

Amendments in Examination Policy for MBBS & BDS, 2018 (Para 11 & 12)

- i. For:** Para 11 of Examination Policy for MBBS & BDS, 2018
Read: Regulations for Paper Setters (att as Annex A)
- ii. For:** Para 12 of Examination Policy for MBBS & BDS, 2018
Read: Regulations for Paper Assessors (att as Annex B)

Record of Amendments

Amendment No	Dated	Approving Authority	Articles Amended	Authentication
			Para 11 & 12 of Examination Policy for MBBS & BDS, 2018	Superseded

Note: Amendments are to be recorded. Cross-checked and their incorporation in the document authenticated (with name, designation and signature)

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NUMS MBBS/ BDS Examination Policy

Regulations for Paper Setters & Assessors

Introduction

1. The policy concerning *paper setting/assessment of Annual Professional MBBS & BDS exams* had been designed to securely enable consistency and standardization of paper setting/assessment activity in line with existing policies of pertinent regulatory authorities (PM&DC & HEC) hence the integrity of the assessment process be maintained. Failure to adhere to this policy could adversely affect the examinee and incriminate the reliability & validity of the examination processes in entirety. Hence, it is imperative to review a given policy regularly, in light of the existing practices and their outcomes; therefore, grounding the scrutiny for any associated discrepancy or lapse that may have had disparate consequences when implemented.

2. Apropos, NUMS examination policy relevant to paper-setting/marking has been revisited and revised as consistent with the existing guidelines of relevant regulatory authorities. The revised policy is to be implemented across NUMS MBBS & BDS professional examinations of affiliate & constituent institutions w.e.f Jan 2024 and is to be read in conjunction with the issued NUMS UG Assessment Policy,2018 as available at www.numspak.edu.pk. Further additions have been titled under:- (a) Regulations for Appointment & Duties of Paper Setters & (b) Regulations for Appointment & Duties of Paper Assessors.

3. All NUMS affiliate & constituent institutions are to ensure that the policy be distributed amongst academia in general & more specifically amongst the IEC ensuring its implementation in true letter and spirit.

Appointment & Duties of Paper Setters

4. Definitions

- a. A **paper setter** is one who sets paper(s) for a given subject of an examination and their qualification is to be in conformance with the regulations framed by PM&DC:-

- (1) **Initial paper setter** is one who sets initial question paper(s) for a certain subject of an examination. He/ she shall preferably be the HoD for a particular subject or senior faculty with qualifications vide PM&DC criteria.
- (2) **Final paper setter** is one who sets final question paper(s) for a certain subject of an examination. He/ she shall preferably be the HoD for a particular subject or senior faculty fulfilling PM&DC criteria.
- (3) **Final paper setter (internal)** is a HoD/senior faculty member appointed from affiliated/ constituent colleges / institutes with qualifications vide PM&DC criteria.
- (4) **Final paper setter (external)** is a HoD/senior faculty member appointed from non (affiliated/ constituent) colleges / institutes and senior with qualifications vide PM&DC criteria.
- (5) **HPE (Health Professional Education) (initial)** of the respective affiliate college/ institution is one who validates the initial question paper(s) for a certain subject of an examination.
- (6) **HPE (Health Professional Education) (final)** is one who validates the final question paper(s) for a certain subject of an examination and shall be appointed by University (external or internal source).

5. **Criteria for appointment of paper setters**

a. **Final Paper Setters (2 x internal & 2 x external)**

- (1) All affiliated/ constituent colleges/ institutions shall share an approved panel of paper setters (internal) with CoE NUMS.
- (2) Final paper setters (external) shall be appointed from Colleges/ institutions of Universities other than NUMS by CoE.

- (3) Qualifications shall be as prescribed for final Paper Setters (internal & external) to be in conformance with the regulations framed by PM&DC.
- (4) The Controller of Examinations shall approve the faculty (final Paper Setters (internal) from the shared panels for the final paper setting having fair and equal representation of each college / institute (whether affiliate or constituent) across all subjects for each professional exam.
- (5) Rota for final Paper Setters of each subj/ professional exam including possible substitutions is to be maintained at Exam Dte and approved by competent authority. In the event of unavailability of any final paper setter for a given exam, the onus for the replacement lies with the University:-

e.g. for a given subject exam, examiner A of college /institute XYZ was scheduled for paper setting as per approved rota, however due to unavailability the substitute mentioned in approved rota will be appointed as replacement of examiner A for aforementioned subject exam.

Note: Suitable reasons for unavailability of selected Paper Setter are to be furnished by concerned colleges/ institutions and recorded by University accordingly.

b. Initial paper setters

- (1) The set of initial question papers shall be prepared by the respective Initial Paper Setters i.e senior faculty and or HoD of affiliated/ constituent colleges/ institutions, endorsed by Head of Department (HoDs) and furnished to Controller of Examinations through Head of Institution (HoI).

- (2) Qualifications shall be as prescribed for Paper Setters in various subjects for undergraduate examination of various disciplines is to be in conformance with the regulations framed by PM&DC.
 - (3) Will be responsible for paper setting (2 x sets of question papers) as per approved TOS. The MCQs (one best option- OBA) & SAQs/ SEQs are to be constructed in conformance with issued University instructions and submitted to Exam Dte within stipulated timeframe i.e 03 months prior to subject exam date.
- c. Final paper setters (external & internal) shall be appointed for a particular exam only. However, he/ she may be re-appointed in subsequent examination for a term not exceeding **three consecutive years** from the first appointment.
 - d. No person shall be appointed as paper setter (initial or final) whose close relative (wife, husband, daughter, son, adopted daughter, adopted son, grandson, granddaughter, full & half brother and sister, niece/nephew, brother & sister- in –law, son & daughter in law, paternal and maternal aunt and uncle etc.)is appearing in the exam. A paper setter shall decline the appointment if he/ she has been appointed inadvertently.
 - e. No person shall be appointed as paper setter (initial or final) against whom previously there has been an adverse report, an inquiry pending or a decision in this regard by the Competent authority.
 - f. The Competent authority on recommendations of CoE shall have the discretion to cancel the appointment of a final Paper Setter (external/ internal) without assigning any reason.
 - g. No faculty member of any affiliated/ constituent college/ institution shall claim an inherent right to be appointed as a final Paper Setter (internal). The CoE shall take into account reputation and previous conduct of every faculty member prior to his/her appointment as Paper Setter.

6. Process of Paper Setting

- a. Initial paper setter shall set 2 x question papers (MCQs/SAQs/SEQs as per approved TOS) with 'keys' (agreed answers/ weightage as per ToS) for each question. The initial papers shall be reviewed and validated by designated HPE (initial) of the College/ Institution and endorsed by respective HoD.
- b. Each Affiliate/ constituent College / Institute shall forward a set of two question papers as per TOS along with the key (answer & weightage) for each subject to the Controller of Examinations, **at least three months in advance of the annual examination**. The question paper as a whole / a question **without a comprehensive key** shall not be considered towards final paper setting.
- c. The initial paper setter shall dispatch the hard copy via special courier service in a sealed envelope marked CONFIDENTIAL and email an encrypted Soft copy to Deputy Controller of Questions and Moderation Section, Exam Dte NUMS.
- d. Correspondence & coordination with paper setters shall be made at their residential / official address by Exam Dte NUMS.
- e. Final paper setting shall be done in Q&M Section of Exam Dte NUMS. Under no circumstances shall final paper setting be permitted at any other place than that specified.
- f. The Paper Setters (Internal & External) shall contribute towards 50% setting of SAQs/SEQs & 50% MCQs each, as selected from the initial papers and QDB. The final paper setters shall prepare 2 x question papers with the 'Keys' that shall be further validated by appointed HPE (final).
- g. 2 x moderated valid final question papers with 'Keys' shall be kept in a secure safe, in the custody of Deputy Controller Q&M section of Exam Dte, NUMS.
- h. The paper setters are to ensure the following:-
 - (1) Paper setter shall keep his/her appointment completely confidential and no indication shall be given either directly or indirectly.

- (2) Paper setters shall certify that no relatives (as mentioned in para ante/ 2d) are appearing in exam for which he/she is setting the question paper and shall render a certificate to this effect.
 - (3) Paper setters shall verify that all instructions have been read.
 - (4) Paper setters are to communicate any change in address (official or residential/ telephone number) to Exam Dte, promptly.
 - (5) Paper setter may also be appointed as Paper Assessor & practical examiner.
 - (6) Mobile phones are to be switched off and deposited at the reception.
 - (7) Checklists for constructing One Best Answer MCQs & SAQs/SEQs attached as Annex 'A' shall be refer to by Paper Setters.
 - (8) Questions are to be designed with utmost clarity- vague expressions like 'discuss...', 'give an account of... ' are to be avoided.
 - (9) The question paper is to be aligned with approved ToS.
 - (10) Figures should be in words and digits both.
 - (11) Abbreviations are not to be used.
 - (12) Strict methods of High content validity is to be ensured while framing the questions i.e. questions are fairly distributed over the whole course.
 - (13) Over writing or corrections are to be initialled by paper setters.
 - (14) Each page of the question paper is to be signed by all final paper setters.
 - (15) The reference to text books & content area (Learning Outcome) shall be written below each question.
 - (16) Use of calculators (with types) be mentioned, if allowed.
- i. 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 as confidential and privileged documents not open to inspection, comments and utilization other than for the purpose for which required.

- j. The University may frame & amend regulations from to time to time governing the appointment of paper setters & the manner in which they are required to perform their duties.

7. Remunerations

- a. The Paper Assessors & Convenor of Assessment shall receive such remunerations as may be prescribed by the University.

8. Disqualification of Final Paper Setter

- a. Any paper setter who more than twice commits errors of language, course content, paper pattern or deliberately distorts ,disfigures or deforms question paper shall be disqualified as Paper Setter. The final decision will be taken by the Competent authority or the recommendations of CoE & the findings will be reported to the Head of the Institution of the Paper Setter.

Appointment & Duties of Paper Assessors

9. **Definitions**

- a. A **Paper Assessor** is one who evaluates or marks the answer booklet of students appearing in the examinations of the University. Their qualification is to be in conformance with the regulations framed by PM&DC:-
 - (1) **Internal Paper Assessor** is to be selected from affiliated/ constituent colleges / institutes.
 - (2) **External paper Assessor** is to be selected from colleges / institutes of Universities other than NUMS.
- b. **Convener of assessment** is the one who makes an audit of the assessment made by Paper Assessor(s). Convener shall be appointed by CoE and shall be HoD/ senior Professor of given subject.

10. **Criteria for appointment of Paper Assessors**

- a. All affiliated/ constituent colleges/ institutions shall share an approved panel of Internal Paper Assessors with CoE NUMS.
- b. External Paper Assessors shall be appointed from Colleges/ institutions of Universities other than NUMS by CoE.
- c. Qualifications shall be as prescribed for Paper Assessors (internal & external) to be in conformance with the regulations framed by PM&DC.
- d. The Controller of Examinations shall approve the faculty for Internal Paper Assessors from the shared panels having fair and equal representation of each college / institute (whether affiliate or constituent) across all subjects for each professional exam.
- e. Rota for Internal Paper Assessors of each subj/ professional exam including possible substitutions is to be maintained at Exam Dte and approved by Competent authority. In the event of unavailability of a paper assessor for a given exam, the onus for the replacement lies with the University:-

e.g. for a given subject exam, examiner A of college /institute XYZ was scheduled for paper assessment as per approved rota, however due to unavailability the substitute mentioned in approved rota will be appointed as replacement of examiner A for aforementioned subject exam.

Note: Suitable reasons for unavailability of selected paper setter are to be furnished by concerned colleges/ institutions and recorded by University accordingly.

- f. Final Paper Assessors (external & internal) shall be appointed for a particular exam only. However, he/ she may be re-appointed in subsequent examination for a term not exceeding **three consecutive years** from the first appointment.
- g. No person shall be appointed as Paper Assessor whose close relative (wife, husband, daughter, son, adopted daughter, adopted son, grandson, granddaughter, full & half brother and sister, niece/nephew, brother & sister-in-law, son & daughter in law, paternal and maternal aunt and uncle etc) is appearing in the exam. A Paper Assessor shall decline the appointment if he/ she has been appointed inadvertently.
- h. No person shall be appointed as Paper Assessor against whom previously there has been an adverse report, an inquiry pending or a decision in this regard by the Competent authority.
- i. The Competent authority on recommendations of CoE shall have the discretion to cancel the appointment of a final Paper Assessor without assigning any reason.
- j. No faculty member of any affiliated/ constituent college/ institution shall claim an inherent right to be appointed as a final Paper Assessor. The CoE shall take into account reputation and previous conduct of every faculty member prior to his/her appointment as Paper Assessor.

11. **Process of Paper Assessment**

- a. Paper Assessors shall assess only those answer booklets that have been labelled with fictitious roll numbers by Exam Dte. Under no circumstances shall paper assessment be permitted for answer booklets with original roll number of students.
- b. Paper assessors shall have no right to find out the original roll number of a student whose answer booklet he/she is assessing.
- c. Paper assessment shall be carried out in Q&D Section of Exam Dte NUMS. Under no circumstances shall final paper setting be permitted at any other place than that specified.
- d. The correspondence with Paper Assessors shall be made directly by Exam Dte NUMS at their residential/official address. The Examination Directorate shall coordinate directly with the appointed Paper Assessors.
- e. Each paper assessor shall mark 1-2 questions, however due to unavailability of required number of Paper Assessors in a given subject for any specified reason, the CoE may nominate the same Paper Assessor to mark more than one question.
- f. The paper assessors are to ensure the following:-
 - (1) Paper Assessors shall certify that no relatives (as mentioned in para/ante 2g) are appearing in exam for which he/she is assessing the question paper and shall render a certificate to this effect.
 - (2) Paper Assessors shall verify that University instructions as per approved policy have been read and understood.
 - (3) Paper Assessors may also be appointed as Paper Setters & practical Examiners.
 - (4) Paper assessors shall keep his/her appointment as a paper assessor completely confidential and no indication shall be given either directly or indirectly.
 - (5) Paper Assessors are to communicate any change in address (official or residential/ telephone number to Exam Dte, promptly.

- (6) When a Paper Assessor anticipates that he/ she will not be able to complete marking of entire set of designated question/ answers, then he/ she shall forthwith return the marked/ unmarked answer books to Assistant Controller of A&D Section.
- (7) Mobile phones are to be switched off and deposited at the reception.
- (8) The questions are to be marked according to the “Key” provided with the question paper.
- (9) In cases where the ‘Key’ is not provided or is unsatisfactory the Paper Assessor shall inform CoE and make the ‘Key’ before assessment. The new Key will replace the previous Key and reference provided along with signature of Paper Assessor.
- (10) Award of fractional marks is not allowed. A fraction in aggregate marks of a subject shall be rounded off to whole number. If it is less than 0.5 then it will be rounded off to the previous whole number while 0.5 or more will be rounded off to the next whole number.
- (11) Award list will be filled by the Paper Assessor using blue/ black ink. The marks obtained by the student are to be entered in both words and figures against the corresponding fictitious roll number. The marks of a student in the award list must be the same as written in the answer book.
- (12) Paper Assessor must endorse correct question number on the script and the award list.
- (13) Each page of the award list shall bear the signature of the Paper Assessor. Any blank space is to be crossed.
- (14) Paper Assessor shall not keep in his/ her possession any copy of the award list.
- (15) The answer booklet shall be marked even if the student has crossed a portion or even the entire answer book.
- (16) Blank answer book shall be crossed and awarded zero.

- (17) All columns specified for the Paper Assessor on the title page of the answer book shall be filled in red ink.
- (18) Paper Assessors are to ensure that the marks entered on the title page of the answer books are in the correct column and are not to be altered i.e. erased (erasure or blanko)/ smudged. If an alteration is to be made for a specific reason the original marks entered will be crossed out by drawing a straight line across the entry so that these marks are legible and new marks will be entered against the cancelled marks with signature of the Paper Assessor.
- (19) The title page of each answer book is to be signed by the Paper Assessor in the space allocated for signature.
- (20) Paper Assessors shall report to CoE the case of a student (by roll number) who:
 - i. Attempts to communicate by any means (persuasion via threat/ coercion/ any unfair means) to influence award of marks.
 - ii. discloses his/ her name or makes particular marks of identification which tend to identify his/ her answer book and reveal his/ her identification.
 - iii. his/ her opinion has copied an answer (part or thereof) from another students
 - iv. has used obscene language
 - v. has removed a leaf or part thereof from the answer book

Note: such reports shall be submitted in written endorsed by Assessors
- h. Convenor of Assessment will perform audit of results as per approved policy. HoD/ senior Professor of relevant subject from NUMS affiliate/ constituent MBBS/ BDS College/ institution shall be earmarked by CoE. Audit will be conducted prior to announcement of result and as per approved policy. Any change against the original marks in the particular answer sheet

& title page shall not be entered on original script/ award list. Any change in marks shall be endorsed by Convenor on separate academic audit sheet.

- i. 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 as confidential and privileged documents not open to inspection, comments and utilization other than for the purpose for which required.
- j. The University may frame & amend regulations from to time to time governing the appointment of paper setters & the manner in which they are required to perform their duties.

12. Remunerations

- a. The Paper Assessors & Convenor of Assessment shall receive such remunerations as may be prescribed by the University.

13. Disqualification of Final Paper Setter

- a. A Paper Assessor shall be disqualified who does not :-
 - (1) complete marking of allocated questions
 - (2) complete columns of the award list
 - (3) sign as and where required
 - (4) allocates more marks than allocated
 - (5) calculate correct total
 - (6) transfer correct marks in award list
- b. The decision will be taken by the Competent authority on recommendations of CoE & findings will be reported to the Head of Institution of the Paper Assessor

Regulations for Rechecking of Answer Books/ Awards

14. After declaration of results, a student may apply to CoE for rechecking of his/ her results. The student shall apply on the approved application form along with prescribed fee. The fee for re-checking shall be non-refundable. Application shall be received in the office of Controller Examinations, not later than ten days after the date of declaration of the result of concerned examination. The student or any other person on his/ her behalf shall have no access to the answer books for any purpose.

15. Wherein, checking does not imply reassessment or re-evaluation of an answer book, the Controller of Examinations shall appoint HoD / senior faculty of relevant subject who will ensure the following:-

- a. There is no computational mistake in the grand total on the title page of the answer book.
- b. The total of various parts of a question has been correctly made at the end of each question.
- c. All totals have been correctly brought forward on the title page of the answer book.
- d. No portion has been left unmarked.
- e. Total marks in the answer book tally with the marks entered on the title page.
- f. The handwriting of the students tally in the questions/ answer book.

Note: PM&DC criteria for qualification Internal Paper Assessor/ Paper Setter'. He/she shall be Professor and Head of Department who has been involved in teaching of the class being examined for at least six months and has delivered 50% of the total lectures. Second preference shall be Associate/Assistant Professor who is involved in teaching of the class and posted there for one year. Third preference shall be a recognized Professor of the subject.

External Paper Assessor/ Paper Setter. He/she shall be a Professor/Associate Professor of a recognized Medical/Dental College or at least an Assistant Professor with three years teaching experience in the relevant subject.

References: PM&DC Examination Policy and UHS General Rules & Regulations for Examinations

MCQ Checklist for Paper Setters

Ser	Item
Alignment to LOs	
1.	Aligned to the specific LO
2.	All questions provide opportunities for students to demonstrate appropriate levels of cognitive skill
Stem	
1.	Open ended or unfocused stems have not been used
2.	Negatively worded stems have not been used (not/never). Note: if used these are to be highlighted in bold, underline or capitals
3.	Items are independent from other items, and donot have any cues that should help solve other items of the same exam
4.	Should not contain superfluous information
5.	Can be answered without seeing the options
Key & Distractors	
1.	3 – 4 response options are consistently used and should be short
2.	All distractors are plausible & mutually exclusive
3.	Key & all distractors follow grammatically from the stem
4.	All or part of the stem is not repeated in the key or distractors
5.	Absolute options have not been used (none of the above/ all of the above, a &b etc)
6.	Vague options have not been used (frequently, rarely, usually, probably, rarely)
7.	Key and distractors are all in a logical order (e.g. chronological ;numerical)
8.	Avoid giving cues to the correct option: - <ul style="list-style-type: none"> a. The length should be equal b. Avoid words like always & never c. Keep options homogenous in content & grammatical structure d. Key & all distractors follow grammatically from the stem
Overall	
1.	Each question is independent from the others to avoid one question providing a cue for another question
2.	The location of the key is evenly distributed throughout the assessment (distributed across response selections a-d)
3.	The key & the distractors are similar in terms of grammatical form, style & length.
4.	No grammatical or spelling errors present
5.	Acronyms are written out in text

SEQ/SAQ Checklist for Paper Setters

Ser	Item
<u>SEQ</u>	
1.	Aligned to the specific LO. Clear & specific.
2.	Exact limit should be set.
3.	Avoid: - What do you think? What is in your opinion? Discuss? Instead use: - Enlist, Enumerate, Compare & contrast, State your reasons, Describe.
4.	Communicate clearly to the students what is expected.
5.	Use simple, clear and straight forward language.
6.	Scoring system: Split the total marks allotted to each part of the question topic. May be indicated in the paper (e.g.1+1+3+5).
7.	Avoid grammatical/spelling mistakes
8.	Time allocated should be sufficient for the task
<u>SAQ</u>	
1.	Problem solving type of question.
2.	A short history is given to the student, based on which questions are asked.
3.	Requires the student to apply what he/she has learnt, in the context of a given situation.
4.	The format has questions closely resembling a series of short answer questions than an essay question.
5.	Integration of subjects: e.g. basic science and clinical science, biomedical science and ethics can be done.
6.	A practical alternative to long essay questions.
7.	Open-ended, semi-structured questions
8.	Use of scenario.
9.	Use of pre-determined marking scheme/key
10.	Develop a realistic scenario
11.	Limit the answers
12.	Include images, lab investigation, x-ray