



PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

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.
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 invigilator 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.
- 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 I 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.

POLICY FOR CONDUCT OF INTERNAL EXAMINATION-(UG)

1. Three internal assessment examinations will be conducted every academic year. The average of marks of model examination and best of first and second internal examination marks will be considered as the eligibility criteria to appear for the University Examination.
2. First Internal examination should be conducted after 6 months of announcement of the academic session which is upon completion of entire topic in teacher-centric mode. Only theory examination will be conducted for the first internal.
3. The second internal assessment should be conducted after one month from the first internal exam after the completion of the revision session in student centric mode. Practical examinations will be conducted for the 2nd internal examination for 1st and 2nd BDS student. This will be followed by Model examination in the next succeeding month covering the entire portion. Both theory and practical examinations will be conducted as per the University model.
4. A monthly test will be conducted during the last week of every month and a weightage of 20% of the average of its score will be added to the internal examinations.
5. The portions and the tentative dates for Internal Examinations and Model examinations will be published at the beginning of the academic session in the Academic Calendar published by the Academic office.

6. The lesson plan and monthly test will be published in the academic schedule.
7. 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.
8. 80% of attendance both in theory and practicals is mandatory for the candidate to appear for internal examination.
9. Associate Dean (Academics) should prepare and submit the timetable of each examination with the date of valuation and date of publication of the result, to the Principal, UG Director, and Dental Education Technology Department.
10. 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 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), who is the Examination Chief 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.
11. The answer scripts will be collected and shifted to Academic Office and answer scripts are coded and given to examination cell for centralized evaluation 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, Director (UG) and Dental Education Technology Department through Associate Dean (Academics).

12. The evaluated answer scripts should be distributed and discussed with students by the concern subject faculty. Revaluation, retotaling facilities can be availed by the needy candidate through the respective faculty after evaluation of its genuinity.
13. The Academic Coordinator will publish the result after 2 days of completion of all exams after the approval of the Principal.
14. A repeat examination will be conducted for absentees after checking the genuinity of their absence by Academic committee and approved with a fine as prescribed in the Academic policy and as per the recommendations of Principal. Remedial examination will be conducted for poor performers as request and by paying the prescribed penalty fees if recommended by the Academic Committee. Improvement examination will be conducted on request to Academic Committee from the students in order to improve their score. A nominal fee will be charged only if the student obtains lesser marks in the improvement examination when compared to their first attempt.

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 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