Sri Lanka (RUSL) as an examiner, a supervisor, an invigilator and a scrutiny board member (please strike through the irrelevant appointments) in ..... (Name and components of the examination)  
hereby undertake to abide by the rules and regulations with respect to examinations set out by the FMAS, RUSL, and the Senate of the RUSL.

In particular, I confirm that I shall maintain strict confidentiality of proceedings/discussions at Examiners Meetings, Scrutiny Boards, the different parts of the examination and Results Boards even after the results are released.

I will not take part in any teaching activity which involves prospective candidates of the examination after submitting the questions to the chief examiner (*for examiners*) and after the scrutiny board meeting (*for scrutiny board members*). [please strike through the irrelevant option based on your appointments]

##### **Conflict of Interest Declaration (Part B)**

*Please tick the appropriate box:*

- I declare that to the best of my knowledge and belief I do not have any conflicts of interest in becoming an examiner for this exam. Furthermore, if I come to know at any point of time of any conflict of interest, I will bring it to the attention of the Chief Examiner/Director Examinations/Assistant Registrar-FMAS/Dean-FMAS and withdraw from the examination process.
- I declare possible conflicts of interest below for consideration and agree to abide by the decision of the Chief Examiner/Director Examinations/Assistant Registrar-FMAS/Dean-FMAS regarding my eligibility to be an examiner for this exam. I certify that the information included is, to the best of my knowledge and belief, accurate and complete

If you have declared a conflict of interest, please select the type of conflict of interest.

- Close relative
- Close association with candidate/s of personal nature
- Other

Please use the space below to describe the nature of the conflict of interest you have declared.

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

Note: While certain conflicts of interest will prohibit a person from functioning as an examiner, in other instances alternate arrangements may be made while remaining as an examiner with the approval of the Dean/FMAS/RUSL.

**General Declaration (Part C)**

I do aware of my responsibilities, duties and acts that could define as examination offences, according to the following sections of the examinations by-law, FMAS, RUSL.

- Section 8. Scrutiny of question papers
- Section 11.5. Duties of the supervisor
- Section 11.6. Duties of the invigilators
- Section 11.7. Examination Offences
- Section 14. Responsibilities of examiners
- Section 15. Duties of Examiners
- Section 18. Examination offence committed by those other than the candidate

I do hereby agree to perform my duties honestly by maintaining academic integrity according to the guidance given by the examinations by-law, FMAS, RUSL.

Signature: .....

Date: .....

**Record of Resolution (Part D)**

***Part D to be filled by the Dean, FMAS, RUSL***

*Please tick the appropriate box:*

Concerning the declarations, the following resolution has been made:

- Prof/Dr/Mr/Ms .....**should refrain from taking part in the** .....  
(*name and component of the examination*) as an examiner, which may give rise to a conflict.
- Prof/Dr/Mr/Ms.....**may continue to be with the** ..... examination (*name and component of the examination*), provided that there is no change in the information declared above.

Additional comments:

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

Signature of the Dean: .....

Date: .....



Faculty of Medicine and Allied Sciences

Rajarata University of Sri Lanka

FORMAT FOR THE ASSESSMENT BLUEPRINT FOR AN EXAMINATION

Name of the examination:

Subject:

Month and year of the examination:

Academic year:

Faculty outcomes  ILOs of the module	Module contents	Scientific knowledge for medical practice	Skills essential for medical practice	Ethics, attitudes and professionalism	Leadership, interpersonal relationships and teamwork	Research, evidence-based medicine and problem solving	Health promotion and social, cultural and environmental perspectives on health	Continuing professional development
1.								

\*Bloom's Taxonomy

Level 1 – Remember

- I

Level 2 – Understand

- II

Level 3 – Apply

- III

Level 4 – Analyse

- IV

Level 5 – Evaluate

- V

Level 6 – Create

- VI





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

Name of the examination:

Subject:

Month and year of the examination:

Academic year:

<b>No</b>	<b>Item</b>	<b>Yes</b>	<b>No</b>	<b>Comments (if any)</b>
1	Questions are aligned with the ILOs			
2	Questions are evenly distributed across the module content			
3	The distribution of marks is fair			
4	The marking scheme is acceptable			
5	Questions address different levels of assessment			
6	Language is simple and understandable			
7	The overall quality of the paper is acceptable			

8. General comments on the examination paper and marking scheme (if necessary):

Moderator's name and signature:

Date:

9. Follow-up action by the Head of the Department:

Head of the Department's name and signature:

Date:



**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 follow the stipulated structure and format			
2	The questions paper is free from grammatical/spelling errors			
3	The marks allocated for the questions are sufficient			
4	The time allocated for the questions is sufficient			
5	Questions of the paper have 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 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:



**RAJARATA UNIVERSITY OF SRI LANKA**  
**FACULTY OF MEDICINE AND ALLIED SCIENCES**  
**NAME OF THE EXAMINATION - MONTH - YEAR**

**SUBJECT – MODULE – MODULE NUMBER**

**Answer all questions in the separate answer sheets provided**

**Time: 1 hour and 30 minutes**

---

*Please read the following instructions carefully before answering the questions*

- Write your index number on the answer sheets
- This paper consists of two parts

**PART I**

**MULTIPLE-CHOICE QUESTIONS**

**Time: 30 minutes**

- Completely shade the empty circle against each response
- Do not deface or write any remarks on the answer sheet
- Only ONE answer sheet is provided for EACH part of the paper, per candidate
- You are NOT ALLOWED to take away the question book from the examination hall
- You should return the question book together with the answer sheet to the supervisor/invigilators at the end of the examination

*True/False type questions*

- Numbers 1 to 5 are true/false type questions
- Mark EITHER true OR false answer on the answer sheet provided
- Each correct answer will be awarded a positive mark
- Each negative answer will be awarded a negative mark
- If no answer is offered, no marks will be awarded

- Cumulative negative marks from any question WILL NOT be carried over to the total
- Therefore, each question carries a minimum of 0 to a maximum of +5 marks
- Example of how to mark the answer sheet for true/false type MCQ:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	
<b>1</b>	<b>True</b>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	<b>False</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

***Single best answer type questions***

- Numbers 1 to 5 are single-best-answer type questions
- Marks will be awarded for each correct answer
- Zero (0) marks will be awarded if the answer is incorrect or there is no response
- Minus marks WILL NOT be given for incorrect answers
- Choose ONE most appropriate alternative (A, B, C, D, E)
- Mark the corresponding cage of your choice on the answer sheet provided
- Example of how to mark the answer sheet for single best answer type MCQ:

<b>1</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**PART II**

**STRUCTURED ESSAY QUESTIONS**

**Time: 1 hour**

***Structured essay questions***

- Numbers 1 to 2 are structured essay questions
- Answer each question in a separate answer book



Faculty of Medicine and Allied Sciences

Form for Changing of Duty at Examination

Name of Examination: .....

Name of Staff and Designation: .....

Nature of Duty: .....

Subject: .....

Date and session to be changed: .....

I kindly inform you that ..... will take over the said duties instead of me.

.....

Signature of Applicant

.....

Supervisor of the exam

Name of the acting staff:.....

Designation: .....

I agreed to take over the duty of ..... on  
..... at the session of .....

.....

Signature of Acting staff

.....

Head of Department

The above change of duty is recommended / not recommended.

.....

SAR/AR/FMAS



වෛද්‍ය හා සමාන්තර විද්‍යා පීඨය

විභාග රාජකාරි වෙනස් කිරීම

විභාගයේ නම: .....

නම සහ තනතුර: .....

රාජකාරියේ ස්වභාවය: .....

විෂය: .....

වෙනස් කළ යුතු දිනය සහ වේලාව: .....

මා වෙනුවට මෙම විභාගයේ රාජකාරි කටයුතු ..... යන අය විසින් භාර ගන්නා බවට මෙයින් දන්වා සිටිමි.

.....

අයදුම්කරුගේ අත්සන

.....

අදාළ විෂයේ ශාලාධිපතිගේ අනුමැතිය

වැඩබලන නිලධාරියාගේ නම: .....

තනතුර: .....

ඉහත නම සඳහන් මා ..... දින ..... සිට ..... දක්වා (වේලාව) ..... අංශයේ රාජකාරි කටයුතු භාර ගැනීමට එකඟ වුණෙමි.

.....

වැඩබලන නිලධාරියාගේ අත්සන

.....

දෙපාර්තමේන්තු ප්‍රධානියාගේ අනුමැතිය

ඉහත රාජකාරි වෙනස් කිරීම නිර්දේශ කරනු ලැබේ / කරනු නොලැබේ.

.....

සහකාර ලේඛකාධිකාරි

වෛද්‍ය හා සමාන්තර විද්‍යා පීඨය



Faculty of Medicine & Allied Sciences, Rajarata University of Sri Lanka

Supervisor's Report

Instructions

The supervisor's report should be prepared in respect of each paper and submitted to the Examinations Division after each component of the examination.

1. Details of the Examination

- 1.1. Title of the session of the examination: .....
1.2. Date:.....:
1.3. Time of commencement: .....AM/PM
1.4. Time of ending: .....AM/PM
1.5. Number of candidates present:.....
1.6. Number of candidates absent:.....

2. Report on the examination process (Please mark the appropriate option with 'X')

- 2.1. Examination hall/s is/are opened on time..... Yes No
2.2. Examination hall/s is/are swept and properly cleaned..... Yes No
2.3. Desk numbered..... Yes No
2.4. Answer books and Exam material available and adequate..... Yes No
2.5. Adequacy of Invigilators, Hall Attendants..... Adequate Not Adequate
2.6. Observations with regard to the printing/ duplicating of question papers or any other defect regarding question papers..... Annexed No defects
2.7. Observations regarding rubric or instructions to candidates..... Annexed Routine Instruc.
2.8. Any drawback in the arrangements for the Examination..... Annexed Not applicable

2.9. Names of Invigilators, and Hall Attendants absent (without prior notice/arrangement)

- .....:
- .....:
- .....:

2.10. Names of Invigilators, Hall Attendants arrived late

- .....:
- .....:
- .....:

**3. Report on candidates and answer scripts**

- 3.1. The Answer Scripts have been arranged in the serial order of the Index Number .....  Yes  No
- 3.2. Index Nos. of absentees have been marked in the Attendance Sheet.....  Yes  No
- 3.3. The answer scripts have been counted and tallied with the number present for the Examination.....  Yes  No
- 3.4. Index No./s of the candidate/s who were present, have not submitted their answer scripts or have not submitted their answer script/s for Part which was collected and packed separately:  
.....
- 3.5. Number scripts were found unnumbered:.....:
- 3.6. The probable Index Numbers of the candidates who have not numbered their scripts have been indicated.....  Yes  No
- 3.7. Index No./s of the candidate/s who has/ have not produced their Record Book/ Identity card.  
.....
- 3.8. They have been requested to provide them at the next session.....  Yes  No
- 3.9. Index No. /s. of the candidates has/ have not produced their admission card.....
- 3.10. Signatures of those candidates have been obtained on the Declaration.....  Yes  No

**4. Report on examination offences and other events**

- 4.1. Index No/s. of candidates detected committing Examination offences:.....  
.....
- 4.2. Unauthorized documents found with candidate/s are sealed and submitted in a separate cover.....  Yes  No
- 4.3. Report on the offence and the statement of the candidates are enclosed...  Yes  No
- 4.4. Whether any candidate fell ill during the session. ....  Yes  No
- 4.5. How much additional time was given to candidate/s who fell ill during the session?.....  
.....:

**5. Any other observations**

.....  
.....  
Signature of the Supervisor ..... Date .....

Seen by the Assistant Registrar/Senior Assistant registrar, FMAS, RUSL and remedial actions were taken to correct/prevent the highlighted issues above.  
Signature of the Registrar/Senior Assistant registrar, FMAS, RUSL:.....  
Date:.....





**Examination Offences**

Name of Candidate : ..... Tp.No. : .....

Registration No : ..... Index No: .....

Residential : .....

Address : .....

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

Academic Year : ..... Semester : .....

Offence Committed : .....

Time Detected : .....

Name of the Invigilator : ..... (Detail Report Overleaf) Signature of the Invigilator

Name of Candidate: Mr. / Mrs./ Miss. ....

It has been brought to my notice by the Invigilator

.....

.....

.....

Please give your explanation in the cage below.

Name of the Supervisor : .....

Date : ..... Signature of the Supervisor

**Explanation of Candidate**

.....

.....

.....

Date : .....

Signature of Candidate

**Observation of the Supervisor**

.....

.....

.....

Name of the Supervisor : .....

Date : ..... Signature of the supervisor

**Detail Report of Examination Offences**

<p>Unauthorized documents</p> <p>Describe the documents and where they were found.</p> <p>Name the documents serially</p>	
<p>Copying: Describe from what document copying was done</p>	
<p>Describe in detail the disorderly conduct</p>	
<p>Impersonation</p> <p>Describe who impersonated whom</p>	
<p>Other Offences (Description)</p>	
<p>Special Observations</p>	<p>Special Observations</p>
<p>.....</p> <p>Invigilator</p>	<p>.....</p> <p>Supervisor</p>



**Report on Counselling for Unsuccessful Candidates**  
**Faculty of Medicine and Allied Sciences**  
**Rajarata University of Sri Lanka**

Department:

Examination:

No	Index no. of the candidate	Unsuccessful components	Counselling session conducted	Remarks (If the session was not conducted, the reason)
01			Yes/No Date:	
02			Yes/No Date:	
03			Yes/No Date:	
04			Yes/No Date:	
05			Yes/No Date:	
06			Yes/No Date:	
07			Yes/No Date:	
08			Yes/No Date:	
09			Yes/No Date:	
10			Yes/No Date:	

**Panel Members:**

No	Name	Designation	Signature
01			
02			
03			



Faculty of Medicine and Allied Sciences

Rajarata University of Sri Lanka

**EXAMINER'S FEEDBACK ON THE PERFORMANCE OF THE CANDIDATES**

Name of the Examiner: .....

Designation and Affiliation: .....

Name of the Examination, Month, and year of the examination: : .....

Date: .....

Signature: .....

**Instructions for the examiner:**

- Examiners are expected to provide an overall evaluation of students' performance after assigning marks for each component of the examination and should be submitted to the chief examiner with the mark sheet.
- Please use the following structure in scoring
  1. Extremely inadequate/ weak
  2. Inadequate/ weak
  3. Neutral
  4. Satisfactory
  5. Good

**SEQ/ Sort Essay/ Essay**

**Please indicate the question numbers:** .....

	1	2	3	4	5
Theory knowledge of the subject					
Logical reasoning					
Lateral thinking					
Critical thinking					
Application ability					
Correct understanding of the type of the question (List, state, describe, discuss, etc.)					
Logical flow or logical organization of the answer					
Spellings of the technical terms					
Correct use of the English language (spelling, grammar, etc.)					
Readability of handwriting					
Appropriate use of diagrams or drawings					
Time management					

State the aspect(s) that most of the students show an inadequate level of competency:

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

Please state the aspect(s) that most of the students should improve:

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

---

**OSPE/OSPHE/OSCE**

*Please indicate the question numbers:* .....

	1	2	3	4	5
Theory knowledge of the subject					
Procedural or examination skills					
Logical reasoning					
Lateral thinking					
Critical thinking					
Application ability					
Readability of handwriting					
Appropriate use of diagrams or drawings					
Spellings of the technical terms					

State the aspect(s) that most of the students show an inadequate level of competency:

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

Please state the aspect(s) that most of the students should improve:

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

**Viva voce / Short cases / long cases**

*Please indicate the question numbers:* .....

	1	2	3	4	5
Theory knowledge of the subject					
Procedural or examination skills					
Logical reasoning					
Lateral thinking					
Critical thinking					
Application ability					
Logical flow or logical organization of the answer/patient's history/presentation					
Presentation skills					
The English-speaking ability/the English language ability					
Clarity of the speech					
The attitude towards the patient(s)					
Ethical conduct					
Time management					
Appropriateness of the dress					
Preparedness					

State the aspect(s) that most of the students show an inadequate level of competency:

.....

.....

.....

Please state the aspect(s) that most of the students should improve:

.....

.....

.....



Faculty of Medicine and Allied Sciences

Rajarata University of Sri Lanka

**SUMMARY REPORT OF THE EXAMINERS' FEEDBACK ON THE PERFORMANCE OF THE CANDIDATES**

Department/ Subject: .....

Name of the Examination, Month, and year of the examination: : .....

**Instructions for the Chief examiner/ head of the department/ module coordinator:**

The chief examiner/ head of the department/ module coordinator is expected to prepare a summary of the examiner's feedback on the performance of the candidates and submit it to the Medical Education Unit for remedial actions and to the Examinations Division with the final mark sheet for filing purposes.

**SEQ/ Sort Essay/ Essay**

	The average score given by the examiners (out of 5)
Theory knowledge of the subject	
Logical reasoning	
Lateral thinking	
Critical thinking	
Application ability	
Correct understanding of the type of the question (List, state, describe, discuss, etc.)	
Logical flow or logical organization of the answer	
Spellings of the technical terms	
Correct use of the English language (spelling, grammar, etc.)	
Readability of handwriting	
Appropriate use of diagrams or drawings	
Time management	

Main aspect(s) that most of the students show an inadequate level of competency:

.....

.....

.....

Main aspect(s) that most of the students should improve:

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

---

**OSPE/OSPHE/OSCE**

	The average score given by the examiners (out of 5)
Theory knowledge of the subject	
Procedural or examination skills	
Logical reasoning	
Lateral thinking	
Critical thinking	
Application ability	
Readability of handwriting	
Appropriate use of diagrams or drawings	
Spellings of the technical terms	

Main aspect(s) that most of the students show an inadequate level of competency:

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

Main aspect(s) that most of the students should improve:

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



**Viva voce / Short cases / long cases** .....

	The average score given by the examiners (out of 5)
Theory knowledge of the subject	
Procedural or examination skills	
Logical reasoning	
Lateral thinking	
Critical thinking	
Application ability	
Logical flow or logical organization of the answer/patient's history/presentation	
Presentation skills	
The English-speaking ability/the English language ability	
Clarity of the speech	
The attitude towards the patient(s)	
Ethical conduct	
Time management	
Appropriateness of the dress	
Preparedness	

Main aspect(s) that most of the students show an inadequate level of competency:

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

Main aspect(s) that most of the students should improve:

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



Faculty of Medicine & Allied Sciences
Rajarata University of Sri Lanka
MEDICAL CERTIFICATE SUBMISSION FORM FOR EXAMINATIONS

- 01. Name of the Student: Mr./Ms.
02. Registration Number:
03. Index Number:
04. Contact Number/s :
05. Name of the Examination (please select with "✓") :
- 2nd MBBS
- 3rd MBBS (Part I)
- 3rd MBBS (Part II)
- Final MBBS
- Continues Assessment - No..... (Please specify)
- Other - .....(Please specify)

Table with 3 columns: Date of the Examination, Subject (i.e. Anatomy, Microbiology, etc.), Component/s of the Examination (i.e. MCQ, Essay, SEQ, OSPE, OSCE, etc.). Rows 1-5 and Total Number.

06. Mention the venue/s you stayed during the examination period.

Table with 3 columns: Address, From, To. Rows 1, 2, 3 for venue entries.

(Please use a separate sheet if necessary)

07. Details of certifying doctor and issuing institution of the medical certificate

Name of the certified doctor	
Designation of the certified doctor	
Institution that issued the medical	

08. State whether the medical records and/or certificates attached have been issued or certified by Medical Officer of the Rajarata University of Sri Lanka?  Yes  No

I state that the information given in this form is correct and accurate to the best of my knowledge.

.....

Signature of the Applicant

.....

Date

**Instructions for students**

Please submit this form to the Dean’s office along with the Medical Certificate(s) and the request letter (Separate form should be used for separate examination).

**Office use only**

Details of Faculty Board Decision

Approval :

Faculty Board Meeting No.:

Faculty Board Meeting Date:

Memo No. :

Decision

Medical Certificate:  Accepted

Not Accepted

Next examination considered as the:  First (1<sup>st</sup>) Attempt

Repeat Attempt

Other: .....

Remarks:



**Annexure 16**

**Faculty of Medicine & Allied Sciences  
Rajarata University of Sri Lanka**

**APPLICATION FOR GRACE CHANCE**

01. Name of the Student: Mr./Ms. ....

02. Registration Number: .....

03. Index Number: .....

04. Date of Registration (dd/mm/yyyy): ...../...../.....

05. Contact Number/s : .....

06. Name of the Examination (please select with "✓") :

2<sup>nd</sup> MBBS

3<sup>rd</sup> MBBS (Part I)

3<sup>rd</sup> MBBS (Part II)

Final MBBS

07. Reason for the Request

Exceeding the maximum number of attempts (applicable only for the 2<sup>nd</sup> MBBS examination)

Exceeding the maximum duration (applicable for all the examinations)

08. Number of Previous Attempts: Total: ..... Grace Chances: .....

09. Details about the previous attempts (please use an additional sheet if necessary):

Subject	Results				
	Attempt 1 Date (mm/yyyy): .....	Attempt 2 Date (mm/yyyy): .....	Attempt 3 Date (mm/yyyy): .....	Attempt 4 Date (mm/yyyy): .....	Attempt 5 Date (mm/yyyy): .....
1.					
2.					
3.					
4.					
5.					

10. Details about the previous examination results:

Examination	Subject	Completed date <i>(mm/yyyy)</i>	Office use only	
			Verification	Signature*
2 <sup>nd</sup> MBBS	Anatomy		<input type="checkbox"/> Verified	
	Biochemistry		<input type="checkbox"/> Verified	
	Physiology		<input type="checkbox"/> Verified	
3 <sup>rd</sup> MBBS (Part I)	Microbiology		<input type="checkbox"/> Verified	
	Parasitology		<input type="checkbox"/> Verified	
3 <sup>rd</sup> MBBS (Part II)	Community Medicine		<input type="checkbox"/> Verified	
	Forensic Medicine		<input type="checkbox"/> Verified	
	Pathology		<input type="checkbox"/> Verified	
	Pharmacology		<input type="checkbox"/> Verified	
	Family Medicine		<input type="checkbox"/> Verified	
Final MBBS	Medicine		<input type="checkbox"/> Verified	
	Surgery		<input type="checkbox"/> Verified	
	Gynecology & Obstetrics		<input type="checkbox"/> Verified	
	Paediatrics		<input type="checkbox"/> Verified	
	Psychiatry		<input type="checkbox"/> Verified	

\* Signature of the officer who checked the marks register and verified

I state that the information given in this form is correct and accurate to the best of my knowledge.

.....

Signature of the Applicant

.....

Date

***Instructions for students***

Please submit this form to the Dean's office along with the request letter and supporting documents (if any) within a minimum of 12 (twelve) weeks before the commencement date of the examination.

**Office use only** (to be filled by the Examinations Division, FMAS, RUSL)

Details of Faculty Board Decision

Approval:

Faculty Board Meeting No.:

Faculty Board Meeting Date:

Memo No:

**Decision**

Grace Chance:

Accepted

Not Accepted

Remarks:

**Authorization**

All the details given above have been checked and verified. Grace chance is recommended / not recommended and forwarded for Senate approval.

.....  
AR/SAR, FMAS, RUSL

.....  
Dean, FMAS, RUSL



**Annexure 17**

**Examination Related Document Disposal Register (ERDDR)**

No	Date of Disposal	Document Type*	Description	No. of Scripts/No. of pages
1				
2				
3				
4				
5				

\* 1- Question papers and Marking Schemes, 2 – Answer Scripts, 3 – Mark sheets, 4 – Handwritten results books

The list was prepared by:

Signature: .....

Date: .....

Authorization of disposal

\_\_\_\_\_

Signature and Rubber Stamp

Dean/FMAS/RUSL

Date: \_\_\_\_\_

Supervision of disposal

\_\_\_\_\_

Signature and Rubber Stamp

Assistant Registrar/FMAS/RUSL

Date: \_\_\_\_\_



**Annexure 18**

**Packet No:.....**

**Details of the Answer-Script Packets Handed over to the Examination Division**

Department	
Academic Year	
Subject	
Name of the Examination - Month/Year held (E.g. - 2 <sup>nd</sup> MBBS Examination – May 2008)	
No of Answer Scripts enclosed	
Handed Over.....  Date.....	Received.....  Date.....





**Summary Details of the Answer-Script Packets Handed over to the Examination Division**

Department: .....

Academic Year: .....

Subject: .....

Name of the Examination - Month and Year held (E.g. - 2nd MBBS Examination – May 2008)	No of Scripts	No of Packets

Head of the Department

Handed Over: - .....

Date: - .....

Examination Division

Received: - .....

Date: - .....



**Annexure 20**

FACULTY OF MEDICINE AND ALLIED SCIENCES

RAJARATA UNIVERSITY OF SRI LANKA

SECOND MBBS EXAMINATION (Academic Year ..... ) - *Month Year*

**RESULTS**

S/N	Index No.	Name	Attempt	Marks					Final Result (Classes and Distinctions)
				Anatomy	Biochemistry	Physiology	Total	Average	
1									
2									
3									

Date of the results board: \_\_\_\_\_

\_\_\_\_\_  
Assistant Registrar  
FMAS/RUSL

\_\_\_\_\_  
Dean/FMAS/RUSL

\_\_\_\_\_  
Vice Chancellor  
RUSL



FACULTY OF MEDICINE AND ALLIED SCIENCES

RAJARATA UNIVERSITY OF SRI LANKA

THIRD MBBS (PART-I) EXAMINATION (Academic Year ..... ) - *Month Year*

RESULTS

S/N	Index No.	Name	Attempt	Marks		Final Result (Classes and Distinctions)
				Parasitology	Microbiology	
1						
2						
3						

Date of the results board: \_\_\_\_\_

\_\_\_\_\_  
Assistant Registrar  
FMAS/RUSL

\_\_\_\_\_  
Dean/FMAS/RUSL

\_\_\_\_\_  
Vice Chancellor  
RUSL



FACULTY OF MEDICINE AND ALLIED SCIENCES

RAJARATA UNIVERSITY OF SRI LANKA

THIRD MBBS (PART-II) EXAMINATION (Academic Year ..... ) - *Month Year*

RESULTS

S/N	Index No.	Name	Attempt	Marks							Final Result (Classes and Distinctions)
				Community Medicine	Pathology	Pharmacology	Forensic Medicine	Family Medicine	Total	Average	
1											
2											
3											

Date of the results board): \_\_\_\_\_

Assistant Registrar  
FMAS/RUSL

Dean/FMAS/RUSL

Vice Chancellor  
RUSL



**Annexure 23**

FACULTY OF MEDICINE AND ALLIED SCIENCES

RAJARATA UNIVERSITY OF SRI LANKA

FINAL MBBS EXAMINATION (Academic Year ..... ) - *Month Year*

**RESULTS**

S/N	Index No.	Name	Attempt	Marks						Final Result (Classes and Distinctions)
				Medicine	Surgery	Gynaecology & Obstetrics	Paediatrics	Psychiatry	Total	
1										
2										
3										

Date of the results board: \_\_\_\_\_

\_\_\_\_\_  
Assistant Registrar  
FMAS/RUSL

\_\_\_\_\_  
Dean/FMAS/RUSL

\_\_\_\_\_  
Vice Chancellor  
RUSL



(Date)

To Whom It May Concern:

**ACADEMIC TRANSCRIPT  
BACHELOR OF MEDICINE AND BACHELOR OF SURGERY DEGREE**

The append information is sent herewith at the request of (**Gender. Name**) (**Registration No....., Index No.....**) who has passed the Bachelor of Medicine and Bachelor of Surgery Degree in the Faculty of Medicine and Allied Sciences at Rajarata University of Sri Lanka.

The Faculty of Medicine and Allied Sciences conducted its MBBS course in English Medium.

**Examination**

**Subjects**

Second MBBS  
(Month & Year)

Anatomy (*Distinction*)  
Biochemistry (*Distinction*)  
Physiology (*Distinction*)  
**(Results)**

Third MBBS Part - I  
(Month & Year)

Microbiology (*Distinction*)  
Parasitology (*Distinction*)  
**(Results)**

Third MBBS Part - II  
(Month & Year)

Community Medicine (*Distinction*)  
Family Medicine (*Distinction*)  
Forensic Medicine (*Distinction*)  
Pathology (*Distinction*)  
Pharmacology (*Distinction*)  
**(Results)**

Final MBBS  
(Month & Year)

Medicine (*Distinction*)  
Obstetrics & Gynaecology (*Distinction*)  
Paediatrics (*Distinction*)  
Psychiatry (*Distinction*)  
Surgery (*Distinction*)  
**(Results)**

Research in Medicine  
(Month & Year)

Pass

Personal and Professional Development  
(Month & Year)

Pass

**Key to Grades**

Average for whole Examination	69.51% or above	-	1 <sup>st</sup> Class Honours
	64.51 - 69.50 %	-	2 <sup>nd</sup> Class (Upper) Honours
	59.51 - 64.50 %	-	2 <sup>nd</sup> Class (Lower) Honours
	50.00 - 59.50 %	-	Pass
Average for Each Subject	69.51% or above	-	Distinction
	50.00 - 69.50 %	-	Pass

The Effective date of the Degree: (.....)

Prepared By:.....

Checked By :.....

Assistant Registrar  
Faculty of Medicine and Allied Sciences



(Date)

CONFIDENTIAL

(Address)

**ACADEMIC TRANSCRIPT - BACHELOR OF MEDICINE AND BACHELOR OF SURGERY DEGREE**

The append information is sent herewith at the request of (*Gender. Name*) (*Registration No....., Index No.....*) who has passed the Bachelor of Medicine and Bachelor of Surgery Degree in Faculty of Medicine and Allied Sciences at Rajarata University of Sri Lanka.

The Faculty of Medicine & Allied Sciences conducted its MBBS course in English Medium.

Please note that the contents of this academic transcript should be kept **confidential** and not divulged to applicant concerned.

<b>Examination</b>	<b>Subjects</b>	<b>Marks</b>
Second MBBS (Month & Year)	Anatomy	xx (Distinction)
	Biochemistry	xx (Distinction)
	Physiology	xx (Distinction)
	<b>(Results)</b>	<b>Average xx</b>
Third MBBS Part - I (Month & Year)	Microbiology	xx (Distinction)
	Parasitology	xx (Distinction)
	<b>(Results)</b>	<b>Average xx</b>
Third MBBS Part - II (Month & Year)	Community Medicine	xx (Distinction)
	Family Medicine	xx (Distinction)
	Forensic Medicine	xx (Distinction)
	Pathology	xx (Distinction)
	Pharmacology	xx (Distinction)
	<b>(Results)</b>	<b>Average xx</b>
Final MBBS (Month & Year)	Medicine	xx (Distinction)
	Obstetrics and Gynaecology	xx (Distinction)
	Paediatrics	xx (Distinction)
	Psychiatry	xx (Distinction)
	Surgery	xx (Distinction)
	<b>(Results)</b>	<b>Average xx</b>
Research in Medicine (Month & Year)		xx
Personal and Professional Development (Month & Year)		xx

**Key to Grades**

Average for whole Examination	69.51% or above	-	1 <sup>st</sup> Class Honours
	64.51 - 69.50 %	-	2 <sup>nd</sup> Class (Upper) Honours
	59.51 - 64.50 %	-	2 <sup>nd</sup> Class (Lower) Honours
	50.00 - 59.50 %	-	Pass

Average for Each Subject	69.51% or above	-	Distinction
	50.00 - 69.50 %	-	Pass

The Effective date of the Degree: (.....)

Prepared By:.....

Checked By :.....

Assistant Registrar  
Faculty of Medicine & Allied Sciences



## Annexure 26

*(date)*

### ACADEMIC RECORD

This is to certify that *(name of the graduate)*, MBBS (Bachelor of Medicine & Bachelor of Surgery), has satisfactorily attended the following course of lectures, practical classes, tutorials, problem-based learning classes, clinical case discussions, field training and clinical training at this Faculty from *(date)* to *(date)*.

**Medium of instruction:** English is the medium of instruction throughout the MBBS degree programme

### Study Programme

### Module/s and direct contact teaching/learning hours

Anatomy, Biochemistry and  
Physiology integrated programme

Introduction to the study of Man  
Blood  
Cardiovascular system  
Respiratory system  
Gastrointestinal system  
Urinary system  
Endocrine system  
Reproductive system  
Nervous system  
Human Nutrition  
Regional Anatomy 1A – Upper Limb  
Regional Anatomy 1B – Thorax  
Regional Anatomy 2 – Abdomen, Pelvis and Perineum  
Regional Anatomy 3A – Head, Neck and Spine  
Regional Anatomy 3B – Lower Limb

Anatomy

**180 hours Lectures, 52 hours Practical Classes,  
180 hours Dissections (the whole human body),  
54 hours Tutorials/Problem-based Learning/ Clinical Case Discussions**

Biochemistry

**115 hours Lectures, 50 hours Practical classes, 54 hours Tutorials/Problem-based Learning,  
14 hours Clinical Case Discussions, two student presentation sessions**

Physiology

**174 hours Lectures, 54 hours Practical Classes,  
90 hours Tutorials/Problem-based Learning, 22 hours Clinical Case Discussions**

*(signature)*

Assistant Registrar  
Faculty of Medicine & Allied Sciences

*(signature)*

Dean  
Faculty of Medicine & Allied Sciences



<b>Study Programme</b>	<b>Module/s and direct contact teaching/learning hours</b>
Microbiology	General Microbiology Systemic Microbiology Immunology Clinical Microbiology <b>(82 hours Lectures, 5 hours Tutorials, 11 hours Practical Classes)</b>
Parasitology	Introduction to medical parasitology Parasitic infections of the lymphatic system Parasitic infections of blood and circulatory system – I & II Parasitic infections of the gastro-intestinal system Parasitic infections of the liver Parasitic infections leading to anaemia Parasitic infections causing pulmonary symptoms Parasitic infections of the Central Nervous System Parasitic Infections of the Eye Parasitic infections of the urinary system Medical Entomology Parasitic infections leading to lesions in the skin and subcutaneous tissue Zoonoses and insecticides Snake bites and envenomation <b>(37 hours Lectures, 4.5 hours Tutorials, 14.5 hours Practical Classes)</b>
Community Medicine	Demography Introduction to Biostatistics Maternal and Child Health Basic Epidemiology Public Health in Practice I, II, III (including Family Study & Clerkship Programme) Applied Epidemiology and Communicable Diseases Non-Communicable Disease Epidemiology Community Nutrition Occupational and Environmental Health  <b>(131 hours Lectures, 92 hours Tutorials/ Problem-based Learning/Small Group Discussions)</b>  <b>Clerkship programme: A 4 week (approx. 130 hours) comprehensive field training programme to provide students with the opportunity of experiencing public health practice at regional, divisional and grassroot level, and to be actively involved in health promotion and community health through preplanned activities.</b>  <b>Family study (75 hours field work): A group-based learning programme of 12 months duration, which provides an opportunity to be engaged in health promotion through designing individualised health outcomes for family members in an allocated family with long term follow-up and dealing with health conditions they will seldom be exposed to during the hospital-based training.</b>
Family Medicine	<b>Principles in Family Medicine, Primary Care Practice (common presentations, red flag signs and symptoms, management)</b> (40 hours Lectures, 20 hours Tutorials/Problem-based Learning/Small Group Discussions/Quizzes) (applicable for graduates of 2015/2016 batch onwards)  <b>Clinical Appointments:</b> <b>2 weeks (approx. 50 hours) clinical appointment at the Out-Patient Department and Emergency Treatment Unit of Teaching Hospital Anuradhapura, Primary Medical Care Unit Puliyankulama, Private General Practitioner Anuradhapura</b> (applicable for graduates of 2017/2018 batch onwards)  <b>Continuing Clinical Skills Development Programme:</b> <b>(approx. 50 hours) Clinical Skills Laboratory Sessions, Family Medicine Student Logbook, Moodle-based Resources</b> (applicable for graduates of 2017/2018 batch onwards)

*(signature)*  
 Assistant Registrar  
 Faculty of Medicine & Allied Sciences

*(signature)*  
 Dean  
 Faculty of Medicine & Allied Sciences

<b>Study Programme</b>	<b>Module/s and direct contact teaching/learning hours</b>																												
Forensic Medicine	Injuries Death and death-related issues Toxicology and medical ethics <b>(74 hours Lectures, 24 hours Tutorials/ Problem-based Learning/Small Group Discussions)</b> <b>2 weeks (approx. 50 hours) clinical appointment under a specialist judicial medical officer at Teaching Hospital Anuradhapura</b>																												
Pathology	General Pathology Tumour Pathology Gastrointestinal Pathology and Musculoskeletal Pathology Pathology of the Cardiovascular System and Pathology of the Central Nervous System Endocrine Pathology and Pathology of the Respiratory System Chemical Pathology and Renal Pathology Haematology and lymphoreticular system Breast Pathology Pathology of the Male and Female Reproductive Tracts <b>(132 hours Lectures, 30 hours Tutorials, 23 hours Demonstrations)</b> <b>2 week (approx. 48 hours) clinical appointment under specialist Pathologist, Hematologist and Microbiologist at Teaching Hospital Anuradhapura</b>																												
Pharmacology	Introduction to pharmacology Discovery and development of drugs General pharmacology Drugs affecting the nervous system Drugs affecting the cardiovascular systems Drugs affecting the endocrine system Antibiotics Special Topics <b>(90 hours Lectures, 60 hours Tutorials)</b>																												
Medicine	Cardiology Respiratory Medicine Neurology Rheumatology Dermatology Oncology Sexually transmitted diseases Medical emergency  <b>(74 hours Lectures)</b>  <b>Clinical Appointments:</b>  <table border="0"> <tr> <td><b>General Medicine</b></td> <td><b>17 weeks (approx. 616 hours)</b></td> <td><b>under a visiting specialist Physician in the Professorial Unit</b></td> </tr> <tr> <td><b>Cardiology</b></td> <td><b>8 weeks (approx. 256 hours)</b></td> <td><b>under a specialist Cardiologist</b></td> </tr> <tr> <td><b>Respiratory Medicine</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Chest Physician</b></td> </tr> <tr> <td><b>Neurology</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Neurologist</b></td> </tr> <tr> <td><b>Rheumatology</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Rheumatologist</b></td> </tr> <tr> <td><b>Dermatology</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Dermatologist</b></td> </tr> <tr> <td><b>Oncology</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Oncologist</b></td> </tr> <tr> <td><b>Sexually transmitted diseases</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Venereologist</b></td> </tr> <tr> <td><b>Nephrology</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Nephrologist</b></td> </tr> </table>		<b>General Medicine</b>	<b>17 weeks (approx. 616 hours)</b>	<b>under a visiting specialist Physician in the Professorial Unit</b>	<b>Cardiology</b>	<b>8 weeks (approx. 256 hours)</b>	<b>under a specialist Cardiologist</b>	<b>Respiratory Medicine</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Chest Physician</b>	<b>Neurology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Neurologist</b>	<b>Rheumatology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Rheumatologist</b>	<b>Dermatology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Dermatologist</b>	<b>Oncology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Oncologist</b>	<b>Sexually transmitted diseases</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Venereologist</b>	<b>Nephrology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Nephrologist</b>
<b>General Medicine</b>	<b>17 weeks (approx. 616 hours)</b>	<b>under a visiting specialist Physician in the Professorial Unit</b>																											
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<b>Rheumatology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Rheumatologist</b>																											
<b>Dermatology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Dermatologist</b>																											
<b>Oncology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Oncologist</b>																											
<b>Sexually transmitted diseases</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Venereologist</b>																											
<b>Nephrology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Nephrologist</b>																											

\*all the appointments were conducted at relevant units/departments in Teaching Hospital Anuradhapura

*(signature)*  
Assistant Registrar / Faculty of Medicine & Allied Sciences

*(signature)*  
Dean / Faculty of Medicine & Allied Sciences

<b>Study Programme</b>	<b>Module/s and direct contact teaching/learning hours</b>
Obstetrics & Gynaecology	Obstetrics Gynaecology  <b>(60 hours Lectures)</b>  <b>Clinical Appointments:</b>  <b>9 weeks (approx. 320 hours) clinical appointment under Visiting Specialist Obstetricians &amp; Gynaecologists, Teaching Hospital Anuradhapura.</b>  <b>8 weeks (approx. 296 hours) clinical clerking in Professorial Unit, Teaching Hospital Anuradhapura.</b>
Paediatrics	Perinatal Medicine Cardiology Respiratory Diseases Gastro-intestinal tract Disorders Nephrology Haematological Disorders Endocrinology Musculoskeletal Disorders Infections Oncology Emerging trends and broad health challenges Nutrition  <b>(73 hours Lectures)</b>  <b>Clinical Appointments:</b>  <b>9 weeks (approx. 296 hours) clinical appointment under Visiting Specialist Paediatricians, Teaching Hospital Anuradhapura.</b>  <b>8 weeks (approx. 272 hours) clinical clerking in Professorial Unit, Teaching Hospital Anuradhapura.</b>
Psychiatry	<b>(45 hours Lectures)</b>  <b>Clinical Appointments:</b>  <b>4 weeks (approx. 96 hours) clinical appointment under Visiting Specialist Psychiatrist/s, Teaching Hospital Anuradhapura.</b>  <b>8 weeks (approx. 288 hours) clinical clerking in Professorial Unit, Teaching Hospital Anuradhapura (applicable for graduates of 2011/2012 batch onwards)</b>

*(signature)*  
 Assistant Registrar  
 Faculty of Medicine & Allied Sciences

*(signature)*  
 Dean  
 Faculty of Medicine & Allied Sciences

<b>Study Programme</b>	<b>Module/s and direct contact teaching/learning hours</b>																										
Surgery	Vascular system Gastro-enterology Urology Orthopaedics Breast Thyroid and endocrine Paediatric surgery Basic surgical principle Trauma Anaesthesia ENT and Eye Neurosurgery Cardiothoracic surgery  <b>(78 hours Lectures)</b>  <b>Clinical Appointments:</b>  <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><b>General Surgery</b></td> <td style="width: 30%;"><b>17 weeks (approx. 616 hours)</b></td> <td style="width: 40%;"><b>under a visiting specialist surgeon in the Professorial Unit</b></td> </tr> <tr> <td><b>Orthopaedic Surgery</b></td> <td><b>8 weeks (approx. 256 hours)</b></td> <td><b>under a specialist Orthopaedic Surgeon</b></td> </tr> <tr> <td><b>Ophthalmology</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Ophthalmic Surgeon</b></td> </tr> <tr> <td><b>Oto-rhino-laryngology/ ENT Surgery</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Oto-rhino-laryngological Surgeon</b></td> </tr> <tr> <td><b>Urology/ Urological Surgery</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Urologist</b></td> </tr> <tr> <td><b>Radiology</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Radiologist/s</b></td> </tr> <tr> <td><b>Neurosurgery</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Neuro Surgeon</b></td> </tr> <tr> <td><b>Anesthesiology</b></td> <td><b>2 weeks (approx. 48 hours)</b></td> <td><b>under a specialist Anesthesiologist</b></td> </tr> </table>			<b>General Surgery</b>	<b>17 weeks (approx. 616 hours)</b>	<b>under a visiting specialist surgeon in the Professorial Unit</b>	<b>Orthopaedic Surgery</b>	<b>8 weeks (approx. 256 hours)</b>	<b>under a specialist Orthopaedic Surgeon</b>	<b>Ophthalmology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Ophthalmic Surgeon</b>	<b>Oto-rhino-laryngology/ ENT Surgery</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Oto-rhino-laryngological Surgeon</b>	<b>Urology/ Urological Surgery</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Urologist</b>	<b>Radiology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Radiologist/s</b>	<b>Neurosurgery</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Neuro Surgeon</b>	<b>Anesthesiology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Anesthesiologist</b>
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<b>Anesthesiology</b>	<b>2 weeks (approx. 48 hours)</b>	<b>under a specialist Anesthesiologist</b>																									

\*all the appointments were conducted at relevant units/departments in Teaching Hospital Anuradhapura

Research in Medicine	<p>Successfully completed the 'Research in Medicine' module, which is equivalent to 400 national hours. During this module, all medical undergraduates have conducted research as a small group (consisting of 5-6 medical undergraduates) under the guidance of a designated academic staff member of the faculty. The research process consists of conducting a relevant literature search, developing a research proposal, obtaining ethical clearance, developing research tool/s, collecting data, analyzing data and presenting research findings at the undergraduate research symposium. Summative assessment of the module consists of both individual and group-wise assessments by the respective academic supervisors and a review panel of experts on final research presentations.</p>
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Personal and Professional Development	<p>Personal and professional skills  <b>(15 hours Lecture discussions/ small group discussions/ workshops)</b>  <i>(applicable for graduates of 2015/2016 batch onwards)</i></p> <p>Human Psychology and Behaviour          Medical Anthropology  <b>(15 hours Lecture discussions/ small group discussions/ workshops)</b>  <i>(applicable for graduates of 2015/2016 batch onwards)</i></p> <p>Medical Ethics  <b>(15 hours Lecture discussions/ small group discussions/ workshops)</b>  <i>(applicable for graduates of 2015/2016 batch onwards)</i></p>
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*(signature)*  
 Assistant Registrar / Faculty of Medicine & Allied Sciences

*(signature)*  
 Dean / Faculty of Medicine & Allied Sciences

*(date)***CONFIDENTIAL***(address)***ACADEMIC PERFORMANCE EVALUATION RECORD**

The append information is sent herewith at the request of **(name of the applicant) (Registration No. ...., Index No. ....)** who has passed the Bachelor of Medicine and Bachelor of Surgery (MBBS) Degree in Faculty of Medicine and Allied Sciences at Rajarata University of Sri Lanka.

Please note that the contents of this academic performance evaluation record should be kept confidential and not divulged to applicant concerned.

**Academic History**

Academic year of initial matriculation in MBBS degree programme *(Academic Year)*  
Date of graduation/ effective date of the degree *(Date)*

**Academic performance**

**2<sup>nd</sup> MBBS Examination** *(Month, Year)* *Pass/Second Class (Lower) Honours/ Second Class (Upper) Honours/First Class Honours*  
*With distinction to Anatomy, Physiology, Biochemistry*

<b>Subject</b>	<b>Marks (%)</b>	<b>Evaluation: Position in student quartile ranking</b>
Anatomy		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Biochemistry		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
<i>Physiology</i>		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Average		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)

**3<sup>rd</sup> MBBS Part-I Examination** *(Month, Year)* *Pass/Second Class (Lower) Honours / Second Class (Upper) Honours /First Class Honours (No honors offer in this examination)*  
*With distinction to Parasitology, Microbiology*

<b>Subject</b>	<b>Marks (%)</b>	<b>Evaluation: Position in student quartile ranking</b>
Microbiology		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Parasitology		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Average		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)

**3<sup>rd</sup> MBBS Part-II Examination (Month, Year)** *Pass/Second Class (Lower) Honours / Second Class (Upper) Honours /First Class Honours*  
*With distinction to Pathology, Community Medicine, Forensic Medicine, Family Medicine, Pharmacology*

<b>Subject</b>	<b>Marks (%)</b>	<b>Evaluation: Position in student quartile ranking</b>
Community Medicine		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Family Medicine		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Forensic Medicine		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Pathology		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Pharmacology		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Average		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)

**Final MBBS Examination (Month, Year)** *Pass/Second Class (Lower) Honours / Second Class (Upper) Honours /First Class Honours*  
*With distinction to Pathology, Community Medicine, Forensic Medicine, Pharmacology*

<b>Subject</b>	<b>Marks (%)</b>	<b>Evaluation: Position in student quartile ranking</b>
Medicine		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Obstetrics & Gynaecology		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Paediatrics		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Psychiatry		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Surgery		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)
Average		( $\geq 75^{\text{th}}$ % / $\geq 50^{\text{th}}$ % / $\geq 25^{\text{th}}$ % / < 25 <sup>th</sup> %)

**Research in Medicine (Month, Year)** Pass

**Personal and Professional Development (Month, Year)** Pass

**Key to Grades**

Average for whole Examination	69.51% or above	-	1 <sup>st</sup> Class Honours
	64.51 - 69.50 %	-	2 <sup>nd</sup> Class (Upper) Honours
	59.51 - 64.50 %	-	2 <sup>nd</sup> Class (Lower) Honours
	50.00 - 59.50 %	-	Pass
Average for Each Subject	69.51% or above	-	Distinction
	50.00 - 69.50 %	-	Pass

Prepared By:.....

Checked By:.....

Senior Assistant Registrar  
 Faculty of Medicine & Allied Sciences

**Format for the Grade Point Average Sheet****GRADE POINT AVERAGE SHEET - BACHELOR OF MEDICINE AND BACHELOR OF SURGERY DEGREE**

The append results are herewith at the request of <Name> (<Registration No. & Index No. MED/01/013>) who has passed the Bachelor of Medicine and Bachelor of Surgery Degree in the Faculty of Medicine and Allied Sciences at Rajarata University of Sri Lanka.

**Examination**

Second MBBS

&lt;Month Year&gt;

**Subjects**

Anatomy

Biochemistry

Physiology

**(<Result> )****Grade Point Average -**

Third MBBS Part - I

&lt;Month Year&gt;

Microbiology

Parasitology

**(<Result> )****Grade Point Average -**

Third MBBS Part - II

&lt;Month Year&gt;

Community Medicine

Family Medicine

Forensic Medicine

Pathology

Pharmacology

**(<Result> )****Grade Point Average -**

Final MBBS

&lt;Month Year&gt;

Medicine

Obstetrics and Gynaecology

Paediatrics

Psychiatry

Surgery

**(<Result> )****Grade Point Average -**

Research in Medicine

&lt;Month &amp; Year&gt;

Pass

Personal and Professional Development

&lt;Month &amp; Year&gt;

Pass

**Cumulative Grade Point Average -**

The Effective Date of the Degree:

Assistant Registrar /Faculty of Medicine &amp; Allied Sciences

Date:

Dean/ Faculty of Medicine &amp; Allied Sciences

- Classes are based on numeric averages, not dependent on Grade Point Averages.
- Grade Point Average is calculated based on the final mark of the individual subject and the credit value of the subject which is estimated on the total notional hours of learning of the particular subject.

**Key to Grades**

Marks (%)	Letter Grade	4.33 GPA Equivalent Point	Marks (%)	Letter Grade	4.33 GPA Equivalent Point
85 - 100	A+	4.33	45 - 49	C+	2.33
70 - 84	A	4	40 - 44	C	2
65 - 69	A-	3.67	35 - 39	C-	1.67
55 - 59	B	3	25 - 29	D	1
50 - 54	B-	2.67			

**Key to Honours**

Marks (%)	Honours
<i>Average for the whole examination</i>	
≥ 69.51	1 <sup>st</sup> Class Honours
64.51 – 69.50	2 <sup>nd</sup> Class (Upper) Honours
59.51 – 64.50	2 <sup>nd</sup> Class (Lower) Honours
50.00 – 59.50	Pass
<i>The final mark of a subject</i>	
≥ 69.51	Distinction
50.00 – 69.50	Pass

**Format for the Weighted Average Mark Sheet****WEIGHTED AVERAGE MARK SHEET - BACHELOR OF MEDICINE AND BACHELOR OF SURGERY DEGREE**

The append results are herewith at the request of <Name> (<Registration No. & Index No. MED/01/013>) who has passed the Bachelor of Medicine and Bachelor of Surgery Degree in the Faculty of Medicine and Allied Sciences at Rajarata University of Sri Lanka.

**Examination**

Second MBBS

&lt;Month Year&gt;

**Subjects**

Anatomy

Biochemistry

Physiology

**(<Result> )****Weighted Average Mark -**

Third MBBS Part - I

&lt;Month Year&gt;

Microbiology

Parasitology

**(<Result> )****Weighted Average Mark -**

Third MBBS Part - II

&lt;Month Year&gt;

Community Medicine

Family Medicine

Forensic Medicine

Pathology

Pharmacology

**(<Result> )****Weighted Average Mark -**

Final MBBS

&lt;Month Year&gt;

Medicine

Obstetrics and Gynaecology

Paediatrics

Psychiatry

Surgery

**(<Result> )****Weighted Average Mark -**

Research in Medicine

&lt;Month &amp; Year&gt;

Pass

Personal and Professional Development

&lt;Month &amp; Year&gt;

Pass

**Cumulative Weighted Average Mark -**

The Effective Date of the Degree:

Assistant Registrar /Faculty of Medicine &amp; Allied Sciences

Dean/ Faculty of Medicine &amp; Allied Sciences

Date:

- Classes are based on numeric averages, not dependent on Weighted Average Mark.
- The Weighted Average Mark is calculated based on the final mark of the individual subject and the credit value of the subject which is estimated on the total notional hours of learning of the particular subject.

**Key to Grades and Honours**

Average for whole Examination	69.51% or above	-	1 <sup>st</sup> Class Honours
	64.51 - 69.50 %	-	2 <sup>nd</sup> Class (Upper) Honours
	59.51 - 64.50 %	-	2 <sup>nd</sup> Class (Lower) Honours
	50.00 - 59.50 %	-	Pass
Average for Each Subject	69.51% or above	-	Distinction
	50.00 - 69.50 %	-	Pass





### Application for Academic Transcript

Faculty of Medicine & Allied Sciences

Rajarata University of Sri Lanka

Instructions to the applicant:

- I. Each application must be accompanied by a bank receipt of payment (People’s Bank, Anuradhapura, Account No: 008-1-001-8-1725841)
- II. Transcripts 9. a) and d) are sent only to the Universities, Ministries, Embassies, or other delegated institutes. These transcripts are not issued to the applicants as they are confidential.
- III. The standard type of transcripts will be issued within four working days.

- 1. Registration No: ..... 1(a). Index No: .....
- 2. Full Name of the Applicant (Mr. Ms. Dr.): .....
- 3. Applicant’s Postal Address: .....
- 4. Telephone No(s): .....
- 5. Email Address: .....
- 6. Year of entry to the University: .....
- 7. Class Obtained: .....
- 8. The Postal Address that the transcript is to be sent to (Complete Address in Block Letters):  
.....  
.....
- 9. Type of the transcript requested (please select one option with “✓” mark)
  - a) Academic Transcript (With Marks)
  - b) Academic Transcript (Without Marks)
  - c) Academic Record
  - d) Academic Performance Evaluation Record
  - e) Grade Point Average (GPA)
  - f) Weighted Average Mark (WAM)

N.B.: Performance evaluation records will be prepared only for the exams successfully completed on the first attempt.

- 10. Payment category (based on the postal address that the transcript is to be sent to)
  - a) Local (Rs. 1500.00 per document)
  - b) Foreign (Rs. 5000.00 per document)

Date: .....

Applicant’s Signature:.....

CONFIDENTIAL



Annexure 31

**Internal verification of details related to ECFMG verification**

- Application for verification received:  Yes  No
- Payment received to People's Bank, Anuradhapura, Account No: 008-1-001-8-1725841:  
 Yes  No
- Payment amount:.....

**A. Information for Verification of the MBBS Degree Certificate and Status Verification**

01. Name of the Graduate: .....

02. Sex of the Graduate:  Male  Female

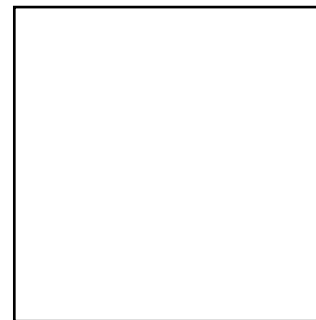
03. Date of Registration (Inauguration date): .....

04. Last day of the final exam: .....

05. Effective date of MBBS (the day following the last day of the final exam): .....

06. Date of the convocation:.....

07. Photograph of the student (paste in the following box):



08. Prepared by:.....

Date:.....

**N.B.:**

***This form should be saved in PDF format and sent through email to the verifying officer***

**B. Information for Verification of the MBBS Transcript**

01. Registration Number: .....

02. Index Number: .....

03. Examination Results:

Examination	Subject	Completed date (mm/yyyy)	Honours	
			Distinctions	Classes
2 <sup>nd</sup> MBBS	Anatomy		<input type="checkbox"/> Y <input type="checkbox"/> N	
	Biochemistry		<input type="checkbox"/> Y <input type="checkbox"/> N	
	Physiology		<input type="checkbox"/> Y <input type="checkbox"/> N	
3 <sup>rd</sup> MBBS (Part-I)	Microbiology		<input type="checkbox"/> Y <input type="checkbox"/> N	
	Parasitology		<input type="checkbox"/> Y <input type="checkbox"/> N	
3 <sup>rd</sup> MBBS (Part-II)	Community Medicine		<input type="checkbox"/> Y <input type="checkbox"/> N	
	Forensic Medicine		<input type="checkbox"/> Y <input type="checkbox"/> N	
	Pathology		<input type="checkbox"/> Y <input type="checkbox"/> N	
	Pharmacology		<input type="checkbox"/> Y <input type="checkbox"/> N	
	Family Medicine		<input type="checkbox"/> Y <input type="checkbox"/> N	
Final MBBS	Medicine		<input type="checkbox"/> Y <input type="checkbox"/> N	
	Surgery		<input type="checkbox"/> Y <input type="checkbox"/> N	
	Gynaecology & Obstetrics		<input type="checkbox"/> Y <input type="checkbox"/> N	
	Paediatrics		<input type="checkbox"/> Y <input type="checkbox"/> N	
	Psychiatry		<input type="checkbox"/> Y <input type="checkbox"/> N	

04. Prepared by: .....

Date: .....

**N.B.:**

***This form should be saved in PDF format and sent through email to the verifying officer***

**Application for Verification of Academic Credentials and Status**

Faculty of Medicine &amp; Allied Sciences

Rajarata University of Sri Lanka

Instructions to the applicant:

Each application must be accompanied by a bank receipt of payment

(People's Bank, Anuradhapura, Account No: 008-1-001-8-1725841)

1. Registration No:..... 1(a). Index No:.....
2. Full Name of the Applicant (Mr. Ms. Dr.):.....
3. Applicant's Permanent Address:.....
4. Sex of the Graduate:     Male                       Female
5. Telephone No(s):.....
6. Email address:.....
7. Effective date of MBBS (as mentioned in the MBBS degree certificate):.....
8. Date of the convocation (as mentioned in the MBBS degree certificate):.....
9. Type of the verification requested (please mention below):
  - A. .... B. ....
  - C. .... D. ....
10. Payment category

Service	Proposed Fee (Rs)
Verification of Academic Credentials (E.g., Degree certificate, Academic transcripts, Academic records etc.) or Academic Status	o 5,000.00
Uploading documents (E.g., Academic transcripts, Academic records etc.) directly to the portal of the requesting institution or service provider	o 2,000.00
<b>Note</b> 1. <i>The above fees are non-refundable and non-creditable against any other fee</i> 2. <i>The above fees will be charged in addition to the fees for obtaining academic transcripts and other academic records</i> 3. <i>The above fees will be waived for graduates of FMAS, RUSL who are permanent academic staff of FMAS, RUSL at the time of verification</i>	

Date: .....

Applicant's Signature:.....

Faculty of Medicine and Allied Sciences  
Rajarata University of Sri Lanka  
Jaffna Road, Saliyapura  
Sri Lanka, 50008

Tel: (+94) 252234462  
Fax: (+94) 252234464  
Web: <http://www.rjt.ac.lk/med/>