



PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

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122

EXAMINATION POLICY

The Examination and Assessment policies of the PMS College of Dental Science and Research ensure that examinations are conducted ethically to provide valid assessment of academic performance and achieve proficiency and learning outcomes without adding undue stress on students.

Ethics of Assessment

1. The assessment of a student's performance in the subject shall be just and fair.
2. All rules and arrangements related to examinations and assessments are transparently published and made available to students.
3. There should be more than one assessment for each subject. This includes different types and / or different times during the course.
4. Students shall be provided with a description of the means of assessment to be used in each subject including:
5. The number and types of assessment.
6. The date, time and location of assessment (dates of examinations, deadlines/ due dates for submission of assignments and clinical requirements)
7. The weighting to be accorded each assessment.
8. Pre-defined criteria are announced to students to indicate the method of grading and marking for different types of assessment in each subject.
9. Students who are faced with circumstances beyond their control such as illness or family tragedy that prevents them from attending an assessment can be granted (after following the indicated procedure) another opportunity for the same assessment or a replacement of it.
10. Every student has a right to review and discuss an assessment with the evaluator / Examiner, provided the indicated procedure for this is followed.



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PMS COLLEGE OF DENTAL
SCIENCE & RESEARCH
THIRUVANANTHAPURAM-28

11. Students also have the right to appeal to the Head of the Department and Director (UG/PG) regarding a decision related to procedures of assessments and examinations but not an examiner judgment.
12. Students are required to adhere strictly to ethical and responsible conduct through all types of assessments. Academic misconduct including cheating, plagiarism and others are subject to disciplinary actions.

Confidentiality of Assessment

1. All examination related materials including questions sheets and answer sheets are confidential and shall be returned to the Associate Dean (Academics) unless otherwise determined.
2. Assessment outcomes are confidential. No person Involved in the process should divulge to any unauthorized person any information related to an individual students assessment or grades.

Validity of Assessment

1. Assessment shall reflect the content of the subject and its intended learning outcomes.
2. Assessment activities and examinations are monitored by the institutional academic committee for the validity of the questions, their difficulty and discrimination ability.

Prepare examination/ assessment setting

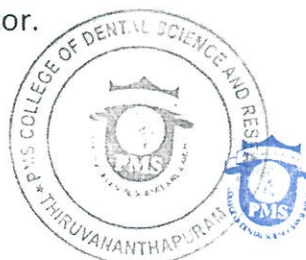
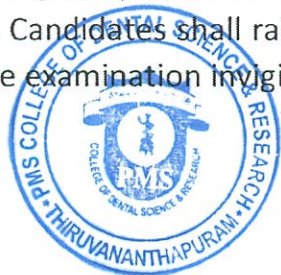
1. Theory exams will be scheduled in college examination hall.
2. Prepare a list of staff members responsible for Invigilation with equal and fair distribution of tasks with a ratio of one Invigllator to twenty students.
3. Indicate a Chief Invigilator to supervise the invigilation of each examination
 - a. Notify invigilators in writing of the date, time and location of exam. Indicate in the same document the responsibilities of the invigilator and his/ her authorities.



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PMS COLLEGE OF DENTAL
SCIENCE & RESEARCH
THIRUVANANTHAPURAM-28



- b. Prepare a plan of students' seating and/ or flow during exam.
- c. Change of location is allowed provided adequate justification exists and adequate notice is provided to all concerned.
- d. If student/students are diagnosed with a communicable disease, provision will be made to isolate them and appear for exam with adequate precaution taken for the safety of all.
- e. Prepare a list of instructions indicating when students should arrive and when they should leave, how they should behave during their stay in the exam premises.
- f. No candidates are allowed to attend an examination later than fifteen (15) minutes after the commencement of the examination. A candidate who is late for an examination but not later than the time limit as stated above, shall not be given any additional time for the examination but the, delay shall be recorded and reported to Assistant Director (UG) and Administrative Officer (Academics)
- g. No candidate is permitted to leave the examination hall before thirty minutes after the commencement of examination
- h. If a candidate is permitted to leave the examination hall for certain reasons or usage of restrooms and later to re-enter, precautions shall be taken by the invigilator to ensure that the candidate is under adequate supervision the entire time he/ she is away and also ensure that he / she does not carry any aids for malpractice.
- i. Candidates are not allowed to bring books, papers, written message or any other materials except items that are allowed to be brought into the examination hall.
- j. Candidates may not receive any books, papers, written message, pictures or any other materials from any person when he/she is in the examination hall except that the candidate, when in the examination hall, shall receive from the examination invigilator things like books, papers, written message, pictures or other materials as may be allowed by the Chief invigilator
- k. No communication shall take place between candidates by word of mouth, signs, symbols or through other ways during the examination period. Candidates shall raise hands if there is a need to communicate with the examination invigilator.



- l. Candidates are not allowed to bring mobile phones, digital diaries, Bluetooth enabled devices and other electronic storage devices into the examination hall.
- m. If any situation arises and in the opinion of the Chief Invigilator there is a need to call off the examination, the Chief Invigilator shall then discontinue the examination and, without any delay, shall collect the answer papers which had already been written and may report the matter to the Associate Dean (Academics).
- n. If, in the opinion of the Chief Invigilator, an incident/ situation that is considered unfair to the candidate arises during the examination period, the Chief Invigilator shall report the matter to the Associate Dean (Academics) and Director (UG/PG)
- o. A candidate and / or assigned individual(s) / staff may complain to the Associate Dean (Academics) and Director (UG/PG) who will report the matter to the Principal - that an examination was not conducted in an appropriate manner.
- p. The Principal may take an appropriate action, which includes directing Director (UG/PG) and Associate Dean (Academics) for another repeat examination
- q. The list of evaluators for the subjects in the practical/ preclinical or clinical assessment activities will be done in consultation with Department Heads and Academic Council.
- r. In the comprehensive clinical system internal clinical exam will be carried out with evaluators from other clinics to avoid bias
- s. Publish the list of exam instructions to students by the beginning of the internal exam.

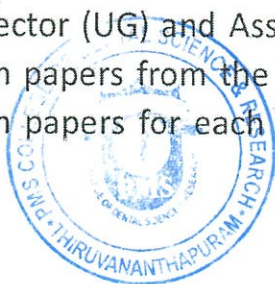



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SCIENCE & RESEARCH
THIRUVANANTHAPURAM-28



POLICY FOR CONDUCT OF INTERNAL EXAMINATION - (UG)

1. Three Internal assessment examinations will be conducted every academic year and the average of the three exams will be taken as Internal Assessment mark (once in 3 months).
2. 1st Internal assessment exam should be conducted immediately after three months of commencement of academic session.
3. 2nd Internal assessment exam should be conducted after three months from the 1st Internal exam.
4. Model Exam will be conducted minimum 45 days before the University Examination.
5. The syllabus for 1st, 2nd and Model exam to be published in the beginning of the academic session. The topics to be completed at least 10 days before the exam.
6. For Final BDS Part II, during the academic session of 6 months, 1st internal assessment examination will be conducted after three months of the commencement of the academic session and the model exam one month before the University Examination.
7. Associate Dean (Academics) and Director (UG) jointly should prepare and submit the timetable of each examination with date of valuation and date of publication of the result, to the Principal through email).
8. The Director (UG) and Associate Dean (Academics) jointly should call for the question papers from the concerned faculty and should collect three sets of question papers for each subject. The question papers should be collected



PRINCIPAL
PMS COLLEGE OF DENTAL
SCIENCE & RESEARCH
THIRUVANANTHAPURAM-28

Page 5 of 8

only through the official email id provided to the Associate Dean (academics). The three sets of question papers will be submitted to the Director (UG) on the day of examination and the Director (UG) will randomly select the question paper for the examination. The selected question paper will be distributed to the students in the examination hall ten minutes before the commencement of examination.

9. The answer scripts will be collected and shifted to Academic Office and answer scripts are coded and given to evaluators for centralized valuation to avoid bias. Valuation of the papers to be done within 2 days of each exam. After valuation, the answer scripts will be decoded and the mark list should be prepared by the Academic Coordinator and submitted to the Principal and Director (UG), through Associate Dean (Academics).
10. Revaluation, retotaling facilities can be availed by the needy candidate through the respective faculty after evaluation of its genuinity.
11. The Academic Coordinator will publish the result after 2 days of completion of all exams after the approval of the Principal.
12. Remedial exam can be conducted for absentees by paying extra fees (as per the academic policy) on a holiday or after working hours without affecting normal classes.
13. Remedial /improvement exams will be conducted as per the requirements and request from the students as per the existing academic policy.

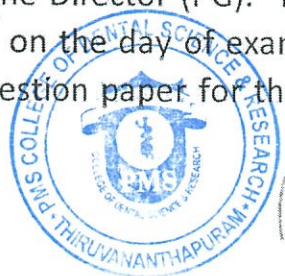



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SCIENCE & RESEARCH
THIRUVANANTHAPURAM-28



POLICY FOR CONDUCT OF INTERNAL EXAMINATION - (PG)

1. Three internal assessment examinations will be conducted for first year MDS Students with 33% of basic sciences topic at the end of first three months after commencement of the course and next 33% at the end of six months after commencement of the course and full portion at the end of tenth month after commencement of the course.
2. Three internal assessment examination will be conducted for MDS Final year students. Model Exam will be conducted minimum 45 days before the University Examination. Model theory and practical exam will be there for final MDS students similar to that of university examinations (Two external examiners from outside the state and question paper setting and evaluation will be done by the external examiner)
3. Confidential report of the students will be directly handed over to the Director (PG) explaining in detail about the strengths and weakness of the students by the external examiners.
4. Director (PG) jointly should prepare and submit the timetable of each examination with date of valuation and date of publication of the result, to the Principal.
5. The Director (PG) and Associate Dean (Academics) jointly should call for the question papers from the concerned faculty and should collect one sets of question papers from the Head of the departments of concerned specialties. The question papers should be collected only through the official email id provided to the Director (PG). The question papers will be submitted to the Director (PG) on the day of examination and the Director (PG) will randomly select the question paper for the examination. The selected question paper



Page 7 of 8


PRINCIPAL
PMS COLLEGE OF DENTAL
SCIENCE & RESEARCH
THIRUVANANTHAPURAM-28

will be distributed to the students in the examination hall ten minutes before the commencement of examination.

6. The answer scripts will be collected and shifted to Academic Office for centralized valuation to avoid bias. Valuation of the papers to be done within 2 days of each exam by HOD / PG Guide. After valuation, the answer scripts will be decoded and the mark list should be prepared by the Academic Coordinator and submitted to the Principal and Director (PG).
7. Revaluation, retotaling facilities can be availed by the needy candidate through the respective faculty.
8. The Director (PG) will publish the result after 2 days of completion of all exams after the approval of the Principal.
9. Remedial exam can be conducted for absentees by paying extra fees (as per the academic policy) on a holiday or after working hours without affecting normal classes.
10. Remedial /improvement exams will be conducted as per the requirements and request from the students as per the existing academic policy.


Principal





PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

ACADEMIC POLICY

The Academic policy of the college regarding the rules and regulations relating to attendance, internal assessment, payment of fees, disciplinary action etc. for UG students will be as follows.

1. ATTENDANCE

1.1 Kerala University of Health Science (KUHS) stipulate 80% of attendance mandatory for appearing the university examination and this is required separately theory and practicals. 80% of attendance means any student should attend 80% of the academic days in an academic year stipulated by the university.

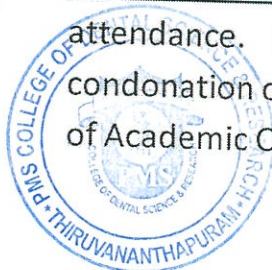
Eg: If the number of academic days in a year is 240 days, the student should attend minimum of 192 days in the year.

1.2 Those students under KUHS who fails in any subject and are not eligible for carry over, have to attend additional classes and should get another 80% attendance to appear in the exam.

1.3 Those students who are eligible for carry over need not attend classes for the failed Subject/s and their attendance report to be sent to university, same as that has been sent for the preceding University examination.

1.4 Condonation of Attendance

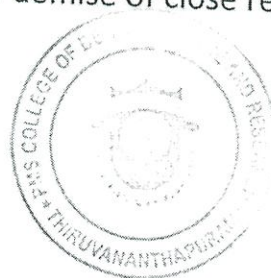
1.4.1 **KUHS University:** KUHS University doesn't grant condonations of attendance. However, Principal of the College can consider condonation of up to 10% attendance, based on the recommendation of Academic Committee. This facility will be available only once in the



PRINCIPAL | Page
PMS COLLEGE OF DENTAL
SCIENCE & RESEARCH
THIRUVANANTHAPURAM

entire BDS course of a student. The Academic Committee will consider the following criteria for recommendation of condonations of attendance.

- 1.4.2 Medical Leave:** Medical leave may be granted on productions of valid Medical certificate. However, these days will not be counted as present days. Considering the valid Medical reasons, the academic committee can recommend for condonation of up to 10% attendance. For any condonation, the student has to furnish supporting documents to substantiate.
- 1.4.3 Maternity Leave:** Any student pursuing BDS / MDS Course is permitted maternity leave for 75 days for which the student has to submit the medical reports. On production of proof for the above the academic committee can recommend for condonation of up to 10% of attendance on such grounds. This category of leave can be availed twice in a UG course. These days can be considered as present days for calculating attendance.
- 1.4.4 Duty Leave:** Representing the college at University level/State level/National level. Attending university level competitions, attending conference/Seminars with prior permission will be eligible for duty leave. On production of proof for the above the academic committee can recommend for condonation of up to 10% of attendance on such grounds. This category of leave can be availed twice in a UG course. These days can be considered as present days for calculating attendance.
- 1.4.5 Academic Records:** Those students who have appeared in all monthly and internal assessment exams, and if the academic committee feels the absence of the students are on genuine grounds, condonation attendance up to 10% can be considered. E.g:- Health grounds, Psychiatric reasons or demise of close relative etc.



1.4.6 If any student has attended extra classes or clinics during holidays, these days can be considered as present days for calculating attendance.


2. INTERNAL ASSESSMENTS

2.1 Three internal assessment examinations will be conducted every academic year and the average of the three exams will be taken as internal assessment mark. If a student is not able to appear any one examination on genuine reason, he will be given chance to write an additional examination, so as to complete three exams in an academic year. However, an additional fee of Rs. 1000/- will be charged for appearing all the subjects and Rs. 500/- for appearing for one subject. If any student fails to appear for internal assessment examination without valid reason, have to pay Rs. 5000/- to appear for all subjects in the additional exams and Rs. 2000/- per subject.

2.2 Attendance:

- A Regular student with more than 95% attendance, who has appeared for all monthly and internal assessment exams and without any bad remarks from the department, will get an additional weightage of 10% of the average marks obtained by them.
- A Regular student with more than 90% attendance and who has appeared for all monthly and internal assessment exams and without any bad remarks from the department will get an additional weightage of 5% of the average marks obtained by them. This is applicable for both theory and practicals.
- After considering all the above criteria, those student having the stipulated attendance and internal assessment marks, he/she will qualify for applying University examinations.




PRINCIPAL
PMS COLLEGE OF DENTAL
SCIENCE & RESEARCH
THIRUVANANTHAPURAM
Page 3 of 7

- An irregular student, not having sufficient attendance, and not appeared for all the internal assessment examinations, will not be considered for moderation or additional marks.

2.3 The institution emphasis on continuous evaluation system accordingly there are daily mid class activities, post class evaluative tests, monthly tests, internal examinations, remedial examination, improvement examinations, model examinations before University examination.

2.4 Monthly Exams

Monthly exam will be conducted during the last theory class of each subject every month and its weightage will be added to the internal assessment marks.

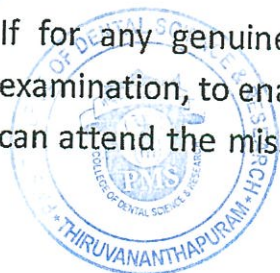
2.5 Internal Examination Policy

As per the internal examination policy, the first internal examination will be conducted after the completion of whole topic which will be completed within 60% of academic tenure as per the academic schedule. First Internal Examination will have only theory exam. There will be continuous evaluation examinations in the form of monthly tests in prescribed day of every month with the portions completed in the respective month. Subsequent 2nd and 3rd internal examination will be conducted in immediate successive months in University examination model (including theory and practicals).

The University sending average will be calculated on the basis of combined calculation of averages of 1st internal examination, 2nd Internal examination, model examination and the average score of mid-class activity.

2.6 Remedial Exam

If for any genuine reason, any UG student cannot attend the internal examination, to enable parity by paying a fees of Rs.500/- for each exam they can attend the missed examination subjects which will carry the designated



portion meant for that internal examination. For non-genuine reasons, the student will have to pay a fine of Rs.2000/- per subject, if all the subjects have to be rewritten a cumulative fine of Rs.5000/- has to be paid.

2.7 **Mid-Course Improvement Exam**

Even if the candidate has appeared for all the exams and have scored reasonably well, but feel that their score needs to be improved, they can request the academic committee for a mid-course improvement exam, if the academic committee approve the request, the candidate may appear for the improvement exam without paying any fees.


3. MALPRACTICE DURING EXAM

- 3.1 During University exam, if any student found doing any sort of malpractice, the punishment is according to the University rules and regulations.
- 3.2 If any student does malpractice during the internal assessment examinations, the exam will be cancelled and parents of the concerned student is have to report before the Principal and to give an undertaking that the ward will not repeat the same and should pay a fine of Rs.3000/- . On any such 2nd occasion they will be suspended for one week and a fine of Rs. 5000/- will be levied from the student for continuing the course. However, the student has to attend repeat internal assessment exam after paying additional fees.

4. UNEXPECTED HOLIDAYS DECLARED BY THE AUTHORITIES, HEAVY RAIN, FLOODS AND UNEXPECTED HARTHALS AFFECTING LOCAL TRAFFIC

It will be working days for clinical students, house Surgeons, Post Graduate and staff, but no Theory class will be conducted on that day. Clinic will be working on all days for these students. For non-clinical students' online classes will be conducted as per the daily timetable.




PRINCIPAL
PMS COLLEGE OF DENTAL
SCIENCE & RESEARCH
THIRUVANANTHAPURAM-28

5. COLLEGE FUNCTIONS:

- 5.1 During the event of any functions organized by the college, like Arts, Culture, Sports, and Induction Ceremony etc., a skeletal OP should be maintained in the department. HOD's should deploy a faculty, PG Students and, House Surgeons in rotation to maintain the department.
- 5.2 To avoid inconvenience to the clinical students, talks, seminars, etc. should be conducted between 8 to 9 AM or 2 to 4 PM as far as possible.

6. ACADEMIC POLICY FOR THE POST GRADUATE COURSE

The general academic policy put forward for the undergraduates are applicable for the post graduates as well.

SPECIAL ACADEMIC POLICY FOR PG'S

- 6.1 **Leave:** Post graduate students are directly under the control of Head of the department. They should work on full time basis in all working days, except on Sundays. Post graduates should be on duty during closed holidays and Sundays if required, as directed by the HOD, to attend clinical duties, ward duties and casualities duties etc. As per KUHS rules 250 days working in each academic year is mandatory for the PG students.
- 6.2 For External institutional training (Outside posting) prior permission from the concerned HOD/PG in charge and Director PG studies should be obtained by the student. Final Permission will be granted by the Principal and the Director PG studies.
- 6.3 Attending State/ National/ international conferences and PG conventions is mandatory once in a year and prior permission of the HOD and Director of PG should be obtained in such cases. At the culmination of the course studies, paper publications are mandatory.
- 6.4 The rules regarding the payment of college fees, university examination fees etc. are same as applicable to the undergraduate students.



6.5 MDS Part I will have 3 internal exams for the subject, applied Basic Sciences once in 3 months. MDS Part 2 exams will have 3 subject specific internal examinations. The first two internal exams will have only theory exam however the model exam will have theory as well as practicals and viva voce with two external examiners coming from outside the State.



Principal

