

THAI MOOGAMBIGAI DENTAL COLLEGE AND HOSPITAL

EXAMINATION PROCEDURE AND RE EVALUATION PROCEDURE

I. PREPARATION OF EXAMINATION APPLICATION FORM:

The Examination application forms and Hall Tickets of each candidate is prepared with photo and subjects with subject code. After payment of the prescribed fees for each subject and lab, the applications has to reach the Controller of examinations through the Principal of Thai Moogambigai Dental College and Hospital. After scrutiny of the application forms, the hall tickets will be issued through the Principal for those who have earned 80% of attendance.

II. Time Table

After receipt of the Examination applications the detailed Time Table will be prepared and communicated to the students and the Principal

III. QUESTION PAPER PREPARATION:

Question Paper Setters:

The panel of Examiners is called from the Principals of various Colleges and a data base of the examiners is maintained by the Controller of Examinations. The Controller of Examinations shall add qualified examiners to the panel based on the academic records obtained through resume of the examiners. The Controller is empowered to select the examiners for appointment as question paper setter or valuation of answer papers.

Educational attainment of the faculty members is the main criteria for the selection of Examiners as question paper setters and valuing answer booklets. Experience and other achievements like publication of research papers and books shall be desirable qualification for the selection of Examiners.

Receipt of Question Papers:

With a view to ensure confidentiality of the questions, the question paper setting orders are sent to the examiners working in the Colleges and Universities outside Chennai area. Along with the question paper setting order, the syllabus copy of the subject containing the reference books, the pattern of the question paper to be set, a model copy of the question paper and a form of bill for claiming remuneration for the work done are also being sent.

Two different examiners are engaged for setting of question papers for each subject. Therefore two different sets of question papers are received for each examination. The extra question paper shall be used in cases of exigencies. The unused question paper shall be used for the subsequent examinations. The practice of drafting two sets of question papers for each subject shall be continued for four

consequent years. When all the unused question papers are used and exhausted, action will be initiated to call for the fresh question papers. The examiners are instructed to send the detailed answer keys for the questions they set. They are also instructed to send the soft copy of the question papers in the form of CD.

All the question papers and answer keys are received, opened and documented in the Register maintained for the purpose. The question paper setting remuneration claim bills shall be cleared with reference to the entry in this Register.

Question Paper Review:

Each question paper is subjected to review by an expert in the relevant subject. The expert shall go through each question paper to ensure that the question papers are set within the syllabus prescribed and also they are set in accordance with the pattern prescribed.

Confidential Room:

The process of opening of the question papers received from the paper setters, entry of the question papers in the Register, review of the questions, process (retrieval from CDs / typing) of the question papers, copying and packing of the question papers are all carried out in the confidential room under the direct vigil and supervision of the Controller of Examinations. The confidential room has three personal computers, without any LAN, WAN or net connectivity. There are also three copier machines for taking required copies of the final approved print of the question papers. As the University offers different branches, about 75 question papers are being processed per Year. As an additional security feature a CCTV surveillance camera is fixed in the examination cell to monitor the activities of the staff engaged in the cell.

Procedure for Despatch of Question Papers:

All the question papers required for all the centers are neatly packed with a list pasted on the packet to be sent to each centre in session wise. The list contains the subject code, title and number of copies required for each examination session. The question papers are dispatched separately for each session of the examination to the Chief Superintendent of each centre through a responsible person from the office of the Controller of Examinations by 30 minutes before the commencement of the examinations. The Chief Superintendent after ensuring the receipt of the question papers intact, acknowledges the receipts, which is being maintained by the office of the Controller of Examinations.

IV. CONDUCT OF EXAMINATION

Appointment of Chief Superintendent

The B.D.S. examinations will commence in September/October and March/April. The Controller of examinations will appoint Chief Superintendents with the consultation of the Vice-Chancellor.

There shall be an Additional Chief Superintendent for each Examination centre. The appointment of Additional Chief Superintendent is made by the Controller of Examinations on rotation basis. The Additional Chief Superintendent will assist the

Chief Superintendent in the administrative works and carry out the instruction of the Chief Superintendent from time to time. In cases of exigencies the Additional Chief Superintendent shall act as the Chief Superintendent.

The examination times will be from 10 am to 1 pm and from 2pm to 5 pm.

Duties of Chief Superintendents:

The Chief Superintendent shall receive the answer booklets required for the examination based on the date wise session wise attendance sheet (nominal roll) and time table. He / she shall receive the question paper packets required for each session of the examinations 30 minutes before the commencement of the examinations. The Controller of Examinations shall appoint Hall Superintendent and other supporting staff based on the number of students registered for each session of the examinations. The Chief Superintendent shall allot invigilators (Hall Superintendents) for each room and maintain a list of names of all Hall Superintendents allotted for each room session wise and date wise. He / she shall continuously monitor the seating arrangement for the candidates to the examined for each session, which includes room wise allotment of Register number of candidates to be displayed on a Black Board at the examination centre. The question papers should be opened in the presence of the Invigilators and as a token of having opened the cover, he / she shall sign in the space provided in question paper cover. After having opened the question paper cover he / she shall handover the exact number of question paper copies, answer booklets and the candidates' attendance list required for each session to the respective Hall Superintendents with their acknowledgement. The attendance sheets which contain the Register numbers of the candidates, who have present and absent for the examinations should be collected from the Hall Superintendent within 45 minutes from the commencement of the examinations for the purpose of preparing the answer booklet covers. He / she shall arrange for ringing an alarm bell to alarm the candidates at every spell of 30 minutes, so that the candidates can mentally devise time slot to answer the questions. He / she shall arrange to send the answer booklets of the examination conducted in each session so as to reach the Controller of Examinations with the register number of absentees within 30 minutes after completion of the examinations. He / she shall also arrange to return all the unused stationery materials including answer booklets with the details of total number received, number used and returned unused immediately after the examinations are over.

University Theory examinations are conducted at Thai Moogambigai Dental College and Hospital, Mugappair West and the Practical examinations are conducted both at Thai Moogambigai Dental College and A.C.S. Medical College and Hospital.

Invigilators and Invigilation:

The Hall Superintendents required for each session are appointed by the Controller of Examinations based on the strength of the students registered for the respective session. One Hall Superintendent is appointed for every 25 candidates registered or part thereof.

Duties of Hall Superintendents:

He / she shall report to the Chief Superintendent concerned 30 minutes before the commencement of the examinations. He / she shall receive the question paper packets, answer booklets and the candidates' attendance sheet for the room allotted to him / her. He / she shall issue the answer booklets to the candidates 10 minutes before the commencement of the examinations. The question papers should be issued to the candidates at the exact time of commencement of the examinations. He / she shall get the signature of the candidates in the attendance sheet provided within 40 minutes from the time of commencement of the examinations. He / she shall handover the attendance sheet to the Chief Superintendent within 45 minutes from the commencement of the examinations. Statistical tables required if any may be issued to the candidates under acknowledgement. He / she shall instruct the students to stop writing the examinations at the exact time of conclusion of the examinations. He / she shall collect the answer booklets and handover to the Chief Superintendent in accordance with the attendance sheet. He / she should also return the unused answer booklets and ensure that the unused answer booklets and the used answer booklets tally with the total number of answer booklets received for the examination session. He / she should assist the Chief Superintendent in the packing of the answer booklets as may be instructed by the Chief Superintendent.

Discipline and Control at the Examination Hall:

The candidates should bring the Hall Ticket and identity card for all the examinations they appear. The candidates should identify their room and seat number and occupy their seats 15 minutes before the commencement of the examinations. They should leave the bags, notes or books outside the examination hall. Use of cell phones and programmable calculators are prohibited in the examination hall. Even the possession of any such incriminating material inside the examination hall is a punishable offence. They should maintain dignity and should not indulge in any kind of malpractice. Once they entered the examination hall, they should occupy their seat and should not move out without the permission of the Hall Superintendent. All the details required such as Register Number, Degree, Branch, Subject code, Subject name, Semester, Question Booklet number, Number of pages used, Date and session should be clearly written in the space provided in the answer booklet. They can use blue or black ink fountain pen or ball-point pen to write the examinations. Question paper shall be issued at the exact time of commencement of the examinations.

No candidate will be permitted to leave the examination hall prior to the expiry of 30 minutes from the commencement of the examinations and no candidate will be permitted to attend the examination after 30 minutes from the commencement of the examination. Candidates shall invariably sign the attendance sheet of each examination session. Statistical Tables received if any should be invariably returned to the Hall Superintendent concerned. Candidates should stop writing the examination at the exact point of conclusion of the examination period. Candidates should handover the answer booklets in person to the Hall Superintendent concerned and should not leave the answer booklets on the tables.

Seating Arrangement

The seating arrangement is so made that no two neighbouring students of the same subject of examination are put together in the same row to write their examinations.

With a view to instantaneously locate the seat allotted to the examinees, the details regarding the Room numbers and the Register numbers of the examinees allotted in each room are displayed on a Black Board in the precincts of the examination centers.

Additional Control: Flying Squad

There is Flying Squad that has additional control over the conduct of the examinations. The Flying Squad is appointed by the Controller of Examinations with the approval of the Vice - Chancellor. The Flying squad consists of two members, viz. Any one of the Department's Heads of and a senior faculty member. The Squad members shall be selected on rotation basis. The Flying Squad makes surprise visits to the examination centers during the examinations. The Flying Squad is empowered to report the cases of malpractice noticed by it to the Controller of Examinations through the Invigilator of the session and the Chief Superintendent concerned.

With a view to avoid any possible malpractice, the answer booklets are collected from the examination centers at the end of each session of the examination.

Collection of Answer Papers:

Within 30 minutes after the conclusion of each examination session, the answer scripts are sent by the Chief Superintendent of the examination centers to the Controller of Examinations together with the details on the number of answer book packets for each subject, Register Number of candidates present for the examinations and the register number of absentees for the examinations.

Eligibility for Writing the Examination:

Every candidate shall secure 80% attendance during each academic year.

For M.D.S Courses the candidate should submit the dissertation (5 copies) six months prior to the examination. The dissertation is reviewed by four examiners, out of which three are from other institutions. After getting acceptance from the four examiners, the candidate is permitted to appear for the written examination.

If the dissertation is rejected by the examiner, with reasons for not acceptance, and with suggestions for its improvement to the candidate, the candidate shall resubmit his/her improved version to the Controller of Examinations. After getting the acceptance form from the examiners, the candidates are permitted to appear for the examination.

Attendance:

80% of attendance is compulsory for B.D.S and M.D.S Courses. Any candidate lacking attendance in theory / practical / clinical in one subject, shall not be permitted for admission to the entire examination.

University Examinations:

The University examination for B.D.S shall consist of theory, practical and clinical examination as per the examination procedures in the month of September for regular batches and in the month of March for supplementary batches

The University examination for M.D.S shall consist of theory, practical and clinical examination and there shall be theory examinations consists of Part I and Part II.

Part I examination consists of Basic Science at the end of 1st Year. The candidates shall have to secure a minimum of 50% in the Basic Science which carries 100 marks. The candidate has to pass the Part-I examination atleast six months prior to the Part –II examination.

Part-II examinations shall be conducted at the end of 3rd year. There are three papers each carries 100 marks.

- i) Practical and clinical examination.
- ii) Viva-Voce and Pedagogy.

V. PRACTICAL EXAMINATIONS:

For B.D.S. course each practical examination will be conducted by the concerned department by one external examiner, one internal examiner and a skilled assistant. Marks will be awarded based on his practical skills and Viva-voce.

For M.D.S. courses there are four examiners (1 internal, 3 externals, out of which two are from other states).

VI. INTERNAL ASSESSMENT:

For B.D.S, three common internal tests will be conducted and the marks of the average of the best two together with performance in seminars, assignments and group discussion will be considered for internal mark. No internal marks for M.D.S. courses.

The consolidated internal assessment marks shall be provided to the Controller of Examinations before the commencement of each annual examination.

VII. EVALUATION:

For B.D.S. Course, the answer books are valued only by external examiners. For M/D.S. Courses Part-I answer books are evaluated by one internal and one external and Part-II answer books are valued by four examiners and the average of the 4 marks are computed.

There is no internal mark for M.D.S. Courses. To pass the University Examination, a candidate shall secure in both theory examination and in practical including Viva-Voce in independently with an aggregate of 50% of total marks allotted (50 out of 100 marks in Part-I examination and 150 marks out of 300 in Part-II examination in theory and 150 out of 300, clinical plus Viva-Voce together.

A candidate securing marks below 50% as mentioned above shall be declared to have failed in the examination. There is no revaluation for M.D.S. Course.

Preparation for Evaluation

After receipt of the Answer Booklet bundles from the examination centers course wise and subject wise, the Answer Booklet covers are opened in the presence of the Controller of Examinations and the top portion containing the Register Number of the candidates is separated and given for scanning of Bar code Number with the Register Number. Then the Answer Booklets are repacked with the details of course, subject code, subject name, bundle number and number of Answer Booklets contained in the bundle.

Evaluation Centers

The rooms attached to the university Circuit Departments are used as centers for evaluation of Answer Booklets.

Evaluation Process

The evaluation is carried out by the external examiners. The valuation starts at 09.30 a.m. and shall continue up to 4.30 p.m. with a lunch break of 30 minutes. Examiners are allotted 25 Answer Booklets during forenoon session and 25 Answer Booklets during afternoon session. Only on completion and collecting the 25 scripts given during forenoon session the examiners will be allotted the scripts for the afternoon session. However a marginal difference of up to 15 answer booklets will be allotted to the examiners by allowing extra time for valuation in cases of exigencies.

VIII. MALPRACTICE:

The university has a set of rules for punishing those students who indulge in unfair practices in the examinations. Action against those indulge in malpractices is being taken on the report received from the Chief Superintendents of the examinations. Malpractices are identified into the following categories and punishment are awarded as detailed below:

Category	Example	Punishment
Inadequate materials	Attempting to copy from another person's Answer Book	Oral warning
Materials less in quantity	Possession of bit / incriminating material	Withholding of result in the particular paper
Material huge in quantity	Possession of Books / Guides / Notes	With holding of result for the whole semester including arrear subjects if any

REVIEW COMMITTEE:

All the cases of malpractice shall be referred to a Review Committee for awarding the punishment to the offenders. The Committee shall go through to the nature of malpractice committed in each case before awarding the punishment. The members of the Result Passing Board of each Course shall be the members of the Review Committee.

IX.REVALUATION PROCEDURE:

B.D.S. Course

B.D.S. candidates are permitted to apply for revaluation of answer scripts on submitting application and remittance of prescribed fees. Answer scripts of the candidates applied for revaluation shall be re-evaluated by not less than two duly qualified examiners and the result shall be reconsidered based on the average marks awarded.

M.D.S. Course

There is no revaluation of Answer scripts for M.D.S. Course.

Retotalling:

There is a provision for re-totalling of answer scripts for B.D.S. candidates on submission of application with fees prescribed. Any error in addition of the marks awarded, if identified, shall be rectified and updated results may be declared.

Carrying Over of Failed Subjects:

Any B.D.S. candidate who fails in one subject in an Examination is permitted to go to the next higher class and appear for the subject and complete it success fully before he is permitted to appear for the next higher examination.
