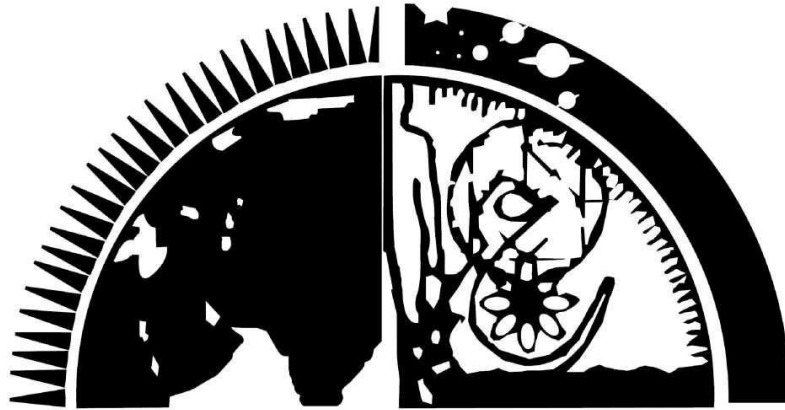




## **Examination Policy**

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**Baqai Medical University**

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**BAQAI MEDICAL UNIVERSITY**

# Examination POLICY

Version 2

2024

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## **Policy for Conducting Examinations**

### **(Examinations Policy)**

#### **1. Introduction**

- 1.1. This is a Policy for Conducting Examinations and can be referred to as "Examination Policy"

#### **2. Purpose**

The purpose of a University Examination Policy is to provide a clear and consistent framework for the conduction of examinations at BMU. It outlines the procedures, guidelines, and standards that govern the assessment of students' academic performance.

- 2.1. The aim of this policy is to establish a standardized and transparent framework for conducting examinations across all undergraduate and postgraduate programs at Baqai Medical University.
- 2.2. The Examination Policy aligns with the BMU Assessment Policy in its goal to maintain academic standards and integrity in all assessments.
- 2.3. Both policies are designed to ensure that assessments accurately reflect the students' knowledge, skills, and competencies, while providing a fair and consistent evaluation process.

#### **3. Scope**

- 3.1. This policy applies to all students, faculty, administrative staff, and examination-related personnel involved in the examination process at Baqai Medical University
- 3.2. This links with the BMU Assessment Policy, which outlines assessment processes for both internal and university-conducted assessments, including face-to-face, distance learning, and online programs.
- 3.3. The policy covers all types of assessments, including but not limited to, written exams, practical exams, oral exams, and continuous assessments for both undergraduate and postgraduate programs.

#### **4. Policy Statement**

- 4.1. Baqai Medical University is committed to ensuring the integrity and validity of its examination processes. This policy is to outline the guidelines for conducting examinations, to ensure fairness, consistency, and accuracy in the assessment of student learning.

#### **5. Definitions**

- 5.1. Academic Dishonesty: Any form of cheating, plagiarism, falsification, or unauthorized collaboration in academic work. Academic dishonesty undermines the integrity of the academic process and is subject to penalties as defined by the university's code of conduct.
- 5.2. Academic Year: The period defined by the university during which academic activities, including examinations, are conducted.
- 5.3. Annual System of Examination: An academic evaluation structure in which students are assessed at the end of a full academic year.
- 5.4. Assessment: The systematic process of evaluating a student's knowledge, skills, and competencies through various methods, including written exams, oral exams, practical exams, assignments, presentations, and projects. Assessment are designed to measure the Level of Achievement of Program Learning Outcomes and are an integral part of the academic process.
- 5.5. Examination Attendance Record: The documentation of student presence during examinations. The attendance record is maintained by the invigilator and serves as an official record of which students were present or absent during the examination. This record is critical for tracking student participation and eligibility for grading.

- 5.6. Colleges/Institutes: Constituent entities within the university, offering specific programs or courses. Each College or Institute is headed by a Principal or Director, who oversees academic activities, including examinations.
- 5.7. Confidentiality: The principle of keeping examination materials, including question papers, answer scripts, and student records, secure and inaccessible to unauthorized individuals. All personnel involved in the examination process are required to maintain confidentiality to protect the integrity of the examination and prevent unauthorized disclosure of information.
- 5.8. Enrollment: The official registration of a student in a specific course or program at the university, confirming their eligibility to participate in academic activities, including examinations.
- 5.9. Examination: Any formal assessment conducted to evaluate a student's knowledge, skills, and competencies in a particular subject or course. This includes written exams, oral exams, practical exams, and other forms of assessment
- 5.10. Examination Grievance Redressal: The formal process through which students can raise concerns or complaints regarding the examination process or their results. The grievance mechanism ensures that all complaints are addressed fairly, transparently, and in a timely manner, with provisions for appeal if necessary.
- 5.11. Examination Handbook/Manual: An official document provided to students and faculty that outlines the examination policies, procedures, rules, and expectations. The Examination Handbook serves as a reference

guide to ensure that all stakeholders are aware of their roles and responsibilities in the examination process.

- 5.12. Examination Logistics: The administrative and operational arrangements necessary for the smooth conduct of examinations. This includes scheduling, allocation of examination halls, seating arrangements, distribution of examination materials, and provision of necessary resources such as invigilators and equipment.
- 5.13. Examination Malpractice: Any deliberate act by a student, faculty, or staff member to manipulate or interfere with the examination process for personal gain or to affect the outcome of the examination unfairly. This includes, but is not limited to, cheating, bribery, impersonation, and falsification of documents. Examination malpractice is a serious offense and is subject to strict disciplinary action.
- 5.14. Examination Security: The measures taken to protect the integrity of the examination process from threats such as leaks, tampering, or unauthorized access to examination materials. This includes secure storage of examination papers, controlled access to examination halls, and the use of technology to prevent and detect security breaches.
- 5.15. External Examiner: An academic expert from outside the faculty/university appointed to review examination papers, assessments, and student performance. The External Examiner ensures that the examination process is fair, unbiased, and meets the required academic standards. They may also participate in viva voce (oral examinations) and practical exams.
- 5.16. Faculty: The collective body of teaching staff within the university, responsible for delivering course content, setting examination papers, and evaluating student performance.

- 5.17.     Head Invigilator: The faculty/staff member to oversee the invigilation team during an examination. The Head Invigilator is responsible for ensuring that all examination protocols are followed, addressing any issues that arise during the examination, and submitting a report on the conduct of the exam to the Controller of Examinations.
- 5.18.     Internal Examiner: A faculty member from within the university who is responsible for setting examination papers, conducting assessments, and evaluating student performance in their subject area. The Internal Examiner ensures that assessments are aligned with the curriculum and academic standards of the university.
- 5.19.     Invigilator: A faculty or staff member to supervise the examination process, ensuring that it is conducted fairly and without any malpractice.
- 5.20.     Marksheet: An official document issued by the university that records the marks or grades a student has obtained in each subject or course during a specific examination period.
- 5.21.     Misconduct: Any inappropriate or disruptive behavior by a student or staff member during academic activities, including examinations. Misconduct may include harassment, intimidation, falsification of documents, or any actions that undermine the integrity of the examination process. Misconduct is subject to disciplinary procedures as outlined by the university's policies.
- 5.22.     Moderation: The Examination Policy follows the BMU Assessment Policy's guidelines for moderating exam papers, ensuring that assessments meet the required standards of validity and reliability.

- 5.23. Paper Setting: As outlined in the BMU Assessment Policy, each program must develop an Examination Blueprint, aligning with the Table of Specifications (ToS). The Examination Policy reinforces this by ensuring that paper setting adheres to these blueprints and includes determining the format, content, and difficulty level of the questions to assess students' competencies effectively.
- 5.24. Practical Examination: A formal assessment method designed to evaluate students' practical skills, application of knowledge, and competency in performing specific tasks
- 5.25. Principal/Director: The academic and administrative head of a College or Institute, responsible for ensuring the implementation of university policies, including the examination policy, within their respective unit.
- 5.26. Proctoring: The supervision of online or remote examinations to ensure that they are conducted in a fair and secure manner. Proctoring can be done live or through recorded monitoring, and it involves verifying student identity, monitoring for cheating, and ensuring compliance with examination rules.
- 5.27. Result Archiving: The process of securely storing examination results and related records for future reference. Result archiving ensures that academic records are preserved in accordance with university regulations and can be accessed for verification, audits, or other official purposes.
- 5.28. Result Declaration: The official announcement of examination results, which includes the publication of final grades and any relevant remarks regarding student performance.

- 5.29. Semester System of Examination: An academic assessment structure in which the academic year is divided into two terms, typically lasting 16-18 weeks (inclusive of 1-2 weeks for exams).
- 5.30. Scrutiny: As per scrutiny policy of BMU.
- 5.31. Special Accommodations: Modifications or adjustments made to the examination process to accommodate students with disabilities or special needs. Special accommodations may include extended time, alternative formats, or the use of assistive technologies. These accommodations are provided to ensure equal access to the examination process for all students.
- 5.32. Student: Any individual who is enrolled in an undergraduate or postgraduate program at the university.
- 5.33. Tabulation: The process of compiling and organizing examination results for each student. This involves the accurate recording of marks and the calculation of final grades.
- 5.34. Transcript: A comprehensive academic record issued by the university that details all the courses a student has completed, along with the corresponding grades or marks, throughout their period of study which includes course titles, grades, cumulative grade point average (CGPA), and the qualification awarded.
- 5.35. Written Examination: A formal assessment method where students are required to demonstrate their knowledge, understanding, and analytical abilities through written responses.
- 5.36. Unfair Means: All Disciplinary actions will be followed as per BMU Policy of Unfair Means.

- 5.37. Viva Voce: An oral examination where students are required to verbally demonstrate their knowledge, understanding, and critical thinking abilities. Viva voce exams are often conducted by a panel of examiners, including internal and external examiners, and are commonly used in undergraduate, postgraduate and professional programs.
- 5.38. Scrutiny: A process in which answer booklet of the student is carefully reviewed by the concern official.

## **6. Roles and Responsibilities**

- 6.1. Department of Examination
- 6.1.1. Coordinate with the academic departments to prepare the examination schedule.
- 6.1.2. Supervise the examination process, including the distribution of exam papers and the collection of answer sheets.
- 6.1.3. Oversee the marking and result compilation process.
- 6.1.4. Handle any examination-related grievances or disputes.
- 6.1.5. For Internal Exams of the colleges/Institutes, Examination Department will provide response sheets, answer copies and Photocopies of the question papers. Scanned results will be provided to the concerned Departments.
- 6.2. Academic Departments
- 6.2.1. Develop and submit examination papers by following the process defined in BMU Assessment Policy
- 6.2.2. Provide invigilators names as per request from the Controller of Examinations for each examination session.
- 6.2.3. Ensure that all faculty members adhere to the examination guidelines and standards.
- 6.3. Head Invigilator
- 6.3.1. Lead the invigilation team, ensuring that all invigilators are briefed on their responsibilities and the examination procedures.

- 6.3.2. Ensure that the examination venue is prepared according to university standards before the start of each session.
- 6.3.3. Coordinate with the Department of Examinations to ensure the timely distribution of exam papers and materials.
- 6.3.4. Monitor the invigilators during the examination to ensure they are actively supervising students and maintaining order.
- 6.3.5. Handle any incidents or irregularities during the examination, reporting them immediately to the Controller of Examinations.
- 6.3.6. Oversee the collection and secure handling of answer sheets at the end of the examination.
- 6.4. Invigilators
  - 6.4.1. Supervise students during the examination to prevent any form of malpractice.
  - 6.4.2. Ensure that the examination room is set up according to the university's standards.
  - 6.4.3. Report any irregularities or incidents to the Head Invigilator immediately.
- 6.5. Students
  - 6.5.1. Adhere to the examination schedule and arrive within the given timelines in the schedule.
  - 6.5.2. Follow all instructions provided by the invigilators and examination staff.
  - 6.5.3. Refrain from engaging in any form of academic dishonesty.
- 6.6. Non-Academic Staff
  - 6.6.1. Assist with the logistical arrangements for examinations, including room setup and seating arrangements.
  - 6.6.2. Provide administrative support to the Department of Examinations, such as preparing examination materials and documentation.

- 6.6.3. Ensure the timely and accurate dissemination of examination schedules to students and faculty.
- 6.6.4. Coordinate with security staff to ensure secure storage and handling of examination papers and answer sheets.
- 6.6.5. Support the post-examination process by assisting in the collection and distribution of marked papers and results.
- 6.7. Administration / Security Department
  - 6.7.1. Ensure the security of examination materials by monitoring their storage and handling, both before and after the examination.
  - 6.7.2. Manage access control to examination venues, ensuring that only authorized personnel and students enter the examination rooms.
  - 6.7.3. Assist in maintaining discipline outside examination venues to prevent any disturbances or malpractice.
  - 6.7.4. Report any suspicious activity or breaches of security to the Department of Examinations immediately.
  - 6.7.5. Provide emergency response support in case of any incidents during the examination period.
- 6.8. Principals/Directors of Institutes
  - 6.8.1. Provide strategic oversight to ensure that examinations are conducted in line with academic standards and university policies.
  - 6.8.2. Facilitate communication between academic departments and the Department of Examinations to ensure the timely submission of examination papers and related materials.
  - 6.8.3. Monitor the examination process within their respective faculties or institutes, addressing any issues that may impact the integrity of the examination process.
  - 6.8.4. Ensure that faculty members adhere to examination guidelines and provide necessary support to invigilators and non-academic staff.
  - 6.8.5. Review and endorse the compiled results before they are officially released, ensuring accuracy and compliance with academic regulations.

## **7. Policy Implementation Procedures/ Processes**

### **7.1. Enrollment and Eligibility**

- 7.1.1. The BMU Assessment Policy mandates that only enrolled students can participate in assessments.
- 7.1.2. The Examination Policy specifies that this eligibility is verified during the enrollment process, ensuring alignment with assessment regulations.

### **7.2. Schedules and Timelines**

- 7.2.1. Examination schedules will be prepared by the Controller of Examinations in consultation with the academic departments.

### **7.3. Paper Setting**

- 7.3.1. Examination papers will be prepared by the respective Subject Experts in coordination with departmental head.
- 7.3.2. Moderation will be carried out as part of the paper-setting process to ensure that the questions meet the required standards of validity, reliability, and alignment with the learning outcomes.
- 7.3.3. Once finalized, the examination papers in digital format will be printed and securely submitted to the Controller of Examinations for further handling. One day before, concern faculty will visit and photo copy the paper in his/her presence.

### **7.4. Conduction**

- 7.4.1. Students must present valid Admit Card to enter the examination hall.
- 7.4.2. Invigilators will monitor the examination to ensure adherence to university regulations.
- 7.4.3. Any breaches of conduct will be reported immediately and may result in disciplinary action.

7.5. Assessment:

7.5.1. Answer copies will be collected by the Examination Department after conduction of the exam. All answers copies will be checked by the faculty members in the secrecy cell of the Examination Department.

7.5.2. The marking process must be completed within the stipulated time, and results should be submitted to the Controller of Examinations.

7.6. Tabulation

7.6.1. Accurate recording of assessment results will be carried out by assigned faculty and aligns by detailing the process of tabulation and ensuring that all results are reviewed before finalization.

7.7. Result Processing:

7.7.1. Results will be compiled and reviewed by the Examination Committee.

7.7.2. Final results will be published by the Controller of Examinations and made available to students.

7.8. Quality Assurance

7.8.1. The Assessment and Examinations policies emphasize the importance of quality assurance in the assessment process.

7.8.2. The BMU Assessment Policy includes post-hoc analysis and feedback mechanisms, which are supported by the Examination Policy's detailed procedures for reviewing and amending examination processes.

## **8. Specific Program Requirements**

8.1. The BMU Assessment Policy outlines that specific programs may follow different assessment schedules depending on the requirements of their respective regulatory or accreditation bodies:

8.2. Semester System: Programs both Undergraduate and Postgraduate may follow a semester system as directed by their specific regulatory body.

- 8.3. Annual Examination System: Programs such as MBBS and BDS, which are regulated by bodies like the Pakistan Medical and Dental Council (PMDC), may follow an Annual system as required.
- 8.4. The guidelines given by Higher Education Commission of Pakistan for postgraduate programs conducted by the University will be adhered to in all aspects
- 8.5. The Examination Department will accommodate this by scheduling assessments according to the semester or annual calendar, aligning with the program's curriculum and regulatory requirements.

## **9. Academic Integrity**

- 9.1. The university upholds the highest standards of academic integrity.
- 9.2. Any form of cheating, plagiarism, or malpractice during examinations will be subject to disciplinary action, which may include suspension or expulsion.

## **10. Grievance**

- 10.1. Students who have concerns or grievances related to examinations can submit a formal complaint to the Controller of Examinations.
- 10.2. The Grievance Committee will review the complaint and provide a resolution within a specified timeframe.

## **11. Amendments and Revisions**

- 11.1. This policy will be reviewed periodically by the Examination Committee which can or may comprise of representatives from Quality Enhancement Cell, Department of Medical Education, Department of Examination and any other department or faculty the competent authority feels appropriate to include.
- 11.2. Any amendments or revisions will be approved by the Academic Council and communicated to all relevant stakeholders.