

## **1. REGULATIONS FOR CONDUCT OF EXAMINATIONS**

### **(1) EXAMINATION CALENDAR / DATE SHEET / ADMITTANCE CARD**

- i. Only one annual and one supplementary of First, Second, Third and Final Professional MBBS and BDS Examinations shall be allowed. In exceptional situation i.e., national calamities, war or loss of solved answer books in case of accident, special examination may be arranged after having observed due process of law. This will require permission of relevant authorities, i.e., Syndicate and Board of Governors.
- ii. Examination Calendar shall be recommended by the Board of Studies concerned and notified by the Controller of Examinations after approval of the Vice Chancellor.
- iii. Date Sheet for written and practical examination shall thereafter be prepared and notified by the Controller of Examinations.
- iv. Date Sheet, once notified, shall not be changed. The Vice Chancellor shall, however, under exceptional circumstances to be recorded in writing, recommend such a change for approval of the Syndicate in emergent meeting.
- v. On notification of date of the examination, the eligible candidates shall be required to submit Admission Forms duly attested by the Principal of respective College on or before the date notified for the purpose along with prescribed fee. The Principal must certify that the candidates concerned have actually attended 75% of the lectures delivered and practical/clinical sessions conducted during the academic year in each of the subject of the examination.
- vi. Incomplete Admission Forms shall not be entertained.

- vii. Whenever completed Admission Form or the fee is received after the last date prescribed above, the candidate shall pay double the normal fee provided that such application or fee is received at least seven days before the commencement of the examination.
- viii. Information filled in by the candidates in Admission Forms shall be used to make the list of Examinees (Cut List) and transferred subsequently to Roll Number Slips and Admittance Cards.
- ix. Any subsequent change, claimed by the candidate after preparation of Admittance Card and Roll Number Slip, shall be made with the approval of the Controller of Examinations on verification by the Principal of College concerned along with the prescribed fee.
- x. The eligibility of each candidate shall be checked according to laid down criteria and Pakistan Medical and Dental Council regulations.
- xi. Admittance Cards and Roll Number Slips of the eligible candidates shall be sent to the College concerned at least seven days before the commencement of the examination. A copy of Roll Number Slip shall be sent to the Centre Superintendent.
- xii. Admittance Card and Roll Number Slip, bearing original stamp of the Controller of Examinations, shall have the particulars of candidate along with name of the Examination Centre, candidate's signature and a latest photograph pasted therein.
- xiii. Proper record of Roll Numbers shall be maintained in a register in the office.

(2) CENTRE SUPERVISORY STAFF

- i. Centre Supervisory Staff shall include among others the Superintendent, Additional Superintendent, Deputy Superintendent and the Invigilators.
- ii. Additional Superintendent, Deputy Superintendent and Invigilators shall assist the Superintendent.
- iii. The Superintendent shall have the power to remove at once from duty any invigilator who assists or aids any candidate in copying or helps the candidate to use any unfair means in the examination, or disobeys the lawful orders given by him/her. The Superintendent shall immediately send a detailed report of any incidence to the Controller of Examinations.
- iv. The examination shall be held at such centres as may be approved by the Vice Chancellor and notified by the Controller of Examinations.
- v. The Superintendent of each centre shall be appointed by the Controller of Examinations with the approval of the Vice Chancellor.
- vi. The criteria for appointment of the Supervisory Staff shall be in accordance with the rules made by the University from time to time.
- vii. In case of emergency, owing to the refusal or inability of a Superintendent to act, or for other reasons, when there is no time for the appointment of an alternate Superintendent, the Additional/Deputy Superintendent shall take over as the Superintendent and immediately inform and seek approval of the Controller of Examinations, who shall then bring it to the notice of the Vice Chancellor.
- viii. Female Supervisory Staff shall also be appointed in the Centres where female students are enrolled for examination.

- ix. The Superintendent shall forward to the Controller of Examinations, along with answer books, the balance of question papers and daily attendance sheet of the candidates. Other relevant forms of the Superintendent's File, duly signed, shall be submitted to the Controller of Examinations at the end of the examination.
- x. The Superintendent shall forward to the Controller of Examinations, everyday a declaration signed by him and witnessed by Additional/Deputy Superintendent and one of the Invigilators on duty to the effect that he did, as a matter of fact, call upon the candidates to search their pockets and to surrender all the books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in their possession.
- xi. No person shall claim to be a member of the Supervisory Staff as a matter of right and approach the Controller of Examinations or the Vice Chancellor for this purpose.
- xii. The rules relating to the duties of the Supervisory Staff may be framed and amended by the University, as and when required.
- xiii. The Supervisory Staff shall perform their duties according to rules and regulations and any amendments made by the University from time to time.
- xiv. The Supervisory Staff may be paid remunerations as may be prescribed by the University from time to time.

### (3). INSTRUCTIONS TO THE CANDIDATES

- i. The candidates from all local Private Medical Colleges affiliated with the University shall have to appear in the Examination Centre set up within the

premises of University of Health Sciences, Lahore for all the University Examinations.

- ii. The candidates from a “Mofassil” Private Medical College affiliated with the University shall have to appear in Examination Centres established in Public Medical College of that city or in adjoining area.
- iii. Candidate shall arrive at the Examination Centre at least half an hour before the commencement of the examination.
- iv. No candidate shall be allowed to enter the Examination Centre without Admittance (Identification) Card, which shall be displayed throughout the examination, and Roll Number Slip, which shall be produced on demand and shall be deposited with the Superintendent on the last day of the examination.
- v. No candidate shall be allowed to enter the Examination Centre after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria, the Centre Superintendent may provisionally allow into the Examination Hall a candidate who is late up to fifteen minutes after commencement of the examination, provided the candidate is required to fill in a Late Arrival Form giving valid reasons, subject to concurrence of the Controller of Examinations/Regional Coordinator.
- vi. In case the examination starts late, for any reasons to be recorded in writing by the Centre Superintendent and forwarded to the Controller of Examinations, the Centre Superintendent shall extend the time for the period that has been lost.
- vii. No candidate shall be allowed to leave the Examination Centre until half the scheduled time of that examination has passed. In case a candidate has to leave the Examination Centre in emergency situation before this time, for any

reasons to be recorded in writing by the Centre Superintendent and forwarded to the Controller of Examinations, he/she shall not be allowed to take the question paper with him/her.

- viii. No candidate shall be allowed to re-enter the Examination Centre if he/she leaves after handing over the answer book.
- ix. No candidate shall leave the Examination Centre without the permission of the Centre Superintendent.
- x. No candidate shall be allowed to use toilet facilities until at least one hour after the commencement of the examination.
- xi. In a subject where candidate is required to attempt two papers on same day i.e., Multiple Choice Question (MCQ) paper followed by Short Essay Question paper, the candidate shall carefully read and follow the instructions given on question paper and answer book for each.
- xii. Candidate shall hand over both MCQ paper and MCQ response sheet to the Supervisory Staff at conclusion of the time for MCQ paper, after which essay paper shall start. No candidate shall be allowed to take essay paper if he/she has not returned MCQ paper and MCQ response sheet. The candidate shall be strictly forbidden to take MCQ Paper out of the Examination Centre.
- xiii. In MCQ response sheet, candidate shall write his/her name in capital letters and roll number with blue/black ink before starting the paper.
- xiv. In answer book for essay question, candidate shall fill in the details on the title page of the answer book. Candidate shall not, however, write his/her name, name of the College, or make peculiar identification marks to disclose his/her identity.

- xv. In answer book for essay question, candidate shall write the answer on the answer book printed and specified for a particular question or a group of questions.
- xvi. Candidate shall conclude his/her answer to questions on the pages provided in the answer book. Continuation sheet shall not be provided.
- xvii. Candidates shall take into the Examination Centre pens, pencils, rubber, and any item that is allowed for the examination.
- xviii. Candidates shall not take into the Examination Centre books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment. Any one found in possession of any of the above articles shall be disqualified from the subject he/she is appearing.
- xix. Candidate shall not ask for, and shall not be given any explanation about the question paper. In case any clarifications i.e., misprint / error, is required for any valid reasons, as ascertained by the Centre Superintendent, it shall be done strictly after obtaining permission of the Controller of Examinations.
- xx. Smoking shall not be allowed in the Examination Centre.
- xxi. Candidate shall not talk or disturb other candidates after commencement of the examination.
- xxii. Candidate shall not borrow anything from other candidates during the examination.
- xxiii. Candidate shall not be allowed to use dictionary or spell-checker.
- xxiv. Candidate shall not remove a leaf or a part thereof from the answer book.

- xxv. While leaving the Examination Centre, candidate shall handover all answer books, MCQ paper and MCQ response sheet to the Supervisory Staff.
- xxvi. Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt with under “Unfair Means Regulations”.
- xxvii. In case answer book of a candidate is lost after having been received by the Centre Superintendent, and if he/she passes in all other subjects of the examination, he/she may be required to reappear in that one subject of which answer book is lost. If, on reappearing, he/she obtains pass marks he/she shall be deemed to have passed the examination. In case of any dispute as to whether a candidate’s answer book was duly received by the Superintendent or not, the findings of the Controller of Examinations, subject to the approval of the Vice Chancellor, shall be final.

#### (4). REGULATIONS FOR CONSTITUTING EXAMINATION CENTRE

- i. The Vice Chancellor shall not consider the constitution of any place as a Centre of Examination unless the minimum number of candidates likely to appear in that centre is twenty (20), and necessary accommodation and furniture is available.

#### (5). REGULATIONS FOR CHANGE OF EXAMINATION CENTRE

A change of Examination Centre shall not be allowed. However, in exceptional circumstances, after submitting the Admission Form, change of Examination Centre may be permitted by the Vice Chancellor with the approval of Syndicate.



(6). REGULATIONS FOR WITHDRAWAL OF ADMISSION FORMS AFTER HAVING BEEN SUBMITTED TO THE UNIVERSITY

- i. An Admission Form, once submitted to the University, may be withdrawn only by the Principal of the College under the following conditions:-
  - a. When a candidate has been sent up provisionally for shortage of attendance and that shortage has neither been made up nor condoned in accordance with the Regulations.
  - b. When a candidate ceases to be on the rolls of the College for non-payment of college dues or any other reason provided that such action has been taken before the commencement of the examination.
  - c. When a candidate has been rusticated or his character certificate has been withdrawn for misconduct before the commencement of the examination.
  - b. When a candidate has been declared passed after revision of the result on account of re-checking.

(7). REGULATIONS FOR REFUND OF EXAMINATION FEES

- i. Examination fee once deposited shall not be refundable.
- ii. The amount paid in excess of the prescribed fee, however, may be refunded with the approval of the Vice Chancellor.

Provided that all such claims are received in the University within six months from the date of commencement of the examination.

## **2. REGULATIONS FOR SECRECY OF EXAMINATIONS**

- i. The question papers and answer books shall be despatched and collected from all Examination Centres by special arrangements through Staff of the Department of Examinations appointed by the Controller of Examinations.
- ii. At all the Examination Centres outside University, the examination material shall be received by the Centre Superintendent in the presence of the nominee of the Principal of the respective College or the Regional Coordinator or, by the Regional Coordinator in the presence of the nominee of the Principal of the respective College.
- iii. All the examination material shall be stored in special high security lockers provided by the University to all the Colleges, wherefrom this material shall be issued for use in the Examination Centre on the day and time of the examination for distribution to the candidates under the direct supervision of the Centre Superintendent.
- iv. In the Examination Centre within the premises of the University, the examination material shall be received by the Centre Superintendent directly from Secrecy Section.
- v. If Centre Supervisory Staff, Paper Assessor, Practical Examiner or any other person employed in connection with an examination fails to comply with any instructions issued by the University or any of its Officers, commits any other irregularity, secures such appointment by supplying wrong information through alteration of facts, the University shall report the matter to employing authority for administrative action and/or take any other legal action that may be deemed necessary.

- vi. Anyone concerned found guilty of any of the following, shall be liable to such action as may be determined by the Vice-Chancellor or a Committee appointed by him:
- a. Divulgence of information pertaining to the question papers, answer books, Assessors, Examiners, conduct of examination, fictitious roll numbers, examination results or any information incidental thereto.
  - b. Substitution of an answer book or any portion thereof.
  - c. Awarding with ulterior motive, more or less marks than actually deserved by a candidate if the person doing so is an Assessor or Examiner.
  - d. Recording in any document with dishonest intent, more or less marks than actually awarded to a candidate by the Assessor or Practical Examiner concerned if the person doing so is other than the Assessor or Practical Examiner.
  - e. Providing to a candidate during his/her examination answer to a question contained in the question paper or a question put at an oral and practical/clinical examination.
  - f. Mutilation, alteration, interpolation or erasure in any certificate or other document or any record maintained by the University, or in any matter using or causing to be used as a certificate, document or record, knowing that it is so mutilated, altered, interpolated or erased.
  - g. Falsification of official examination results by any means including substitution of answer book, mutilation, alteration or falsification of any record of the University.

- h. Impeding the progress of examination at any Examination Centre by any means whatsoever.
- i. Assault or threatening to assault by a candidate in or around the Examination Centre any person associated with the process of the examination in any way or any employee of the University or any other person employed in connection with an examination shall be dealt with strictly. In case such an assault is proved, the candidate concerned shall be permanently debarred from taking any examination of the University and his/her registration shall be cancelled.
- j. Approaching or influencing any employee of the University to act corruptly or dishonestly in the conduct of an examination.
- k. Attempting or abetting the commission of the aforesaid acts.
- l. Attempting or abetting the act of sabotage, omission or commission on the part of any person, which tends to or is likely to impede and hamper the progress of the examination, and tamper with the sanctity, reliability and accuracy of the same.

Findings or facts arrived at by the Vice Chancellor or the Committee shall be conclusive and shall not be taken up before any executive, administrative or judicial forums.

(1). RULES AND REGULATIONS FOR SECRECY WORKSHOP

- i. Secrecy Workshop is a high-security area of Secrecy Section that deals with coding of answer books with fictitious roll numbers, paper assessment and result sheet generation. The workshop is divided into four stations:

- |              |   |
|--------------|---|
| a. Station 1 | Postgraduate Examinations   |
| b. Station 2 | First Professional MBBS<br>First Professional BDS   |
| c. Station 3 | 2 <sup>nd</sup> and 3 <sup>rd</sup> Professional MBBS<br>2 <sup>nd</sup> and 3 <sup>rd</sup> Professional BDS |
| d. Station 4 | Final Professional MBBS<br>Final Professional BDS   |
- ii. These stations shall also handle other examinations as may be assigned to them from time to time.
- iii. The rules governing the handling of solved answer books by the Secrecy Workshop shall be as under: -
- a. Receive sealed bags of solved answer books.
  - b. Record delivery and its receipt in the despatch book.
  - c. During office hours these bags shall be received directly in the Workshop. After working hour the bundles shall be received and kept safe in the Conduct Section.
  - d. Sealed bags shall reach relevant Station and recorded accordingly.
  - e. Enter date of receipt and bag number on each bag.
  - f. Prepare a fictitious roll number 'Key' using Cut List.
  - g. Count the Scripts and tally with Superintendent's Memo. Any discrepancy, if found, must immediately be reported to the Assistant Controller (Secrecy) and the Controller of Examinations.
  - h. Prepare absence report of candidates from Memo and send it immediately to the Controller of Examinations.

- i. Ensure that the bags are opened within 07 days of receipt. In case of delay, inform the Controller of Examinations.
- j. Stamp fictitious roll number on every script using pre-formed 'Key'.
- k. Submit the 'Key' of fictitious roll numbers to the Controller of Examinations for deposit to safe-room of the Vice Chancellor.
- l. Sort the Scripts question-wise.
- m. Tear the counterfoil of script.
- n. Staple counterfoils and save these in an envelope.
- o. Make a bundle (Lot) containing appropriate number of answer books of each question or a group of questions separately (in case of essay question). Make sure to include the following:
  - i. Question paper of that subject.
  - ii. Answer 'Key'.
  - iii. Blank award list.
- p. Write following on the bundle (Lot):
  - i. Bundle number/question number/subject
  - ii. Maximum marks of the paper/Maximum marks of the question
  - iii. Name of the concerned examination
  - iv. Fictitious numbers of the answer books in the bundle.
- q. Store prepared bundles (Lots) in specified shelves at the Station.
- r. Provide bundles (Lots) to Assessors as they arrive.
- s. Receive assessed answer books with awards back from the Assessors.
- t. Check and verify from the answer books each and every entry of award list carefully.
- u. Enter awards in the result sheet question-wise and recheck.
- v. Send answer books to store.

- w. Send copies of award lists and awards of practical examinations to Tabulation Section. Submit result sheet to the Assistant Controller (Secrecy) for final checking.
- iv. An amount of Rs.4/- per candidate shall be paid to officials in Secrecy and Tabulation Sections who physically process the results. This shall not apply to any other official/officer dealing with these results in a supervisory capacity.
- v. Each official shall be held responsible for any error/omission and leakage of information relating to his/her Station. A fine of Rs.1000/- for first mistake and Rs.2000/- for second mistake shall be levied if the official, during processing of results, commits such mistakes. For three consecutive mistakes he/she shall forego all remunerations and an inquiry shall be ordered against that official. An official who is prone to make consecutive or repeated mistakes shall be liable to termination. In case it is proven that there has been a deliberate mistake, i.e., an error with *mala fide* intention, a case shall be registered against that official with the law enforcing authorities in addition to the departmental inquiry.

(2). REGULATIONS FOR PRESCRIBED LIFE OF RECORDS OF CONFIDENTIAL DOCUMENTS

The following maximum prescribed life of records of different documents in the Secrecy Section is suggested:

| S.No. | Document  | Disposal  |
|-------|---|---|
| 1.    | Question Paper files administered in different Examinations.                  | One year after the conduct of respective Examination. |
| 2.    | Photocopy of bills of Remuneration paid to Paper Setters and Paper Assessors. | One year after the payment.                           |

3. Solved Answer Books (Theory and Practical) One year after the Declaration of Results.
4. Details of Lots/Perforated Slips. One year after the Declaration of Results.
5. Rechecking Files. Six months after the decision of the cases (the date of decision will be reckoned from the date of issue of reply).
6. Unfair means cases files. Two year after the decision of the cases (the date of decision shall be reckoned from the date of issue of notification).
7. Original Awards (Theory and Practical) One year after the Declaration of Results.
8. Manual Tabulation/results One year after the Declaration of Results.

(3). REGULATIONS FOR INTERNAL ASSESSMENT

- i. The weightage of internal assessment shall be 10% in all subjects.
- ii. Continuous internal assessment shall consist of evaluation at the end of each assignments, e.g. stages/sub-stages, class tests etc., attitudinal assessment from educational and/or clinical supervisors, clinical skill assessment from clinical supervisors, and Year's work books.



- iii. Assessment of Knowledge, Skills and Attitude shall contribute towards internal assessment. Methods used to assess these domains shall include Multiple Choice Questions of one-best type, Short essay questions, Oral/Viva, and Practical/Clinical examinations.
- iv. The score of internal assessment shall contribute 10% to practical score in the final examination. Final university examination of each subject shall contribute 90% to total score, and the candidate shall pass in aggregate.
- v. Awards of internal assessment in all the subjects of all the candidates shall be submitted to the Controller of Examinations along with Admission Forms for the annual examination. Internal assessment received after commencement of the final examination shall not be accepted.
- vi. The marks of internal assessment shall be submitted only once a year prior to annual examination and the same shall be counted both for annual and supplementary examinations. It is further emphasized that fresh assessment or a revision of assessment for supplementary examination shall not be permissible.
- vii. Proper record of continuous internal assessment shall be maintained by respective departments of the medical Colleges.

(4). REGULATIONS FOR TABULATION OF RESULTS

- i. Tabulation Section shall compile the results on computers from the award lists.
- ii. Score of theory paper shall be considered in isolation. No marks from oral and practical/clinical examination or from internal assessment can be added to the theory paper. The candidate shall have to pass theory, practical and clinical examination separately.

- iii. The Department of Examinations shall study and monitor the maintenance of a proper and justifiable balance between theory and practical examination. Any gross disparity shall be brought to the notice of the Vice Chancellor and Syndicate for appropriate action.
- iv. Any ambiguity arising out of result compilation i.e., distribution of marks, posting of marks from previous examination in case of failed candidates, pass marks etc. shall be resolved by the Assistant Controller (Tabulation) with the approval of the Controller of Examinations.
- v. Tabulators shall be responsible for any errors and omissions in the Results, Notifications and Detailed Marks Certificates.
- vi. Result shall be tabulated question-wise in predetermined format with fictitious roll numbers.
- vii. After tabulation of data, the result shall be decoded from fictitious roll numbers to original roll numbers. The marks of practical/clinical examination and from internal assessment, if any, shall then be computed by obtaining copy of original award lists.
- viii. The probate of grace marks shall be applied according to the policy of the University.
- ix. Every detail of previous examination record including any grace marks availed previously and roll number shall be reflected accurately in the result of candidates detained in previous classes.
- x. Result of a candidate shall be declared R.L (Result Later) on following accounts:
  - a. Lack of registration, old record, awards, etc.

- b. Non-payment of fee.
  - c. Pending decision of unfair means case or Court case.
  - d. Pending verification of documents or eligibility for the examination concerned.
  - e. Any other inconsistency in the result pending clarification.
- xi. Result of the candidates in different examinations shall be compiled in accordance with Statutes and Regulations laid down for concerned course of studies.
  - xii. Result shall be checked by the tabulator concerned and, after compilation, shall be duly signed by Assistant Controller (Tabulation).
  - xiii. Final results shall be declared only after a detailed final scrutiny is carried out by Master Checker appointed by the Vice chancellor for this purpose. The Master Checker shall make a detailed comparison with the original award lists eliminating any chances of error/omission in tabulated results and shall authenticate/sign all results.
  - xiv. All officers/personnel involved in the tabulation of result i.e., Tabulator, Senior Tabulator, Assistant Controller (Tabulation) and Master Checker shall be the signatory to the final result and shall be held responsible for any error/omission.
  - xv. Positions/Distinctions in the examination among all candidates shall be declared according to Statutes and Regulations and reflected on first page of the Result Notification.

- xvi. Original result shall be kept with the Assistant Controller (Tabulation) in Tabulation Section, who shall make entry of declared result in record register and keep it in safe custody.
- xvii. Detailed Marks Certificates shall be prepared, reflecting marks of the subjects in the examination, verified, and signed individually by the tabulator preparing the results, Assistant Controller (Tabulation) and any other person nominated by the Vice Chancellor.
- xviii. Detailed Marks Certificates shall be issued to all candidates, passed or failed, after the declaration of the result free of cost through the respective Colleges. However, a duplicate Detailed Marks Certificate, clearly labelled as 'DUPLICATE', shall be issued on payment of prescribed fee.
- xix. No candidate or any other person shall be provided any details of the result other than those given in Detailed Marks Certificate.
- xx. The Degree shall be prepared by Tabulation Section duly verified by Assistant Controller (Tabulation), Registration office, and the Controller of Examinations and, duly signed, shall be presented to the candidates at the time of Convocation.
- xxi. In case a candidate is unable to receive the Degree at the time of Convocation, the same shall be issued on completion of prescribed formalities and payment of prescribed fee.
- xxii. A duplicate Degree shall be issued only in case of loss after payment of prescribed fee duly supported by an affidavit and F.I.R.
- xxiii. The award of scholarships, medals and merit certificates shall be in accordance with rules framed by the University from time to time.

### 3. REGULATIONS FOR APPOINTMENT / DUTIES OF PAPER SETTERS

#### (1). Definitions

- i. A **Paper Setter** is one who sets question paper(s) for a certain subject of an examination conducted by the University.
- ii. **Initial Paper Setter** is one who sets initial question paper(s) for a certain subject of an examination conducted by the University.
- iii. **Final Paper Setter** is one who sets final question paper(s) for a certain subject of an examination conducted by the University.

Note: The nomenclature of Internal Examiner and External Examiner with reference to paper setting shall not be used.

#### (2) . Criteria for Appointment

- i. Paper Setters shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names duly recommended by the Board of Studies/Board of Faculties concerned and/or Advanced Studies and Research Board as the case may be.
- ii. The Vice Chancellor may appoint a suitable substitute, if necessary, with reasons to be recorded.
- iii. Qualifications prescribed for Paper Setters in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the regulations framed by Pakistan Medical and Dental Council, Pakistan Nursing Council and other regulatory authorities.
- iv. Initial Paper Setters shall be the faculty member of the University and its affiliated Institutions.
- v. Initial Paper Setters shall be appointed at least three months prior to the final examination.

- vi. Final Paper Setter shall ordinarily be the faculty member of the affiliated and/or constituent Colleges/Institutions/Departments of the University. The Vice Chancellor may, however, on the recommendations of the Board of Studies/Board of Faculties concerned appoint Final Paper Setter from other Institutions/Universities provided he/she fulfils the minimum prescribed criteria.
- vii. Retired Professor may be appointed as Final Paper Setter for up to ten years after the date of retirement provided he/she is in good health.
- viii. In a subject where teachers with requisite experience are not available, a consultant with recognised, relevant postgraduate qualifications eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations may be appointed as Paper Setter.
- ix. Final Paper Setter shall be appointed for a particular examination only. However, he/she may be re-appointed in subsequent examination for a term not exceeding three consecutive years from the first appointment. Final Paper Setter can be re-appointed for further terms.
- x. Supervisor of a postgraduate candidate shall not be appointed as a Paper Setter for his own trainee.
- xi. No person shall be appointed as Paper Setter (Initial or Final) whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination. A Paper Setter shall decline the appointment if he/she has been appointed inadvertently.
- xii. No person shall be appointed as a Paper Setter against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice Chancellor.

- xiii. The Vice Chancellor, on recommendations of the Controller of Examinations, shall have the discretion to cancel the appointment of a Paper Setter without assigning any reason.
- xiv. No faculty member of any affiliated college shall claim an inherent right to be appointed as a Paper Setter. The Board of Studies/Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member prior to his/her appointment as a Paper Setter. Any recommendation of senior management of affiliated college for appointment of any faculty member as a Paper Setter shall be considered an impropriety.

(3) . Process of Paper Setting

- i. Initial Paper Setter shall set three question papers complete with 'Keys' for all questions at his/her local station, and shall send these to the Controller of Examinations through special courier in a sealed envelope marked as 'CONFIDENTIAL' before the specified date.
- ii. The correspondence with Paper Setters shall be made at the residential address.
- iii. Final Paper Setting shall be carried out in the Department of Examination within the premises of the University of Health Sciences. Under no circumstances shall Final Paper Setting be permitted at any place other than that specified above.
- iv. Final Paper Setter, in essay questions, is required to keep not more than 25% of the questions set by the Initial Paper Setters. Final Paper Setter shall set finally three question papers complete with the 'Keys' for all questions in the subject for which he/she has been appointed.

- v. Paper Setter shall prepare the “Key” (agreed answers/weightage) in the prescribed manner and submit it along with the draft of each question paper.
- vi. The Paper Setters are requested to ensure the following:
  - a. Design the questions with utmost clarity – vague expressions like ‘Discuss’ or ‘Give an account’ should not be used.
  - b. The question paper should be written in one’s own handwriting using capital letters – on the paper provided for this purpose.
  - c. The question paper shall be strictly in accordance with the syllabus.
  - d. Write figures only in words and not digits.
  - e. No abbreviations shall be used.
  - f. Strict method of “High Content Validity” shall be kept in mind while framing the questions i.e. questions are fairly distributed over the whole course.
  - g. The sum total of all the questions as recorded in the margin specified for this purpose shall accurately correspond with the total marks of the question paper.
  - h. Corrections and overwriting shall not be allowed. If any correction is required the question paper shall be re-written.
  - i. Every paper (including continuation sheet) shall be properly signed.
  - j. Sketch or figure, if required shall be drawn on a separate page – signed and attached to the question paper.
  - k. Every question paper shall be kept as a top secret document and no copy of any question paper shall be retained.
  - l. The “key” (agreed answers/weightage) for all the questions shall be prepared in the prescribed manner and enclosed with the office copy.



- m. The reference to textbooks and content area of syllabus for every question in the paper shall be provided. This shall be written legibly below each question.
- n. Mobile phones shall be switched off and deposited at the reception.
- vii. All rough work done during the process of Paper Setting shall be sealed in a separate envelope and handed over to the Secrecy Section for shredding.
- viii. Paper Setter shall be required to sign an undertaking to the effect that he/she has carefully studied all the instructions given in 3(3)vi above and has followed these faithfully.
- ix. Paper Setter shall certify vide 3(2)xi that he/she has no close relative appearing in the examination in which the paper set by him/her is to be used.
- x. Paper Setter may also be appointed as Practical Examiner and Paper Assessor.
- xi. Paper Setter shall keep his/her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- xii. Paper Setter shall promptly communicate any change in his/her residential/official address and telephone numbers to the Controller of Examinations.
- xiii. All the records pertaining to the examination shall be kept secret by all concerned as long as it is necessary and thereafter, these shall be kept and treated as confidential and privileged documents not open to inspection, comments and utilization other than the purpose for which required.
- xiv. The University may frame and amend Regulations from time to time governing the appointment of Paper Setters and the manner in which they shall be required to perform their duties.

(4). Multiple Choice Questions

- i. MCQs shall be invited from all Initial Paper Setters throughout the year.
- ii. All initial MCQs shall be scrutinized by a panel of subject experts recommended by Board of Faculties concerned and MCQs labelled “Satisfactory” shall be deposited in MCQs Bank.
- iii. Final Paper Setter shall select MCQs from MCQs Bank to set the paper.
- iv. Final Paper Setter, while setting the final MCQ paper, shall ensure that:
  - a. Content Validity is in excess of 80%.
  - b. MCQs are included to assess knowledge at all levels, i.e., simple recall, conceptual knowledge, data interpretation, and problem-solving skills.
  - c. ‘Key’ of every question is given.

(5). Remunerations

- i. Paper Setter shall receive such remunerations as may be prescribed by the University from time to time.

(6). Disqualification of Paper Setter

- i. Any Paper Setter who more than twice commits errors of language, course contents or paper pattern, or deliberately distorts, disfigures or deforms the question paper, shall be disqualified as a Paper Setter. The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examinations and the findings shall also be reported to Head of the Institution of the Paper Setter and, if deemed necessary, to the Chancellor and Provincial Health Department.

#### 4. REGULATIONS FOR APPOINTMENT / DUTIES OF PAPER ASSESSORS

##### (1). Definitions

- i. A **Paper Assessor** is one who evaluates or marks the answer books of candidates appearing in the examinations of the University.
- ii. **Convenor of Assessment** in a subject is one who makes an audit of the assessment made by Paper Assessor(s).

Note: The nomenclature of Internal Examiner and External Examiner with reference to Paper Assessment shall not be used.

##### (2). Criteria for Appointment

- i. Paper Assessors and Convenor of Assessment shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names duly recommended by the Board of Studies/Board of Faculties concerned and/or Advanced Studies and Research Board as the case may be.
- ii. Qualifications prescribed for Paper Assessors in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the regulations framed by Pakistan Medical and Dental Council, Pakistan Nursing Council and other regulatory authorities.
- iii. Paper Assessor shall be the faculty member of the affiliated and/or constituent Colleges/Institutions/Departments of the University. However, the Vice Chancellor may, on the recommendations of the Board of Studies/Board of Faculties concerned appoint Paper Assessor from other Institutions/Universities.
- iv. Retired Professor may be appointed as a Paper Assessor for up to ten years after the date of retirement provided he/she is in good health.

- v. In a subject where teachers with requisite experience are not available, a consultant with recognised, relevant postgraduate qualifications eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations may be appointed as a Paper Assessor.
- vi. Paper Assessor shall be appointed for a particular examination only. However, he/she may be re-appointed in subsequent examination subject to the approval of the Vice Chancellor.
- vii. Paper Assessor for a subject shall be appointed from amongst the panel duly recommended for the same subject. In Final Professional MBBS, however, the Vice Chancellor may appoint a sub-specialist to mark answer books of respective subspecialty, e.g., dermatology, psychiatry, neurology, urology, anaesthesiology, neurosurgery, orthopaedic surgery, etc.
- viii. Supervisor of a postgraduate candidate shall not be appointed as a Paper Assessor for his own trainee.
- ix. Paper Assessor may also be appointed as a Paper Setter and a Practical/Clinical Examiner in the same examination.
- x. No person shall be appointed as Paper Assessor whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination.
- xi. No person shall be appointed as a Paper Assessor against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice Chancellor.

- xii. The Vice Chancellor, on recommendations of the Controller of Examinations, shall have the discretion to cancel the appointment of a Paper Assessor without assigning any reason.
- xiii. No faculty member of any affiliated College shall claim an inherent right to be appointed as a Paper Assessor. The Board of Studies/Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member prior to his/her appointment as a Paper Assessor. Any recommendation of senior management of affiliated College for appointment of any faculty member as a Paper Assessor shall be considered as an impropriety.

### (3). Process of Paper Assessment

- i. Paper assessment shall be carried out in the Department of Examination within the premises of the University of Health Sciences. Under no circumstances shall Paper Assessment be permitted at any place other than that specified above.
- ii. Paper Assessor shall mark only those answer books that have been labelled with fictitious roll numbers. Under no circumstances shall paper assessment be permitted with original roll numbers of the candidates.
- iii. Paper Assessor shall have no right to find out the original roll number of the candidate whose answer book he/she is marking.
- iv. Each Paper Assessor shall mark only one question of all the candidates of affiliated Colleges. In case of non-availability of required number of Paper Assessors in a subject for any specified reason, the Controller of Examinations with approval of the Vice Chancellor may nominate the same assessor to mark more than one question.

- v. Paper Assessor shall mark the questions according to the 'Key' provided with the question paper.
- vi. In case, the 'Key' is not provided or is unsatisfactory, Paper Assessor shall be required to make it before assessment under intimation to the Controller of Examinations.
- vii. Paper Assessor shall not keep in his/her possession any copy of the award list or the 'Key'.
- viii. Paper Assessor shall keep his/her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- ix. Paper Assessor shall promptly communicate any change in his/her residential/official address or telephone numbers to the Controller of Examinations.
- x. When a Paper Assessor anticipates his/her inability to complete the work for any valid reasons to be recorded, he/she shall forthwith return the marked/unmarked answer books to the Assistant Controller (Secrecy).
- xi. Paper Assessor shall preserve all the relevant documents regarding the examination for a period of one month after the declaration of the result.
- xii. The answer book shall be marked even if a candidate has crossed a portion or the entire answer book.
- xiii. Blank answer book shall be crossed and awarded zero and entry made, as such, in the award list.
- xiv. After assessment, Paper Assessor shall arrange the answer books in serial order and prepare the award list in the same sequence.
- xv. The marks entered on the title page of answer book shall not be altered. When such an alteration is made for any specified reason, the original marks shall not be erased or over-written. The Paper Assessor shall draw a line crossing

the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks with his/her signature against the cancelled ones.

- xvi. Each answer book shall bear the signature of the Paper Assessor at the appropriate place provided for this purpose on the title page.
- xvii. All columns specified for the Paper Assessor on the title page of answer book shall be filled in red ink.
- xviii. Award of fractional marks is not allowed.
- xix. Award list shall be filled in with blue/black ink in the handwriting of the Paper Assessor.
- xx. Each page of the award list shall bear the signature of the Paper Assessor. The blank space must be crossed.
- xxi. The marks obtained by the candidate shall be entered correctly in the award list both in figures and words against the corresponding fictitious roll number.
- xxii. The marks of a candidate in the award list shall be the same as written in the answer book.
- xxiii. Paper Assessor must endorse correct question number on the script and the award list.
- xxiv. The marks entered in the award list shall not be altered. When such an alteration is inevitable for any specified reason, the original marks shall not be erased or over-written. The Paper Assessor shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks with his/her signature against the cancelled ones.
- xxv. In case a candidate attempts more than required questions the question(s) having the minimum marks shall be treated as cancelled.

xxvi. Paper Assessor shall report to the Controller of Examinations by roll number, the case of a candidate who:

- a. communicates or attempts to communicate with him/her by any means to influence him/her in the award of marks and/or persuades him, threatens and uses other unfair means.
- b. discloses his/her name or makes in his/her answer book particular identification marks, which tend to identify his/her answer book or help reveal his/her identity.
- c. in his/her opinion has copied the answer or any part thereof from another candidate or from any books, material or other source.
- d. has attached to answer book a paper not normally supplied by the Centre Superintendent.
- e. uses obscene language in the answer book.
- f. has removed a leaf or a part thereof from the main answer book.
- g. has in the opinion of the Examiner used any other unfair means?

Such reports shall invariably be accompanied by the original answer book concerned. A duplicate copy of this report, however, shall be kept in place of the answer book in the packet of assessed answer books.

xxvii. The Vice Chancellor shall forward a report to the Chancellor of the University and Provincial Health Department of such Paper Assessor who declines to attend the assigned duty of Paper Assessment without any valid reasons.

xxviii. Paper Assessor shall not keep in his/her possession any answer book or a part thereof or any copy of the award list prepared by him/her.

xxix. The University may frame rules from time to time governing the appointment of Paper Assessors and the manner in which they shall be required to perform their duties.



(4). Remunerations

- i. The Paper Assessors and Convenor of Assessment shall receive such remuneration as may be prescribed by the University from time to time.

(5). Disqualification of Paper Assessor

- i. A Paper Assessor shall be disqualified who commits faults as mentioned below:
  - a. leaves unmarked answers or a part thereof.
  - b. leaves columns of the award list blank.
  - c. leaves answer book or award list unsigned.
  - d. allocates more marks than the maximum.
  - e. makes an incorrect total.
  - f. counts marks of over attempted questions.
  - g. transfers erroneous marks to the award list.
  - h. commits any other mistake which is liable to make the result of the candidates invalid/incorrect.

The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examinations and the findings shall also be reported to Head of the Institution of the Paper Assessor and, if deemed necessary, to the Chancellor and Provincial Health Department.

**5. REGULATIONS FOR APPOINTMENT / DUTIES OF EXAMINERS FOR  
ORAL AND PRACTICAL / CLINICAL EXAMINATION**

(1). Definitions

- i. Internal Examiner is one who is teaching (or has taught for at least six months within two years of commencement of concerned examination) candidates for the particular subject (or part thereof) of examination for which he/she is appointed.
- ii. External Examiner is one who is not teaching (or has not taught during the academic year) candidates for the particular subject of examination for which he/she is appointed.
- iii. Additional Examiner is one who is not teaching (or has not taught during the academic year) candidates for the particular subject of examination for which he/she is appointed.
- iv. Convenor Examiner is one who acts as an examiner besides administratively supervising the work of other examiners in an examination for which he/she is appointed.

Note: 1. The nomenclature of Internal Examiner, External Examiner, Additional Examiner, Convenor Examiner and Censor shall only be used with reference to Oral/Practical & Clinical examinations.

2. The nomenclature of Neutral Examiner, Head-Examiner, Co-Examiner, Sub-Examiner shall not be used with reference to Oral/Practical & Clinical examinations.

(2). Criteria for Appointment

- i. Examiners shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names recommended by the Board of Studies/Board of Faculties concerned and/or Advanced Studies and Research Board as the case may be.

- ii. The Vice Chancellor may appoint a suitable substitute, if necessary, with reasons to be recorded.
- iii. Qualifications prescribed for Examiners in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the relevant regulations framed by Pakistan Medical and Dental Council, Pakistan Nursing Council and other relevant regulatory authorities.
- iv. Examiner shall be the faculty member of the affiliated and/or constituent Colleges/Institutions/Departments of the University. However, the Vice Chancellor may, on the recommendations of the Board of Studies/Board of Faculties concerned appoint Examiner from other Institutions/Universities provided they fulfil the minimum prescribed criteria.
- v. Retired Professor may be appointed as Examiner for up to ten years after the date of retirement provided he/she is in good health.
- vi. Examiner for a subject shall be appointed from amongst the panel recommended for the same subject.
- vii. In sub-specialties where teachers with requisite experience are not available, a consultant with recognised, relevant postgraduate qualifications eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations, involved in postgraduate training duly approved by relevant authorities may be appointed as Examiner.
- viii. Supervisor of a postgraduate candidate shall not be appointed as an Examiner for his own trainee and should not take part in final evaluation.
- ix. Examiner in MD, MS and Diploma examinations shall possess the same qualifications and experience as prescribed for Professors in various subjects.
- x. The subject in which there is no Professor, Head of Department shall be eligible to act as Examiner.

- xi. Additional Examiner shall have the same qualifications as prescribed for other Examiners.
- xii. An Examiner shall be appointed for a particular examination only. However, he/she may be re-appointed in subsequent examinations subject to the approval of Vice Chancellor.
- xiii. An Examiner may also be appointed as a Paper Setter and Paper Assessor in the same examination.
- xiv. A teacher teaching any dental subject (Clinical or Basic) must possess postgraduate qualification in the subject so as to act as Internal/External Examiner.
- xv. No person shall be appointed as an Examiner whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination.
- xvi. No person shall be appointed as an Examiner against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice Chancellor.
- xvii. The Vice Chancellor, on the recommendations of the Controller of Examinations, may cancel the appointment of an Examiner without assigning any reason.
- xviii. No faculty member of any affiliated College shall claim an inherent right to be appointed as Internal/External Examiner. The Board of Studies/Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member prior to his/her appointment as an Examiner. Any

recommendation of senior management of affiliated Colleges for appointment of any faculty member as Examiner shall be considered as an impropriety.

(3). Process of Appointment of Examiners and Conduct of Practical Examination

- i. Examiner shall conduct the Oral and Practical/Clinical examination in accordance with the prescribed rules of the University.
- ii. When an Examiner anticipates his/her inability to participate in any examination for any valid reasons to be recorded, he/she shall forthwith return the Acceptance Form marked as “Unwilling” to the Controller of Examinations.
- iii. Oral and Practical/Clinical examination shall be held at a place approved by the University.
- iv. The number of External Examiners and Internal Examiners shall be equal.
- v. External Examiner shall always be associated with Internal Examiner. In Oral/Clinical examination both Internal Examiner and External Examiner shall always examine the candidate together and no single Examiner shall examine the candidate in isolation. The marks shall, however, be entered by each Examiner in separate award list without consulting the other Examiner.
- vi. A pair of Examiners shall examine a maximum number of fifty candidates a day.
- vii. The Board of Examiners for postgraduate examinations shall at least be four examiners.
- viii. Supervisor of a postgraduate candidate shall not act as an Examiner for his own trainee in final evaluation.
- ix. The Vice Chancellor, in case of any reported risk of impropriety in any examination, can appoint an Additional Examiner from the panel of Examiners.

Additional Examiner shall be an equal and independent assessor in practical examination.

- x. Examiner shall promptly communicate any change in his/her residential/official address or telephone numbers to the Controller of Examinations.
- xi. While preparing the award list for Oral and Practical/Clinical examination, the Examiner must ensure that:
  - a. Award list is prepared separately by both External Examiner and Internal Examiner.
  - b. Only prescribed form of the University is used for practical awards.
  - c. The name of examination, subject and institution should be clearly written on each page.
  - d. Award list shall be filled in with blue/black ink in the handwriting of the Examiner.
  - e. Absent candidate shall be marked in red.
  - f. No candidate should be missed out.
  - f. Fractional marks are not awarded.
  - g. Each page of the award list is signed by the Examiner.
  - h. Marks obtained by the candidate are entered correctly in the award list both in figures and words against the corresponding roll number.
  - i. Marks entered on the award list shall not be altered. When such an alteration is inevitable for any specified reason, the original marks shall not be erased or over-written. The Examiner shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks, and put his/her signatures against the cancelled ones.

- j. Immediately after completion of Oral and Practical/Clinical examination, the award lists should be sent through special courier to the Controller of Examinations on the same day in a sealed envelope marked as 'CONFIDENTIAL'.
- xii. Examiner shall report to the Controller of Examinations, by name, the case of a candidate who, in the opinion of the Examiner, has used any unfair means.
- xiii. Vice Chancellor shall forward a report to the Chancellor of the University and Provincial Health Department of such Examiner who declines to attend the assigned duty without any valid reasons.
- xiv. Vice Chancellor, on the recommendations of the Controller of Examinations, may disqualify for any specified period an Examiner who violates the conditions as laid down in the Regulations.
- xv. The University may frame Rules from time to time governing the appointment of Examiners and the manner in which they shall be required to perform their duties.

(4). Remunerations

- i. The Examiners shall receive such remunerations as may be prescribed by the University.

(5). Disqualification of Examiner

- i. Any Examiner making a single deliberate error with *mala fide* intention shall be disqualified as an Examiner. An Examiner, who more than twice makes errors, distorts or deforms the practical results, shall also be disqualified. The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examinations and the findings shall also be reported to Head of the Institution of the Examiner and, if deemed necessary, to the Chancellor and Provincial Health Department.

## **6. REGULATIONS FOR APPOINTMENT / DUTIES OF CENSOR**

### (1). Definitions

- i. Censor is a person who critically observes, analyzes, and reports on the organization, conduct and standardization of an examination for which he/she is appointed.

### (2). Criteria for Appointment

- i. Censor shall be appointed by the Controller of Examinations with the approval of Vice Chancellor, as and when required.
- ii. Censor shall be an eminent person with vast experience in Health Sciences, and seniority to qualify for such an appointment.

### (3). Duties

- i. Censor shall appraise and judge organizations, conduct and standard of the examination by personal inspection for which he/she is appointed.
- ii. Censor shall critically observe, evaluate, record his findings and submit an impartial report to the University for the purpose of unprejudiced and fair feedback to the College/Institution.
- iii. Censor shall submit a report within a period of seven days of completion of inspection on the prescribed proforma duly signed by him/her.
- iv. Censor shall not, in any way, intervene or influence the process of examination of the candidates by the Examiners.
- v. Censor shall not take over any of the duties of Convener, Examiners and Supervisory Staff or of any other official of the College/Institution.
- vi. Censor shall cooperate with the Convener/Examiners in all matters relating to the conduct of the examination. He/she shall not himself/herself manage the examination.



- vii. Censor may suggest further improvements, if required, in the conduct of Oral and Practical/Clinical examination.

### **CENSOR REPORT PROFORMA**

EXAMINATION \_\_\_\_\_  
 CENTRE \_\_\_\_\_ DATE \_\_\_\_\_  
 NUMBER OF  
     CANDIDATES \_\_\_\_\_ EXAMINERS \_\_\_\_\_  
     OBSERVERS \_\_\_\_\_ INVIGILATORS \_\_\_\_\_  
     HELPERS \_\_\_\_\_ OTHERS \_\_\_\_\_

Instructions: Each item should be answered 'YES', 'NO' or 'DON'T KNOW' (DK). If the answer to any item(s) is 'NO', Censor should explain Item wise in the 'COMMENTS'.

1. Was the laid down procedure/programme of the examination adhered to?
2. Were the arrangements of premises, facilities and logistics satisfactory?
3. Was secrecy, prevention of unfair means and discipline of the Centre satisfactory?
4. Were visitors discouraged/eliminated?
5. Was examiner/candidate relationship satisfactory?
6. Was the standard of the examination in general satisfactory?
7. Was the content area of course covered reasonably well?
8. Was the depth of discussion reasonably searching?
9. Were standardized questions used?
10. Was the proportion of recall, interpretation and problem solving questions satisfactory?
11. During viva voce, were specimens, X-rays, data, etc., used?
12. Were the candidates asked to demonstrate clinical methods/practical skills in additions to verbal interactions?

13. Did the examiners keep a record of candidates' answers for future discussion?
14. Did the examiners award marks jointly?
15. Was the result tabulated immediately after the examination?
16. Was the general proficiency of the Centre satisfactory?
17. COMMENTS, if any.

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

## **7. REGULATIONS FOR RECHECKING OF ANSWER BOOKS/AWARDS**

- i. After declaration of results, a candidate may apply to the Controller of Examinations for rechecking of his/her results.
- ii. The candidate shall apply on the prescribed application form duly recommended by the concerned Principal/Dean of the College along with prescribed fee and a copy of the Detailed Marks Certificate.
- iii. The prescribed fee for rechecking shall be notified separately by the University. The fee for rechecking shall be non-refundable.
- iv. Applications for rechecking shall be received in the office of the Controller of Examinations not later than ten days after the date of declaration of the result of the concerned examination.
- v. The candidate or any body on his/her behalf shall have no right to see or examine the answer books for any purpose.
- vi. The answer books of a candidate in any examination of the University shall not be re-assessed after the declaration of the result.
- vii. Whereas rechecking does not mean reassessment or re-evaluation of an answer book, the Controller of Examinations or any officer authorized by him or the Rechecking Committee approved by the Vice Chancellor shall satisfy that the result of the candidate has been correctly compiled and declared, that is:
  - a. No answer in the answer book or part thereof has been left unmarked.
  - b. The Paper Assessor has correctly transferred the total of each question from the answer book to award list.
  - c. No error is detected in the grand total of marks.

- d. All entries in the answer book and practical awards have been correctly transferred to the result sheet and subsequently to the Detailed Marks Certificate of the candidate.
  - e. The answer book or any part thereof has not been changed or detached.
  - f. The answer book is in the handwriting of the candidate.
- viii. The benefit of grant of average marks shall not be given to the candidate in case of rechecking if his/her answer book(s) is/are not traceable at the time of rechecking. In such cases, verification from original award list shall be deemed to be final.
- ix. The Officer/Rechecking Committee appointed by the Vice Chancellor in the event of detection of any omission or mistake in the answer books or in the compilation of the result of the candidate (as defined in 7vii above) shall report the case to the Controller of Examinations. After careful confirmation of the omission/mistake, the Controller of Examinations shall take necessary steps with the approval of the Vice Chancellor to rectify it and, after such rectification, shall issue a revised Result Notification and Detailed Marks Certificate.

## **8. REGULATIONS FOR USE OF UNFAIR MEANS**

- i. Any candidate who, after announcement made by Superintendent, fails to part with or is found to have in his/her possession or access, books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in his/her possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the Superintendent from the Examination Centre and his/her answer book shall be cancelled and case be reported to the Controller of Examinations.
- ii. Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his/her answer-book, shall be disqualified from appearing in examination for a period of one year.
- iii. Any candidate found guilty of impersonation, who impersonates such candidate and is on the rolls of an affiliated College, shall be disqualified i.e. both candidate and impersonator for a period of five years.
- iv. If the impersonator is not on the rolls of an affiliated College, the Controller of Examinations shall register a case with the Police, and shall send intimation to this effect to the Vice Chancellor for cancellation of his/her Degree.
- v. Any candidate found guilty of resorting to physical assault on the Supervisory Staff or University Officers or University Officials or any

other person deputed in the Examination Centre or other candidates shall be disqualified permanently.

- vi. Any candidate found guilty of possessing firearms, daggers, knives and other weapons, which may cause injury, shall be disqualified for a period of three years to appear in any examination of the University.
- vii. Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike shall be liable to expulsion by the Superintendent or the Controller of Examinations or any officer duly authorized by the Vice-Chancellor and shall be disqualified for a period up to three years to appear in any examination of the University.
- viii. Any candidate found guilty of obtaining admission to the examination on false statement made on his/her Admission Form shall be disqualified to appear in that examination.
- ix. Any candidate found guilty of forging another person's signatures on his/her application or Admission Form shall be disqualified for one year.
- x. The answer book of a candidate shall be cancelled if found guilty of disclosing his/her identity or making peculiar marks or using abusive or obscene language or making an appeal in his/her answer book to the Examiner.
- xi. Any candidate found guilty of influencing or attempting to influence, the Examiners or Supervisory Staff or the Controller of Examinations and other University Staff directly or through his/her relatives or guardians or friends with the objective of gaining benefit in the examination shall be disqualified for that examination.

- xii. Any candidate who refuses to obey the Centre Superintendent or changes his/her seat with another candidate, or changes his/her roll number shall be expelled from the Examination Centre and his/her answer book shall be cancelled.
- xiii. Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on Bank receipt shall be debarred to appear in that Examination.
- xiv. A Committee shall be constituted by the Vice Chancellor to deal with unfair means cases.
- xv. No punishment shall be imposed, unless a student accused of using unfair means in an examination, has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him.
- xvi. In case of an emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of an affiliated College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre.