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| Policy No | DMMC/MC/IQAC/P04 |
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Policy No: DMMC/MC/IQAC/P04

1.0 PURPOSE:

This Examination Policy outlines the guidelines and procedures for conducting internal and University/external examinations in Dr.Moopen's Medical College, Wayanad.

2.0 SCOPE:

The Scope of this Examination policy lies on every student, faculty and Administrative staff of Dr.Moopen's Medical College Wayanad.

3.0 RESPONSIBILITY:

Responsibility for implementing this policy rests on Dean, faculty members and Administrative staff of the institution.

4.0 DEFINITIONS: Nil

5.0 POLICY PROCEDURES:

5.1 Objectives of the policy

- The policy aims to ensure fairness, integrity, and transparency in the examination process, promoting academic excellence and assessment of students' knowledge and skills.

5.2 Examination Administration:

a. Examination Committee:

- The Examination Committee shall be responsible for overseeing the planning, scheduling, and administration of examinations, ensuring adherence to the examination policy
- The college shall establish an Examination Committee comprising of the following members:
 - Chairman-Head of the Institution
 - One HOD/ Professor from departments teaching each year of MBBS
 - Administrative head of Academy



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- Two student representatives from each year of MBBS

b. Examination Timetable:

- The college shall develop a comprehensive examination timetable that provides sufficient time for preparation and avoids clashes between different subjects and courses.
- The examination timetable shall be communicated to faculty members, students, and relevant stakeholders 2 months in advance.

c. Examination Venue:

- Dr.Moopen's Medical College has two designated Examination Halls (In fourth Floor of Academic Block) for Conducting Internal and University Examinations

5.3 Types of Examinations:

1. Internal Examinations:

- Three Internal examinations shall be conducted for each year of MBBS at appropriate intervals to assess students' understanding, progress, and performance within the academic term.
- Internal examinations may include written exams, practical assessments, objective structured clinical examinations (OSCEs), or any other appropriate evaluation methods.

2. University/External Examinations:

- University/External examinations shall be conducted to evaluate students' overall knowledge and competence in accordance with the curriculum and regulatory requirements of KUHS.

5.4 Examination Conduct:

1. University Examination

University Examinations are conducted according to the rules and norms of affiliated University, ie, Kerala University of health Sciences, Thrissur

2. Internal Examination

1. Question –Paper Setting

- **Examination Scheduling:** Exams are scheduled in accordance with the academic calendar. Exam dates are announced at the beginning of each course, with students receiving notification at least two months in advance.
- **Question Paper Preparation:** Question papers are prepared two weeks before the exam.



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- **Selection of Question Paper Setters:**
 - Associate Professors and Professors
 - Assistant Professors with a minimum of four years' experience
 - Preference is given to faculty who serve as examiners for Kerala University for Health Sciences (KUHS) or other universities.
- **Distribution of Question Setting:** No single faculty member will set more than 25% of the total questions.
- **Question Paper Guidelines:**
 - The question paper format, maximum marks, and allocated time will strictly adhere to the course manual and KUHS guidelines.
 - Faculty members involved in question setting will engage in discussions to ensure a comprehensive and representative set of questions.
- **Key and Marking Scheme:** A key to the question paper with a detailed marking scheme will be prepared.
- **Head of Department (HOD) Approval:** The final question paper will be approved by the HOD.
- **Confidentiality:** All faculty involved are responsible for maintaining the confidentiality of the question paper.
- **Submission for Printing:** The final question paper, sealed in an envelope, will be submitted to the Dean's office for further approval and printing at least five days before the exam.
- **Evaluators:** All qualified faculty, including professors, associate professors, and assistant professors, as designated by the HOD, will participate in the evaluation process.
- **Distribution of Answer Scripts:** The question paper and answer keys will be circulated to the evaluators. Each evaluator will be assigned answer scripts for questions totaling no more than 25% of the total marks.
- **Evaluation Timeline:** Answer scripts will be delivered to evaluators within 24 hours of the exam. Evaluators will complete the assigned sections of all student answer scripts. Assigned marks will be recorded in designated tables.
- **Completion and Authorization:** The evaluation of internal exam papers must be completed within 14 days of the exam. Final marks will be submitted to the HOD for authorization.
- **Display of Results:** Authorized copies of exam results will be displayed on the department notice board.



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- **Filing:**
 - Please file all question papers used in the examination, along with all answer sheets (both practical and theory).
- **Answer Discussion:**
 - After grading the exams, kindly hold a discussion session with the students to review the answers. Utilize the answer key (if available) to provide clarity on correct responses and marking criteria.
- During this discussion, capture a geotagged photo of the session for documentation purposes.

3. Examination Grievance Redressal

3.1 Internal Grievance Procedure

- Students with concerns regarding exam valuation should submit a complaint via email or physical copy to the Department Secretary.
- The complaint must clearly state the exam name, specific question numbers for re-evaluation, and a brief explanation of the concern.
- The Department Secretary will forward the complaint to the concerned faculty member and the HOD.
- The faculty member, in consultation with the HOD, will assess the complaint. If necessary, the faculty member will re-evaluate the specified questions and submit the revised marks to the HOD.
- The HOD will authorize the final marks and instruct the Department Secretary to inform the student.

3.2 Final Marks and Appeals

- Final marks, authorized by the HOD, will be submitted to the University and cannot be re-evaluated again.
- Student feedback will be collected.
- Students who remain unsatisfied with the HOD's decision may submit a formal appeal to the Grievance Redressal Committee.

4. Maintaining Examination Grievance Records

Each department will maintain a register or file containing the following details for all examination grievances:

- Date of Grievance
- Name of student



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- Initial Marks
- Grievance matter
- Remedial measure taken
- Changed Marks
- Name and sign of person who redressed the grievance

6.0 STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

6.1.1 Constitution of Students' Grievance redressal committee

- Chairperson-Head of the institution
- Senior faculty members (one from each year of MBBS)
- Head of administration of academy
- Hostel wardens
- Representative from hospital administration
- One student representative from each batch
- PTA representative
- Any other member as decided by the committee

6.1.2 Responsibilities of Grievance redressal committee

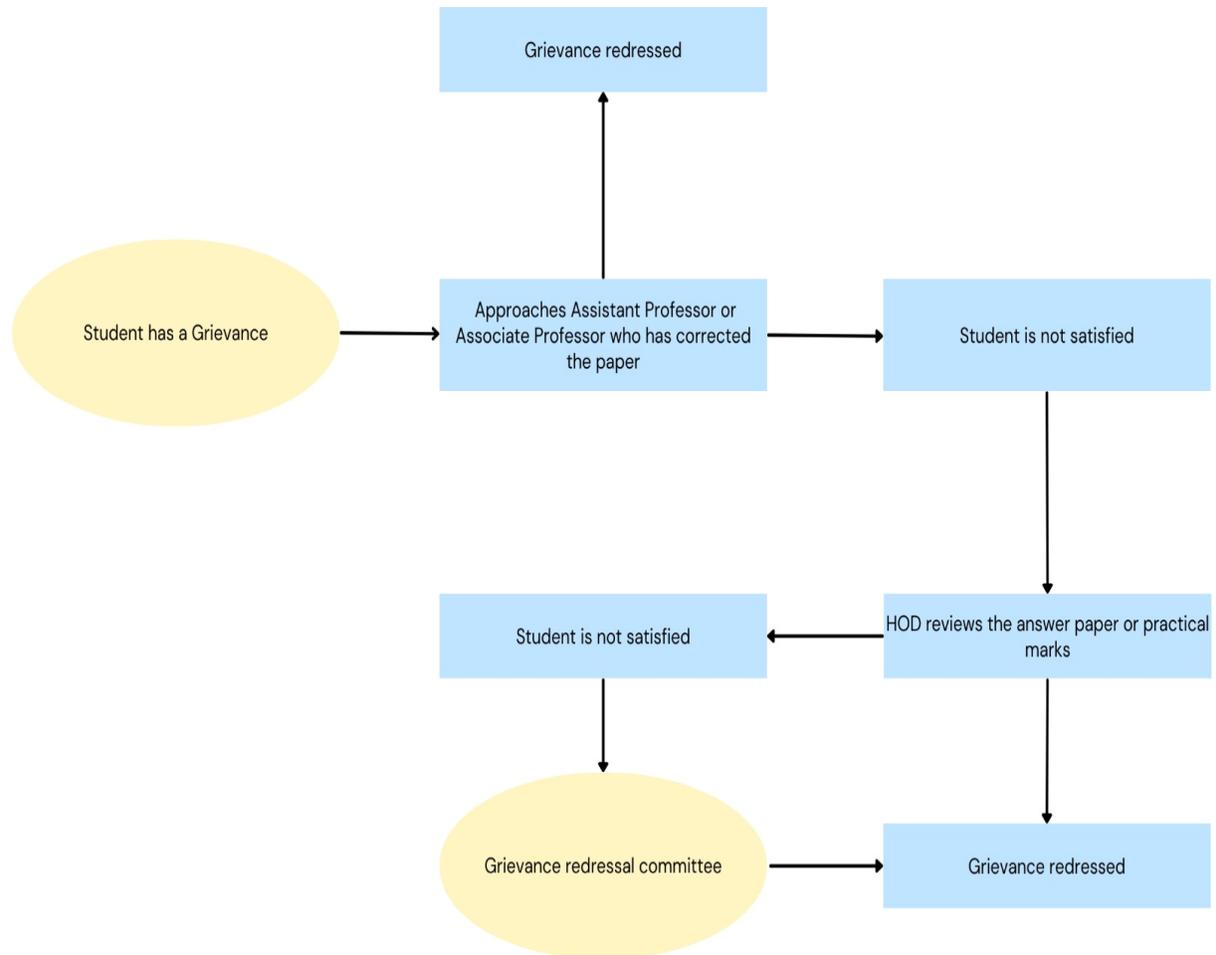
The GRCS will be the appellate authority for all examination related grievances also.

The following process is to be followed.



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6.1.3 Process of Examination Related Grievance Redressal



7.0 Continuous Improvement

The examination policy will be periodically reviewed to:

- Enhance its effectiveness.
- Address emerging challenges.
- Align with evolving educational requirements and best practices.

Feedback from faculty, students, and examination administrators will be incorporated into the review process.



EXAMINATION POLICY

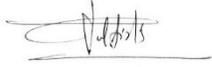
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8.0 REFERENCES:

KUHS Examination Rules and Regulations

http://www2.kuhs.ac.in/kuhs_new/index.php?view=article&id=646:kuhs-examination-manual&catid=272

APPROPRIATE APPROVAL:

| | NAME | DESIGNATION | SIGNATURE |
|---------------------|---------------------------|------------------|---|
| PREPARED BY: | Niranjana S Raj | IQAC Officer |  |
| REVIEWED BY: | Dr.Nabeel Azeez k | IQAC Coordinator |  |
| APPROVED BY: | Dr.Gopakumaran Kartha K N | Dean & CQA |  |