



Department of Medical Education & Research
Women Medical College
Abbottabad

Dated: 12/09/2023

Ref# DMER/2023/ 237

To,

The Principal,
Women Medical College,
Abbottabad.

Subject: Examination Policies

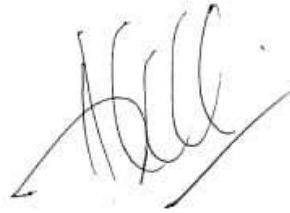
Dear Madam,

As per the **PM&DC essential standard 7.1** which directed medical colleges to "develop appropriate and contextual policies for assessment of students" (standard attached), the Examination Cell, DMER, and QEC have mutually prepared a policy document (attached). You are kindly requested to review the document and approve it as per the policies of the institution.

Thank you.

Regards,


Dr. M. Abdullah Qazi
Head of Department,
Medical Education & Research,
Women Medical College Abbottabad,
Email: abdullah.qazi8@gmail.com



Approved


To DME
word
28/9/23

Copy to:

- Director Academics
- Vice Principals
- Examination Cell
- Quality Enhancement Cell
- Office Copy





Examination Cell
Department of Medical Education & Research
Women Medical College

Examination Policies of MBBS Program

Examination Structure:

1. All the exams will be developed as per the blueprints provided by Khyber Medical University (KMU).
2. Block Exams will be conducted in two parts.
 - Theory
 - Objective Structured Practical Examination (OSPE) / Objective Structured Clinical Examination (OSCE)
3. All the concerned departments will be notified about the development of Multiple Choice Questions (MCQs) for the respective exam and the deadline for submission of MCQs.
4. The Head of Departments (HODs) will be responsible for the timely sharing of the MCQs.
5. The questions will be shared in accordance with the template provided by KMU including areas such as:
 - Subject
 - Area/topic
 - Difficulty level
 - Importance level
 - Question statement
 - Distracters
 - Correct option
6. The HODs of the concerned departments will be notified about OSPE/OSCE by the examination cell. The HODs will nominate faculty for the smooth conduction of OSPE/OSCE exam and invigilation.
7. The OSPE/OSCE exam answer sheets will be collected, counted and taken by the persons nominated by the concerned departments.
8. The marks of OSPE/OSCE exam will be communicated to the exam cell within three days time.
9. The OSPE/OSCE stations will be shared with exam cell for data bank enhancement.



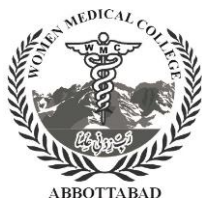
Examination Cell

Department of Medical Education & Research

Women Medical College

Examination Conduction

1. The HODs of the concerned departments will nominate one faculty member and one staff member for exam duty both for the theory paper and the OSPE/OSCE exam.
2. No student shall be allowed to enter the Examination Hall who is late by up to thirty minutes according to KMU policy except in some exceptional circumstances.
3. No extra time will be given to the late comers.
4. Students shall arrive at the Examination Hall at least half an hour before the commencement of the examination.
5. No student shall be allowed to leave the Examination Centre until half the scheduled time of that examination has passed.
6. Students shall not take into the Examination Hall books or notes or electronic gadgets such as mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment.
7. Anyone found in possession of any of the above articles shall be disqualified from the examination.
8. Fee defaulters are not allowed to sit in any kind of exam.



Examination Cell

Department of Medical Education & Research

Women Medical College

Secrecy Policy

The secrecy of the paper will be maintained by taking the following strict measures:

1. MCQs will be collected from the HODs via specified email.
2. Only an authorized person will be able to access the email.
3. The MCQs will not to be shared with or sent to any other person or through any other medium.
4. Examination papers will be kept in a secure location only in the examination cell.



Examination Cell

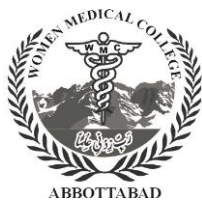
Department of Medical Education & Research

Women Medical College

Quality Assurance

Once the paper is ready for final printing, it must go through the review process to maintain quality. For this purpose, the following measures will be taken:

1. The HODs of the concerned departments will be notified about the readiness of the paper well before time.
2. Once the paper is in its final shape, it will not be shared anywhere or through any medium.
3. The concerned faculty shall attend the Examination Cell to review the paper.
4. Any errors (grammatical, typographic, subjective or any other) will be reported by the reviewer and corrected by the authorized person.
5. The reviewer will sign the reviewed MCQs and will be responsible for the accuracy of the MCQs.
6. After the review, printing of the paper will be done by the Examination Cell.
7. After the conduction of theory paper, the answer sheets are collected and counted by the Examination Cell.
8. The answer sheets will be checked by the Optical Mark Recognition (OMR).



Examination Cell

Department of Medical Education & Research

Women Medical College

Result Declaration Policy

1. The result will be declared within ten working days after the conduction of examination.
2. The result will be displayed on notice boards and Learning Management System (LMS) online.
3. The result shall be shared with Director Academics, Principal, Vice Principals and all concerned HOD's.
4. Any queries in the result shall be entertained for 48 hours after the declaration of results.
5. No query shall be entertained after the allotted time.



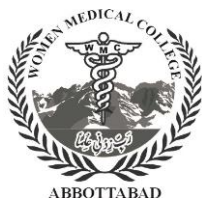
Examination Cell

Department of Medical Education & Research

Women Medical College

Feedback Policy

1. Feedback to students on formative assessment must be provided after:
 - Class tests
 - End of module examinations
 - Internal block examinations
2. After the conduction of examination / result declaration, specific slots in timetable for each subject will be allotted for feedback. This is to ensure that students have a clear idea of what defines good performance. Class-wide conversations on performance criteria at strategic moments throughout a term will be done. Students should be able to identify areas of difficulties after they are provided targeted feedback and instruction.



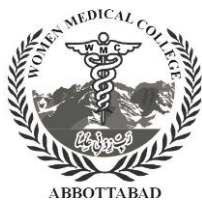
Examination Cell

Department of Medical Education & Research

Women Medical College

Databank Development:

For the purpose of databank enhancement, clear and diverse questions will be designed by the departments. Reviewers will ensure that questions meet the required criteria and that the knowledge assessed relates clearly to content covered in course. The examination cell is responsible for keeping this record.



Examination Cell

Department of Medical Education & Research

Women Medical College

Internal Assessment:

1. Internal assessment marks of students will be prepared by the Examination Cell as per the standards of KMU and Pakistan Medical & Dental Council (PM&DC).
2. Internal Assessment Formula must be presented and approved in the Academic Council and signed by the Principal.
3. The internal assessment results will be shared with the Director Academics, Principal, Vice Principals and all concerned HOD's and will be displayed on the notice boards and LMS for students well before time.