

RULES AND REGULATIONS FOR POSTGRADUATE EXAMINATION





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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



[Prof. Muhammad Umar](#)

(Sitara-e-Imtiaz)

(MBBS, MCPS, FCPS, FACG,
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Vice Chancellor

Rawalpindi Medical University & Allied Hospitals

The role of an examination office is more like a guardian of a student, ensuring complete systematic records and facilitating trustworthy support and service. This all is done to prevent results from being unproductive or unfair. Examination department, headed by Controller of Examinations is responsible for examination conduction, results announcements and awarding of degrees as per the PMDC requirements.

“As a Medical University, our Motto is truth, service & wisdom this Motto will be the path way to guide us with which we can actively design the future of medicine.”

Every vision needs to be instilled with life: Rawalpindi medical university will become one of the top universities in the global structure of academic and research institutions in the field of Human science - together with the researchers, professors, student and patients! In short, Rawalpindi medical university will continue to create, impart and apply knowledge: In the triple pack consisting of research, education and clinical treatment.

- The Rawalpindi medical university will be a long-standing, international top university for medicine, as well as a research center and innovation driver for medical sciences - in the triad of the triple pack of research, education and patient care.
- In Future, the Rawalpindi medical university belongs to the especially innovative, dynamic and globally known medical training and research institutions.



[Prof. Dr. Rai Muhammad Asghar](#)

(MBBS, MCPS, FCPS, MHPE)

Controller of Examinations (Officiating)

Examination department is one of the most important departments in Medical University. This office is the face of the university and is crucial to give the positive reputation to the university. The primary role of the Examination department, is to ensure that, the process involved in award of “Degree/ Diploma is genuine and transparent after fulfilling the legal and academic requirements.

Examinations Department in Rawalpindi Medical University will develop an integrated, technologically, efficient, students friendly, and transparent system that should guarantee highly reliable testing and evaluation procedures with zero tolerance towards unfair and inefficient practices.

To achieve the laid down objectives the given pathway will be followed:

- To establish a strong, reliable and credible examination/evaluation system.
- To improve the quality of examination and evaluation and ensuring credibility of the processes throughout the process.
- To ensure that all sections of the examinations department in the university follow the rules and SOP’s of the examination in true letter and spirit to ensure the same quality standards across the board.
- To improve the examinations and evaluation policies of the university to make them flexible enough to adopt the changing environment on continuous basis,
- To boost the examination system to the optimum level to get better, speedy and reliable results,
- To establish a network that could guarantee constant information sharing between all the departments and other medical institutions.



Dr. Syed Muarraf Hussain
(MBBS, FCPS)
Additional Controller of Examinations

Being responsible for issuance of transcripts to Under Graduate & Post Graduate students; and exercise such other powers and perform such other duties as may be prescribed or assigned to him, by the Controller of Examinations. Bringing into the notice of the Controller of Examinations all cases of infringement of rules of examinations with full report for disposal. Managing issues related to issuing date sheet, appoint supervisory staff, allocate examination centers and issue admit cards to students.

EXAMINATIONS REGULATIONS, 2019

Short title and commencement:

- (i) The Statues shall be called the Examinations Regulations 2019 established under Section 34 (Chapter-V) of RMU Act 2017.
- (ii) These shall be applicable on RMU and its constituent/ affiliated Institutes and Colleges.
- (iii) These rules shall come into force with immediate effect.

Definitions:

- **“Government”** means Government of the Punjab.
- **“University”** means Rawalpindi Medical University, Rawalpindi.
- **“Syndicate”** means the Syndicate of the University.
- **“Authorities”** means entities established under Section 20 of the RMU Act 2017.
- **“Pro-Chancellor”** means the Minister of Health from Government under Section 11 of the RMU Act 2017.
- **“Vice Chancellor”** means Vice Chancellor of the University.
- **“Registrar”** means the Registrar of the University.
- **“Constituent College”** means the Rawalpindi Medical College, Rawalpindi.
- **“Affiliated Institutes and Colleges”** means an educational institute that cooperates independently but has a formal collaborative agreement with RMU for control over its academic policies, standards, programs and examinations.
- **“Examinations Committee”** means the Committee constituted by the Vice Chancellor from amongst the senior faculty members of the University and responsible for rules and regulations, monitoring and other matters of Examinations in collaboration with Controller of Examinations.
- **“Controller of Examinations”** means the Controller of Examinations of the University.
- **“R.I.”** means the Resident Inspector for a theory examination in the examinations centre being held by RMU.
- **“Auditor”** means a senior subject specialist from the University or outside who audits the results before declaration.
- **“Censor”** means a senior subject specialist from the University or outside who monitors the quality of oral/ practical/ clinical examinations during an on-going examination held by the University.
- **“Supervisory Staff”** means the persons including Superintendent, Deputy Superintendent and invigilators supervising a theory examination held by the university.
- **“OSAT”** means Objectively Structured Assessment of Tasks Regulations requiring further Standard Operating Procedures (SOPs) are mentioned as (*) in this document.

PART I: GENERAL RULES AND REGULATIONS FOR POSTGRADUATE EXAMINATION

1. Rawalpindi Medical University shall hold all the postgraduate examination twice a year on preferably on semi-annual basis. In exceptional circumstances like National calamities, war or accidental loss of solved answer books, syndicate may allow a special examination.
2. Examination calendar for all postgraduate examinations shall be prepared by Controller of Examinations in consultation with Chairman of the Board of Studies or Director Medical Education or Dean postgraduate speciality after the approval by the Vice Chancellor. The calendar must be prepared and approved two months prior to the commencement of the next academic year.
3. Controller of Examinations shall notify the Date Sheet for Theory and OSPE/OSCE Examinations. Date Sheet once notified shall not be changed, however, the Vice Chancellor under exceptional circumstances, to be recorded in writing, may recommend a change in the date sheet.
4. Examination department will entertain those Admission forms which shall be verified by Vice Chancellor or his nominee in terms of their minimum attendance (lectures, tutorial & practical) set by university (80% Postgraduate) and *“certify that the candidate is eligible as per Rules & Regulations of PMDC & RMU, Rawalpindi to take a particular mentioned examination”*.
5. Admission Forms will be available online and can be downloaded from RMU web site www.rmur.edu.pk.
6. Examination fee once deposited shall not be refunded.
7. Information provided by the candidates in Admission Forms shall be used to make the list of Examinees (stratified list) and transferred subsequently to Admittance Cards. Any subsequent change, claimed by the candidate after preparation of Admittance Card shall be made with the approval of the Controller of Examinations on verification by the Director Postgraduate for Postgraduate courses and recorded in writing.
8. Admittance Card of the eligible candidate shall be uploaded on the web site (*) at least three (3) days before commencement of the Examination. A copy of stratified list shall be sent to the Centre Superintendent.
9. Admittance Card shall bear the stamp of Controller of Examinations, and shall have the particulars of candidate, name of Examination Centre and her/ his latest photograph pasted on it, in the same format as required by the Government of Pakistan for the passport.

PART II: EXAMINATION CENTERS & CENTER SUPERVISORY STAFF

10. The Supervisory Staff and Support Staff of each centre shall be appointed by the Controller of Examinations with the approval of the Vice Chancellor and supervisory staff can be appointed from available examination staff or non-medical background staff from outside of university.
11. The criteria for appointment of the supervisory staff shall be in accordance with the regulations made by Rawalpindi Medical University. No person shall claim to be a member of Supervisory Staff as a matter of right.
12. The regulations relating to the duties of the Supervisory Staff may be framed and amended by Rawalpindi Medical University, as and when required. The Supervisory Staff shall perform their duties according to the regulations.
13. Centre supervisory staff shall comprise the superintendent, deputy superintendent and invigilators. Deputy Superintendent and invigilators shall assist the superintendent. Supervisory staff shall wear jackets, identification card, shall not leave hall/ centre during examination and must not have mobile phones except superintendent and deputy superintendent.
14. In case of an emergency, owing to the refusal or non-availability of the superintendent at the examination centre, the Deputy Superintendent shall take over as the Superintendent and immediately inform and seek approval of the Controller of Examination, who shall then bring it to the notice of the Vice Chancellor.
15. The Superintendent shall have the power to remove at once from duty any invigilator who is found to assist or aid any candidate in copying or using unfair means in the examination. The Superintendent shall immediately send a detailed written report of such an incidence to the Controller of examinations.
16. The Examination shall be held at centres approved by the Vice Chancellor and notified by the Controller of Examinations.
17. The superintendent shall call upon the candidates before the start of examination to surrender all the books or notes, papers, bags, pagers, mobile phones, calculators (unless if applicable*), palmtop, computers, tape recorders or any. Only transparent pouches are allowed in case of theory examination and examination kit in case of osce or clinical examination
18. The Superintendent shall forward to the Controller of Examinations, along with answer books, the balance of question papers, daily attendance sheet and other relevant record on the same day.
19. The Supervisory Staff shall be paid remunerations as prescribed by RMU rules. The remuneration rates are subject to revision after every three years.

PART III: INSTRUCTIONS TO THE CANDIDATES

20. Candidate shall be instructed to arrive at the notified Examination Centre at least **30 minutes** before commencement of the examination.
21. No candidate shall be allowed to enter the examination centre without Admittance Card bearing Roll # & photograph, which shall be displayed throughout the examination.
22. No candidate shall be allowed to enter into the Examination Centre after commencement of the examination. However, in exceptional circumstances, the Centre Superintendent may provisionally allow into the Examination Hall a candidate who is late up to fifteen minutes after commencement of the examination, provided the candidate submits a written valid reason, and this shall be subjected to the subsequent approval of the Controller of Examinations.
23. No compensation time shall be given to the late arriving candidates.
24. In case if examination starts late, for any reason to be recorded in writing, the Centre Superintendent shall, after approval of Controller of Examinations, extend the time for the period that has been lost.
25. No candidate shall be allowed to leave the Examination Centre until half the scheduled time of that examination has passed. In case a candidate has to leave the Examination Centre in emergency situation before this time, for any reason to be recorded in writing by the Centre Superintendent, he/ she shall not be allowed to take the question paper with her/ him.
26. No candidate shall be allowed to re-enter the Examination Centre if she/ he leaves after handing over the answer book.
27. No candidate shall leave the Examination Centre during the examination without permission of the Centre Superintendent.
28. No candidate shall be allowed to use toilet facilities until at least one hour (*) has elapsed after commencement of the examination.
29. In subject(s) in which Multiple Choice Question (MCQ) paper and Short Essay Question paper are held on the same day, the candidate shall hand over both MCQ paper and MCQ response sheet to the Supervisory Staff at conclusion of the time for MCQ paper, after which SEQ paper shall start. No candidate shall be allowed to take 2nd component of paper if he has not returned MCQ paper and MCQ response sheet. Candidates are also required to submit their SEQ question paper along with SEQ answer sheet after the completion of examination.

30. The candidate shall be strictly forbidden to take MCQ and SEQ question paper out of the examination centre otherwise his/ her paper will be cancelled.
31. In SEQ/MCQ response sheet, candidate shall write his/ her roll number before starting the paper. Both the candidate and Superintendent/ Deputy Superintendent will sign the SEQ/ MCQ paper/ response sheet.
32. In answer book for short/long essay question, candidate shall fill in the details on the title page of answer book. Candidate shall not, however, write his/ her name, name of institute/ teaching hospital or make any identification marks to disclose his/ her identity otherwise this can lead to strict disciplinary action.
33. In answer book for essay question, candidate shall write answer on the answer book printed and specified for a particular question or a group of questions.
34. Candidate shall conclude his/ her answer to questions on the pages provided in the answer book. Continuation sheets shall not be provided.
35. Candidate shall be allowed to take into the Examination Centre, pens, pencils, rubbers, slide rulers, transparent stationary cases and any item that is required for the examination.
36. Candidate shall not take into the Examination Centre, books or notes, papers, bags, pencil cases, paggers, mobile phones, calculators (unless specify), ear phones, electronic equipment's, palmtop computers, programmable watches, tape recorders, blue tooth devices, headphones, or any other helping/ aids equipment. Anything, deemed as possible helping aid by the supervisory staff/ monitoring staff, found in possession of anyone shall be disqualified. Same rules are applied to the supervisory staff and helping staff.
37. Smoking shall not be allowed in the Examination Centre.
38. Candidate shall not ask for and shall not to be given any explanation about the question paper. In case any clarification for misprint/ error, is required for any valid reason, as ascertained by the Centre Superintendent, it shall be communicated to Controller of Examinations who may explain such an error/ misprint if necessary.
39. Candidate shall not talk or disturb other candidates after commencement of the Examination or borrow anything from other candidates during the examination.
40. Candidate shall not be allowed to use dictionary or spell-checker.

41. Candidate shall not remove a leaf or any part of the answer books, otherwise strict disciplinary action will be taken against him/ her.
42. Candidate who tries to use unfair means or creates law and order situation during the conduction of the examination or otherwise shall be dealt with according to RMU regulations (*) pertaining to the use of Unfair Means by the candidates.
43. In case a candidate is found to use the unfair means, the superintendent will register the case according to the UMC regulations of RMU. Such a candidate shall (may) then be allowed to continue that examination for the stipulated time (*).
44. Controller of Examinations shall send a request to Vice Chancellor prior to the commencement of examination to appoint at least two security officials (*) at the examination centre to prevent/ deal with any law and order situation arising at centre during the examination.
45. In case answer book of a candidate is lost after having been received by the Centre Superintendent, and the candidate passes in all other subjects of the examination, his/ her result shall be declared on the basis of and viva/ practical/ OSCE, or he/ she may be required to reappear in that one subject in the next examination/ special examination as decided by the Vice Chancellor upon the report of the Controller of Examination. If reappearing, he/ she obtain required pass marks he/ she shall be deemed to have passed the examination. Reappearance in these circumstances shall not be counted as an attempt.
46. In case of any dispute as to whether a candidate's answer book was duly received by the Superintendent or not, the findings of the Examinations Committee and Controller of Examinations, subject to the approval of the Vice Chancellor, shall be final.

PART IV: WITHDRAWAL OF ADMISSION FORMS

47. Admission Form, once submitted for any examinations can only be withdrawn until the dead line for the submission with double fee after the approval of the concerned Dean/ Director RMU. No Admission form can be withdrawn after the dead line for submission with double fee for the examination. However, for such a candidate the attempt rules will be applicable according to PMDC/HEC criteria.
48. Admission Forms for subsequent concerned examination in which the candidate has applied for re-checking may be withdrawn if a candidate has been declared passed after revision of the result on account of re-checking.
49. Fee in any case is non-refundable. However, any fee may be re-adjusted for subsequent examination or award of degree in case of timely withdrawal of admission form (only on the provision of fee evidence).

PART V: APPOINTMENT AND DUTIES OF PAPER SETTERS

50. Initial Paper Setter shall set the initial question paper(s) for a certain subject of an examination conducted by the University.
51. Final Paper Setter/ Paper Moderator shall set the final question paper(s) for a certain Subject of an examination conducted by the University.

Note: The nomenclature of Internal Examiner and External examiner with reference to paper setting shall not be used.

52. Paper Setters shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names duly recommended by the concerned Board of Studies and Board of Faculties.
53. The Vice Chancellor may appoint a suitable substitute, if necessary, with reasons to be recorded.
54. Qualifications prescribed for Paper Setters in various subjects postgraduate examinations of various disciplines shall be in conformity with the regulations framed by Pakistan Medical and Dental Council for examiners.
55. The senior most faculty member of the concerned subject except faculty from the RMU may be involved in the initial paper setting in terms of the quality of the paper set by the initial. Initial paper setting should be at least three months prior to the final examination.
56. Final Paper Setter shall ordinarily be from other institution/university provided he/ she fulfils the minimum prescribed criteria.
57. A Retired Professor may be appointed as Final Paper Setter up to ten years after the date of retirement provided he/ she is in good health and is involved in continued medical education and or professional development or affiliated with private sector medical institution.
58. In a Subject where teachers with requisite experience/ designation are not available, a consultant with recognised, relevant postgraduate qualification may be eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations and may be appointed as a Paper Setter.
59. Final Paper Setter/ Moderator shall be appointed for a particular examination only. However, he may be reappointed in subsequent examination for a term not exceeding

three consecutive years from the first appointment. However the Final Paper Setter can be re-appointed for further term after interval of at least of three years.

60. Supervisor of a Postgraduate candidate shall not be appointed as a Paper Setter for his own trainee.
61. No person shall be appointed as Paper Setter (Initial or Final) whose close relative (Wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the same examination. A Paper Setter shall decline the appointment if he/ she has been appointed inadvertently. (Undertaking proforma should be implemented).
62. No person shall be appointed as a Paper Setter against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice Chancellor.
63. The Vice Chancellor has the authority to cancel the appointment of a Paper Setter on the recommendation of controller of examinations.
64. No faculty member shall claim an inherent right to be appointed as a Paper Setter. The Board of Studies/ Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member to his/ her appointment as a Paper Setter.

THE PAPER SETTING

65. The Syllabus & Table of Specification will be provided by the Examination Department.
66. Initial Paper Setters shall set one question paper with soft copy complete with “keys” for all questions and shall send/ submit these to the Controller of Examinations through special courier in a sealed envelope marked as ‘CONFIDENTIAL’ before the date (as per SOPs) within the stipulated time.
67. The correspondence with Paper Setters/ Moderator shall be made at the residential address.
68. Final Paper Setting shall be carried out in paper setting section of the Department of Examination. Under no circumstances shall Final Paper Setting be permitted at any place other than that specified above.
69. Final Paper Setter, in Theory question, is required to keep not more than 60-70% of the questions set by the Initial Setter for each individual question paper. Final Paper Setter shall set finally one question paper complete with the “keys” of all questions in the

subject for which he/ she has been appointed. Paper Setter shall prepare the “key” (agreed answers/ weightage) in the prescribed manner and submit it along with the draft of question paper.

70. The Final Paper Setters are requested to ensure the following;
 - i. Design the questions with utmost clarity. Vague expressions like ‘Discuss’ or ‘Give an account’ should be avoided.
 - ii. The question paper and the ‘keys’ should comprise of hard copy duly signed by paper setter and soft copy.
 - iii. The question paper shall be strictly in accordance with the syllabus.
 - iv. No abbreviations shall be used.
 - v. Table of specification (TOS) must be followed.
 - vi. The sum total of all the questions as recorded in the margin specified for this purpose shall accurately correspond with the total marks of the question paper.
 - vii. Corrections and overwriting shall not be allowed. If any correction is required the question paper shall be rewritten/ retyped.
 - viii. Every paper (including continuation sheet) shall be properly signed.
 - ix. Sketch or figure, if required shall be drawn/ provided on a separate page signed and attached to the question paper from the source.
 - x. Every question paper shall be kept as a ‘top secret’ document and no copy of any question paper shall be retained.
 - xi. The “key” (agreed answers/ weightage) for all the questions shall be prepared in the prescribed manner and enclosed with the office copy.
71. All rough work done during the process of Paper Setting shall be and handed over to the staff officer of the section for shredding.
72. Paper Setter/ Moderator shall be required to sign an undertaking to the effect that he/ she has carefully studied all the instructions given above and has followed these faithfully.
73. Paper Setter/ Moderator may also be appointed as Practical Examiner and Paper Assessor.
74. Paper Setter/ Moderator shall keep his/ her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
75. Paper Setter/ Moderator shall promptly communicate any change in his/ her residential /official address and telephone number to the Controller of Examinations.
76. All the records pertaining to the examination shall be kept secret by all concerned as long as it is necessary and thereafter, these shall be kept and treated as confidential

and privileged documents not open to inspection, comments and utilization other than the purpose for which required unless permitted by Vice Chancellor under special circumstances.

77. The University may frame and amend Regulations from time to time governing the appointment of Paper Setters and the manner in which they shall be required to perform their duties.

Multiple Choice Questions

78. MCQs shall be invited from all Initial Paper Setters throughout the year. All initial MCQs shall be scrutinized by a panel of subject experts recommended by Board of Faculties concerned and MCQs labelled "Satisfactory" shall be deposited in MCQs Bank maintained by the examinations department.
79. Final paper setter shall select from MCQs Bank to set the paper and while setting the final MCQs paper he/ she shall ensure that:
- i. The Content Validity is in excess of 90%.
 - ii. The MCQs are included to assess knowledge at all levels, i.e., simple recall, conceptual knowledge data interpretation, and problem solving skills (C1, C2 and C3).
 - iii. MCQs must be of single best answer type and have 5 options each.
 - iv. The key of every question along with its Reference Book and Page No. is given.
 - v. Only standard text books/ recommended books, as prescribed in the subject curriculum, should be used for developing the MCQs.
 - vi. No option of MCQs should be of "None of the above" or "All of the above"

Remunerations

80. Paper Setter (Initial/ Final) shall receive such remunerations as may be prescribed by the university (*) from time to time.

Disqualification of paper setter

81. Any Paper setter who commits errors more than twice in Final paper setting in terms of errors of language, course contents or paper pattern or deliberately distorts, disfigures or deforms the question paper, shall be disqualified as a Paper Setter. The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examination and the findings shall also be reported to Head of the Institution of the Paper Setter.

Part VI: APPOINTMENT/ DUTIES OF PAPER ASSESSORS/PAPER AUDITORS

82. Paper Assessor shall evaluate or mark the answer books of candidates appearing in the examination of the university.

83. Reassessment of the marked questions by the auditors is not allowed in any kind of circumstances. The auditor should only address any unmarked portion, totalling and transferring mistakes in the scripts. However upon identification of such an omissions they, with mutual consensus and after informing the concerned official from examinations department, may amend the marks for the mistakes.
84. The nomenclature of Internal Examiner and External Examiner with reference to paper assessment shall not be used.

Criteria for appointment

85. Paper Assessor, Convener and Auditors of assessment shall be appointed by the Vice Chancellor for postgraduate programs of the University from amongst the panel of names only recommended by the Board of Studies/ Board of Faculties concerned.
86. Qualifications prescribed for paper assessors, convener and auditors in various subjects for Postgraduate examinations of various disciplines shall be in conformity with the regulations framed by Pakistan Medical and Dental Council.
87. Paper Assessor shall be the faculty member of other medical Institutes as recommended in panel of Assessors by the concerned Board of Studies/ Board of Faculties prior to the Examination.
88. Retired Professor may be appointed as a Paper Assessor up to ten years after the date of retirement provided he/ she is in good health and is involved in continued medical education and or professional development.
89. In a subject where teacher with requests are not available, a consultant with recognized, relevant postgraduate qualifications eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations may be appointed as a Paper Assessor.
90. Paper Assessor shall be appointed for a particular examination only. However, he/ she may be reappointed in subsequent examination subject to the approval of the Vice Chancellor.
91. Supervisor of a postgraduate candidate shall not be appointed as a Paper Assessor for his/ her own trainee.
92. Paper Assessor may also be appointed as a Paper Setter and a practical/ clinical examiner in the same examination.

93. No Person shall be appointed as Paper Assessor whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, full and half brother and sister niece/ nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc., is appearing in the examination. (Undertaking Performa should be implemented).
94. No person shall be appointed as a Paper Assessor against whom previously there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice Chancellor.
95. No Faculty member shall claim an inherent right to be appointed as a Paper Assessor.
96. The Board of Studies/ Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member prior to his/ her appointment as a Paper Assessor.

Process of Paper Assessment

97. Paper assessment shall be carried out in the Department of Examination. Under no circumstances shall paper assessment be permitted at any place other than that specified above.
98. Paper Assessor shall mark only those answer books that have been labelled with fictitious roll numbers. Under no circumstances shall paper assessment be permitted with original roll numbers of the candidates.
99. Paper Assessor shall have no right to find out the original roll number of the candidate whose answer book he/ she is marking.
100. Each Paper Assessor shall mark only the number of questions of all the candidates as specified/ assigned by the Controller of Examinations.
101. Paper Assessor shall mark the questions according to the key provided with the question paper.
102. In Case the key is not provided or is unsatisfactory, Paper Assessor shall be required to make it before assessment under intimation to the Controller of Examinations.
103. Paper Assessor shall not keep in his/ her possession any copy of the award list or the key. Paper Assessor shall keep his/ her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.

104. Paper Assessor shall promptly communicate any change in his/ her residential /official address or telephone numbers to the Controller of Examination.
105. When a Paper Assessor anticipates his/ her inability to complete the work for any valid reason to be recorded, he/ she shall forthwith return the marked/ unmarked answer books to the Assistant Controller of Examinations (Paper Assessment Section).
106. The answer book shall be marked even if a candidate has crossed a portion or the entire answer book.
107. Blank answer book shall be crossed and awarded zero and entry made as such, in the award list.
108. After Assessment, Paper Assessor shall arrange the answer books in serial order and prepare the award list in the same sequence.
109. The marks entered on the title page of answer book shall not be altered. When such an alteration is made for any specified reason, the original marks not be erased or over-written.
110. The Paper Assessor shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks with his/ her signature against the cancelled ones.
111. Each answer book shall bear the signature of the Paper Assessor at the appropriate place provided for this purpose on the title page.
112. All columns specified for the Paper Assessor on the title page of answer book shall be filled in by red ink.
113. Award of fractional marks except 0.5 is generally discouraged in individual question. However, roundup formula is used only while calculating total marks for the subject (both theory and practical examination separately).i.e. – 0.25 will be rounded up to 1 full marks on the higher side e.g. 25.25 will be round up 26.
114. Award list shall be filled in with blue/ black ink in the handwriting of the Paper Assessor. Each page of the award list shall bear the signature of the Paper Assessor. The blank space must be crossed.
115. The marks obtained by the candidate shall be entered correctly in the award list both in figures and words against the corresponding fictitious roll number.

116. The marks of a candidate in the award list shall be the same as written in the answer book. Paper Assessor must endorse correct question number on the script and award list.
117. The marks entered in the award list shall not be altered. When such an alteration is inevitable for any specified reason the original marks shall not be erased or overwritten. The Paper Assessor shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter marks with his signatures against the cancelled ones.
118. In case, a candidate attempts more than required questions the question having the minimum marks shall be treated as cancelled.
119. Paper Assessor shall report to the controller of examinations by roll number, the case of a candidate who:
- a. Communicates or attempts to communicate with him/ her by any means to influence him/ her in the award of marks and or persuades him/ her, threatens and uses other unfair means.
 - b. Discloses his/ her name or makes in his/ her answer book particular identification marks, which tend to identify his/ her answer book or help to reveal his identity.
 - c. In his/ her opinion has copied the answer or, any part of it from another candidate or from any book, material or other source.
 - d. Has attached to answer book a paper not normally supplied by the centre superintendent.
 - e. Uses obscene language in the answer book.
 - f. Has removed a leaf or a part thereof from the main answer book.
 - g. Has in the opinion of the examiner used other unfair means.
120. Such reports shall invariably be accompanied by the original answer book concerned. A duplicate copy of this report, however, shall be kept in place of the answer book in the packet of assessed answer book.
121. The Vice Chancellor shall have the powers to take a disciplinary action of such Paper Assessor who declines to attend the assigned duty of Paper Assessment without any valid reason.
122. Paper Assessor shall not keep in his possession any answer book or a part of it or any copy of the award list prepared by him.
123. The University may frame rules and regulations from time to time governing the appointment of Paper Assessors and the manner in which they shall be required to perform their rules.

124. Audit of theory paper of postgraduate exam should be carried out by two senior most faculty members
125. Audit of theory paper should be carried out only by the appointed auditors approved by the vice chancellor.
126. The theory papers of only those candidates who failed to clear the examination by maximum margin of 3 marks should be kept in audit process.
127. In the audit process reassessment of questions is not allowed however and unmarked question or portion (if identified) is to be marked and counting or transferring mistake (if identified) is to be recorded during audit process.
128. In case of paper based on MCQs only the result should be prepared with the help of both OMR Software and cross verified manually by any staff of Assessment/Secrecy section of examination
129. The audit process shall not be applicable only on theory based examinations except for those papers which are based on MCQs only.

Remunerations

130. The Paper Assessors, Convener of Assessment and Auditor shall receive such remuneration as may be prescribed by the University from time to time.

Disqualification of Paper Assessor

131. Paper Assessor who deliberately commits faults as mentioned below shall be disqualified for at least three academic years:
- (1) Leaves unmarked answers or a part of it.
 - (2) Leaves columns of the award list blank.
 - (3) Leaves answer book or award list unsigned.
 - (4) Allocates more marks than the maximum.
 - (5) Makes an incorrect total.
 - (6) Counts marks of over attempted questions.
 - (7) Transfers erroneous marks to the award list.
 - (8) Commits any other mistake which is liable to make the result of the candidates invalid/ incorrect.
132. The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examinations and the findings shall also be reported to the Paper Assessor concerned and Head of Institution of the Paper Assessor.

CONDUCT OF OBJECTIVELY STRUCTURED CLINICAL EXAMINATION (OSCE)

PART VII : APPOINTMENT/ DUTIES OF MODERATOR FOR CLINICAL EXAMINATION

1. For conduct of OSCE, Questions for OSCE will be finalized by the Moderator/Convener prior the commencement of OSCE.
2. Moderator should be selected from the approved list of Examiners by Vice Chancellor of Rawalpindi Medical University.
3. Moderator should be preferably a Professor of the relevant discipline.
4. Moderator shall only finalize questions for OSCE only in Paper Setting section of the Examination Department.
5. Moderator is allowed to select or modify 70% of the questions for OSCE stations from the pool of the examination department (provided by from initial paper setters).
6. Moderator is allowed to construct his own questions (30%) for OSCE stations as well.
7. Moderator should mention all the resources required for each and every individual question for OSCE station.
8. Moderator will sign each question for OSCE station separately.

Criteria for Appointment of Examiners for OSCE

9. Examiners shall be appointed by the Vice Chancellor for postgraduate examinations of the University from amongst the panel of names recommended by the Board of Studies and Board of Faculties concerned.
10. The Vice Chancellor may appoint a suitable substitute other than those recommended, if necessary, with reasons to be recorded.
11. Qualifications prescribed for Examiners in various disciplines for postgraduate clinical examinations of various disciplines shall be in conformity with the relevant regulations framed by Pakistan Medical and Dental Council/ Pakistan Nursing Council/ College of Physicians and Surgeons Pakistan/ Higher Education Commission of Pakistan.
12. Examiners must be from other medical institutes as recommended in panel of examiners by the concerned Board of Studies/ Board of Faculties prior to the examination.
13. Retired professor may be appointed as examiner up to ten years after the date of retirement provided he/ she is in good health and is involved in continued medical education and or professional development.
14. In specialties where Professor with requisite experience are not available, a consultant with recognized, relevant postgraduate qualifications eligible to be appointed as an Examiner according to Pakistan Medical & Dental Council regulations, involved in postgraduate training duly approved by relevant authorities, may be appointed as Examiner.
15. Supervisor of a postgraduate candidate shall not be appointed as an Examiner
16. Examiner in MD, MS and Diploma examinations shall possess the same qualifications and experience as prescribed for Professors in various subjects.
17. For OSCE/Clinical Skill Examination one examiner is required for each station of OSCE. However in discipline with acute shortage/unavailability of examiners minimum eight examiners are required with one chief examiner.

18. For clinical examination of all the postgraduate examinations all examiners should be professor of their own speciality, however in case if there is unavailability of professors only few associate professors may be appointed as examiners for OSCE examination.
19. An Examiner shall be appointed for a particular examination only. However, he/ she may be reappointed in subsequent examinations subject to the approval of Vice Chancellor.
20. Examiner may also be appointed as a Paper Setter, Paper Assessor, Auditor and convenor in the same examination.
21. A teacher teaching any dental subject (Clinical or Basic), must possess post-graduate qualification as the subject so as to act as Internal or External Examiner.
22. No person shall be appointed as an Examiner whose close relative (wife, husband, son, daughter; adopted son, adopted daughter, grand-son, grand-appearing in the examination.
23. No person shall be appointed as an Examiner against whom previously there has been an adverse report and inquiry pending or a decision in this regard made by the Vice Chancellor. The Vice Chancellor may cancel the appointment
24. The Board of Studies and Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member prior to his/ her appointment as an Examiner. Any recommendation of senior management of Affiliated Colleges for appointment of any faculty member as Examiner shall be considered unethical and an act of impropriety.
25. Examiner shall conduct the Oral and Practical/ Clinical examination in accordance with the prescribed rules of the University.
26. When an examiner anticipates his/her unavailability to participate in any examination for any valid reason to be recorded, he/she shall return the Acceptance Form marked as "Unwilling" without any delay to the Controller of Examinations.
27. Oral and Practical/ Clinical Examination/OSCE/OSTE shall be held at a place approved by the University.

28. Supervisor of postgraduate candidate shall not act as an Examiner for his/ her own trainee in final evaluation.
29. The Vice Chancellor, in case of any reported risk or impropriety in any examination, can appoint an Additional Examiner from the panel of Examiners. Additional Examiner shall be an equal and independent assessor in practical/clinical examination.
30. Examiner shall promptly communicate any change in his/ her residential/ official address or telephone numbers to the Controller of Examinations.
31. (1) While preparing the award list for Oral and Practical/ Clinical examination, the Examiner must ensure that:
 - a) Award list is prepared separately by both External Examiner and Internal Examiner.
 - b) Only prescribed scoring sheet/award list of the University is used for entering the marks of the candidates.
 - c) The name of examination, subject and institution should be clearly written on each page.
 - d) Award list shall be filled in with blue/ black ink in the handwriting of the Examiner.
 - e) Absent candidate shall be marked in red.
 - f) No candidate should be missed out.
 - g) Each page of the award list is signed by the Examiner.
 - h) Marks obtained by the candidate are entered correctly in the award list both in figures and words against the corresponding roll number.
 - i) Marks entered on the award list shall not be altered. When such an alteration is inevitable for any specified reason, the original marks shall not be erased or over-written. The Examiner shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks, and put his/ her signature against the cancelled ones.
 - j) Immediately after completion of Oral and Practical/ Clinical examination/OSCE/OSTE, the award lists should be sent through special courier to the Controller of Examinations on the same day in a sealed envelope marked as 'CONFIDENTIAL'

PART IX: SECRECY OF EXAMINATIONS

133. Anyone concerned found guilty of any of the followings, shall be liable to such action as may be determined by the Controller of Examinations, Examinations Committee and Vice Chancellor:

- i. Divulgence of information pertaining to the question papers, answer books, assessors, Examiners, conduct of examination, fictitious roll numbers, examination results or any other additional information.
- ii. Substitution of an answer book or any portion of that.
- iii. Awarding with ulterior motive, either more marks or less marks than actually deserved.
- iv. Recording in any document with dishonest intent, either more marks or less marks than actually awarded by the Assessor or Practical Examiner concerned.
- v. Providing to a candidate during his/ her examination, answer to a question contained in the question paper or a question put at an oral and practical/ clinical examination.
- vi. Mutilation, alteration, interpolation or erasure in any certificate or other document or any record maintained by the University, or in any matter using or causing to be used as a certificate, document or record, knowing that it is so mutilated, altered, interpolated or erased.
- vii. Falsification of official examination results by any means including substitution of answer book, mutilation, alteration or falsification of any record of the Examination Department/ University.
- viii. Impeding the progress of examination at any Examination Centre by any means whatsoever.
- ix. Assault or threatening to assault by a candidate in or around the Examination Centre any person associated with the process of the examination in any way or any employee of the University or any other person employed in connection with an examination shall be dealt with strictly. In case such an assault is proved, the candidate concerned shall be permanently debarred from taking any examination of the University and his/ her registration shall be cancelled.
- x. Approaching or influencing any employee of the University to act corruptly or dishonestly in the conduct of an examination.
- xi. Attempting or abetting the commission of the aforesaid acts.
- xii. Attempting or abetting the act of sabotage, omission or commission on the part of any person, which tends to or is likely to impede and hamper progress of the examination, and tamper with the sanctity, reliability and accuracy of the same.

134. Findings or facts arrived at by the Vice Chancellor or the committee shall be conclusive and shall not be taken up before any executive, administrative or judicial forums.

PART X: SECRECY CELL

135. Secrecy Cell is a high security area of secrecy section that deals with coding of answer books with fictitious roll numbers, paper assessment and result sheet generation:

The Secrecy cell is divided into two stations:

- i. Undergraduate
- ii. Postgraduate

136. This section shall also handle other examinations as may be assigned from time to time.

137. The SOP of handling of solved answer books by the Secrecy Cell shall be as under:

- i. Receive sealed bags of solved answer books.
- ii. Record delivery and its receipt in the dispatch book.
- iii. Sealed bags must be sent to Secrecy section on the same day. In case of delay (after working hours) the sealed bags shall be received and kept safe in conduct section according to written instruction by the controller of examinations.
- iv. Sealed bags shall reach the relevant station and recorded accordingly.
- v. Enter date of receipt and bag number on each bag.
- vi. Prepare a fictitious roll number 'Key' using cut list.
- vii. Count the scripts and tally with superintendent's memo. Any discrepancy, if found, must, immediately be reported to the Deputy Controller (Secrecy) and the Controller of Examinations.
- viii. Prepare absence report of candidates from memo and send it immediately to the Controller of Examinations.
- ix. Ensure that bags are opened within 07 days of receipt. In case of delay, inform the Controller of Examinations.
- x. Stamp fictitious roll numbers on every script using preformed 'Key'.
- xi. Submit the 'Key' of fictitious roll numbers to the Controller of Examinations for deposit to safe room of the Vice Chancellor.
- xii. Sort the scripts question wise.
- xiii. Tear the counterfoil of receipt.
- xiv. Staple counterfoils and save these in envelope.

138. Make a bundle (Lot) containing appropriate number of answer books of each question or a group of questions separately (in case of essay question). Make sure to include the followings:

- i. Question paper of that subject.
- ii. Answer 'Key'.
- iii. Blank award list.

139. Write the following on the bundle (Lot):

- i. Bundle number/ question number/ subject.
- ii. Maximum marks of the paper/ maximum marks of the question

- iii. Name of the concerned examination
 - iv. Fictitious numbers of the answer books in the bundle
140. Store prepared bundles (Lots) in specified shelves at the station.
 141. The lots allocation to a particular assessor will be assigned by the Deputy Controller Secrecy.
 142. Provide bundle (Lots) to Assessors as they arrive.
 143. Receive assessed answer books with awards list back from the Assessors.
 144. Check and verify from the answer books each and every entry of award list carefully. Enter awards in the result sheet question-wise and recheck.
 145. Send answer books to store.
 146. Send copies of award lists and awards of practical examinations to tabulation section. Submit result sheet to the Assistant Controller (Secrecy) for final checking.
 147. Minimum honorarium and overtime will be paid to the examination staff as nominated by the controller of examinations. The rates will be implemented as per Government/ RMU rules.
 148. Any official/ staff member of any section of examination department held responsible for any error/ omission relating to his/ her station will be liable to a formal inquiry by the examination committee, upon the report of the controller of examinations.

PART XI: TABULATION OF RESULTS

In compliance with judgment of Supreme Court of Pakistan, no grace marks or any such increase in marks by any other name is allowed. (Annex-C)

149. Tabulation Section shall compile the results on computers from the Award Lists.
150. For the basic sciences, the candidate shall have to pass theory and practical & viva examination separately.
151. For the clinical sciences, the candidate shall have to pass theory, clinical examinations (Long & Short cases) and in the aggregate total of the clinical component (Clinical examination, OSAT, and half of the Internal Assessment) separately in the subjects as and where applicable.
152. The Department of Examinations in collaboration with the department of medical education shall study & review the process of evaluation annually for subsequent improvement. The annual report will be presented to Academic Council within three months conclusion of the calendar year.
153. Any ambiguity arising out of result compilation of marks, posting of marks from previous examination in case of failed candidates, pass marks etc. shall be resolved by the Assistant Controller (Tabulation) with the approval of the Controller of

Examinations. Tabulators shall be responsible for any error and omission in the Results Notifications and Detailed Marks Certificates.

154. Result shall be tabulated question-wise in predetermined format according to fictitious roll numbers.
155. After tabulation of data, the result will be decoded from fictitious roll numbers to original roll numbers. The marks of MCQs, practical/ clinical examination and internal assessment, shall then be computed by obtaining copy of original award lists.
156. Every detail of previous examination record and roll number shall be reflected accurately in the current result of candidates detained in pervious classes.
157. Post Hoc Analysis will be done for MCQ items with difficulty index $<.1$ (10%). These items are likely to be flagged. Two senior subject specialists are invited to review these questions. For each flagged item (MCQ). The faculty members with mutual consent may recommend change in key or deletion of that item and prepare report after reaching a conclusion. After approval of Post Hoc Analysis report from the Vice Chancellor the result will be declared. This analysis is not applicable to any exams in which number of candidate appeared is less than 10.
158. Result of a candidate shall be declared R.L. (Result Later on) on the following accounts:
 - Lack of registration, old record, awards, etc., non-payment of fee, pending of unfair means/ court case, pending verification of documents or eligibility for the examination concerned or any other inconsistency in the result pending clarification.
159. Result of the candidates in different examinations shall be compiled according to marking scheme laid down in the Statutes and Regulations for the concerned (undergraduate and postgraduate) courses.
160. Result shall be checked by the tabulator and, after compilation, shall be duly singed by Assistant Controller (Tabulation). Final results shall be declared only after a detailed final scrutiny is carried out by Deputy Controller Tabulation/ Master Checker appointed for this purpose. The Deputy Controller Tabulation/ Master Checker shall make a detailed comparison with the original award lists eliminating any chances of error/ omission in tabulated results and shall authenticate/ sign all results.
161. All officers/ personnel involved in the tabulation of result i.e., Tabulator, Assistant Controller & Deputy Controller (Tabulation)/ Master Checker shall be the signatory to the final result and shall be held responsible for any error/ omission.

162. Positions/ Distinctions in the examination among all candidates shall be declared according to Statutes and Regulations and reflected on first page of the Result Notification.
163. Original result shall be kept with be Deputy Controller (Tabulation) in Tabulation Section, who shall make entry of declared result in record register and keep it in safe custody.
164. Detailed Marks Certificates shall be prepared, reflecting marks of the subjects in the examination, verified, and signed individually by the tabulator preparing the results, Assistant Controller (Tabulation) and any other person nominated by the Controller of Examinations.
165. Detailed Marks Certificates shall be issued to all candidates, passed or failed, after declaration of the result free of cost. However, a duplicate Detailed Marks Certificate, clearly labelled as 'DUPLICATE' shall be issued according to RMU prescribed rules and fee.
166. No candidate or any other person shall be provided any details of the result other than those given in Detailed Marks Certificate.

Degree Cell

167. The Degree documents shall be prepared by Degree cell after due verification by Registration office, Deputy Controller (Tabulation), and the Controller of Examinations. The Degree then be signed by the authorities (Registrar, Controller of Examinations, Vice Chancellor and Chancellor) and shall subsequently be presented to the candidates at the time of Convocation after payment of prescribed fee.
168. In case a candidate is unable to receive Degree at the time of Convocation, the same shall be issued on completion of the prescribed formalities and payment of the prescribed fee.
169. A Duplicate Degree shall be issued only in case of loss after payment of prescribed fee duly supported by an affidavit, F.I.R. and advertisement in at least 3 daily National newspapers, including one English newspaper.
170. The scholarships, medals, positions, distinctions and merit certificates shall be awarded as per RMU regulations.

PART XII: RECHECKING OF ANSWER BOOKS/ AWARDS

171. After declaration of results, a candidate may apply to the Controller of Examination for rechecking within 14 working days of declaration of his/ her results.
172. The candidate shall apply to the controller of examinations on the prescribed application Form duly recommended by the concerned chairman/ director along with prescribed fee and a copy of the Detailed Marks Certificate.
173. The prescribed fee for rechecking shall be notified separately by the University. The fee for rechecking shall be non-refundable.
174. Application for rechecking shall be received in the office of the Controller of Examinations not later than ten working days after the date of declaration of the result of the concerned examination.
175. The answer books of a candidate in any examination of the University shall only be rechecked (not be re-assessed) after the declaration of the result.
176. Whereas rechecking does not mean reassessment or re-evaluation of an answer book, the Controller of Examinations or any officer authorized by him or the Rechecking Committee approved by the Vice Chancellor shall satisfy that the result of the candidate has been correctly compiled and declared. This includes:

- i. No answer in the answer book or part of it has been left unmarked.
 - ii. The Paper Assessor has correctly transferred the total of each question from the answer book to award list.
 - iii. No error is detected in the grand total of marks.
 - iv. All entries in the answer book and practical awards have been correctly transferred to the result sheet and subsequently to the Detailed Marks Certificate of the candidate.
 - v. The answer book or any part of it has not been changed or detached.
 - vi. The answer book is in the hand writing of the candidate.
177. The benefit of grant of average marks shall not be given to the candidate in case of rechecking if his/ her answer book (s) is/are not traceable at the time of rechecking. In such cases, verification from original award list shall be deemed to be final.
178. The Officer/Rechecking Committee appointed by the Vice Chancellor in the event of detection of any omission or mistake in the answer books or in the compilation of the result of the candidate shall report the case to the Controller of Examinations. After careful confirmation of the omission/ mistake, the Controller of Examinations shall take necessary steps with the approval of the Vice Chancellor to rectify it and, after such rectification, shall issue a revised Result Notification and Detailed Marks Certificate.
179. A candidate may apply for reviewing his/ her SEQs and MCQs answer sheets after the declaration of result. The answer sheets (SEQs and MCQs) should be seen through a glass screen in the designated area of the examinations department. No unauthorized person would be allowed to see the answer sheets during this process. The purpose of viewing the scripts and MCQ response form (where applicable) is only to verify the identity of scripts and the fact that no script or part thereof is missing.

PART XIII: USE OF UNFAIR MEANS

180. Any candidate who after announcement made by Superintendent, fails to part with or is found to have in his/ her possession or access, books or notes, papers, bags, pencil cases, pages, mobile phones, headphone, Bluetooth devices, calculators, palmtop computers, tape recorders or any other material or equipment deemed as unfair means in his/ her possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be held by the Superintendent and formal case be registered according to RMU rules and regulations. Such a candidate, upon completion of all formalities, then may be allowed to continue the examination up to the stipulated time and the case be subsequently submitted to the Controller of Examinations. However if such a candidate is involved in creating a law and order situation or commits a criminal act during the procedure, he/ she should be expelled from the examination centre by the superintendent or be

handed over to law enforcing agencies after registering an F.I.R. and his/ her answer books shall be cancelled thence forth with. Such an incidence must be brought in the notice of Controller of Examinations immediately who shall endorse all proceedings according to rules and regulation of RMU.

181. Upon receiving a case of use of unfair means from the Controller of Examinations, the disciplinary/ unfair means committee may:
- a. Any candidate found guilty of possessing an electronic device including note books, mobile phones, calculators, palmtop computers, tape recorders, cam-corders or any other electronic material or equipment deemed as unfair means (whether functional or switched off) that paper shall be cancelled. Such a device shall remain in possession of the controller of examinations locker as evidence until the execution of the final decision of unfair means committee and Vice Chancellor. The device then may be handed back to the candidate upon receipt of an affidavit declaring that the candidate has received back the device and will not commit such an act in future.
 - b. Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his/ her answer-book, shall be disqualified from appearing in examination for period of one year.
 - c. Any candidate found guilty of impersonation, who impersonates such candidate and is on the rolls of university, shall be disqualified i.e. both the candidates and impersonator for a period of one year.
 - d. If the impersonate is not on the rolls of the university, the Controller of Examination shall register a case with the Police, and shall send intimation to this effect to the Vice Chancellor.
 - e. Any candidate found guilty of resorting to physical assault on the Supervisory staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be disqualified permanently.
 - f. Any candidate found guilty of possessing firearm, dagger, knife and other weapons which may cause injury, shall be disqualified for a period of three years to appear in any examination of the University.
 - g. Any candidate found guilty of instigating others to stage a walk out or resort to a pen-down strike shall be liable to expulsion by superintendent or the Controller of Examinations or any Officer duly authorized by the Vice Chancellor and shall be disqualified for a period up to three years to appear in any examination of the University.

- h. Any candidate found guilty of obtaining admission to the examination on false statement made or his/ her "Admission Form" shall be disqualified to appear in that examination.
 - i. Any candidate found guilty of forging another person's signatures on his/ her application or Admission Form shall be disqualified for one year.
 - j. The answer book of a candidate shall be cancelled if found guilty of disclosing his/ her identity or making peculiar marks or using abusive or obscene language or making an appeal in his/ her answer book to the Examiner.
 - k. Any candidate found guilty of influencing or attempting to influence, the Examiners or supervisory staff or the Controller of Examinations and other University Staff directly or through his/ her relatives or guardians or friends with the objective of gaining benefit in the examination shall be disqualified for the examination.
 - l. Any candidate who refuses to obey the Centre Superintendent or changes his/ her seat with another candidate, or changes his/ her roll number shall be expelled from the Examination Centre and his/ her answer book shall be cancelled.
 - m. Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on Bank receipt shall be debarred to appear in that Examination. A Committee shall be constituted by the Vice Chancellor to deal with unfair means cases.
182. No punishment shall be imposed, unless a student accused of using unfair means in an examination, has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him.
183. In case of an emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with gravity of the offence, to any candidate or to any student on the rolls of the University, who creates law and order situation or any kind of criminal act during any component of an examination in or around the examination premises.

PART XIV: PRESCRIBED LIFE OF RECORDS OF CONFIDENTIAL DOCUMENTS

184. The following maximum life of the archived records of different documents in the Secrecy/ Tabulation Section shall be observed;
- i. The Original awards (Theory and practical) & Original result sheets shall be shredded after being archived as scanned documents after receipt of the degree of index course.
 - ii. Question Paper files administered in different examinations shall be kept for one year after the conduct of respective examination.
 - iii. Photocopy of bills or Remuneration paid to the Paper Setters, Paper Assessors, censors, auditors, R.I.s, supervisory staff and helping staff for and involved in an index examination shall be kept for one year after the payment.
 - iv. Solved Answer Books (Theory and practical) and details of lots/ perforated slips shall be kept six months after the declaration of result.
 - v. Manual tabulation (if any) results shall be kept for six months after the declaration of results.
 - vi. Rechecking Files shall be kept for six months, after decision of the cases (the date of decision will be reckoned from the date of issue of reply).
 - vii. Unfair means cases files shall be kept for one year, after decision of the cases (the date of decision shall be reckoned from the date of issue of notification).
 - viii. The SOP (*) of disposal of examinations material shall be followed as approved by the Vice Chancellor.

PART XV: IMPORTANT INSTRUCTIONS

185. It is mandatory for all officers/ officials of the University to be well versed and follow strictly the prescribed Regulations of the University in letter and spirit. All the officers/ officials should maintain the sanctity of the regulations. One will be individually responsible for any violation of the regulations and:
1. For any illegal or illegitimate action taken, the sole responsibility will lie on the shoulders of the officer/ officials concerned. It will not be an excuse that the officer/ official was instructed by his senior, even if the instructions are given in writing. The officer concerned should refuse to carry out illegitimate orders and record the reasons of his/ her refusal in writing.
 2. Any legal or legitimate function/ instruction must be carried out at once and necessary actions should be taken immediately without any delay.
 3. However, small number of cases where the decision falls in grey areas, the junior officer should request in writing for the written advice of his senior.

4. No document/ file labelled/ deemed confidential can be removed from Secrecy/ tabulation sections. This applies to every officer, no matter how senior.
5. Scripts/ Answer Books & rechecking files shall not be moved outside the Examinations Department. Any rechecking case shall be processed with the approval of Controller of Examinations and Vice Chancellor but the files shall remain intact in the relevant Section.
186. Failing to implement the above noted orders the concerned officer/ official shall be proceeded against as per University rules.
187. Chain of command of the University officers should be maintained. The VC, Registrar & Controller of Examinations shall exercise their supervisory powers but in the prescribed manner.
188. The Registrar and the V.C, should make it convenient for periodical inspections of the various Sections of Examinations Department after informing the Controller of Examinations.

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The regulations are subjected to review and amendments according to the evolving scope and Rules of the University. Any amendments in the above mentioned is subjected to the approval by Vice Chancellor and the Syndicate.

PART XV: TYPES OF POSTGRADUATE DEGREE PROGRAM OFFERED BY RMU

1. MS/MD Residency Program
2. PhD Comprehensive
3. Master's Program (MHPE)
4. Post Graduate Diplomas
5. Certificate Courses

1. MS/MD RESIDENCY PROGRAM

A. PROGRAM OF STUDIES

The minimum period of completion of MS/MD Training program shall be 4 years and for some courses it is 5 to 6 years

04 year duration courses:

MD General Medicine	MD Pediatrics Medicine
MS ENT	MD Psychiatry
MS General Surgery	MD Radiology
MS Ophthalmology	MS Gynecology &Obstetrics

05 year duration Courses:

MS Neuro Surgery	MS Orthopedics Surgery
MS Pediatrics Surgery	MS Urology
MS Anesthesia	MS Plastic Surgery
MD Nephrology	MD Cardiology
MD Gastroenterology	MD Dermatology

B. PRE-REQUISITE FOR ADMISSION:

- (a) The candidate must clear JCAT Entrance Test Examination for MS/MD
- (b) To be eligible for admission to MD/MS, a candidate shall possess an M.B.B.S or its equivalent from a recognized university and full registration with PMC.
- (c) The candidate must possess one-year house job/foundation year in recognized hospital by PMC. Additional experience in specialty or allied discipline shall be preferred.

C. ADMISSION AND REGISTRATION

- (a) A candidate seeking admission to MD/MS, program shall, apply on the prescribed form after advertisement in National Press.
- (b) The application shall be submitted to the Director Medical Education (DME) Office after advertisement in press on or before closing date.
- (c) All applications received who fulfil the criteria shall be considered by the admission committee.
- (d) The admissions committee select candidate and submit to the Registrar Office for approval of Competent Authority.
- (e) The admission shall be approved by the Board of Advanced Studies & Research Board (BASAR).
- (f) A “notification of admission” for each candidate approved for admission to MD/MS program shall be issued by the University.
- (g) Each student so selected shall be required for registration with Rawalpindi Medical University Rawalpindi within 3 months from the date of issuance of the notification of registration after depositing prescribed registration fee, failing which the admission of the selected candidate shall be deemed as cancelled.

D. Eligibility Criteria

Examination	Eligibility Criteria
MID TRAINING ASSESSMENT (MTA)	<ol style="list-style-type: none">1. Copy of CNIC/Passport2. Copy of MBBS Degree.3. Copy of letter of registration letter for the program/degree4. Copy of PMC valid registration.5. Copy of Letter stating completion of two years satisfactory training with the supervisor.6. Letters of Synopsis Approval
FINAL TRAINING ASSESSMENT (FTA)	<ol style="list-style-type: none">1. Copy of CNIC/Passport2. Copy of MBBS Degree.3. Copy of letter of registration letter for the program/degree4. Copy of PMC valid registration5. Copy of Certificate of completion of required training6. Pass Certificate of Mid Training Assessment (MTA)7. Copy of Certificate of approval of thesis.8. Submission of Thesis Report9. Duly Sign and Verified LOG Book.10. Attested copies of mandatory workshop certificates.

E. EXAMINATION CALENDAR FOR MTA & FTA

Examination	Annual/2 nd Annual	Theoretical Assessment	Formulate Assessment
Mid Training Assessment	Annual	March	March
	2 nd Annual	September	September
Final Training Assessment	Annual	February	March
	2 nd Annual	July	August

F. STANDARD ASSESSMENT PROTOCOLS

COMPONENT I: MID TERM ASSESSMENT (MTA)

ASSESSMENT		
Written	02 Papers 75 Marks each One Best Choice MCQs Paper A: from General Principles Paper B: from Specialty Oriented	Pass Marks 60% Aggregate
OSCE	150 Marks 15 Stations	Passing Marks 60%
Total Marks		300

COMPONENT II: Final TERM ASSESSMENT (FTA)

ASSESSMENT		
Written	02 Papers (MCQs Based) 100 Marks each	Passing Marks 60% Aggregate and Not Less than 55% in any Paper (A or B)
OSCE	150 Marks 15 Stations	Pass Marks 60%
Clinical (Long & Short Cases)	4 Short Cases 50 Marks Each 1 Long Case of 100 Marks	Pass Marks 60%
Thesis Defense	Total 100 Marks Case Presentation 30 Marks Case Discussion 70 Marks	Pass Marks 60%
Total Marks		750
Note: Candidate has to clear each component of OSCE and Clinical Examination both individually and overall.		

G. NO OF ATTEMPTS TO CLEAR THE EXAMS

A candidates once appeared in theory examination of Mid Training Assessment (MTA) and Final Training Assessment (FTA) has to clear the Theory and OSCE/Clinical Examination in maximum four (4) consecutive attempts whether availed or unavailed.

If a candidate fails to clear the OSCE/CE examination he would be allowed 3 more attempts to clear the OSCE/CE portion. If the candidate is unable to do so he would be required to reappear in theory exam.

2. PHD EXAMINATION

A. Program of Studies

- a. Microbiology & Molecular Biology
- b. Health Sciences (Biochemistry)
- c. Chemical & Molecular Pathology

B. PRE-REQUISITE FOR ADMISSION:

- a. Applicants must possess MBBS/BDS/Pharm.D/BSc (Hons.)/Master of Science (MS) Degree in the relevant subjects
- b. To be eligible for admission to PhD, a candidate shall possess M.Phil. Degree or its equivalent from a HEC recognized university.
- c. Candidate must clear entrance and interview for PhD examination conducted by RMU with minimum of 70% marks.

C. ADMISSION AND REGISTRATION

a) Application for admission to the PhD is to be made on the official application form available at RMU website along with requisite documents.

b) Applicants will identify a potential supervisor at the time of application

c) Applicants will submit a "statement of research interests" (not a research proposal), along with their academic/research publications and information about their previous research & teaching experiences.

d) Entry test will be conducted by the university and its validity is for one year.

e) Applicants will submit two letters of references from their previous supervisor/tutor. Same as MS/MD

D. ELIGIBILITY CRITERIA

Examination	Eligibility Criteria
Comprehensive Examination	<ol style="list-style-type: none"> 1. Copy of CNIC/Passport 2. Copy of MBBS Degree. 3. Copy of letter of registration letter for the program/degree 4. Copy of PMC valid registration 5. Copy of Certificate of completion of required training 6. Copy of Certificate of approval of thesis. 7. Submission of Thesis Report 8. Duly Sign and Verified LOG Book. 9. Attested copies of mandatory workshop certificates.

E. EXAMINATION CALENDAR

Examination	Annual/2 nd Annual	Theoretical Assessment	Formulate Assessment
Comprehensive Examination	Annual	August	August
	2 nd Annual	February	February

F. STANDARD ASSESSMENT PROTOCOLS

ASSESSMENT		
Written	Total 100 Marks Part A MCQS 10x1=10 Marks Part B 9 SEQs 10 9x10=90 Marks (Total weightage 60%)	Passing Marks 60% (Cumulative)
Viva Voce	100 Marks Microbiology 70 Molecular Biology 30 (Total weightage 40%)	
Total Marks		200

G. PROGRAM CREDITS, NO OF ATTEMPTS AND THESIS DEFENSE

- a. The PhD program of RMU is of 48 credit hours with 18 credit hours of coursework and 30 credit hours of thesis.
- b. PhD Candidates must pass the comprehensive examination in maximum of two attempts
- c. In case of not qualifying the comprehensive examination in two (02) attempts student will no longer retain the status of "PhD candidate" of the university.
- d. A public defense of the thesis would be arranged along with oral examination. The supervisor may attend the defense but cannot act as an examiner.

3. MHPE EXAMINATION

A. GENERAL RULES

- a. Duration of the program is of 2 years
- b. Program comprises of 2 components i.e. course work and thesis/research work

B. REGULATIONS FOR ADMISSION

- a. To be eligible for admission to MHPE, candidate should possess MBBS/BDS degree
- b. The total induction shall be decided by admission committee comprising of Vice Chancellor and Director Medical Education and this shall not increase without prior approval from the admission committee.

C. REGULATIONS FOR EXAMINATION

- a. Each module is to be assessed by assignments which serve as internal assessment and eligibility to appear in examination.
- b. In order to appear in examination student should ensure 100% of attendance in contact sessions.
- c. Student have to pass the examination in maximum of 2 attempts.
- d. Passing marks of each assignment and each examination shall be 60%

D. ELIGIBILITY CRITERIA TO APPEAR IN EXAMINATION

Examination	Eligibility Criteria
Theory Examination	<ol style="list-style-type: none">1. Copy of CNIC/Passport2. Copy of MBBS Degree.3. Copy of letter of registration letter for the program/degree.4. Attendance certificate of contact sessions.5. Submission letter of mandatory assignment/workshops.

E. EXAMINATION CALENDER

Annual/2nd Annual	Theoretical Assessment	Formulate Assessment
Annual	April	N/A
2 nd Annual	October	N/A

F. STANDARD ASSESSMENT PROTOCOLS

ASSESSMENT		
Written (Year-1)	Part A. Semester-1 Total 100 Marks Module-1 MCQs 50x1=50 Marks Module-2 MCQs 50x1=50 Marks	Passing Marks 60%
	Part B. Semester-2 Total 100 Marks Module-3 MCQs 50x1=50 Marks Module-4 MCQs 50x1=50 Marks	
Written + Thesis (Research Work) (Year-2)	Part C. Semester-3 Total 100 Marks Module-4 MCQs 50x1=50 Marks Module-5 MCQs 50x1=50 Marks	Passing Marks 60%
	Part D. Semester-4 Thesis Work	
Total Theory Marks		300

4. POSTGRADUATE DIPLOMA EXAMINATION

A. PROGRAM OF STUDIES

- a. Diploma in Child Health (DCH)
- b. Diploma in Anesthesiology (DA)
- c. Diploma in Endoscopic Nursing (DEN)
- d. Fellowship in Interventional Pain Medicine (FIPM)
- e. Diploma in clinical Pathology (DCP)
- f. Diploma in Health and Hospital Management (DHHM)

B. PRE-REQUISITE FOR ADMISSION:

- d. Applicants must possess MBBS/BDS/Pharm.D/BSc (Hons.)/Master of Science (MS) Degree in the relevant subjects
- e. Candidate must clear entrance and interview conducted by RMU with minimum of 60% marks.

C. ADMISSION AND REGISTRATION

- a) Application for admission in any Diploma Course is to be made on the official application form available at RMU website along with requisite documents.
- b) Applicants will identify a potential supervisor at the time of application
- c) Applicants will submit a “statement of research interests” (not a research proposal), along with their academic/research publications and information about their previous research & teaching experiences.
- d) Entry test will be conducted by the university and its validity is for one year.
- e) Applicants will submit two letters of references from their previous supervisor/tutor.
Same as MS/MD

D. ELIGIBILITY CRITERIA

Examination	Eligibility Criteria
Year-1	1. Copy of CNIC/Passport 2. Copy of MBBS Degree. 3. Copy of letter of registration letter for the program/degree 10. Copy of PMC valid registration 11. Copy of Certificate of completion of required training 12. Copy of Certificate of approval of thesis. 13. Submission of Thesis Report 14. Duly Sign and Verified LOG Book. Attested copies of mandatory workshop certificates.

H. EXAMINATION CALENDAR

Examination	Annual/2 nd Annual	Theoretical Assessment	Formulate Assessment
Comprehensive Examination	Annual	August	August
	2 nd Annual	February	February

I. STANDARD ASSESSMENT PROTOCOLS

ASSESSMENT		
Written	Total 100 Marks Part A MCQS 10x1=10 Marks Part B 9 SEQs 10 9x10=90 Marks (Total weightage 60%)	Passing Marks 60% (Cumulative)
Viva Voce	100 Marks Microbiology 70 Molecular Biology 30 (Total weightage 40%)	
Total Marks		200

J. PROGRAM CREDITS, NO OF ATTEMPTS AND THESIS DEFENSE

- e. The PhD program of RMU is of 48 credit hours with 18 credit hours of coursework and 30 credit hours of thesis.
- f. PhD Candidates must pass the comprehensive examination in maximum of two attempts
- g. In case of not qualifying the comprehensive examination in two (02) attempts student will no longer retain the status of "PhD candidate" of the university.
- h. A public defense of the thesis would be arranged along with oral examination. The supervisor may attend the defense but cannot act as an examiner.

4. CERTIFICATE COURSES

A. TYPE OF COURSES OFFERED

- a. Certificate Course in Health Research
- b. Certificate Course in Health Professions Education
- c. Certificate Course in Infectious Disease
- d. Certificate course in Clinical Sonology
- e. Health Care Quality Management Certificate

B. GENERAL RULES

- a. Duration of the program is of 2 years
- b. Program comprises of 2 components i.e. course work and thesis/research work

C. REGULATIONS FOR ADMISSION

- a. To be eligible for admission to MHPE, candidate should possess MBBS/BDS degree
- b. The total induction shall be decided by admission committee comprising of Vice Chancellor and Director Medical Education and this shall not increase without prior approval from the admission committee

D. REGULATIONS FOR EXAMINATION

- a. Each module is to be assessed by assignments which serve as internal assessment and eligibility to appear in examination.
- b. In order to appear in examination student should ensure 100% of attendance in contact sessions.
- c. Student have to pass the examination in maximum of 2 attempts.
- d. Passing marks of each assignment and each examination shall be 60%

E. ELIGIBILITY CRITERIA TO APPEAR IN EXAMINATION

Examination	Eligibility Criteria
Theory Examination	<ol style="list-style-type: none">1. Copy of CNIC/Passport2. Copy of MBBS Degree.3. Copy of letter of registration letter for the program/degree.4. Attendance certificate of contact sessions.5. Submission letter of mandatory assignment/workshops.

F. EXAMINATION CALENDER

Annual/2nd Annual	Theoretical Assessment	Formulate Assessment
Annual	March	N/A
2 nd Annual	September	N/A

STANDARD OPERATING PROTOCOLS

CONDUCT SECTION

- Examination Calendar (Comprehensive date sheet) for all undergraduate and postgraduate examination is notified after approval of concerned Board and Vice Chancellor.
- Appointment of Initial & Final Paper Setters, Assessors, Conveners and Internal/External Examiners from the Panel of examiners approved by BoS & ASRB recommended by the Controller and final approval by Vice Chancellor.
- Assortment of admission form & internal assessment received from different institutions according to the notified schedule.
- Preparation of examination material as per stratified list for conduct of theory and practical examination.
- Appointment of Supervisory staff for local and peripheral examination centres after approval of COE & finally by the Vice Chancellor.
- Distribution of sealed question papers, blank answer books etc. to the examination centres through special couriers (Security Guards) in the presence of centre Superintendent, nominee Principal to be kept in strong lockers having triplicate keys.
- Presence of Supervisory staff in the examination centre one hour before commencement of examination.
- Preparation and Maintenance of examination halls by supervisory and support staff (watch, light, stationary, arm chairs, speakers & cleanness and other necessary equipment required for conduct of Theory/OSCE/OSPE exam) one day prior to the examination date. The supervisory staff would be paid one day extra remuneration for preparatory day.
- Examination centre closure half an hour before the start of exam.
- Body searching of the candidate by male/female staff before entering in examination halls.
- Distribution of answer books/Response form sheet to candidate 15 minutes before the commencement of examination.
- Taking pictures of sealed question paper bundles before opening the in-examination centre and share what's app to COE from each centre.
- Distribution of identification sheets to supervisory staff row-wise.
- Handover of the sealed solved books to the assessment section directly.
- Immediate collection of sealed solved answer books from periphery canter through special courier (security guards).
- Front information and diary/dispatch desk for public dealing and inter section communication.
- Computerised record keeping of answer book bundles, MCQ responses form bundles, OSPE/OSCE practical award list from all examination centres as well as medical, dental & allied institutions.

ONLINE ADMISSION FORMS SUBMISSION & ADMIT CARD DOWNLOAD

- Form processing.
- Receiving of admission forms.
- Eligibility Criteria.
- Verification of registration number
- Preparation of stratified list.
- Dispatch to appropriate authorities.
- Record of admission form & stratified list.
- Maintenance of records.

Degree Verification

- Check all attested copies of DMC's of all passed Professional exams with name spelling as per Matric Certificate.
- Check the copy of MBBS Degree for (Post graduation/Diplomas) duly attested
- Check the fee of 5000/- to be paid by Bank Draft or Pay order in favour of Treasurer RMU, Rawalpindi or RMU Bank Challan.
- Check the ID Card Copy Duly attested.
- Check the attested three passport size Photographs.
- Applicant Name and his/her Father's name must be written exactly as per matriculation Certificate.
- The Candidate must have to submit Original DMC's of all professional exams passed under university other than RMU along with their verified copies from COE of respective university. The Original DMC's will be returned with the degree.
- The Degree application form will not be received by the Examination department unless all the above listed corrected documents are provided with the form and all the documents be attached in descending order.
- For the M. Phil Degree all the requirements of the Thesis have been fulfilled. Check the attested copy of result notification of thesis awards.

Verification Desk

- Issuance of NOC.
- Issuance of Duplicate Detail Marks Certificate.
- Issuance of Transcript.
- Verification of Documents.
- Issuance of Distinction Certificates

Development of Customized Result Sheets

- Name of the Examination.
- Marks Distribution subject wise.
- Formula of Sum + range of formula (Theory Portion)
- Formula of Sum + range of formula (Practical Portion)
- Stratified (cut) list incorporated in spread sheet.

- Check all formulas related to failed candidate as per stratified list.
- Internal Assessment incorporation.
- SEQ's Award lists received from secrecy
- Difficulty Index Formula applied if the number of candidates more than 10.
- Difficulty Index level for SEQ's/MCQ's (10%)
- Aggregate in SEQ's (if DI formula applies).
- Fictitious key incorporation in the spread sheet after receiving it from VC's Lockers.
- MCQ's Award Received from Secrecy Section.
- Aggregate in MCQ's (If DI Formula Applies)
- Queries of (MCQ/SEQ's) sent to Secrecy Section and rectified after clarification.
- Absent report incorporated in excel sheet.
- Confirm Subject Wise observation received from paper setting before audit.
- Generate audit report subject wise and match with assessment section audit report.
- Enter Theory, Practical/OSPE/OSCE awards.
- Formula of Victimization applied if applicable.
- Information on UMC's, Court issues, and registration cases must be informed to COE before declaration of results.
- Result sheet submitted to Master Checking.
- After Master Checking, Prepare Positions and result notifications.
- Generate the Detailed Mark Certificates.



STANDARD OPERATING PROTOCOLS

SECURITY SECTION

- Assessment Section Receives sealed colour Bags of Solved answer books.
- Date of receipt & bag number of each bag is recorded.
- Fictitious roll number is generated using the stratified list (Cut List).
- Slips are counted & tallied with superintendent MEMO, if found any Discrepancy, then immediate reported to DCE & COE.
- Absent report of candidate from MEMO is prepared and then send immediate to COE.
- Bags are open within 1-3 days of receipt.
- Fictitious roll number is stamped on every script using prepared fictitious key.
- Scripts are sorted Question-wise.
- Counterfoil of every script is detached.
- Counterfoils are stapled & saved.
- A bundle /Lot containing specified number of scripts of each question separately is made.
- Each Bundle/Lot includes Question Paper, Answer Key, Printed Blank Award List.
- Mention these things on Bundle/Lot: Lot Number, Maximum Marks of Question, Name of Concerned Exam, Fictitious Numbers, Time of Handing & Receiving the Lot.
- Store Prepared the Lots on Specified Shelve.
- Provides Lots to Assessor as they arrive.
- Receive Assessed Lot with Award list from assessor.
- Check & Verify from the scripts of each & every entry of award list carefully.
- Enter awards in the Excel sheet question-wise.
- Send answer books to store.
- Hand over spread sheet to Master Checker/DCE for further actions.



STANDARD OPERATING PROTOCOLS

PAPER SETTING

Finalizing of Examination Schedule

- Examination schedules finalized by Boards of Studies.
- Date Sheet Prepared by the Conduct section of Examination Department according to the final examination schedules.

Appointment of Initial & Final Paper Setters

- List of the Initial & Final Paper Setters approved by the vice chancellor exam-wise.
- Subject wise & with the date of their arrival for paper setting received from the conduct section.

Preparation of Files for Paper Setting

- Before arrival of Paper Setter, the question paper setting material (exam-wise & subject-wise) for each paper setter prepared by the staff of paper setting section.
- Question Paper setting has the followings important documents:
Course Outline, Table of Specification (TOS), Sample SEQ Paper, Marks scheme, General Instructions.
- Question Paper Setting Material is then provided to Conduct section where the material is attached with the appointment letter of paper setter.
- The Initial Paper setting received by the Paper setting section.
- On arrival, the final Paper setters shows the appointment letter to paper setting staff used to him/her by the conduct section.
- The Initial Paper Setting Provide to Final Paper setters at time of Final Paper Setting.

Process of Question Paper Setting

- Paper setter must set one SEQ/LEQ with complete reference from table of specifications (TOS) and books & then he/she duly signed on that paper.
- Paper Setter must prepare KEY/correct Answer to that question on separate page/sheet & signed the same.
- Final Paper setter should use 75% from Initial Paper Setting.
- Each set of Question is type & formatted by the staff of paper setting section and then proof read by the paper setter.
- Paper setter must ensure that he has carefully vetted and proof read the final question paper and it has no typographical, grammatical, technical error & spelling mistake & must signed the final Completion Certificate.

Multiple Choice Questions (MCQ's)

- Final Paper Setter must write only one single best type MCQ with 5 options with complete reference from table of specifications (TOS) and books & then he/she duly signed on that paper.
- Final Paper setter must prepare KEY/Correct Answer to that Question on the same page by writing the key separately or encircling the right option & will signed that page.
- Final Paper Setter should use 75% of Initial setting from MCQ's Paper set by initial paper setter.

- Initial Paper setter may e-mail the question paper **ONLY** to Controller of Examination at controller@rmur.edu.pk Which is Password protected & only opened by the Controller.
- All USB Ports in Paper Setting Section have been disabled Except Main System.
- The Initial Paper Setter must have signed the scanned copy of completion certificate & resend to Controller ID in case the paper is E-mailed.
- The Initial Paper Setter will bring the assigned question paper in USB/CD and handover the Data to the In-Charge of Paper Setting Section for further processing.



STANDARD OPERATING PROTOCOLS

PRINTING SECTION

Receiving of Question Paper setting files in Printing section

- The sealed question paper files received from the In-Charge Paper setting section by the In-Charge Printing Section for safe custody & printing.
- For each subject, one Question paper printing file/set is prepared ready to be used at time of examination.

Proof Reading the Final Question Paper by the Controller of Examination

- At the time of Examination one of the three sets by the final Paper setter is selected.
- Question paper is matched with the table of Specifications.
- The In-Charge of Printing section proof read the Question paper by applying both English & Medical spell checkers installed in all computer systems of paper setting & Printing sections.
- Final Formatted Question Paper Printing file will be handed over to the Controller of Examination for vetting with following contents:
 1. Original & Formatted Question Paper set by the final paper setter.
 2. Final Proof-read Printout of the paper.
 3. Initial Setting of the relevant subject if available.
- The Controller of Examination makes changes/corrections (if any) in red ink on the final formatted printout of the paper.
- The changes made by Controller of Examination will be incorporated in the paper & the Final print out is taken out.
- Once the controller of Examination has vetted that there is no grammatical, typographical, formatting technical errors and the questions set conform to the instructions provided by the university to the paper setter and the paper has high content & construct validity in relation to the syllabus and TOS, he/she sign the final print out.

Master Copies of the Final Paper & Shuffling of MCQ's Paper

- Print out the master copy of the SEQ & MCQ after making all necessary corrections.
- Make up-to Four (04) Codes in Annual examination and up-to Three (03) Codes in Supplementary examination of the MCQ paper by shuffling the sequence of the questions as well as Responses within.
- Print out the master copy of all four codes with KEYS that will be added to the file.
- Master Check of all four codes of MCQ's paper with the master copy ensuring that no error has occurred throughout the shuffling process.
- Removal of KEYS of the master copies of four codes.
- Adding the water mark to all the codes centre-wise thus making it ready for printing.
- Final Print outs of the four codes of MCQ's paper without key carefully checked again before the process of final printing.

Printing of the SEQ's and MCQ's

- On receipt of printing envelopes from the conduct section, a comprehensive printing plan is made exam-wise, subject-wise, SEQ-wise, MCQ-wise, and for the MCQ's codes-wise of each exam centre.
- The Papers Printed on heavy duty printers and machines ensuring error-free printing through random checking.
- All the codes checked again at the time of shuffling of question papers to ensure that the questions statement and answers are in fine alignment and there are no formatting errors.

Packing of the Question Papers

- The Printer Papers Are Packed in transparent envelop and sealed centre-wise in confidential envelopes received from the conduct section according to the provided dated sheet.
- The Printing envelops are sealed by using glue and RMU LOGO stickers.
- The Confidential sealed envelopes will be packed into the “printed specifically coloured cloth bags” that are stitched by hand machine, sealed by glue gun and stamped with the controller's seal.
- The sealed envelopes are stored in the strong room in heavy looked Locker.
- The Keys of the locker and strong room are **ONLY** in the procession of Controller of Examinations.
- The printing process always be done under supervision of COE.
- No Staff member EXCEPT for the printing section can enter the printing section during the printing.
- No Staff member of the printing section can leave the section before completion of the entire process.
- All kind of Electronic devices are strictly prohibited in the printing section.

