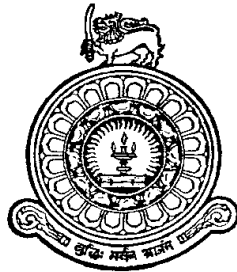


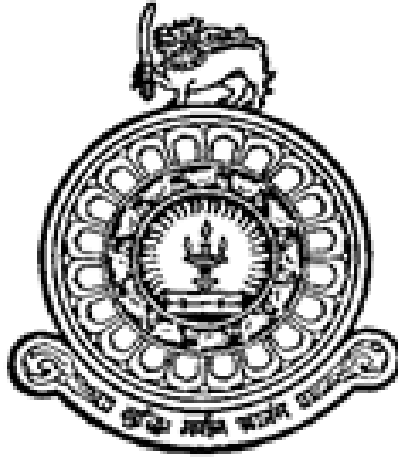
**EXAMINATION PROCEDURE
IN
B.SC. PHYSIOTHERAPY DEGREE
PROGRAMME**



2016
FACULTY OF MEDICINE
UNIVERSITY OF COLOMBO

Our mission

“To develop competent graduate Physiotherapists with knowledge, skills and attitudes required to meet the needs of the individual, family and the community”



Examination procedure in B.Sc. Physiotherapy Degree programme

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1. Message from the Dean

2. Abbreviations

AHSU -	Allied Health Sciences Unit
DR -	Deputy Registrar
CAT -	Continuous Assessment Test
MCQ -	Multiple Choice Question
SEQ -	Structured Essay Question
OSPE -	Objective Structured Practical Examination
OSCE -	Objective Structured Clinical Examination
NHSL -	National Hospital of Sri Lanka

3. Introduction

A Bachelor of Science degree in Physiotherapy was initiated at the Faculty of Medicine-University of Colombo in 2006. The course curriculum was designed and developed by educationists and clinicians from the Faculty, the School of Physiotherapy and Occupational therapy of the Ministry of Health, and the National Hospital of Sri Lanka (NHSL).

B.Sc. Physiotherapy curriculum is set under five Streams which run along four consecutive academic years. These Streams include,

- Basic Sciences Stream (during 1st and 2nd terms)
- Behavioural Sciences Stream (from 3rd to 8th term)
- Applied Physiotherapy Stream (from 3rd to 9th term)
- Clinical Stream (from 2nd to 12th term)
- Research Stream (from 4th to 12th term)

4. Examinations in the B.Sc. Physiotherapy programme

Examinations in the B.Sc. Physiotherapy Degree programme can be classified in different ways. Different terminologies are used for these examinations, based on the following classification.

Classification I

- Continuous assessment test
- Final examination

Classification II

- End of Module examinations
- End of Stream examinations (Stream final examination)

Classification III

- Main examinations
- Repeat examinations

There is a total of twenty five examinations included during this four years. These include five final examinations for each of the streams.

In addition to above, a separate examination will be held by the Allied Health Sciences Unit (AHSU) to select Lateral entry candidates. This examination is known as 'Lateral entry' examination. Details of this separate examination is given in page 20.

5. Methods of examination

Several methods of student assessments are used for assessing content taught during the five streams. Some of them are listed below.

- Theory examinations: MCQs, SEQs
- Clinical examinations: long case, short case
- *Viva voce* examinations
- Objective Structured Practical Examinations (OSPE)

- Objective Structured Clinical Examinations (OSCE)
- Research projects and reports
- Elective projects and reports
- Community and family attachments: projects and field assessments
- Evidence based practice and reports

The different examination held under each stream are listed below (Table 1). This also indicates the different examination methods used and the allocated time duration.

Table 1: Examination name, method and time allocation

Stream	Examination name	Examination structure	Duration of assessment	Relevant Term
Basic Sciences Stream (BScS)	CAT 1	Anatomy – 40 MCQs + 2 SEQs	2h	01
		Physiology – 40 MCQs	1 ½ h	
	CAT 2	Anatomy – 30 MCQs	1 h	02
		Physiology – 30 MCQs+ 2 SEQs	2 h	
	Final BScS	Anatomy – 40 MCQs + OSPE 20 stations	1 ½ h 20 mins	02
		Physiology – 30 MCQs + 4 SEQs	2 ½ h	
Behavioural Sciences Stream (BSS)	CAT 1	3 SEQ's	1 ½ h	05
	CAT 2	3 SEQ's	1 ½ h	07
	Final BSS	5 SEQ's	3 h	09
Applied Physiotherapy Stream (APS)	CAT 1 – Combined subjects module	Pathology, Pharmacology & Microbiology 30 MCQ + 3 SEQ	2 ½ h	04
	CAT 2 – Physiotherapy skills, Applied Exercise sciences & electro physical agents modules	30 MCQ + 2 SEQ	2 h	04
	CAT 3 – Biomechanics & Kinesiology module	30 MCQ + 2 SEQ	2 h	04
	CAT 4 -	10 station Objective Structured Practical Examination (OSPE) (Biomechanics & Kinesiology, Physiotherapy Skills, Applied Exercise Science, Electro physical agents)	1 h	04
	CAT 5 Musculoskeletal Physiotherapy module	30 MCQ + 2 SEQ	2 h	05
	CAT 6 – Neurological Physiotherapy module	30 MCQ + 2 SEQ	2 h	06

Stream	Examination name	Examination structure	Duration of assessment	Relevant Term
Applied Physiotherapy Stream (APS)	CAT 7 – Cardiothoracic module	30 MCQ + 2 SEQ	2 h	07
	CAT 8 – Paediatric module	30 MCQ + 2 SEQ	2 h	07
	CAT 9 - General Medical & Surgical Physiotherapy and Physiotherapy in special topics module	30 MCQ + 2 SEQ	2 h	08
	CAT 10 - Evidence Based Practice Module	Student report	-	09
	Electives	Elective project and report	-	09
	Final APS	Written paper 40MCQs + 4SEQs	2 ½ h	09
		10 station OSPE	1 h	
Research Stream (RS)	Final RS	Report marking	Individual report	11
		Viva voce	15min per student	12
Clinical Stream (CS)	CAT 1 - Clinical Practice Phase I:	10 station, Projected OSCE	1 h	03
	CAT 2 Musculoskeletal clinical practice	10 station OSCE	1 h	05
	CAT 3 - Neurological clinical practice	10 station OSCE	1 h	06
	CAT 4 - Cardiothoracic clinical practice	10 station OSCE	1 h	07
	CAT 5 - Paediatric clinical practice	10 station OSCE	1 h	07
	CAT 6 - General Surgical & Medical and Special topics clinical practice	10 station OSCE	1 h	09
	Final CS	Long case examination	45 min each	12
		Viva-voce examination	10 min each	
30 MCQs + 4 SEQs		3 h		
10 station OSPE		1 h		

CAT = Continuous Assessment Test
 MCQ = Multiple Choice Question
 SEQ = Structured Essay Question
 OSPE = Objective Structured Practical Examinations
 OSCE = Objective Structured Clinical Examinations

6. Responsibilities

- Examinations organized by Streams: Each stream is administered by a stream coordinator who is nominated from the academic members of the department. Stream examinations are principally organized by the stream coordinator and other academic staff members who are nominated through the Faculty Board. These staff members should be senior lecturer grade II and above.
- Since AHSU currently has only one academic member of the above grade, with approval from the Faculty Board, lecturers (non-confirmed) also have been allowed to handle examination related matters. These lecturers will perform the work under the supervision and guidance of a senior lecturer in the department.
- This will be allowed until the unit has a minimum of three academic members of grade II and above.
- Examination coordinator is responsible for supervision of work and matters arising with examinations. He/she shall be appointed from the academic staff members of the AHSU and should be senior lecturer grade II and above.
- Examination officer is responsible for maintaining records and the security of the examination unit of the AHSU. He/she shall be a permanent staff member (Grade I and above) from the academic supporting staff. The above person should be the most senior, and experienced person amongst the academic supporting staff who is capable of handling the responsibility of examination matters.

7. Streams and Units / Departments responsible for the conduct of examination

Table 2: Stream, Exam coordination, Paper setting and examiners responsible for the conduct of examination

Stream	Coordination of examination	Paper setting	Examiners
Basic Sciences Stream	AHSU	Departments of Anatomy and Physiology	Departments of Anatomy and Physiology
Behavioural Sciences Stream	AHSU	Respective Stream of the Faculty and AHSU	From the respective Stream of the Faculty and AHSU
Applied Physiotherapy Stream	AHSU	Departments of Pathology, Pharmacology, Microbiology, Obstetrics & Gynaecology, Surgery, Clinical Medicine, Psychological Medicine, Paediatrics & AHSU	Above Departments of the Faculty & AHSU
Clinical Stream	AHSU	AHSU	AHSU
Research Stream	AHSU	-	Respective Departments of the Faculty and AHSU

8. Calendar of dates

- Calendar of dates shall be discussed at an examination meeting for the next year with the participation of all stream coordinators, examination coordinator and the examination officer.
- The finalized time table will be sent to the Examination Unit of Faculty of Medicine. Nominations of scrutiny experts, invigilation time tables will be prepared by the Exam Unit of the Faculty of Medicine and send to the AHSU.
- Examination Unit of the Faculty of Medicine shall send the invigilation time tables to the respective supervisors, invigilators, hall attendants and to the Head of Departments and Chairpersons of Streams etc.

9. Security

- AHSU has an Examination Unit which coordinates all exam related work.
- It is comprising of a separate computer (without internet facility), printer and facilities to store examination answer scripts and related documents. This computer is dedicated for examination related work and will be accessible only to designated staff, it will have appropriate pass word protection and other security measures. Access to the area is restricted.
- Every question paper set for any examination of the University, from the time the paper is set until the lapse of half an hour of the time of commencement of answering of such paper by candidates at the examination and/or any other document declared as secret, shall be deemed to be a secret document. In the case of the MCQ papers, marking criteria of short case/long case and projected OSPE papers remains as confidential documents even after the completion of the examination.
- The papers which have been set and handed over to the stream coordinator will then be handed over under double seal cover to the Deputy Registrar (DR)- Faculty of Medicine for safe keeping.

10. Eligibility to sit for examinations

- A candidate to become eligible to appear for a module examination/Stream final examination should obtain 80% of attendance for teaching learning activities (as described in by laws of the B.Sc. Physiotherapy degree) and/or clinical appointments conducted within the respective module/phase.
- The respective Stream coordinator is responsible for obtaining and calculating attendance within the module/phase. The list of students who are eligible to appear for a particular examination will be forwarded to the examination officer prior to registration of the candidates for the respective examination.

11. Registration of candidates for examinations

- Registration of candidates for examinations will be done by the examination officer of the AHSU.
- Only those students who have fulfilled requirement for eligibility e.g. attendance will be allowed to register.
- The examination coordinator will publish a notice for candidates to register for examinations one month before the date of each examination. This notice will indicate a date of closure of applications. The Examination officer shall prepare a registration sheet 3 weeks before the exam date which will indicate the names and registration numbers of the candidates.

12. Preparation of the registration sheet, attendance sheet and admission cards

- All these documents will be prepared by the Dean's office.
- Registration sheet and attendance sheet will be prepared specifically to the examination.
- Registration sheet shall contain the index numbers of the candidates who are eligible to register for the particular examination.
- The attendance sheet shall contain the index numbers of the candidates who registered for the examination, those who have not registered, those who are not eligible and joined junior batches
- Signed registration sheet and attendance sheet shall be preserved in the examination unit of the AHSU once the examination is completed.

13. Admission cards

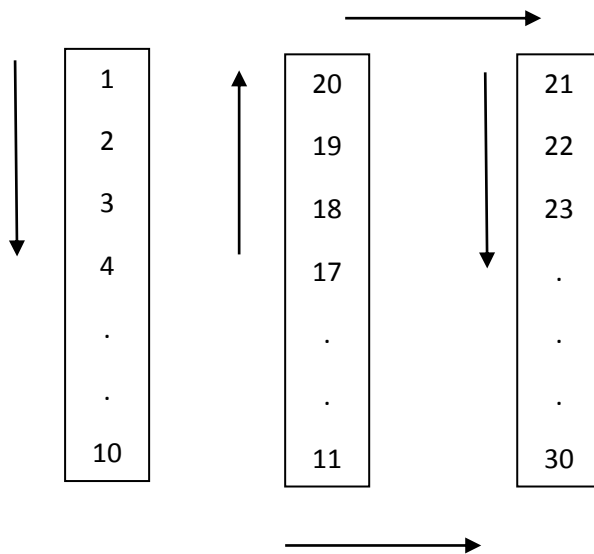
- Admission card will permit the students to enter the examination hall. It should include the names of the examinations that candidate is registered, examination rules, offences and punishments.
- Each candidate should be issued an admission card two weeks before the date of the first examination.
- At the examination the admission card should be checked with attendance sheet and student's identity card. It should be signed by student in front of the invigilator and certified by the supervisor/invigilator of the particular examination. Admission cards should be collected and stored at the examination unit of AHSU after the completion.

14. Examination hall arrangements

- Examination officer will be responsible for making the following arrangements.
- The AHSU should have a suitable examination hall that can accommodate at least 40 students. When such a dedicated hall is not available, alternate halls should be identified and booked in advance. Due consideration should be given to ventilation,

lighting and noise level. Halls that cannot accommodate more than 15 students should be avoided.

- At least 2 ½ feet shall be left between back of one candidate's to the front of next candidate's desk and shall be at least 4 feet apart between rows.
- Shall be numbered column wise with index numbers of the candidates in the order shown in the attendance list.
- Clearly marked in chalk or distinctly on a label and pasted on the desk. If the number has got effaced or becomes faint the invigilator shall re-write it.
- Desks shall be numbered column wise with index numbers of the candidates.
- The allocation of index numbers on desks shall be as in the following example.



- Before admission of students for each paper the supervisor shall inspect the hall and be satisfied that the hall has been swept and that the desks are arranged and numbered correctly.

15. Selecting examiners

- The Dean will write to the examination coordinator to nominate examiners for each assessment.
- The examiners are selected from academic staff members of the AHSU and Faculty, extended staff members of the Faculty, NHSL and academic staff members of foreign and/or local universities.
- List of examiners should remain confidential and should be approved by the Faculty Board, in advance of the respective exam. Those whom names are then approved by the Senate and the Council.
- Various factors may be considered when identifying examiners. These include the following.
 1. The type of examination
 2. The academic qualifications, grade and seniority of the teacher

3. The teaching commitment that this person had done for the area under consideration in this examination (subject, module, etc.)
4. Willingness and availability of examiner
5. Familiarity with examination method
6. Type of work is expected e.g. setting MCQs or SEQs or for clinical or for *viva voce* examination etc.
7. Free of conflicts of interest

16. Nomination of examiners

- Once the identified examiners has confirmed his/her willingness and availability stream coordinator will forward the list to the Dean.
- Any teachers with known conflicts of interest should not be nominated as examiners. At the time of the request to be an examiner, any teacher who has any conflicts of interest should declare them and decline to be examiners. If there is doubt the issue should be discussed with the Head of the respective department that the examiner belongs to.
- When examiners are nominated the stream coordinator may specify (or give details) what components each examiner is participating.

17. Board of Examiners

- The examiners approved by the Faculty Board and the Senate and the Council become members of a Board of Examiners who have the responsibility to conduct the examination, award marks and make determinations of the pass/fail status of the candidates.
- Coordinating examiner will be the Coordinator of the respective Stream and he/she will be primarily responsible in conducting examination. He/she shall be a permanent academic staff member of the Faculty.
- Stream coordinator will request questions from the respective examiners according the blue print of each module.
- He/she shall finalize the paper and hold a meeting with respective examiners for proof reading and clarification of content areas before it is taken to the scrutiny board.
- Board of examiners will be academic staff members of the AHSU and Faculty, extended staff members of the Faculty, NHSL and academic staff members of foreign and/or local universities.

18. Scrutiny of question papers

- All the components of theory examinations (MCQ, SEQ and OSPE) will be scrutinized.
- Dean will appoint scrutiny experts, who are members of permanent academic staff of the Faculty, Senior lecturer grade II and above with at least 5 years experience.

- The Scrutiny Board should be held in a confidential room. Only the identified examination coordinators and scrutiny experts will attend this meeting. No examiner should leave the Scrutiny Board meeting until all question papers are scrutinized and finalized.
- Some areas that the Scrutiny Board will specifically peruse include the following,
 1. Whether the basic information to the candidate is included
 2. The clarity of the question
 3. The wording used and level of the English
 4. Is the time adequate to answer the questions
 5. Is there duplication of the tested content areas
- The Scrutiny Board will have the power to modify in respect of language and to refer back where necessary with the suggestions, any papers containing questions which appear to them to be ambiguous, unsuitable or unsatisfactory. The modified question paper shall also be submitted again to the Scrutiny Board.
- The suggestions by the board should be noted down by the coordinating examiner/Stream coordinator, and to see that recommendations are incorporated in the final version of the paper. The Scrutiny Board can insist that the final paper be shown to them.
- During this process and the subsequent changes to the papers based on advice from scrutiny expert, the stream coordinator will take full responsibility of maintaining confidentiality.

19. Preparation of the final question paper for all written examinations

- The following particulars should be included in the paper in the following format.
 1. University of Colombo
 2. Faculty of Medicine, Bachelor of Science in Physiotherapy
 3. The name and year of the examination, the relevant intake (batch), and month in which the examination is held.
 4. Title of the paper
 5. Duration of the paper and the time of the paper
 6. The rubric, which shall contain the following:
 - i. The total number of questions
 - ii. The number of questions to be answered
 - iii. Compulsory questions, if any
 - iv. Selection from different parts, where necessary
 - v. Whether answers to any part should be handed over after a specific period of time
 - vi. Whether separate books should be used for separate questions or parts of the paper and handed over separately

- vii. Any other relevant information e.g. writing index numbers, numbering of pages, apportioning of marks for different sections of questions.
- viii. The appropriate page number should appear on each page

- Proof reading and preparation of the final question paper is the responsibility of the stream coordinator. The papers which have been set and handed over to the stream coordinator will then be handed over under double seal cover to the DR- Faculty of Medicine for safe keeping, until the date of duplication at the Faculty of Medicine.

20. Duplicating, stapling and packing of papers

- The DR, Faculty of Medicine shall take necessary action for duplicating and packing of examination papers
- The AHSU will prepare a table carrying the following information and get approval by the respective coordinating examiner. This will be submitted to the DR before the duplicating of the paper.

Name of the examination and batch	Date & time of the examination	Number registered for the examination	Number of questions required	Number of answer scripts required

- The Stream coordinator will get an appointment from the examination unit to do the duplication work.
- The duplication work will be done by a technician under the direct supervision of Stream coordinator/representative and DR. Printing in a confidential manner and storing of question papers without any tampering will be the responsibility of the DR.

21. Supervision and Invigilation

- Nomination of supervisors and invigilators is done by the examination unit of the Faculty. The AHSU may be requested to suggest supervisors and invigilators based on their expertise.
- The supervisor will be in charge of the examination hall and invigilators will assist the supervisor to conduct the examination according to the University/Faculty guidelines.
- Copies of the invigilator time table will be sent to relevant persons. In projected OSPE examinations and clinical examinations a Technical Officer will also be nominated for the assistance in getting multimedia screen.
- The supervisor at each hall (centre) shall call over at least 30 minutes before each session commences, at the office of the DR and collect question papers and other materials for his/her hall (centre) for each session or each day as the case may be.
- The invigilator shall be in attendance at the Faculty office at least 30 minutes before the examination is due to commence. Alternately, after informing the supervisor

and/or DR, the invigilators may directly report to their respective examination halls at least 30 minutes before the commencement of each paper.

- The supervisor shall be supplied with the following by the Examination Unit of the Faculty.
 1. Packet of question papers
 2. Adequate number of answer scripts /MCQ answer sheets

- The supervisor shall be supplied with the following by the AHSU examination unit
 1. Attendance list of students
 2. Relevant stationary for packing of answer scripts
 3. Examination time table
 4. Other written instructions where necessary
 5. Examination offences reporting forms

- Supervisor shall ensure that all answer books are date stamped and issued initially.
- Supervisor will announce the preliminary announcements.
- Supervisor will announce that,
 1. No student shall have with his/her books, electronic devices or materials other than ones issued to him/her at the examination hall.
 2. Keeping such is considered as an examination offence.
- Invigilator shall mark the attendance sheet after expiry of the first half hour of commencement of the paper and ensure that no candidate is appearing for the examination, whose index number is not included in the attendance sheet.
- Collection of the answer scripts shall be done by supervisors/invigilators
- The number of candidates and the number of answer script must tally.

22. Packing of answer scripts

- Packing of answer scripts is done under direct supervision of the examination supervisor. The packets will be directly handed over to the DR of the examination unit. Acknowledgement will be made upon handing over the packet.
- It is coordinating examiner's responsibility to collect the answer script packets and hand over to the appropriate examiners for marking.
- In addition to the packets of answer scripts the coordinating examiner will handover mark sheets, vouchers and examination time table with dates of pre result and result boards to the examiner.
- The coordinating examiner will send a reminder for the examiners not late than one week before the due date if marks have not already been received.

23. Responsibility of examiners

- The examiners should disclose to the chairperson of the board (Dean or the DR) if assessing a particular candidate(s) causes conflict of interest (*i.e.* immediate family, other reason) in order that alternate arrangements can be made for the assessment if necessary.
- The examiners should inform the Dean or DR for any attempt made directly/indirectly by a candidate to unduly influence the assessment of his/her performance at the examination.
- The examiners should not disclose,
 - A candidate's performance, grades or marks to a third party or the candidate.
 - Confidential information about an individual candidate that may prejudice another examiner's independent assessment of a candidate's performance.
 - Confidential materials (eg. MCQs, essay questions, cases, any other examination materials) to the candidates.

In clinical examinations;

- One internal and one external examiner will assess the candidates' performance for an unbiased evaluation.
- The internal examiner will be a senior lecturer from AHSU.
- This external examiner will be an appointed clinical educator of the programme.
- The confidentiality of examination materials/ patients used in examinations shall be the collective responsibility of all the examiners of the relevant examination.
- The mark sheets have to be signed by all the examiners, calculated and collected by the Clinical Stream Coordinator.
- Candidate who have passed/failed will need to be confirmed with all the clinical examiner before leaving examination hall.

24. Paper marking

- Marking of examination scripts will only be done by designated examiners.
- Signing and taking over the answer scripts from the DR will be done by the Stream coordinator.
- On receipt of the packet of answer scripts from the DR, the examiner shall check, whether he/she has received the number of scripts of all those who had been present for the paper. If there are any discrepancies he/she shall notify same to the DR immediately.
- Once an examiner takes custody of the bundle of answer scripts, it becomes his/her responsibility to ensure their safety.

24.1. Marking of essay questions

- There shall be a marking scheme for each question and should be prepared by the examiner setting the question.
- The marking scheme shall give the important points that should be included in the expected answer, how each point is to be evaluated, and the division of maximum possible mark according to different aspects of the answer (if different aspects such as subject matter, organization, expression etc. are to be evaluated separately)
- The marking scheme shall be studied carefully by each examiner paying attention to the marks assigned for part of the question or each question. If the examiner decides that it is necessary to modify the marking scheme, he/she shall discuss this with the second examiner and change appropriately.
- All scripts shall be marked personally by the examiner in keeping with the marking scheme. No assistance shall be obtained from others for marking. The examiner will read every answer and gauge the appropriateness of the answer to the question.
- Marks shall not be entered on the answer scripts, except in instances where the examiner is specifically instructed to do so.
- In the case of examination where there are two markings of scripts, each marking shall be independent and the marks of one examiner shall not be made available to the other examiner.
- The marks discrepancy of the two examiners for each question should not exceed 20.
- The examiner shall mark the scripts and prepare a detailed mark sheet and a summary mark sheet. The detailed mark sheet will have marks awarded for each part of the question and the summary mark sheet will have marks for each question. The examiner shall hand over the marks to the soon as marking of scripts is over.

24.2. Marking of MCQ's and OSPE

- Marking of MCQ's will be done by the Stream coordinator at the examination unit of the Faculty. In the absence of computer correction facility, MCQ's should be marked manually.
- Similarly the answers for OSPE questions will be marked by the relevant examiner.

25. Processing of marks

- Initial processing of marks will be done by the coordinating examiner after he / she received the mark sheets from each examiner. It is he/she will inspect the marks and enter them to the computer. Processing of marks will have two components, i) calculation of final marks ii) determination of results.
- The department should have a template to enter marks if the examination held had several components (MCQ's, SEQ's, VIVA etc). Although the Department may use confidential secretarial staff to process the marks the examiners must check them. The responsibility of validity of entries and calculations rest with examiners.
- The results should be finalized at the Department and/or Stream level after discussing with relevant examiners. Then a results sheet will be prepared and should be signed

by the Stream coordinator and the coordinator of the BSc. Physiotherapy Programme before submission.

- The above result sheet should be handed over to the examination unit of the Faculty in a sealed envelope and a duplicate copy should be stored with the Stream coordinator.
- At the end of Stream final examinations, a date for the pre-results board will be scheduled by the examination unit of the Faculty with the participation of Heads of relevant departments, respective Stream coordinator and coordinator of the B.Sc. Physiotherapy Degree programme.
- At the end of Stream final examinations, a results board will be called up with the participation of Dean, coordinator of the B.Sc. Physiotherapy Degree programme and Stream coordinator.
- After the processing of the marks, final result sheet should be signed by the following persons. i) Stream coordinator ii) Coordinator of the BSc. Physiotherapy Degree Programme iii) Dean of the Faculty
- Rechecking the initial and current results sheets, student index numbers and the accuracy of the results rest with the Stream coordinator. He/she should double check the sheet before including the signature.

26. Records maintenance

- The examination related work generates lot of which are of confidential nature. These should be kept at the examination unit of the AHSU under the custody of examination officer.
- All documents such as mark sheets, mark books, past exam papers should be maintained at the examination unit of AHSU in a ledger. A similar ledger will be maintained by the AHSU for the examination unit of the Faculty.
- The examination officer of the examination unit of AHSU will be in charge of examination related work and documents coordinate with the examination unit of the Faculty and DR where appropriate.
- The examination officer should maintain the following,
 - Mark Books and Mark Sheets
 - Standard Operating Procedures of each Stream examinations
 - Schedule of question paper in examination
 - Statistics relating to examination
 - Files of past question papers
 - Records of results sheets and confirmation of results
 - Other relevant documents (By laws, Regulations)

27. Marks and related documents

- The marks scored by candidates shall be treated as strictly confidential and shall not be released except as provided for below,
 - a) For official purposes within the Faculty/University under the direction of the Dean
 - b) For any other official purpose at the direction of the Vice Chancellor
- All mark sheets shall be kept as records for minimum period of ten years and destroyed thereafter with the approval of the Dean.

28. Used question papers and answer scripts

- At least two copies of each question paper shall be filed for records and kept in the examination unit of the AHSU.
- All answer scripts shall be kept under safe custody for a period of two years from the date of the examination and thereafter destroyed or disposed of in such a manner so that their content may not be revealed. This has to be done only after obtaining the approval of the Dean.
- In addition to the examination officer, the coordinators of each Stream are expected to keep records of the relevant documents of their Stream examinations.

Please refer the 'Examination Procedure in the Faculty of Medicine' document for additional information.

29. Standard Operating Procedures for the 'Lateral Entry' examination of the AHSU

Introduction: The lateral entry examination for those "in-service" physiotherapists, selected by the Ministry of Health will be conducted every year during the first week of the third term of the corresponding batch of students selected from the GCE A/L examination.

Examination outline: This will consist of two components; a 25 single best response question paper and a viva voce. The marks allocated to the two sections will be 80% for the MCQ's and 20 % for the viva. The MCQ questions will comprise of 10 Anatomy questions, 10 Physiology questions and 5 Applied Physiotherapy questions related to basic sciences. The viva board will comprise of 2 senior lecturer grade academics. The candidate will be tested on English proficiency, research, continuous professional development activities and professional experiences. (5 marks each)

Selection criteria: The minimum requirement for selection will be a score of 25 or more from the MCQ paper and a minimum total score of 40.

Lateral entry quota: In selecting candidates, ratio between GCE A/L entrants and the lateral entry students will be decided by the Faculty Board under the lateral entry scheme.

Standard Operational Procedure for the above examination is as follows;

1. The AHSU shall inform a letter to the Ministry of Health (MOH) about the scheduled examination in July every year.
2. Once the selections are sent from the MOH, the AHSU will inform the DR to organize the examination.
3. The coordinator of the B.Sc. Physiotherapy programme will inform the number of eligible candidates to the DR.
4. Letters regarding the nature of the examination, requirements to fulfill and the examination date will be notified by the AHSU.
5. Appointment of supervisors, invigilators, printing of papers and conduct of examination will be handled by the examination unit of the Faculty of Medicine.
6. The paper preparation will be done by the AHSU.
7. Selecting the interview panel and obtaining Faculty Board approval will be done by the AHSU.
8. Informing the interview panel will be done by AHSU.
9. Marking of papers, compilation of marks and final submission of selected candidates will be done by the coordinator/ AHSU.
10. The results will be then handed over to the examination unit of Faculty of Medicine.
11. Releasing the results to the Ministry of Health after obtaining Faculty Board approval will be handled by Dean's office.