



Assessment and Examination Guideline

2021

Khesar Gyalpo University of Medical Sciences of Bhutan

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Khesar Gyalpo university of Medical Sciences of Bhutan

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Section 1: General

1.1 Introduction

The Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) is mandated to provide quality medical education in the country. It envisions itself to be a centre of excellence in training and producing highly competent health human resources for the provision of high-quality patient care and health services (UMSB Act, 2012).

To realize its vision and goals, the University focuses primarily on imparting quality medical and health education through quality teaching and learning. Quality teaching and learning can be measured from students' academic achievement through various methods of assessments and examinations. This guideline is developed as per the University Academic Regulation, 2021, Section 4 on Assessment and Examination, which guides the University to monitor the quality and conduct of assessment and examination at the University and Institute level.

The University believes that one of the strategies to achieve the same is through following the principles of fair assessments and examinations as the students' learning is influenced by how they are assessed during and at the end of the program. The successful conduct of assessment and examination across the University would depend largely on the extent to which officials and faculty members involved are aware of their duties and responsibilities and standard of assessments and examinations.

The guideline will provide clear roles and responsibilities, standard operating procedures and other required standards to be met while conducting the assessments and examinations. This document will further guide each individual involved in the conduct of the assessments and examinations to carry out his or her duties to the highest standard of professionalism and assist the examinees in doing their part in accordance with the prescribed rules and regulations.

1.2 Purposes and Objective

1.2.1 Purposes

The University upholds the principle of fair and successful conduct of the Assessments and Examinations. The purpose of this guideline is to maintain coordinated, consistent and uniform Assessment and Examination practices across the University.

1.2.2 Objectives

To provide Institutes with:

- a. Reliable and Quality Assessment and Examination services.
- b. Clear perspectives on the standard of Assessment and Examinations.

1.3 Scope

This guideline covers all the assessments and examinations related activities of the Office of the Controller and Institute Examination Committees starting from ongoing assessment, development of examination schedules till the declaration of results and issuance of examination documents as stipulated in the University Academic Regulations, 2021. This guideline shall apply to the Office of the Controller of Examinations and the Institute Examination Committees unless otherwise specified.

1.4 Responsibility

The Office of the Controller has the primary responsibility of ensuring that this guideline is implemented and followed for its intended purposes. Institute Examination Committee shall conduct the Assessments and Examinations as per this guideline and the Academic Regulation, 2021.

1.5 Frequency of examination

The Examination is conducted at the end of every semester and term wherever applicable.

1.6 Continuous assessment and other internal requirements

All the processes, fulfillment of internal requirements and frequency of continuous assessments shall be as per the prescribed curriculum and Academic Regulation, 2021.

Section 2: Examination Process

This section describes about the process of examination of both centralized as well as the Institute level examinations.

2.1. The following activities shall be conducted by the Office of the Controller of Examinations:

- a. Preparation of examination schedule:
 - Call for a meeting involving relevant members from each Institute to discuss and finalize the examination dates. This meeting shall be done two months prior to the date of examinations.
 - Notify all the institutes on examination schedules.
- b. Preparation of examination timetables:
 - The Office of the Controller shall prepare and disseminate the examination timetables four weeks prior to the examinations.
- c. Process and administration of examinations:
 - Notify the relevant Institute for timely submission of draft questions with key answers along with the test blueprint of centralized exam for the common program and or exit exam for the final year to the Office of the Controller.
 - Call for the nomination of moderation members (internal and external) from all the Faculties and Institutes and to submit the list of moderation members of respective papers to the Office of the Controller after two weeks of announcement.
 - Oversee the overall conduct of moderation exercises.
 - Conduct the centralized evaluation of answer scripts at the identified center for the centralized examination and facilitate the evaluation of answer scripts for the Institute level Examination.
 - Send all examination related information in advance to all the Invigilators and Examiners conducting the Examinations.

- Provide information on any enquiries related to centralize Examinations.
- d. Orientation and briefing of the external examiners on the conduct of practical examinations.

2.2. The following activities shall be conducted by the Institute Examination Committee after the finalization of examination schedule and dates:

- a. Notify all program leaders/course coordinators and faculties on examination schedules.
- b. Send notification to all program leaders/course coordinators for timely submission of draft questions with key answers along with the test blueprint.
- c. Call for the nomination of moderation members (internal and external) from all the program and submit list of moderation members of respective paper to the examination coordinator.
- d. Send examination schedule and other related information in advance to all the Invigilators and Examiners.
- e. Implement the Examination schedules and timetable provided by the Office of the Controller of Examinations.
- f. The Chairperson of the Institute Examination Committee shall oversee the overall conduct of moderation exercises in conjunction with the Controller of Examinations.
- g. Provide information on any enquiries related to assessment, Examinations and evaluation of answer scripts and other examination related activities and issues.
- h. Conduct the centralized evaluation of answer scripts at the identified center.

Section 3: Conduct of Examinations

This section outlines the details about the examination preparation, administration of examination and post examination activities.

3.1 Registration of Students for Examinations

List of Examinees registered for examination for both Institute and centralized examination shall be sent to the Office of the Controller by the Institute examination Committee two weeks prior to commencement of examinations.

The list shall include both eligible and ineligible students (drop outs, suspension, missed the batch, and terminated students) for real time update in the result management system.

3.2 Examination time and duration

The duration and timing of written examinations shall be as per the directives from the Office of the Controller for centralized examination. The standard duration for written examinations shall be three hours. The timing and duration for practical examinations shall be determined by the respective faculties. The duration of examination period shall be one week for theory and two-four weeks for practical examination depending on the nature of the program.

3.3 Eligibility Criteria

- a. Refer clause 4.4 of Academic Regulation 2021, and
- b. No financial dues (wherever applicable)

3.4 Attendance

Examinees shall sign the attendance sheet for every module/paper cross checked by the Invigilator(s) on duty.

3.5 Unauthorized Materials

Examinees may take into the examination room/hall only those articles, instruments or materials which are permitted for the subject of examination. Examinees may be checked randomly before entering the hall/room. Unauthorized materials such as mobile

phones, earphones, electronic devices, notes etc., should be left outside of the examination hall at their own risk.

3.6 For written examination:

3.6.1 Entry to Examination Room

No person shall be allowed to enter the examination halls other than the Invigilator(s) and Examinees during the Examination session. However, authorized officials and concerned faculties may be allowed as deemed necessary.

3.6.2 Identification of Candidates

The Invigilators shall use the student's Institute identity card to identify examinees to allow them to gain entry into the examination hall. The Invigilators must verify every examinee while entering the examination hall.

3.6.3 Reading and Starting Time

Examinees shall follow the timing as per the instructions given in each question paper for reading and writing examination.

a. Venue/Center

- a. For centralized examination, centers of Examinations shall be identified by the Office of the Controller of Examinations.
- b. The venue for the examination should be conducive for the examinee with minimal disturbances and distractions.
- c. For Institute Examinations, the Institute Examination Committee shall identify the venue for the examinations.

b. Examination Room Facilities

- a. Any room in which an examination is conducted must provide examinees with enabling environment.
- b. Examination rooms shall have adequate number of functioning wall clocks hung on the wall, heaters, fans, etc.

c. Seating arrangement

- a. The seating arrangement has to be planned properly to prevent them from looking over the work of others.
- b. Any Examinee suffering from an infectious or contagious disease must take the examination in a separate room in which all the examination regulations can be applied.
- c. The Institute shall prepare and submit the seating plan of each examination room/hall to the Office of the Controller to facilitate distribution of right number of Questions papers for each Examination hall for centralized examination.

3.7 For practical Examinations:

- a. Following are the modes of practical examination for both centralized and Institute examinations:
 - OSCE/OSPE, OSLEP and Short cases, Clinical case studies with bedside presentations and Clinical skill Procedures.
 - The timing allotted for each OSCE/OSPE station shall be 3-5 minutes.
 - The minimum number of stations in OSCE/OSPE examination shall be 10.
 - All articles/equipment, simulators and questions shall be as far as possible the same for the centralized examination.
- b. Practical examination related to clinical cases such as clinical skills, bedside presentations, OSLEP and short cases shall be conducted as per SOPs of respective modules/paper.
- c. Standardized checklists shall be used for objective assessment and awarding of marks.
- d. All examiners shall be exchanged amongst the Institutes in case of centralized examination.
- e. The Office of the Controller in coordination with Examiners (both internal and external) shall set up the practical examination Room/Centers.
- f. The allotment of clinical cases and clinical skill procedures for the conduct of practical examination shall be based on adapted norms agreed upon by all Examiners involved in conducting the examinations.

- g. The Institutes shall ensure that they have sufficient equipment and other necessary resources to conduct the practical examinations.
- h. The Office of the Controller shall call for meeting amongst the nominated examiners to set the practical questions, clinical cases and checklists to be used for awarding marks and finalize them latest by a week before the practical examination starts.

3.8 Practical Examination with large number of examinees

The following SOPs shall be followed to conduct practical examination with large number of examinees:

- a. If the number of examinees registered for a practical examination at any center is large and cannot be accommodated at one time, the examinees may be divided into batches.
- b. All batches shall take the test on the same day.
- c. Arrangements shall be made to prevent the students from interacting with each other until all examinees have completed the examination.

3.9 Late Arrival of Candidates

- a. Examinees who report within the first 30 minutes after starting time of examinations shall be permitted to undertake the examinations but will not be given additional time.
- b. Examinees who arrive 30 minutes after the examination start time will not be permitted to undertake the examination and will be treated as absent in that module/paper.

3.10 Illness during the examination

If an Examinee becomes ill during an examination and temporarily, leaves the examination room under supervision, the provision of extra time may be decided based on the severity and genuineness of the case.

- a. If the Examinee cannot continue with the examination, the invigilator on duty will note the incident and report the matter to the Office of the Controller for centralized examination and to the chair of the Institute Examination Committee for

- institute examination. The student will be considered as absent from the examination in the particular module/paper.
- b. Refer to clause 4.9 of Academic Regulations 2021 on Absence from Examination.

3.11 Leaving the Examination Room

- a. An examinee shall be allowed to leave the examination room only after fifty percent of stipulated time has elapsed.
- b. An examinee shall keep the answer-scripts along with question paper on their respective table after the examination.

3.12 Conclusion of the Examination

- a. The Invigilator shall remind the examinees ten minutes before the end of the examination to ensure that all required information such as registration number have been correctly written on their answer-script and question paper booklet and to fasten the loose answer sheets if any in the order in which questions have been attempted.
- b. The examinees shall stop writing immediately after the Invigilator announces the end of examination time.
- c. The Invigilator shall take away the answer scripts/booklets from the examinees, if the announcement is not adhered to.

3.13 Collection of Answer-scripts/booklets

- a. Invigilators shall ensure that answer-scripts/booklets are counted and total tallied with the number of examinees in the attendance sheet.
- b. Invigilators shall pack the answer scripts in the envelopes.
- c. Answer-scripts/booklets for different modules/papers shall be packed in the different envelopes with module name and number of answer scripts written on it.
- d. The invigilators on duty shall sign on the envelope and return to the Institute Examination Coordinator after every examination.

3.14 Handing of Question-Answer Booklets to the Office of the Controller

The Institute Examination Coordinator shall hand over all the examination documents to the Office of the Controller with handing taking note at the end of the examination for the centralized examinations.

3.15 Answer Script Management

3.15.1 For Centralized Examination:

The following steps shall be followed while managing the answer scripts prior to starting centralized evaluation at the identified center:

- a. The Office of the Controller shall generate two numbers of barcode against each student's answer script and paste one on the specified space on the cover page and the other one on the removable leaflet where student's identity has been written.
- b. The removable leaflets containing the students' identity will be removed to maintain confidentiality of answer scripts and to ensure fairness in marking.
- c. The answer scripts shall be kept ready for issuing to the identified examiners for marking.

3.15.2 For Institute Examinations:

The answer-scripts after receiving from the invigilators shall be kept securely under lock and key till the time of evaluation.

3.16 Evaluation of Answer Scripts

The evaluation of answer scripts shall be done in an identified venue for all examinations.

3.16.1 Evaluators and officials for evaluation

For Centralized Examinations, the following officials shall be involved in the Evaluation:

- a. Module Tutors/Subject experts.
- b. Officials from the Office of the Controller.
- c. IT Personnel.
- d. Administrative assistants.

For Institute Examinations, the following officials shall be involved in the evaluation:

- a. Module Tutors/Subject experts.
- b. Examination Coordinator from the Institute Examination Committee.
- c. IT Personnel.
- d. Administrative assistants.

3.16.2 Marking Process

- a. Before the marking begins, the key answers and the marking schemes shall be thoroughly moderated and standardized amongst the examiners in subject groups;
- b. To maintain consistency in marking and reducing subjectivity, the same examiners shall mark the same items.
- c. To ensure accuracy of marks awarded for each item, the marked answer scripts shall be further validated with the help of software system wherever applicable.
- d. The marked question-answer scripts shall be handed over for item tabulation. This ensures zero error in the award of marks by the examiners.
- e. The examiners shall award the marks to the answers as per the marking schemes reflected against each question. For subjective essay questions, rubric shall be followed to award marks.
- f. The evaluation shall be completed within two weeks from the last day of the examinations.

3.16.3 Tabulation and Submission of Marks.

For Centralized Examinations,

- a. To enhance validity, transparency and credibility of the examination results, double entry of marks from the marked answer scripts shall be initiated.
- b. Two independent entries of marks from the marked answer scripts into the item and mark capturing

system by the tabulators will be entered into the result management system.

- c. Item tabulators enter all the candidates' marks item wise for each subject.
- d. Mark tabulators enter the total marks for each question from the cover page of the answer scripts.
- e. The total marks entered by the item tabulators and mark tabulators shall be tallied by the mark tabulators and error rectified if any.

For Institute Examinations,

- f. Subject teachers tabulates all the candidates' marks item wise for each subject and hand over to the Program Leader/Course Coordinator.
- g. The Chairperson of the Institute Examination Committee shall convene Board of Examination Meeting to crosscheck and verify the result before submitting to the Office of the Controller for result declaration.
- h. The validated result shall be submitted to the Office of the Controller within 3 weeks of completion of the exam.
- i. For continuous assessment marks, all Institutes' Examination Coordinators shall submit the cumulative continuous assessment marks in the prescribed format to the office of the controller of Examination latest by two weeks prior to commencements of semester/term end examinations.

3.17 Result and Academic Documents

3.17.1 Announcement of Results

For Centralized Examinations:

- a. The Office of the Controller shall call for the meeting of Board of Examiners and appraise members on the performance of examinees in the examination and seek for the endorsement of the results.
- b. Following the recommendations and endorsement by the Board of examiners, the Office of the Controller shall release the result online.

For Institute Examinations

- a. The Examination Coordinator of the Institute Examination Committee shall convene Board of Examinations meeting to crosscheck and verify the results.
- b. The validated result shall be submitted to the Office of the Controller within 3 weeks of completion of the exam for result declaration.

3.18 Transcripts and other Academic Documents

- a. The Office of the Controller shall issue the transcripts and other documents on a case by case basis only after 10 working days from the date of declaration of result.
- b. All clerical re-check if any shall be completed prior to issuance of transcripts.
- c. Students shall be charged applicable fee for transcript as per University fee structure.

3.19 Provisions for Examinees with Special Needs

The Institute Examination Coordinator shall arrange for additional services for learners with special needs during their examinations. If required, specific reasonable adjustments will be made to enable learners with special needs to sit for examinations, including any written and practical examination.

An examinee's request for additional provisions must be supported by a medical certificate.

Section 4: Code of Conduct of Examinees

4.1. All Examinees shall comply with the Examination rules and regulations as prescribed below:

- a. Report on time with all required and permitted materials. The borrowing of any materials such as pen, pencil, ink, scale etc. shall not be permitted during an examination.
- b. Produce their individual student's identity Card while entering the examination hall.
- c. Be present 15 minutes before the commencement time of written examinations and OSCE/OSPE, and 5 minutes before commencement of other practical Examinations but should not enter the examination hall until asked to do so by the Invigilators or Examiners.
- d. Not be permitted to commence writing on answer booklets until the Invigilator instructs them to do so, otherwise, it will be treated as a breach of examination regulations.
- e. Sit at the place allotted only for him or her.
- f. Keep their student ID cards visible on their desks for the purpose of identification throughout the examination period.
- g. Not be allowed to use any unauthorized materials including mobile phone or any other electronic gadgets in the Examination hall (only permitted calculators shall be used).
- h. Not leave the examination hall temporarily unless accompanied by an Invigilator. In any event, no person may enter or leave the examination hall without the Invigilator's permission.
- i. Not be allowed to have any form of communication with any other examinees. If an examinee needs to ask a question or obtain an extra answer sheet, he/she should raise his/her hand and one of the invigilators will attend to him/her.
- j. Remain in his/her place until an invigilator has collected his/her answers book(s), the answer books have been checked, and the invigilator has announced that Examinees may leave the examination hall at the end of the examination. The examinees' are not allowed to take their answer scripts out of

the examination hall, otherwise, their answer booklet(s) shall be considered invalid and shall not be evaluated.

- k. Abide by all the instructions given on the question and answer booklets.

4.2. Actions for unethical conduct of an Examinee during the Examination Session.

- a. The Invigilator shall remove and retain any unauthorized material discovered in the possession of an examinee in the examination with the least disruption as possible and report to the Institute Examination Committee or Office of the Controller where applicable.
- b. The Invigilator is empowered to expel an examinee from the examination hall for any unethical conduct or when the continued presence of the examinee would cause disruption to other examinees. The concerned invigilator should collect all the evidences of the unethical conduct and also get a written explanation from the examinee.

Section 5: Examiners and Invigilators

5.1 Nomination of Invigilators and Examiners

For Centralized Examinations,

- a. The Office of the Controller shall call for the nomination of Invigilators and Examiners by the respective Institutes and submit the nominations one month before starting the examinations to the Office of the Controller.
- b. Office of the Controller shall send office order to Institutes requesting the release of identified external Invigilators and Examiners.

For Institute Examinations,

- c. Invigilators and examiners shall be arranged internally by the respective Institutes.
- d. The Institute Examination Committee shall call for the nomination of Invigilators and Examiners (both internal and external) by the respective Program Leaders/ Course Coordinators and to submit the nominations one month prior to the Institute Examination Committee.
- e. The final nomination of Examiners (internal and external) shall be as per the decision of the Institute Examination Committee.
- f. The identified examiners are notified regarding the examinations.
- g. The examiners shall be briefed on the examination process by the Chairperson of the Examination Committee and the Program Leaders/Course Coordinator/Faculty members wherever applicable a day prior to the examination.

5.2 Criteria for nomination of external Examiners:

The Examiner shall fulfill the following criteria:

- a. Subject expert.
- b. Minimum of three years teaching experiences.
- c. Right qualification (one qualification higher than level of course).

5.3 Roles and Responsibilities of Invigilators

Invigilators shall carry out the following roles and responsibilities:

- a. Report to the examination venue as per the office order to invigilate the conduct of written examination.
- b. Study the code of conduct of the Invigilators in Academic regulation, 2021 and this guideline in order to assist in the smooth conduct of the examinations.
- c. Receive and check that the question papers issued are correct in terms of number and subject under examination.
- d. Ensure that examinees produce their student IDs during their examinations without fail before entering the examination room.
- e. Carry out frisking of examinees randomly as they enter the examination hall for any unauthorized articles such as electronic gadgets, notes, etc.
- f. Ensure that the candidates are seated as per the seating plan.
- g. Distribute the question and answer booklets to the Examinees.
- h. Ensure to use initial in the specified space on the cover page of the answer booklet.
- i. Ensure fair conduct of a particular examination in the hall. Mobile phones should be switched off and the use of social media are strictly prohibited.
- j. Invigilators shall not perform any personal tasks in the examination room.
- k. In all practical examinations, special care should be taken to prevent communication between the candidates, especially where the arrangements require candidates to move, from time to time from one part of the laboratory or examination room to another part.
- l. Carry out any other responsibilities as assigned.

5.4 Roles and Responsibilities of Examiners

Examiners shall:

- a. Report to the examination venue as per the office order to conduct examinations.
- b. Study the code of conduct of the Examiners in Academic Regulations, 2021 and this guideline.

- c. Ensure that examinees produce their student IDs during their examinations without fail before entering the examination room.
- d. Ensure fair conduct of a particular examination in the hall. Mobile phones should be switched off and the use of social media are strictly prohibited.
- e. Carry out any other responsibilities as assigned.
- f. Take over the charge of the examination documents from the Office of the Controller with handing-taking notes for the centralized examination. For Institute level examination, the Institute examination Coordinator shall take over the charge.
- g. Participate in the evaluations of the answer scripts.

Section 6: Moderation

Moderation is an important component which must be carried out while conducting tests/ examinations. It is an important exercise to ensure that the questions that have been set are suitable, appropriate and relevant for the level for which they are intended to be addressed. This guideline sets out the minimum level of acceptable practice for moderation which all Institutes are required to meet for all Programs that lead to an award of the degree by the University.

6.1. Moderation Members

Moderation members shall carry out moderation exercise of questions, answers and marking schemes related to a program. These members shall comprise of faculties with subject expertise or subject teachers and from the discipline who are not involved in the delivery of the modules or papers being moderated during the semester. The members shall have at least three year of teaching experiences.

- a. Number of Members: Minimum two (at least one external) for each paper.
- b. Internal Moderator: Subject expert or teacher from concerned department.
- c. External Moderator: Any faculty from other department or Institute with adequate knowledge of item writing rules and item blue printing.

6.2 SOPs on Moderation Process

- a. Before the conduct of moderation, all the members shall sign confidentiality form and declare conflict of interest. (Refer annexure for form)
- b. Each paper should be moderated by at least two moderators (one internal and one external).
- c. No electronic devices/papers shall be allowed inside the moderation room.
- d. Pencils and plain papers shall be provided if required.
- e. No materials used during the moderation shall be allowed to take out of the room.

- f. All the papers used should be shredded in the moderation room.
- g. Taking photographs of the questions is strictly prohibited.
- h. All the moderators shall maintain absolute confidentiality of questions at all times during and post moderation exercises and demonstrate high level of professional integrity.
- i. Moderation shall be completed one month before the scheduled time for examinations.
- j. Moderated questions will be final and no further changes will be entertained thereafter.
- k. Office of the Controller shall carry out the periodic review of SOPs and guidelines on moderation.

For Centralized Examinations,

- l. Moderation exercises shall be coordinated by Office of the Controller of Examinations.
- m. All the moderated questions shall be submitted to the Office of the Controller for archiving in the question bank via prescribed format.
- n. Final questions for examination shall be generated by the software system in the Office of the Controller.
- o. The generated questions shall be proofread by the nominated subject experts from the relevant Institute.
- p. Subsequently the Office of the Controller shall arrange printing, photocopying, packaging of examination question papers two weeks prior to starting of examination.
- q. The Office of the Controller shall arrange for safe storage of question papers under lock and key and start distributing them to the respective Institute one week prior to the examination date.

For Institute Examinations,

- r. The program leaders/course coordinator/designated faculties under respective departments shall coordinate and carry out the Moderation exercise of questions by following the same procedures and SOPs.
- s. The moderator team can be arranged internally by the respective Institutes.

- t. The moderated questions shall be submitted via the prescribed format on the final day of the moderation exercise to program leaders/course coordinator/designated faculties.
- u. The program leaders/course coordinator/designated faculties shall handover the moderated question papers to Institute Examination Coordinator with proper handing taking note.
- v. The final moderated questions shall be printed by the Institute Examination Committee one week prior to the examination date which shall be stored securely under lock and key by the Institute Examination Committee for the conduct of Examinations.

6.3 Details of Moderation Activities:

The following details are to be looked into during the moderation:

Test blueprint:

- a. Check the adequate sampling of test items from all contents of a module.
- b. Ensure that items match with all learning domains (cross check with the items in the question papers).
- c. Ensure that there is a balance between the times allocated for the paper, the complexity or level of difficulty of the questions and the marks allocated and match blueprint with question paper.

Question papers:

- a. Moderate the question papers using the standard checklists attached in this guidelines for the types of questions.
- b. Ensure that the questions reflected in the question paper match with the levels of thinking indicated in the blueprint.
- c. Check that there are no more than 10% of repetition of questions from previous examinations.

Model Answers/Marking scheme:

- a. Check the accuracy of answers.
- b. Check the clarity of answers and the weight assigned to each item.

Moderation of Answer Scripts:

- a. Check that marking scheme has been strictly and consistently followed to ensure fairness to all Examinees.
- b. Check that each and every answer has been properly marked, and that the marks have been correctly entered.
- c. Check the accuracy of all totals.

Materials required during moderation:

- a. Necessary checklists.
- b. Copies of curriculum.
- c. Item blue print.
- d. Item development checklists.
- e. Moderation checklists.
- f. Question paper template

Section 7: Conduct of Examinations during Emergencies

During Examination:

- 7.1 In case of any unforeseen disaster that might happen during an examination, the first priority will be to ensure safe evacuation of the Examinees to designated safe places.
- 7.2 This will be done by the Examiners and Invigilators as per the Institute disaster procedures and instructions.
- 7.3 While the Examinees evacuate in an orderly manner, the Invigilators and Examiners should be considering the security of the examination materials/documents, depending on the situation and type of disaster.

During Lockdown and Restricted Movement:

- 7.4 The conduct of all forms of examinations shall be as per Contingency Plan of the University for Education in Emergency.

Section 8: Enquiries about Examination Result

8.1 Submission of enquiries

For appeals regarding the re-checking of paper, refer Clause 4.15 of Academic Regulations 2021.

8.2 For Centralized examinations:

Any requests/appeals/enquiries regarding examination results shall be submitted in writing addressed to the Controller of Examinations within 10 working days after the declaration of result.

8.3 For Institute Examinations:

Any requests/appeals/enquiries regarding examination results shall be submitted in writing addressed to the Institute Examination Coordinator within 10 days of declaration of results.

Section 9: Copyright and Disposal of Examination Materials

9.1 Copyright

The Office of the Controller shall retain the copyright of all the centralized examination materials.

9.2 Disposal of Examination Materials

Office of the Controller and the Institute Examination Cell shall retain the examination document including the answer scripts till graduation of the cohort of students in a particular program, after which they shall be disposed off by burning. However, it shall retain archived data of students and their academic documents in electronic form for future reference.

Section 10: Assessment and Examination Malpractices, Offences and Penalties

Dishonesty and malpractices are those deliberate acts of wrong-doing which contravene the rules and regulations of examinations thereby threatening the integrity of University examinations and assessment policies.

10.1 Form of Malpractices

The following acts are considered to be malpractices but not limited to:

- a. Being in possession of unauthorized materials such as typed/hand-written notes, torn pages of books or any material connected or not connected with the examination.
- b. Carrying and using prohibited electronic devices/equipment during the examination such as mobile phones, Bluetooth, headphones, cameras, pen drives, tablet PCs, laptops, etc.
- c. Consulting with other candidates and persons inside or outside the examination room during the examination.
- d. Threatening or physically or verbally abusing or indulging in any form of misbehavior with other candidates, invigilators and examiner in the examination room during the examination.
- e. Moving from your assigned seat without the permission of the invigilator.
- f. Theft of examination materials for reproduction and transmission to other candidates.
- g. Copying from another examinee and allowing other examinee/s to copy.
- h. Allowing another examinee to write answers in the examinee's answer script.
- i. Submission of another person's work.
- j. Persons impersonating an actual Examinee.

10.2 Penalties

- a. If an examinee is found engaging in malpractice during the examination, he/she shall be asked to leave the examination hall immediately.
- b. Answer scripts of the particular paper of examinees involved in malpractices shall not be evaluated and awarded zero in that paper.

10.3 Academic Dishonesty and Plagiarism

Academic dishonesty may be defined as any attempt by a student to gain an unfair advantage in any assessment. The maintenance of fair and honest conduct is an essential part of any assessment system. The University views any form of academic dishonesty as a serious offence and shall deal with it accordingly.

10.3.1 Forms of Plagiarism and Dishonesty

- a. Collusion: the representation of a piece of unauthorized group work as the work of a single candidate.
- b. Commissioning: submitting an assignment done by another person as the student's own work.
- c. Duplication: the inclusion in coursework of material identical or substantially similar to material which has already been submitted for any other assessment within the University.
- d. False declaration: making a false declaration in order to receive special consideration by an Examination Board or to obtain extensions to deadlines or exemption from work.
- e. Falsification of data: presentation of data in laboratory reports, projects, etc., based on work purported to have been carried out by the student, which have been invented, altered or copied by the student.
- f. Plagiarism: the unacknowledged use of another's work as if it were one's own.

10.3.2 Penalties for Plagiarism and Dishonesty

Any form of plagiarism and academic dishonesty is unacceptable and shall be referred to the Institute Examination Committee which may decide to award zero in the particular academic works/assignment/thesis/research/dissertation/projects etc.

The decision shall be based on the report submitted by examiner after he/she is fully convinced that a significant proportion of the submitted work is plagiarized. Institute Examination Committee shall develop the criteria of acceptable degree of plagiarism for individual project, assignments, dissertation and thesis and other academic works.

10.3.3 Guidelines for students to submit the Academic works

- a. Each student shall submit all their academic work with the “Plagiarism Declaration Form.” They must be aware of the consequences of false declaration.
- b. Students shall ensure the proper acknowledgement of ideas from other sources.

Section 11: Honorarium and Remuneration for External Examiners and Invigilators

It is the responsibility of host institute to bear the per diem and applicable professional fees for the external Invigilators and Examiners as per the financial norm of the RGOB and approved fee structure of the University.

Glossary

- a. External moderator: Any faculty member who is from other department or institute and or from within the same department who has not taught the module to be moderated.
- b. Centralized Examination: Any examination conducted by the Office of the Controller such as examinations for common programs and exit examination for single program.
- c. Institute Examination: Any examination conducted by respective Institutes.

Reference

1. KGUMSB. (2012). *University of Medical Science Act of Bhutan 2012*. Thimphu
2. KGUMSB. (2021). *Academic Regulation 2021*. Thimphu
3. KGUMSB. (2016). *Postgraduate Regulation 2016*. Thimphu
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5. BCSEA. (2021). *Supervising Examiners Handbook*. Thimphu
6. RUB. (2019). The Wheel of Academic Law. Retrieved from <https://www.rub.edu.bt/regulation/>
7. RUB. (2020). *Sherubtse College: Student Handbook 2019-2020*. Retrieved from https://www.sherubtse.edu.bt/wp-content/uploads/2019/06/Student_Handbook_2019-2020-Final.pdf
8. *RTC Student Handbook 2021*
9. Paro College of Education (2017). Student handbook.

Annexure

Annexure 1: Item Blueprints/Test Specification Template

Examination Blueprint Template

Course: Module:

Skills Content	Remembering	Understanding	Applying	Analysis	Evaluation	Creating	Total (i/m)
Digestive system	Q1a (1)	Q1c (1)	Q20 (4)	Q3 (1)			4/7
Respiratory system		Q10(4)	Q4 (3)	Q14(3), Q1f (1)	Q1c (1)		5/12
....			Q21(2)		Q4 (5)	Q1m(1)	3/8
....							
....							
....							
....							
Total (i/m)	1/1	2/5	3/9	3/5	2/6	1/1	12/27

Note:

- Level of cognitive skills in the Blueprint should be aligned with learning outcomes of the Modules/subjects in the curriculum.

Annexure 2: Question Paper Template



ཀེསར་རྒྱལ་པོ་གསེང་རིག་གཞུང་གི་ལག་སྐྱོང་སྡེ།
Khesar Gyalpo University of Medical Sciences of Bhutan
Royal Government of Bhutan
Thimphu: Bhutan



Course: Year & Semester: Module/paper: Examination Date: Time: <input type="checkbox"/> 8.50-12.00 AM <input type="checkbox"/> 12.50-4.00 PM Full Marks: 100 Writing Time: 3 hours	Candidate Reg. No Invigilator Signature _____
--	--

Instructions

1. Write all answers of **section A** on the question paper and **section B** in the separate answer sheets provided.
2. Use first **10** minutes to read the questions and clarify your doubt if you have any.
3. Write your **Registration number** only in the space provided above.
4. Write on both sides of the pages of the answer sheet.
While answering the questions, use the same numbering system as in the question paper.
6. Do not copy the questions in your answer sheet.
7. Additional sheet(s) shall be issued by the invigilator only upon your request.
8. Please check that all additional answer sheets are arranged in their proper sequence & firmly attached before you leave examination hall.
9. You cannot leave the examination hall before one & half hours have elapsed.

	<i>For the evaluator(s) use only</i>									<i>Total</i>	<i>Grand Total</i>
Q.No	I	II	III	IV	V	VI	VII	VIII	IX		
Marks											
Q.No	X	XI	XII	XIII	XIV	XV	XVI	XVII	XVIII		
Marks											

Name:.....Signature:.....

Do not write here

SECTION A
50 Questions- 50 Marks

Answer ALL Questions

Do not spend more than 50 minutes in Section A

Question 1

Instruction: For each question, there are four alternatives: A, B, C and D. Choose the correct alternative and circle it. DO NOT circle more than ONE alternative.

If there are more than one choice circled, NO score will be awarded.

(1xQ=)

1. _____

A. _____

B. _____

C. _____

D. _____

2. _____

A. _____

B. _____

C. _____

D. _____

Question II

Instruction: Fill up the blanks with correct missing word. Write the missing word in the space provided. (1xQ = ___ mark)

1. _____

2. _____

Question III

Instruction: Match the following premises in Column A to their correct options in Column B and rewrite the correct pairs by writing the number and corresponding alphabet in the Column C. (____marks)

Column A	Column B	Column C
a.	i.	a=
b.	ii.	b=
c.	iii.	c=
d.	iv.	d=
e.	v.	e=
f.	vi.	f=

Question IV

Instruction: Write the letter T for true and F for false against each question number of the statement. (1 x Q= ____ marks)

1. _____

2. _____

SECTION B

8-10 Questions-50 Marks

Do not spend more than 2 hours in this section.

Instruction: Answer ALL questions as instructed. All answers must be written in the answer sheets provided. The marks for each question are given in brackets.

Question V

Instruction: Read the case scenario given below and answer the questions that follow as directed.

1. _____ (____ marks)

2. _____ (____ Marks)

Question VI

..... (____ marks)

Question VII

..... (____ marks)

Question VIII

..... (____ marks)

Question IX

..... (____ marks)

Question X

..... (____ marks)

Question XI

..... (____ marks)

and so on.

Annexure 3: Answer Booklet



ཞེས་ར་རྒྱལ་པོ་ལོ་གསོ་རིག་གཞུང་གི་ལག་སྐྱོང་གི་སྡེ།
Khesar Gyalpo University of Medical Sciences of Bhutan
Royal Government of Bhutan
Thimphu: Bhutan



ANSWER BOOKLET FOR SECTION B

Program:.....

Year & Semester:.....

Module/Paper:.....

Examination Date:.....

Time: 8.50-12.00 AM 12.50-4.00 PM

Candidate Reg. No

.....

Invigilator Signature

INSTRUCTIONS FOR CANDUDATES

- 1) This answer booklet is to be strictly used for **section B** only.
- 2) Detail instruction is given on the cover page of the question papers.
- 3) This answer booklet contains 12 writings pages.
- 4) Please do not remove the unused pages if any from this booklet.

Do not write here

SECTION B

(Write the answer of section B from below)

[illegible]

Annexure 4: Moderation Checklists

Question moderation checklist

This checklist applies to all programs of study within the University that are summatively assessed.

Module Name.....

Module Leader.....

Sl. No	Parameters	(Yes/No)	If No please write comments below
	<i>Particulars in the Header and Footer</i>		
1	Is the module code, module title, Program, Year and the semester written correctly?		
2	Does the right corner of the footer have the correct page number and total pages written? For example page 1 of 1.		
3	Does the centre of the footer have the name of the examination?		
4	Does the left corner of the footer have the copy right mentioned?		
5	Are the total marks and writing time reflected clearly?		
	<i>Theme font, Font size in the section and others</i>		
6	Is the theme font Calibri body , Font size of letters in the section 12 and written in capital letter?		
7	Are the font sizes of other letters 12?		
8	Is the line spacing between sentences 1.15?		
	<i>In the instructions</i>		
9	Are the instructions at the test level, section level and item level clearly mentioned as per the question paper format?		

	<i>Numbering, marks and timeline</i>		
10	Have all the test items been provided with marking scheme? Do all the marks add up to 100?		
11	Are the marks allocated commensurate with the expected responses?		
12	Is there maximum time to be spent on each section indicated?		
13	Does the writing time from each section add up to three hours?		
14	Are all the questions uniquely numbered OR Is question numbering patterns as per the question paper format?		
	<i>At the Contents level</i>		
15	Is the item blue print attached with set of question papers in the module?		
16	Are the questions aligned to the item blue print of the module?		
17	Is the item formatting correctly followed?		
18	Is the language in the questions grammatically correct and clear?		
19	Do the section A and B contain a total of 50 and minimum 8-10 main Questions respectively?		
20	Is the distribution of question type in Section A conform to the following? <ul style="list-style-type: none"> • Minimum MCQ type 30 items • Maximum True and False type if used only 5 items 		
20	Are all the appropriate rules in designing question followed adequately? Refer respective checklists for guide while designing questions (e.g. checklist for MCQ, Match the following type, fill in the blanks, etc.)		

Moderator's Name and signature:

1) _____

2) _____

3) _____

Annexure 5: Item Development Checklists

Checklist for Evaluating Multiple-Choice Items

Characteristics	Tick or Cross
Is this type of item appropriate for measuring the intended learning outcome?	
Does the item task match the learning task to be measured?	
Does the stem of the item present a single, clearly formulated problem?	
Is the stem stated in simple, clear language?	
Is the stem worded so that there is no repetition of material in the alternatives?	
Is the stem stated in positive form wherever possible?	
If negative wording is used in the stem, is it emphasized (by underlining or caps)?	
Is the intended answer correct or clearly best?	
Are all alternatives grammatically consistent with the stem and parallel in form?	
Are the alternatives free from verbal clues to the correct answer?	
Are the distracters plausible and attractive to the uninformed?	
To eliminate length as a clue, is the relative length of the correct answer varied?	
Has the alternative "all of the above" been avoided and "none of the above" used only when appropriate?	
Is the position of the correct answer varied so that there is no detectable pattern?	
Does the item format and grammar usage provide for efficient test taking?	

Checklist for Evaluating Matching Items

Characteristics	Tick or Cross
Is this type of item appropriate for measuring the intended learning outcome?	
Does the item task match the learning task to be measured?	
Does each matching item contain only homogeneous material?	
Are the lists of items short with the brief responses on the right?	
Is an uneven match provided by making the list of responses longer or shorter than the list of premises?	
Are the responses in alphabetical or numerical order?	
Do the directions clearly state the basis for matching and that each response can be used once, more than once, or not at all?	
Does the complete matching item appear on the same page?	

Checklist for Evaluating Short-Answer Items and completion form.

Characteristics	Tick or Cross
Is this type of item appropriate for measuring the intended learning outcome?	
Does the item task match the learning task to be measured?	
Does the item call for a single, brief answer?	
Has the item been written as a direct question or a well-stated incomplete sentence?	
Does the desired response relate to the main point of the item?	
Is the blank placed at the end of the statement?	
Have clues to the answer been avoided (e.g., "a" or "an," length of the blank)?	
Are the units and degree of precision indicated for numerical answers?	
Are there as many spaces or blanks as there are words in the answer.	

Checklists for evaluating True and False item writing

Are the statements constructed so that they are definitely true or definitely false, without additional qualifications?	
Are the statements not too long as this may introduces irrelevant factors or reading ability?	
Have the words known as specific determiners such as all, none, never, always, etc. been avoided?	
Have the negatively worded true false items been avoided?	
Does the item test only one point and not two of which one is true and other is false?	
Has the statements not been taken straight from text?	

Checklist for Evaluating Essay Questions

Characteristics	Tick or Cross
Is this type of item appropriate form ensuring the intended learning outcome?	
Does the item task match the learning task to be measured?	
Is the question designed to measure complex learning outcomes?	
Does the question make clear what is being measured and how the answer will be evaluated?	
Has terminology been used that clarifies and limits the task (e.g., "describe," not "discuss")?	
Are all students required to answer the same questions?	
Has an ample time limit been indicated for each question?	
Have adequate provisions been made for scoring answers (e.g., model answers or criteria for evaluating)?	

Annexure 6: Confidentiality Form

Confidentiality Agreement Form

I hereby declare that I will not disclose the questions to anybody until the examination is over or else, I am liable to any actions decided by the University.

Name:

Signature :

Faculty/Institute:

Annexure 7: Plagiarism Declaration Form

Plagiarism Declaration Form

I confirm that this assignment/thesis/dissertation/project work is my own work, is not copied from any other person's work (published or unpublished), and has not previously submitted for assessment either at Khesar Gyalpo University of Medical sciences of Bhutan or elsewhere. I have followed the rules concerning referencing, citation and the use of quotations. I confirm that I have read and understood the University regulations and penalties on plagiarism set out in the Assessment and Examinations Guideline, 2021.

Candidate's Name:.....

Registration no:

Program:

Year and semester:

Signature..... **Date**

Submitted to:

Examiner's name:

Department:

Faculty/Institute:

Note: This form must be completed, signed and appended to your assignment, dissertation, thesis and or project works submitted for evaluation.

Annexure 8: Declaration of Conflict of Interest Form

Declaration of conflict of Interest Form

I, undersigned, do not have or anticipate any Conflict of Interest. I shall notify the University immediately in the event such interests arise in the course of or before discharging my duty; OR

I do have Conflict of Interest in view of the following reason(s):

- Family Member:
- Close Relative:
- Close Friend:
- Others:

I hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for any administrative action.

Name:

Designation:

Faculty/Institute:

Date:



**Apollo Bhutan
Institute of Nursing**

Contact Details

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Facebook Page: <https://www.facebook.com/kgumsb>

Twitter: @kgumsb