



QUETTA COLLEGE OF DENTISTRY

Institutional Exam Cell

Quetta College of Dentistry
Tel:081-2882980, Mil-36112
Ltr. No. 01/ QCD/IEC
29th sept. 2024

SOPs FOR CONDUCTION OF INTERNAL EXAM AND RESULT DECLARATION

Conduct

1. In each academic year, 03x End of Block Exams and 01x Pre-Annual Exam shall be conducted as per directives of NUMS
2. A faculty meeting shall be called before each End of Block Exam, to discuss the schedule, course content and type of exam (theory, viva, practical, OSPE, OSCE) that is to be included in the respective exam
 - a. Date sheet shall be finalized with the mutual consent of all HoDs and all HoDs to sign the approved date sheet.
 - b. Final date sheet shall be signed by HoD IEC and the Principal before circulation/declaration.
3. In each exam the following 03 steps shall be followed
 - a. Before each exam **Pre-Hoc analysis** shall be conducted. Assessment committee at departmental level in the presence of DME will discuss the selection & vetting of items (MCQs, SEQs, OSPE, OSCE etc.) according to course content. A report will be generated which shows that how many items were allocated to each faculty member and how many items were rejected, accepted or revised (each faculty will design the items that they taught.)
 - b. After the exam item analysis shall be carried out.
 - c. And at last **Post-Hoc analysis** shall be conducted. **NOMES** software will be requested from NUMS to conduct post hoc analysis. For the time being departmental post assessment meeting will be held and items solved by all will be marked as easy and item that no student could solve will be marked as extremely difficult and shall be

subjected to revision & final result of internal assessment shall be compiled after the omission of such items.

4. All HoDs shall make their question papers as per curriculum and TOS provided by NUMs, in institutional exam cell.
5. The paper shall be finalized and printed in institutional exam cell (IEC).
6. There shall be a designated computer and photocopy machine which must be password protected and shall be placed in institutional exam cell (IEC).
7. All question papers shall be kept in locked cupboard of IEC once printed.
8. The key of the lock shall be kept with the institutional controller of examination and duplicate key with institutional assistant controller of examination.
9. HoD/representative of each department shall come to IEC for selection of questions from the bank, setting, typing and printing of papers.
10. 01x copy of question paper shall be signed by the respective HoD/department representative, after the question paper has been proofread it shall remain in the class/ subject file maintained in IEC.
11. After the approval of respective HoD, the soft copy of paper shall be deleted permanently, and signed paper shall be photocopied on password protected photocopier, counted and sealed in presence of secrecy officer.
12. Number of photocopies shall be directly proportional to number of students in the respective class. If the copies are required by HoDs, the copy shall be crossed and labelled as HoD copy.
13. On the day of the exam sealed paper shall be transported to the examination hall and handed over to the invigilator. Sealed paper shall be opened in the presence of subject specialist and representative of IEC.
14. Each answer sheet shall be signed by the designated invigilators in the exam hall.
15. Unused question papers shall be counted and deposited in IEC. No question paper (used or unused) shall be handed over to any student.
16. Once paper is conducted it shall be collected from exam venue by representative of IEC and transported back to IEC.

Invigilation and use of fair means

17. The invigilator (assigned subject duty by IEC) shall be responsible for conduct of the exam in fair manner)
18. No student shall be allowed to talk to each other.
19. Invigilators shall not be allowed to help students in any manner.

20. Any devices, smart watch and mobile phones are prohibited in the exam cell.
21. The use of unfair means shall be immediately reported to IEC, and shall be dealt by disciplinary committee.

Paper Checking

22. Designated faculty members shall come to the IEC for paper checking as per the schedule provided by the IEC.
23. Proper coding and decoding of papers shall be carried out before and after checking papers by the IEC.
24. No cellphones or any other electronic devices shall be allowed inside the IEC. The cell phones shall be left on the table placed by the entrance door of IEC.

Result Marking and Declaration

25. When papers are checked the concerned department faculty shall enter the obtained marks on the question paper.
26. The papers shall be decoded by IEC who will be responsible for further calculation, filter pass, fail and position and enter marks on computer. Result shall be properly typed without errors.
27. The result in decimal points shall be rounded off as criteria.
28. Computer generated result shall be signed IEC and subject shall be declared.

Appeal for retotaling

29. Students shall be given 01x week time after result declaration for request of retotaling only. Rechecking paper shall not be entertained.
 - a. After one week all appeals for retotaling shall be viewed with collaboration of respective subject specialist.
 - b. Correction shall be made In the result, if any. And the result with corrections shall be displayed with signatures of HoD IEC and the respective department.
30. Students are encouraged to report the biasness they feel/ face during the assessment by the examiner.

Brig. Muzammil Jamil Ahmed Rana
Dean/ Comdt, QCD