

Aga Khan University
Faculty of Health Sciences, Pakistan

Examination policy for written exam

Prepared by:
Department for Educational Development

Updated January 01, 2019

1. Functions

The Examination Cell is a centralized cell for the Faculty of Health Sciences (FHS) and is an integral division of Department for Educational Development (DED) and helps to conduct and analyze Aga Khan University Medical College (AKU-MC) Undergraduate (UG) and Postgraduate (PG), and School of Nursing and Midwifery (SONAM) examinations.

2. Optical Mark Recognition (OMR) System

Exam Cell, DED offers Optical Mark Recognition (OMR) exam marking system for admission test and HR exams.

OMR offers a fast and easy service for grading multiple choice tests or exams.

The designing and marking cost payable to DED will be @ Rs. 400/- per candidate.

The scoring and quality assurance process is as follows:

- Request for a designing of the OMR sheet (at least 2 months before the test date)
- Scanning of the answer sheets
- Analyzing the scores for quality indicators (item analysis and reliability)
- Post hoc analysis with the educational faculty
- Compilation of the final results

For onboard students OMR printing cost Rs. 15/- per sheet will be charged.

3. Question Data Banking

All question formats, that is, One Best Multiple Choice Questions (MCQs), Objective Structured Clinical Examinations (OSCEs), Objective Structured Practical Examinations (OSPEs), Short Answer Questions (SAQs), and Structured Viva Questions, are secured in a centralized Question Data Bank (QB). The QB stores questions that have been reviewed and accepted by the content experts and DED faculty for content and construct.

Availability of the reviewed and accepted questions in the Data Bank allows faculty to design a high quality examination paper according to the objectives and Table of Specifications (TOS) for the examinations.

It is the responsibility of the Examination Coordinator to extract questions from the QB according to the TOS and arrange exam paper review meeting with DED and other relevant faculty members before submission of the final paper to the Examination Cell. No changes are allowed in the examination paper (content and sequence) after it has been submitted to the Examination Cell.

4. Submission of Examination Papers

The examination paper should be submitted after the **pre-hoc review** and approval. In order to ensure accuracy, and avoid typographical and/or spelling errors ample amount of time is required by the Examination Cell staff for formatting and photocopying. Therefore, it is advised that all papers should be submitted to the Examination Cell at least two weeks before the Continuous Assessment Tests and one month before the Certifying Examinations. Paper submissions that cannot meet the deadlines (without any genuine cause) will not be accepted for administration.

The Examination Cell staff will request the Exam Coordinator for a final review and signature of the formatted examination paper.

The examination paper will not leave the Examination Cell in any form before the scheduled time of the examination.

5. Preparation for the Examination

The Examination Cell staff will prepare the final list of students for attendance of the examination, design seating arrangements, and seal all examination papers with response sheets in the marked envelopes. For Certifying Examinations, the Examination Cell staff will also allot code numbers to the students for additional confidentiality.

In order to avoid confusion and errors, the Examination Coordinator should visit the Examination Cell a day before the examination to check the final details, for example, final list of students, venues and other relevant arrangements.

On the day of the examination the Examination Cell staff will reach the venue at least 15 minutes before the scheduled time to administer the examination papers and mark attendance of the students. After the examination is over the Examination Cell staff will count all the papers and take the signature of the chief invigilator at the venue.

6. Preparation of the Results

The Examination Cell staff will prepare the framework of the result sheet, scan OMR sheets, ensure that each sheet has been read properly by manual checking/editing of each OMR sheet and verify the scanned data. The SAQ and Viva scores should be submitted to the Examination Cell by respective Examination Coordinators on a USB drive with a signed hard copy.

The Examination Cell staff will arrange **post-hoc analysis** meetings for each examination, and make sure that the changes suggested in the meeting are incorporated accordingly. The final scores will be printed and results will be finalized thereafter.

7. Declaration of Results

Result sheet (with scores) will be prepared by the Examination Cell. The Examination Coordinator will review the final result sheet before it is presented in the Year Committee meetings. The Examination Cell staff will present the final results to the Year Committee for approval and sign off by the chair. The signed copy of the results with a summary and recommendations will then be presented to the Examinations and Promotions Committee (E&P) for review, approval and endorsement. The E&P Chair will sign off the approved result sheet for the Office of the Registrar (Student's records). The Examination Cell staff will post AKU numbers of the successful candidates on the student's notice board and on AKUMed.

8. Policy for rechecking of the results

Any request for rechecking of the results will be submitted to the Exam Coordinator and the respective Year Committee Chair within two weeks of declaration of the results. Year Committee Chair will review the request and decide accordingly.

9. Notification of Errors

The Year Committee Chair will inform the Examination Cell in writing about any errors detected in the scores after the declaration of results. No requests for modification/change in results will be accepted after two weeks of declaration of results.

10. Storage policy

Response sheets of Certifying Examinations will be retained in the examination cell for a full academic year for all examinations. Only for MBBS Year I Certifying Examinations, the response sheets will be retained for two academic years. These will be destroyed after the group is promoted to the next level.

The scores of students will, however, be kept on electronic files till the students graduate.

11. Access to the Examination Cell Data

To maintain strictest confidentiality necessary for the Examination Cell and the Question-Bank, no one is allowed into the Examination Cell, except to prepare or review examination questions.

It is mandatory to have written approval from the Controller of Examinations¹, Faculty of Health Sciences, to access Examination Cell data.

Revised January 1, 2019

Reviewed by:

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Approved by Interim Associate Dean Education, FHS
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¹ The Associate Dean Education or designate will officiate as the Controller of Examination until one is appointed.