Examination Policies of BDS 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 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.

Ref. No: DDER/WMC/Exam cell/_____   Date:

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 be shared with or sent to any other person or through any other medium.

4. All HODs must make MCQs themselves to maintain secrecy

5. Examination papers will be kept in a secure location only in the examination cell

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. DDER will be responsible for checking the quality of MCQs before the paper is in its final shape

3. Once the paper is in its final shape, it will not be shared anywhere or through any medium.

4. The concerned faculty will have to attend the exam cell and review the paper in exam cell.

5. Any errors (grammatical, typographic, subjective, or any other) will be reported by the reviewer and corrected by the authorized person.

6. A printed sample paper must be sent for review to the respective concerned HODs

7. The reviewer will sign the reviewed MCQs and will be responsible for the accuracy of the MCQs.

8. After the review printing of the paper will be done by the exam cell.

9. After the conduction of theory paper the answer sheets are collected and counted by the Exam cell.

10. The answer sheets will be checked by the OMR.

11. After the conduction of exam, a difficulty index report will be generated by exam cell

RESULT DECLARATION POLICY

1. The result will be declared within ten working days after the conduction of the exam.
2. The result will be displayed on notice boards & LMS.
3. The result shall be shared with Vice Principals Academics and all concerned HOD's.
4. Any queries about the result shall be entertained for 48 hours after the declaration of results.
5. No query shall be entertained after the allotted time.

Ref. No: DDER/WMC/Exam cell/_____   Date:

FEEDBACK POLICY

1. Feedback to students on formative assessment must be provided after:

    a)   Class tests

    b)   End of module examinations

    c)   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.

DATABANK DEVELOPMENT:

For 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.

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. The Internal Assessment Formula must be presented and approved by the Academic Council and signed by the Principal.

3. The internal assessment results will be shared with the Principal, Vice Principals and all concerned HOD's and will be displayed on the notice boards and LMS for students well before time.