



NUMS
NATIONAL UNIVERSITY
OF MEDICAL SCIENCES

Assessment Policy for NUMS Programs 2021

NATIONAL UNIVERSITY OF MEDICAL SCIENCES

Record of Amendments

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CHAPTER-I

PREAMBLE & DEFINITIONS

Preamble

In exercise of the powers conferred under section 15 of the NUMS Statutes, 2017, the Vice Chancellor of National University of Medical Sciences, after concurrence from the Syndicate of the University, is pleased to issue the following Assessment Policy to be called and cited as “Assessment Policy for NUMS Programs 2021”.

1. Definitions:

- a. **Academic Council** means the Academic Council of the University
- b. **Assessment.** Any systematic method of obtaining information from tests and other sources, used to draw inferences about characteristics of people, objects, or programs
 - 1) **Internal Assessment:** Assessment of student learning done continuously throughout the academic year
 - 2) **Formative Assessment:** Component of internal assessment that is done to identify deficiencies in student learning, providing feedback and modify instruction if required. These may be scored or not. If these are scored, their marks may or may not be carried forwards towards the final scores. Diverse creative strategies may be used e.g. concept maps.
 - 3) **Summative Assessment:** Component of internal assessment, scores of which contribute to the aggregate scores of the year. Feedback may be provided. These may include end of block and pre annual exam.
- c. **Assessment Methods for Cognitive testing:**
 - 1) **Constructed Response Questions:** e.g. SAQ, SEQ and Essay Questions
 - 2) **Selected Response Questions:** Single Best MCQs, Extended Matching Type Questions
 - 3) **Observation of Clinical Performance:** Checklists, log Books and portfolios
 - 4) **Performance Based Assessment:** Objective Structured Clinical Examination, Workplace Based Assessment (WPBA), Long case and short cases
 - 5) **Pre, Per and Post Exam** (Post Hoc & other Statistical processes) Quality Assurance Mechanisms in Assessment
- d. **Assessment blueprint:** Detailed table showing weightings assigned to assessment tools that are being use to assess the learning outcomes.
- e. **Controller of Examination** means the chief coordinator of examination of the University
- f. **Cumulative Grade Point Average (CGPA)** means summation of grade points of all credit courses as divided by a total number of the credit hours taken, and successfully completed by a student, for the relevant academic program;

- g. **Dean** the head of a faculty or academic head of institute under the University or the head of an academic body granted the status of a faculty or statutes or regulation.
- h. **Department** a teaching department maintained and administered or recognized by the University in the prescribed manner.
- i. **Defense** includes an oral examination and assessment of a student in person with reference to his research work, conducted either in the form and style of a presentation including simulation to a particular panel of examiners or otherwise;
- j. **Director Academics** the Head of Academics Directorate established by the University in terms of the powers assigned by the Act.
- k. **Examination** or “**test**”: Specific type of assessment used to measure or quantify the achievement of specific learning objectives, particularly Cognitive Achievement
External Examiner a person holding suitable qualifications recognized by PMC in the relevant discipline who may belong to any outside constituent/ affiliated institution or university/ organization
- l. **Evaluation:** Formal process of evaluation of the program by stakeholders
- m. **Faculty** professorial teachers or instructor duly registered as faculty of NUMS’ colleges/institutes with the Regulatory Authorities.
- n. **Grade** means a numerical calculation or expression aimed at measuring or gauging the quality or level of a student’s performance in a given subject, course, semester or an academic program;
- o. **Grade Point Average (GPA)** means a weighted average of all grades in a semester or any other specified academic period and where needed GPA may be worked out in respect of any subject or course;
- p. **Internal Examiner** means a person so approved by the Vice Chancellor either in the light of recommendations of the concerned principal or head of a college or institute or otherwise from within the college or institute where a student is completing an academic program;
- q. **Learning Outcomes:** Statements that describe significant and essential learning that learners have achieved, and can reliably demonstrate at the end of a course or program
- r. **Probation** means a period-specific position in which a student may be placed in case he is found to be deficient in achieving the specified academic standards to an extent that he is likely to be withdrawn or dropped from a semester unless he so improves his CGPA that he is allowed, whether conditionally or otherwise, to continue studies for the next semester in the University;
- s. **Professional Examination:** External examination conducted for MBBS & BDS by the university based on which a student is declared pass or fail.
- t. **Registrar** means Registrar of the University
- u. **Semester** means an academic period not less than sixteen weeks (excluding examinations) during which specified courses are offered to be completed by a student for the purposes linked to the award of a desired degree

- v. **Table of specification:** Basic framework for showing alignment between learning outcomes, teaching learning strategies and assessment tools. It can be made as elaborate as possible.
- w. **University** means the National University of Medical Sciences (NUMS) established under the Act No. XVII of 2015
- x. **University Faculty** means an administrative and academic unit of the University consisting of one or more department as may be prescribed;
- y. **Vice Chancellor** means the Vice Chancellor of the University appointed under section 10 of Act No. XVII of 2015
- z. **Warning** means a written cautionary statement issued to a student who qualifies to continue his/her studies despite minor deficiencies in some courses so as to make him/her conscious of the weakness and advise him/her to work hard during the semester under progress
- aa. **Withdrawal** means that a student is considered unsuitable for further studies at NUMS and is withdrawn from the program
- bb. **Weighting:** the percentage contribution of the assessment towards the final aggregate. All weights will add up to 100%
- cc. All other words and expressions not defined above but used in these rules shall have meanings assigned to them under the NUMS Act, 2015 and the Statutes, Regulations and Rules made hereunder.

CHAPTER II
NUMS ASSESSMENT MANAGEMENT/ EXAMINATION

2. Assessment Management:

a. NUMS Examination Directorate:

- 1) The Controller of Examinations shall be responsible for the preparation of the examination calendar and the conduct of all examinations during an academic year
- 2) Date sheet of all examinations shall be prepared by Controller of Examinations in consultation with the constituent & affiliated institutions at least three months prior to the commencement of final examination.
- 3) The University will publish the examination schedule of written and practical examinations on NUMS website with a copy to concerned institution
- 4) End Semester examination in semester- based programs shall be held in 18th week of semester initiation.
- 5) In case of unforeseen circumstances, Controller of Examinations may change the date sheet and assessment modalities (online)
- 6) Examination Directorate NUMS will be responsible for the collection of all exam questions/cases, Scheduling and conduction of moderation of written question papers, marking of final examination and compilation of results as per NUMS and regularity authority guidelines
- 7) Examination Directorate will conduct post Hoc of all exams and schedule Post Hoc meetings with members of NDHPE Team before the announcement of results.
- 8) Exam Directorate shall share template prepared by NDHPE with the faculty for construction of MCQ, SAQ, SEQ and OSCE/ OSPE
- 9) Exam Directorate will be responsible for maintaining, enhancing and periodic review of NUMS Question Bank.
- 10) Examination Directorate NUMS shall ensure that the candidates' documents are correct and shall forward admit cards to the institutions, at least two weeks before the commencement of examination for issuance to individual students
- 11) **Declaration of Result.** Every effort shall be made to declare the result of annual based examination within one month of the last practical examination and within two weeks in semester- based examination after post hoc

b. Institutional Examination Cell: Every institution will establish Institutional Examination Cell (IEC) headed by Institutional Deputy Controller (IDC) of Examinations, who will be responsible for:

- 1) Ensuring development of MCQs and SAQs by the concerned faculty and their maintenance in the institutional bank.
- 2) Ensuring conduct of pre per and post exam quality assurance measures in collaboration with institutional DHPE/Assessment Cell
- 3) Maintenance of record of internal assessment of annual based programs and continuous assessment in semester- based programs

- 4) Maintenance of record of attendance of each candidate (minimum 75 % except in Nursing programs where it is 85 %)
- 5) Submission of internal assessment of each student at least 2 weeks prior to final professional/end semester examination to Examination Dte NUMS
- 6) Submission of examination application form and prescribed fee to the Examination Dte NUMS at least 6 weeks before the commencement of the examination
- 7) **End semester examination.** Maintenance of papers secrecy, conduct of annual/ end semester examination and onward submission of papers to the Examination Dte NUMS

3. Departmental Board of Studies. Departmental Board of Studies will be responsible for:

- a. Development of Table of Specification (TOS) and assessment blueprint
- b. Ensuring quality of assessment of each program through pre per and post exam measures
- c. Monitoring the internal/ continuous assessment, and finalization of result ensuring transparent scoring of NUMS.
- d. Ensuring that course files/ dossiers of students are properly maintained.
- e. Recommendation of examiners to the Examination Dte NUMS for final professional/ end semester examination as per NUMS and regulatory authority guidelines.

CHAPTER-III
ASSESSMENT OF UNDERGRADUATE ANNUAL - BASED PROGRAMS

4. NUMS MBBS & BDS programs are annual based and their assessment will be Internal and External also called University exam or professional exam.
- a. **Formative Assessment.** It will be done throughout each course to provide feedback to the students and help them identify learning gaps. Some of these assessments will be used only to inform students where they stand against benchmarks
 - b. **Summative Assessment.** They will be in the form of module exams, End of the block (EOB) exams, ward tests, end of clinical rotation, OSCE/ OSPE, pre annual and professional exams.
 - c. **Internal Assessment (IA).** Scores from module exams, End of the block (EOB) exams, ward tests, end of clinical rotation test, OSCE/ OSPE and pre annual will contribute to the final scores of the students. These will contribute 20%, each for theory and practical, towards the cumulative score of 100% of the year
 - d. Assessment strategies used in End of the block (EOB) exams & pre annual exams and professional assessments shall be the same
 - e. The result of all the class tests which contribute towards internal assessment will be displayed to the students during an academic year
 - f. The same internal assessment shall be counted both for annual and supplementary examinations. The students who are relegated, however, can improve the internal assessment during subsequent year
 - g. Structure for MBBS/ BDS Internal Assessment is at **Annex-A**
 - h. **Professional Examinations**
 - 1) A student shall fulfill the following conditions to be eligible to appear in a professional examination:
 - a) Registered in NUMS and has studied the prescribed courses in the academic year.
 - b) Have at least 75% cumulative attendance in each subject at the end of academic year. Students' presence will be marked in all sessions.
 - c) Paid the prescribed examination fee.
 - d) Paid all college dues for the current academic year
 - e) Have no major disciplinary case during the current academic year
 - 2) NUMS professional examinations will be held only twice for all academic sessions i.e. Annual and Supplementary
 - 3) There will be five professional examinations for MBBS and four for BDS students
 - 4) Professional examination will be conducted by NUMS at the end of the academic year. The examination will be subject based **not** system based.
 - 5) The weighting of the professional examination will be 80 %, each for theory and practical, which will contribute towards the final scores of the subject
 - 6) An aggregate of 50% in Theory and 50% in Practical of that subject will be declared pass in that subject

- 7) The examination will comprise of a theory paper and practical/clinical examination as per PMC regulations and the approved assessment blueprint of NUMS

i. Theory paper

- 1) The Theory Paper of 100 marks shall be of 3-hours duration, held under the arrangements of the university. However, for 50 marks paper, it will be of 02 hours duration
- 2) There shall be 40 MCQs and 8-9 SAQs/SEQs in 80 Marks paper whereas for 150 Marks paper, there shall be 60 MCQs and 10 SAQs/SEQs in total. In 50 Marks paper, there shall be 20 MCQs and 06 SAQs/SEQs. The weightings of MCQ and SAQs/SEQs shall be the same i.e. 50:50 whatever the case may be. Proposed assessment blue print is attached as **Annex-B**.
- 3) Weighting and number of questions may be changed from time to time after the approval of Academic Council
- 4) Faculty shall specify level of difficulty i.e. Recall and/ or Application for MCQs and SAQs/SEQs in assessment blue print
- 5) Each MCQs shall have four options (3 distractors and one correct answer)
- 6) Paper setting shall be done as per approved assessment blueprint
- 7) In unforeseen circumstances, it may be conducted online following all procedures, if approved by the academic council
- 8) **Promotion**. No student shall be promoted to the higher classes unless he/she passes all the subjects of the previous class

j. Practical / Clinical Examinations

- 1) The Controller of Examiners will approve the faculty to serve as the internal & external examiners.
- 2) The number of external and internal examiners shall be equal. One external & one internal examiner each shall be allocated for a group of 100 students.
- 3) Practical/clinical examination shall be held after the theory examination of the subject but in special cases, it may be held before the theory examination with the approval of the Controller of Examinations.
- 4) Candidates may be divided into groups in the clinical and practical examinations
- 5) In practical examination, OSPE, Viva Voce or any other tool may be used as decided by Departmental Board of Studies
- 6) In clinical examination, OSCE, long case, short case, Viva Voce or any other tool may be used as decided by Departmental Board of Studies
- 7) Practical and clinical examination shall be standardized by incorporating OSCE/OSPE stations.
- 8) Proposed assessment blue print for practical/ clinical exam is attached as **Annex-C**. However, it may be amended from time to time after approval from Departmental Board of Studies
- 9) The assessment of the practical / clinical examination duly signed by internal & external examiner shall be furnished to the Controller of Examinations within one week of the conclusion of examination

10) Conduct of practical examination/OSCE/OSPE is the responsibility of respective HOD as per NUMS guidelines

k. Pass Marks

- 1) Pass marks for all subjects except Islamic / Pakistan Studies, shall be 50 % in theory and practical, separately.
- 2) Pass marks for Islamic / Pakistan Studies shall be 33 % which, however shall not be counted towards final scoring of the professional examination. Non-Muslims may opt for ethics instead of Islamic Studies. However, it is mandatory to pass Islamic Studies / Ethics and Pakistan Studies before final annual professional of MBBS/BDS
- 3) Result will be announced after the conduct of post exam analysis of students scores on the exam and may be normalized based on the post hoc data
- 4) No grace marks shall be allowed to any student in any examination.

l. Supplementary Examination. The interval between a supplementary examination and the previous professional examination shall not be more than two months. There shall be no special supplementary examination

m. Withdrawal/ Failure. Any student who fails to clear the first Professional in BDS or first and second Professional in MBBS in four chances, availed or un-availed, shall be expelled as per PMC policy and shall not be eligible for fresh admission as a fresh candidate in either MBBS /BDS

CHAPTER-IV
ASSESSMENT OF SEMESTER - BASED PROGRAMS

5. Introduction

- a. NUMS shall follow semester- based examination system for all postgraduate and non-medical undergraduate academic programs each having two regular semesters in the academic year, Spring semester from January till May and Fall semester from August till December. However, in special circumstances program can be started other than above mentioned time with approval from VC. Each regular semester shall be for 18 weeks' duration (16 weeks of teaching & learning and 2 weeks for examination). There is additional summer semester of 09 weeks with weekly contact hours for a course being double of the regular semester
- b. Minimum 75% (85% for Nursing) attendance in each course is mandatory. In case of deficient attendance, student has to repeat the course either in summer semester or whenever the course is offered. Where required, the course instructor shall report student's absences to the HoD.
- c. Student may opt for deficient/ improvement courses in summer semester or whenever the course is offered. However, in deficient/ improvement courses, the student is required to complete all formalities applicable to repetition of a course, i.e., sessional, mid semester examination, project, assignments, quiz, etc and End Semester Examination
- d. The Controller of Examinations shall prepare a schedule of all undergraduate and postgraduate examinations to be conducted during the year.
- e. In the beginning of a semester, the teacher of each course will guide the students about the successful completion of the course requirements.
- f. **Taking Alternative Elective/Optional Course.** A student may take an alternative elective for repetition with the approval of Dean or HOD. A student's transcript shall show the grades of both the courses. However, the better grade will be used in the computation of CGPA
- g. **Noncredit courses.** Courses may be taught as non-credit courses as well. The assessment marks of these courses shall not contribute towards CGPA.

6. Policy Guidelines

- a. NUMS considers student assessment as a means of refining its academic programs and to improve student learning and performance.
- b. Multiple assessment methods are necessary to capture all or most aspects of clinical competency and any single method is not sufficient to do the job. Therefore, following assessment tools may be selected by the faculty:
 - 1) For knowledge, concepts, application of knowledge ('Knows' and 'Knows How' of Miller's conceptual pyramid for clinical competence): context-based MCQ, short answer questions and Essay questions
 - 2) For 'Shows How': multi-station OSCE/ OSPE, Long case (observed and structured) and Short case
 - 3) For performance-based assessment ('does'): portfolio or log book

- c. All assessment blue prints shall give clear educational rationale for adopting proposed forms of assessment. However, number of questions may vary from program to program
- d. All assessment blue prints of PG programs shall be submitted to Academic Directorate through respective Dean for further approval from AS&RB, and UG programs from NUMS Coordination Committee. Template for assessment blueprint is attached (**Annex-C**)
- e. Assessment tools shall be appropriate and match learning outcome being assessed
- f. Level of difficulty of all questions shall be mentioned as Recall and/or Application
- g. All information regarding scheduling and nature of examinations shall be known to the students in time
- h. The performance of each student in a course will be assessed periodically throughout the semester to check as to how well the students' learning outcomes are being achieved and how effectively are the teaching standards being maintained
- i. Continuous/Internal assessment (60%) and End Semester Examination (40%) shall be cleared separately with minimum 50% marks. However, the cumulative result shall be calculated as per NUMS Grading Policy
- j. These assessments will have different weighting as given below, that contribute towards the overall assessment in percent marks.

Nature of Examination	Weightings	
Quizzes	5%	60 %
Sessional examination	10%	
Mid semester examination	25%	
Practical/Assignments/Presentation	20%	
Final semester examination	40%	40 %
Total	100%	

- k. Ratio of theory and practical will be adjusted as per their credit hours division e.g in case of course 4(3+1), the weightage of practical shall be 25%
- l. **Quizzes/ Sessional tests/ mid-semester examinations:**
 - 1) Assessment tool for quizzes, sessional and mid semester exams shall be decided by the course instructor
 - 2) Quizzes, sessional exams and Mid-Semester examination of each course shall be evaluated by the respective course instructor. Results will be sent to the Controller of Examination through Institutional Examination Cell
 - 3) Whenever a student misses mid-semester examination/ sessional test due to reasons acceptable to the Departmental Board of Studies, make up test may be arranged within the 04 weeks

m. **Practical/Assignments/Presentation**

- 1) Practical examination is the responsibility of the course instructor and DBS
- 2) Assessment tool for practical exams shall be decided by the course instructor as per the course requirement. Proposed assessment tools for different programs are:

PG Programs		
For Basic Sciences Programs		
Assessment	40	20%
▪ Critical Appraisal of Article/ Assignment	10	05%
▪ OSPE/ Practical/ Viva/ Assignments/Presentations etc	30	15%
For Clinical Sciences Programs		
Assessment	40	20%
▪ Portfolio/ Log book	10	05%
▪ OSCE (at least 07 stations)/ Short case/ Assignments/Presentations etc	30	15%
UG Programs		
Assignment/ Presentation/Practical/ OSPE/OSCE etc	Assessment tool and marks to be decided by Departmental Board of Studies	

n. **Final semester examinations:**

- 1) The end semester theory paper of each course shall be prepared and evaluated by the panel of examiners approved by the Controller of Examinations
- 2) Assessment blue prints shall be developed by the Departmental Board of Studies as per the requirement of their subject based on NUMS template (**Annex C**) out of two options as per the subject requirement
- 3) There will be no supplementary/ special examination for end semester exam and if a student fails in a course, he/she is required to repeat it
- 4) Whenever a student misses End Semester Examination due to a reason acceptable to the Dean/ HoD provided his/her attendance is not less than the program requirement, he/ she can appear in the examination whenever offered.
- 5) The HoD and Institutional Deputy Controller of Examinations shall supervise and oversee the conduct of examination in the departments

- o. **Course file.** The faculty member of each course shall invariably maintain a course file covering such details of the course like syllabi, examinations, student gradations and students' problems and measures taken for their resolution etc., provided that once the University's automation system is designed and applied,

such files and records etc., may be maintained in the system accessible by all the authorized persons. Course Files and Dossiers of Students and faculty shall be made accessible to External Experts during Program Review and Institutional Performance Evaluation Visits by IPE Team of HEC / QA Dte

p. **PhD Comprehensive Examination**

- 1) Following the completion of coursework with CGPA ≥ 3.00 , every PhD student shall be required to pass a comprehensive examination with $\geq 65\%$ marks in order to be granted candidacy as PhD researcher; provided that if the student fails to pass the comprehensive test, he or she shall be allowed one more attempt to take the test within three years
- 2) It will test the scholar's ability to integrate and assimilate the knowledge obtained relevant to their field of research. Concerned Supervisory Committee will be responsible for PhD comprehensive examination in collaboration with NUMS Examination Directorate
- 3) The examination will be conducted in two parts in the following manner:

a) **Part A- Written Comprehensive Examination.**

- i. Concerned Supervisory Committee will prepare the written paper. A comprehensive examination consists of 100 Marks written paper of 03 hours' duration. Assessment blueprint of Comprehensive Examination is as under:

S No	Topics		Questions	Marks
1	Reflection	Student will provide a statement about the discipline and how they position themselves in this field	01	01x20
2	04 examination questions, all in the student's subject area, will be distributed as follows			
a	Area of specialization/ discipline	To assess in depth knowledge of the relevant discipline	02	02x15
b	Advanced Courses	To demonstrate the understanding of advanced research methods and techniques used in the relevant field	02	02x15
3	Research proposal	To check the adequacy of the candidate's background preparation to pursue the proposed research	01	01x20
	Total		06	100

The student result will be notified by the Controller of the Examination

b) Oral Examination.

- i. It shall be conducted only after the scholar has qualified Part A of the Comprehensive examination. Scholar shall submit a research proposal on prescribed format. IRB approval shall be taken wherever required
- ii. The scholars shall present their synopsis before the Synopsis Evaluation Committee (SEC) comprising of Supervisory committee with Dean himself being a Chair
- iii. The Synopsis Evaluation Committee may recommend changes in the synopsis and scholar shall repeat presentation within stipulated time. The approval of synopsis shall be finalized by a majority vote
- iv. If any observation/ revision in research title/ project is needed, student will resubmit the title/ project through concerned institute with all above formalities after approval from FBS
- v. Upon failure in oral part, each committee members will submit a duly signed comment's page, which would clearly document reasons for failure, to Academic and Examination Directorates of NUMS through the concerned Dean. A duplicate copy of these shall also be provided to the student
- vi. A scholar who has passed the comprehensive examination shall be deemed to have become a candidate for PhD degree

q. Dissertation/Thesis Evaluation:

1) PhD Programs

- a. Dissertation Evaluation Committee comprising of respective Dean and two internal and two external examiners shall evaluate the PhD dissertation. If any changes/ amendments are suggested by any member of Dissertation Evaluation Committee, the supervisor shall ensure that necessary alterations are properly made in the dissertation.
- b. In addition to this, dissertation will be evaluated by two external experts, as approved by Advanced Studies and Research Board (AS&RB), who may be either
 - 1) Pakistan-based Distinguished National Professors, Meritorious Professors, or Tenured Professors, or
 - 2) PhD experts from academically advanced countries.

However, if the PhD candidate publishes at least one research paper as its first author during his or her doctoral studies in an HEC approved X category or above journal, the PhD dissertation will require evaluation by one external expert only.

- c. Supervisors of all PhD programs shall send names of at least three external experts during the research phase of their PhD students to Academics Directorate
- d. After rectification of observations, dissertation will be sent through Dean's office to Academic Directorate which in turn will send it to external experts

- e. If any amendments are suggested by any external expert, the supervisor shall ensure that necessary alterations are properly made in the dissertation.
- f. If satisfactory report is given by both external experts, it will be considered approved. However, if satisfactory report is given by one out of two external experts or report is not received from any external expert within two months, dissertation shall be sent to third external expert from the approved list
- g. The Dean shall review and send the external experts' report through Academics Directorate for approval by Advanced Studies & Research Board

2) MPhil Programs

- a) Thesis shall be evaluated by Graduate Advisory Committee comprising of the supervisor, one internal and one external examiners who will review and send the thesis evaluation report in the prescribed form to Dean office within four weeks.
- b) If the internal and external examiners give satisfactory report, the student shall be allowed to proceed for defense of thesis examination. The changes/ amendments, if suggested by the examiners, shall be incorporated in the thesis
- c) Student will be allowed to go for thesis defense only if he/ she has completed 30 CH of coursework including core and electives with CGPA ≥ 2.50

7. Dissertation/Thesis defense:

- a. There shall be open defense of PhD dissertation
- b. Final defense of the dissertation shall be in presence of the Dean and PhD Dissertation Evaluation Committee. However, for MPhil/Masters' thesis defense, final defense shall be in presence of the Dean and two internal and one external examiners.
- c. The grading of dissertation shall be done by a majority vote using prescribed evaluation score form. However, its scoring shall not be considered for CGPA calculation.
- d. The examiners may approve the dissertation as such, recommend minor or major changes in the dissertation, not approve and repeat the presentation if required
- e. The finally approved bound copies shall be submitted to the HoD through the supervisor within one month after dissertation/thesis defense. The date of notification of defense will be taken as degree award date.
- f. The HOD shall forward four bound copies & CDs of the final PhD dissertation and three bound copies & CDs of the final MPhil/Masters' thesis to the Academics Directorate. One hard and soft copy is kept in Academic Directorate, one for Examination Directorate, one for library and one copy of PhD Dissertation (both hard and soft) will be submitted to HEC for inclusion in PhD Country Directory and for attestation of PhD degree by the HEC in future

CHAPTER-V
Online Assessment

8. Online Assessment Guidelines

- a. In case of unforeseen circumstances, Controller of Examinations may change the date sheet and mode of assessment (from on-site to online)
- b. Student progress shall be monitored through formative and summative assessments through modalities as decided by the relevant faculty members, including but not limited to assignments, quizzes, open book exams, MCQs, SAQs, assignments, projects and participation on discussion board
- c. Faculty shall provide students feedback on their work throughout the course to help students identify their weakness and address the areas where they need help
- d. The Directorate of Digital Technologies shall explore and acquire suitable online examination softwares such as “Kahoots”, “Exam Lock” etc.
- e. Should the lockdown continue to the end of the semester, the final summative examination will take place through a Live Monitored Online Examination through the Examination Directorate, and should meet the following requirements:
 - 1) Candidates must prove their identity prior to the examination through their webcam.
 - 2) Candidates shall show the exam environment by showing a 360° view of their room with their webcam and lock/bolt the door from the inside.
 - 3) The Candidate's test environment must be quiet and tranquil.
 - 4) There shall not be any other people in the room.
 - 5) On the table/desk there shall not be anything except a computer and, in case the computer does not have an internal webcam, an external web camera. All other materials have to be removed, unless explicitly permitted (e.g. books allowed during open-book Examination).
 - 6) There shall not be sounds from music, television or any other sounds.
 - 7) There shall not be other computers or similar devices running in the examination room.
 - 8) Lighting must be "daylight" quality.
 - 9) During the exam the Candidate cannot communicate/speak with anyone.
 - 10) The Candidate shall not leave the room after starting the Examination and must face the computer screen throughout the examination.
 - 11) The candidate shall remain under observation throughout the exam duration.
- f. **Laboratory and Practical Instruction:**
 - 1) Practicals will be replaced by YouTube videos, recorded demonstrations, topic related assignments, Virtual experimentation provided through interactive computer-based simulation, and problem-solving tasks till the time onsite session are not possible.
 - 2) At the resumption of regular classes, students shall conduct their practical in the laboratories to gain the required hands-on experience.
 - 3) For skill-based courses, online courses will be developed according to the guidelines of the respective Professional councils.

***Note: This policy shall be reviewed after 6 months for any revision or amendments or earlier, if required.**

CHAPTER VI

NUMS GRADING POLICY

9. Grade Point Average

- a. The student's final assessment shall be done by Grade Point Average (GPA).
- b. For calculation of GPA, absolute grading on the scale of 4.00 points shall be used
- c. Following grade calculations are used as per HEC policy for use by all concerned:

S No	Percentage	Grade Points	Grade
1	85 & above	4.00	A
2	84	3.93	A-
3	83	3.86	
4	82	3.80	
5	81	3.73	
6	80	3.66	
7	79	3.60	B+
8	78	3.52	
9	77	3.46	
10	76	3.40	B
11	75	3.33	
12	74	3.24	
13	73	3.16	
14	72	3.08	
15	71	3.00	B-
16	70	2.88	
17	69	2.77	
18	68	2.66	C+
19	67	2.58	
20	66	2.50	
21	65	2.42	
22	64	2.33	

S No	Percentage	Grade Points	Grade
23	63	2.22	C
24	62	2.11	
25	61	2.00	
26	60	1.88	C-
27	59	1.77	
28	58	1.70	
PG PROGRAM ONLY	Below 58	0.00	F
Below 58%, following grades will be awarded in UG programs only			
29	57	1.57	D+
30	56	1.48	
31	55	1.39	
32	54	1.30	D
33	53	1.23	
34	52	1.15	
35	51	1.08	
36	50	1.00	UG PROGRAMS
	Below 50	0.00	

- d. **Computation of GPA/ CGPA and degree award:** GPA is a figure ranging from 0.00 to 4.00 used to indicate the performance of a student in the semester. It is calculated as follows:

$$\text{Semester Grade Point Average (GPA)} = \frac{\text{Sum over all courses in a semester (course credit hours x grade point earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{Cumulative Grade Point Averages (CGPA)} = \frac{\text{Sum over all courses in all Semester (Courses Crd Hs x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

- e. Minimum qualifying CGPAs for PhD and MPhil/ Master programs shall be 3.00 and 2.50 respectively and for Undergraduate programs shall be 2.00

10. Academic Deficiencies. A student who obtains one or more of the following grades in the semester result shall be considered academically deficient:

- a. Semester GPA less than 2.00 for PG programs and 1.7 for UG programs

- b. Earns CGPA less than 3.00 for PhD, 2.50 for MPhil/Masters programs and 2.00 for UG programs *in any semester other than first semester* or after completion of the coursework
- c. 'F' grade in any course
- d. 'I' (incomplete) grade in any course.
 - 1) **Award of Grade “F”.** “F” grade is awarded on the basis of:
 - a) Academic failure i.e. below 1.70 GPA in any course of PG programs and below 1.00 in any course of UG programs
 - b) Attendance less than 75% in any course (85% for Nursing programs)
 - 2) **Incomplete “I” grade.** An incomplete “I” grade will be awarded by the faculty only in exceptional cases only when where beyond the control of a student such as serious accident, family tragedy, serious health ailment, etc. The grade will be approved by the concerned Dean provided the attendance of a student is not less than 75% (and 85% in case of nursing program).. The student will be given a proper grade after examination as per NUMS grading policy without prejudice to the previous grade “I”. In case a student fails to make up the required score, s/he will be awarded an “F” grade
 - 3) **Recommendations for academic deficiencies.**
 The cases of academically deficient students shall be discussed in the Departmental Board of Studies meeting and issue one of following recommendations where applicable, as mentioned below:
 - i. Warning - issued to the student by the concerned HOD
 - ii. Probation.
 - iii. Withdrawal.
 For probation and withdrawal, recommendations shall be sent to Controller of Examination NUMS who will notify it in the result.
 - 4) **Warning.** A student should be placed on warning under the following condition at the time of declaration of semester result by Controller of Examination of the University:
 - a) **PG programs.**
 - i. Semester GPA less than 2.00
 - ii. CGPA 2.50-3.00 for PhD and between 2.00 – 2.50 for MPhil/Masters programs
 - iii. Failing in any paper(s)
 - b) **UG programs.**
 - i. Semester GPA less than 1.7
 - ii. CGPA less than 2.00
 - iii. Failing in any paper(s)
 - c) While on warning, a student is to:
 - i. Contact concerned faculty for guidance.

- ii. Improve semester work comprising home assignments, laboratory reports, quiz, mid semester and the marks obtained
- 5) **Probation.** A student should be placed on academic probation under the following conditions:
 - a) **PG programs**
 - i. CGPA less than 2.00
 - ii. Maximum two probations.
 - b) **UG programs.**
 - i. CGPA less than 1.70
 - ii. Maximum two probations in the first 6 semesters of the BS program are allowed but if the student earns two consecutive probations even after attending summer semester, he/she shall be withdraw from the program. However, s/he can take re-admission only once during 4 years BS degree program.
 - c) While on probation, a student is to:
 - i. Contact concerned faculty for guidance.
 - ii. Improve semester work comprising home assignments, laboratory reports, quiz, mid semester and the marks obtained
- 6) **Withdrawal.** A student is recommended for withdrawal from the University on the recommendation of Dean/ HOD, by Registrar Directorate NUMS subject to any of the conditions listed below:
 - a) Earns four F grades or more in first semester only
 - c) Cannot complete his/her degree requirements within the maximum stipulated time, even if s/he utilizes the summer semester.
 - d) A student who remains absent for more than 45 days continuously without valid reasons
 - e) **Withdraw from a particular course.** Students can withdraw from a particular course with the consent of the concerned dean. Students can withdraw from a maximum of 01 courses in one semester. This should be within four week after the start of classes.
 - f) **PG programs**
 - i. More than two academic probations.
 - ii. Students with CGPA less than 1.70 in two consecutive semesters of the program even after attending summer semester. However, he will be eligible to seek re-admission if applied for in the next available admission season. Re-admission will be allowed only once on payment of full admission fee
 - iii. PhD students if fails twice in the comprehensive examination or fails to qualify coursework requirements including comprehensive examination within 03 years.
 - iv. On consistent unsatisfactory academic performance when reported by the supervisor of the PhD students

- v. A student can seek withdrawal from any program at any stage of his degree on his own request duly recommended by supervisor and for PhD students by Supervisory Committee of the Institute/ College and take readmission within two years from the stage on which withdrawal was taken

g) UG programs

- i. More than two academic probations in the first 6 semesters of the program. This clause is not applicable to 7th and 8th semester of UG programs.
- ii. Earns two consecutive probations in the first 6 semesters of the program even after attending summer semester
- iii. A student can seek withdrawal from any program at any stage of his degree on his own request duly recommended by the Dean/ HOD

Note: *If a student is likely to be withdrawn on academic deficiencies, s/he will be duly warned and counseled.*

7) Repeating Courses

- a) If a student gets 'F' grade, he will be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier will also be recorded on the transcript. A student who fails in a subject, and after repeating fails again the number of F's counted in this case will be one "F" only
- b) It is the student's responsibility to clear the failed / dropped courses, subject to availability of resources at the respective institution and approval of Dean / Associate Dean / HoD

8) Improvement of CGPA. A student may repeat a course, within the maximum permissible duration, to improve his/her CGPA subject to the following provisions:

- a) Course may be repeated/improved in summer semester or when the course is offered.
- b) The student should register for the course(s) to be repeated after formal permission from the respective HoD.
- c) The student shall not be allowed to improve his/her CGPA after completion of the degree.
- d) The terms and conditions of repeat courses shall be the same as per regular courses.
- e) Students may repeat a course with grade "C" & below, however if a PhD student's CGPA is less than 3.00, he/ she may repeat course/s with grade "B-" & below to qualify for comprehensive examination.
- f) A student may repeat up to three (03) courses in the PG program and (≤ 6) in undergraduate programs. In such a case, both the course and the grade obtained will be recorded on the transcript, however, only the better grade shall be calculated in the CGPA. In case of CGPA improvement, it would be recorded with (Imp) on the transcript
- g) A student can repeat the course twice if he desires to improve the grade.

CHAPTER-VII

OTHER REGULATIONS

11. Indiscipline in examinations

- a. Any candidate found guilty of following matters; his/her case will be submitted to Unfair Means Cases Committee constituted by the University. This committee will be constituted of 02 senior faculty members, Director of student's affairs, headed by senior Professor of the University.
 - 1) Removes a leaf from his/her answer book, the answer book shall be cancelled.
 - 2) Submits forged or fake documents in connection with the examination.
 - 3) Commits impersonation in the examination.
 - 4) Copies from any paper, book or notes.
 - 5) Mutilates the Answer Book.
 - 6) Possesses any kind of material, which may be helpful to his/her in the examination.
 - 7) Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
 - 8) Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
 - 9) misbehaves or creates any kind of disturbance in or around the examination centre
 - 10) Uses abusive or obscene language on the answer script.
 - 11) Possesses any kind of weapon in or around examination centre.
 - 12) Possesses any kind of electronic device which may be helpful in the examination
- b. His/her case shall result in penalties keeping in view the nature and intensity of offence.
 - 1) Cancellation of paper
 - 2) Suspension from programme for one semester.
 - 3) Heavy and light Fine
 - 4) Expulsion forever from the University.
 - 5) Any other.
- c. All serious cases of indiscipline shall be subjected to enquiry by the Unfair Means Cases Committee will decide that the student will have to appear in summer semester/with regular semester for the cancelled paper provided that nothing will restrict the inherent powers of the Vice Chancellor to award any suitable punishment in any disciplinary case without reference to the said committee
- d. While dealing in student disciplinary cases, the principles of natural justice shall not be compromised under any circumstances even in the situations where such cases are decided on summary basis.
- e. If a student is not satisfied by the decision of the Unfair Means Cases Committee, s/he can submit his/her appeal within a week after the decision of the Committee to the Vice Chancellor whose decision will be final

12. Student Grievances against Course Instructor

- a. To redress the grievances of the students about any course instructor or grades or for any other issue, Grievances Committee shall be constituted comprising of 02 senior faculty members, relevant head of the department and dean headed by Controller of Examinations
- b. In respect of grade, a student shall submit the grievance application if any, in writing to the Head of the Department within seven (07) working days of the receipt of the grade. The Head of Department shall forward the grievance application to the Grievances Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within five (05) working days or before the start of registration for the new semester, whichever comes earlier.
- c. The decision of the Committee will be deemed final and will be binding on all parties.
- d. A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.

13. Rechecking of Examination Script. The answer book of a candidate shall not be re-assessed under any circumstances.

- a. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or any officer or rechecking committee appointed shall see that:
 - 1) There is no computational mistake in the grand total on the title page of the answer book
 - 2) The total of various parts of a question has been correctly made at the end of each question
 - 3) All totals have been correctly brought forward on the title page of the answer book
 - 4) No portion of any answer has been left un-marked
 - 5) Total marks in the answer book tally with the marks sheet
 - 6) The hand-writing of the candidate tally in the questions/answer book.
- b. The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose
- c. The marks of a candidate could even decrease in light of (a) (iii) above. In the event of reduction of marks, the record shall be corrected accordingly and revised transcript will be issued.

14. Medical Certificate: Medical certificate from a registered medical practitioner duly endorsed by the University Medical Officer is acceptable for the examination purposes.

15. Permission of writer for special students:

- a. A visually impaired student may be allowed to attempt examinations on Braille/ computer/ any other specialized means of facilitation.

- b. In case a student is physically handicapped/visually impaired, he may in advance apply to HoD with acceptable proof of disability or impairment at least two weeks before the start of examination, for permission to engage a writer in tests/ examinations. Such student shall be allowed 45 minutes (maximum) extra time for a question paper.
- c. The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student.

16. Damaged/ lost answer script: In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, the student concerned may be given following options:

- a. Average marking shall be awarded to the student in that subject/ course
- b. In case of final examination, if the candidate desires so, s/he shall be given another chance as a special case to take examination in that subject/ course in the next examination and no examination fee shall be charged from the student
- c. In case of internal assessment, if the candidate desires so, s/he shall be given another chance as a special case to take the Make-up assessment in that subject/ course in the same academic session

17. Medals and awards:

- a. University medals/awards and distinction certificates shall be given to the students in view of their academic performance in various examinations and academic exercises or activities as decided by the Award Committee.
- b. Degrees and medals shall be awarded at the time of “convocation”. The concerned students entitled to such recognitions shall be informed in advance.
- c. The Award Committee shall have powers to recommend to the Vice Chancellor to withdraw or cancel any medal/award or distinction in circumstances of exceptional nature
- d. **Annual based programs.** A student who scores 85% and above marks in any subject in first attempt shall qualify for distinction in that particular subject.
- e. **Semester based programs.** Positions would be decided on the basis of CGPA. In case two or more students have the same CGPA, the position would be decided on the basis of percentage among those students. No medal and award will be awarded in the case of improving CGPA in semester system.

18. Matters related to Degree/Transcript Award

a. Transcript.

- 1) Examination Directorate may issue two types of transcripts i.e. interim and final.
- 2) Interim transcript shall be issued to such students who have not completed their programs. It will show the grades of all semesters which a student has completed along with GPA/ CGPA. It will show program status as well. In

MBBS/BDS, it will show marks/ percentage of all subjects in every professional examination

- 3) Final transcript shall be issued to the students who have completed their degree requirements showing complete academic record of the students along with GPA/ CGPA in semester based programs and show marks/ percentage of all subjects in every professional examination. It will show program status as well with academic honor, if any.
- 4) The final transcript shall at least cover the following information:

Front:

- a) Name of student, father's name, date of birth, registration number/ roll number.
- b) Name of the program.
- c) Date of admission into degree program.
- d) Semester wise break-up with dates.
- e) Subjects detail along with credit hours.
- f) Type of enrollment – full time or part time.
- g) Picture of the applicant be printed on transcript date of completion of degree requirements.
- h) Date of completion of degree requirements.
- i) Mode of study – regular or private or distance learning.
- j) Online result verification key/ID (front side at the end of the transcript).
- k) GPA/CGPA and overall percentage against earned CGPA (at the end of the front side of transcript) for semester based programs.

Back:

- a) Basic Admission Requirement of the Programme
 - b) Previous Degree held by the Student along with Institution Name
 - c) Credit Hours Exempted/ Transferred if any/ applicable.
 - d) CNIC No. for Pakistani and Passport No. for Foreign Students
 - e) Grading System must be mentioned on Back Side of the Transcript
 - f) Charter Date of the University/ DAI may be mentioned
 - g) Name of Campus/ College be mentioned along with HEC Permission Date
 - h) Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
 - i) The degree/ diploma/ transcript must have the water-mark seal on it.
- 5) **Duplicate Transcripts.** The students may request for additional or duplicate copies of transcripts on payment of prescribed fee. Each type of transcript shall depict transcripts definition and legend of grades on its reverse side

b. Award of degree.

- 1) Degrees shall be issued against payment of prescribed fee.

- 2) Urgent degree can be issued upon the request of student on payment of special fee, if any.
- 3) Duplicate degree may be issued (with completion of all requirements) to a student in case the original degree is lost/damaged or in case of change in the name of candidate. The duplicate degree shall be signed by the Controller of Examinations only

19. Academic Audit. The Vice Chancellor may get any academic matter deliberated/audited/reviewed in the manner as deemed appropriate

Structure for MBBS/ BDS Internal Assessment – Theory

INTERNAL ASSESSMENT: 20%			
Exams	Weightings	Exams	Percentage
End of Block/ End of clinical rotation/ Pre-annual Exams	80%	End of Block Exam – I	20
		End of Block Exam – II	20
		End of Block Exam – III	20
		Pre-Annual Exam	20
Modular Exams/ Ward tests	20%	Modular Tests	10
		Assignments	10
Total	100%		100%
* In case of clinical subjects, End of clinical rotation tests will be considered instead of End of Block examination			

Structure for MBBS/ BDS Internal Assessment – Practical

INTERNAL ASSESSMENT: 20%			
Exams	Weightings	Exams	Percentage
End of Block Pre-annual Exams	80%	End of Block Practical/ OSPE/ OSCE	20
		End of Block Practical/ OSPE/ OSCE	20
		End of Block Practical/ OSPE/ OSCE	20
		Pre-Annual Exam	20
Portfolio/ Log Book	20%	1) SGD/ CBL/ PBL 2) Projects 3) Presentations 4) Students' Reflections	20
Total	100%		100%

Assessment Blueprint**Annual Professional Examination in MBBS/BDS - Theory**

Assessment tool	MCQs			SAQs/SEQs		
Weightings	50%			50%		
Level of difficulty	Recall / Application			Recall / Application		
Total Time	03 hours (2 hrs. for 50 Marks paper)					
Paper Marks	Number	Time	Marks	Number	Time	Marks/ question
150	60	1 hour 05 Min	1 Mark each	10	1 hour 55 Min	06
100	40	50 Min	1 Mark each	08 - 09	2 hours 10 Min	04 - 05
50	20	25 Min	1 Mark each	06	1 hour 05 Min	03 - 04

Annual Professional Examination – Practical**(MBBS/BDS Basic Sciences)**

	VIVA		OSPE	Total Marks	Internal Assessment	Grand Total
	Internal	External				
100 Marks Paper	20 marks	20 marks	40 marks	80 marks	20 marks	100 Marks
150 Marks Paper	30 marks	30 marks	60 marks	120 marks	30 marks	150 Marks

MBBS Clinical Subjects – (as per approved assessment blueprint)

Paper's marks distribution	Practical / Clinical	Internal assessment	Total
	VIVA/OSCE/ Long Case/ Short Case / Dental exam		
300 Marks Paper	240 Marks	60 Marks	300 marks
200 Marks paper	160 marks	40 Marks	200 Marks
100 Marks paper	80 marks	20 Marks	100 Marks
50 Marks paper	40 marks	10 Marks	50 Marks

Semester Based Programs - Assessment Blueprint

Nature of Examination	Weighting	Assessment tool	Marks
Quizzes	5%	<i>To be decided by course instructor</i>	
Sessional examination	10%		
Mid semester examination	25%		
Practical/ Assignments/ Presentation	20%	Critical Appraisal of Article/ Assignment/ Presentation/ OSPE/ OSCE/ Practical/ Viva/ Log book/ Portfolio <i>(To be decided by course instructor)</i>	40
Final semester examination	40%	<i>To be decided by Departmental Board of Studies as per one of the following template</i>	80
Total	100%		

End Semester Examination**Theory Paper****Option I - Medical & Biological Sciences Programs**

Assessment tool	Selected Response Questions	Constructed Response Questions
	Single Best MCQs	SAQs/SEQs/Essay Questions
Number	25 – 60	07 – 10
Weightage	40%	
Time	120 – 150 minutes	
Marks	As decided by Departmental Board of Studies	
Level of difficulty	Application	

Option II- Social Sciences/ Humanities/ Education/ Management Programs

	Total time: 150 minutes Total Marks: 80 Marks
Assessment tool	Essay questions
Number	06 - 08
Time	18 – 25 minutes / question
Total Marks	10 – 14 marks / question
Weightings	Total: 40%
Level of difficulty	Application