

Examination Policy

Procedures and Instructions



Punjab Medical Faculty
Second Edition 2015

The foremost function of PMF is to conduct examinations for various categories of basic courses in Allied Health Sciences. This document is a compendium of all instructions and procedures relating to this function in order to standardize the process and thereby ensure quality of knowledge assessment. This edition is a revision of the previous version which laid down foundation for a robust examination system and which benefited from the best practices of various examining bodies. The revision has been necessitated by demand of addressing those issues which could not be taken up in the first edition.

I. Academic Committee

1. The responsibility for conduction of examinations shall be entrusted to the 'Academic Committee' constituted by Governing Body of PMF.
2. The Vice President of GB (Additional Secretary-Tech Health Department) shall act as Convener of the Academic Committee while the Secretary PMF shall provide secretarial support.
3. The term of the private member, if any, other than those appointed by virtue of their office shall be coterminous with the membership of the Governing Body of the Faculty.
4. The Committee may co-opt any member on need basis.

Powers and Functions

The Academic Committee shall:

1. Approve syllabi, curricula and standard textbooks for the courses run by the Faculty;
2. Constitute **Panels of Experts** for specified courses of studies and to delineate their terms of reference;
3. Draw up and publish for general information procedures and practices for the conduct of examinations;
4. Select and appoint Head Paper Setter, Head Examiner and their deputies, Secrecy Officer, Paper Setters, Paper Checkers, Internal & External Examiners for various practical & viva examinations;
5. Approve the annual calendar for examinations;
6. Approve Examination Centers, the Center Superintendents, Resident Inspectors and Center Inspectors;
7. Formulate from amongst its members sub-committees for the specified tasks including, inter alia, dealing with disciplinary / unfair means cases in examinations and declaration of result;
8. Consider such other matters as the President of the Faculty may think necessary to refer to it.

Appeal against the decisions of Academic Committee shall be made before the Governing Body.

II. Eligibility of Candidates for Examination

1. Only the student who has undergone a course of study in Punjab Government hospitals, Government Paramedical Schools or those Institutions of allied health science education which have been affiliated with the PMF shall be allowed to appear in examinations.
2. The candidate shall have a valid Registration Number issued by PMF.

3. Before a candidate is allowed to appear in examination s/he must satisfy that (a) s/he has attended not less than 75% of the lectures (b) not less than 75% of the practical / demonstrations and / or field attachments.
4. Fifty per cent marks are required for passing the examination both in written as well as practical / viva.
5. The candidate will have to pass all theory and practical examinations maximum in four chances *and* within three years. A candidate who fails to do so may repeat the examination as fresh candidate. However, the name of institution and the previous roll number shall be mentioned in examination application.
6. A candidate who passes in any subject¹ shall be exempted from appearing in that subject and s/he shall appear only in the subject(s) in which s/he has failed. For passing a subject comprising of theory and practical components, clearing both simultaneously shall not be required². This clause shall be applicable to the new scheme of studies.
7. For the old scheme of studies eligibility as described in *Annex A* shall continue till September 2016 – the date for culmination of this scheme.

III. Examination Calendar

1. The annual examination system shall be in vogue. Examination shall be conducted twice a year and shall be termed as annual and supplementary.
2. There shall be a gap of minimum forty five days between declaration of result and conduction of next examination.
3. The Academic Committee shall fix date, time and place of examination and the PMF shall notify the date sheet.
4. The qualifying test (for candidates passing from organizations other than PMF and wanting equivalence with PMF qualification) shall be conducted with the annual examination.

IV. Constitution of Examination Centers

1. On the discretion of the Academic Committee, the theory examination for any category shall be conducted simultaneously at one or more of the following centers:
 - a. Lahore
 - b. Multan
 - c. Rawalpindi
 - d. Faisalabad
 - e. Bahawalpur
 - f. Sargodha
2. Pre-announced schedule shall be intimated to local police and district authorities for ensuring security and administrative arrangements.

¹ Commonly referred to as '*paper*'

² Consult section XIV for *grace / concessional marks*

V. Instructions for Candidates

1. Before entry in the examination hall leave outside any mobile phones, books, notes or papers except the Roll No Slip which candidate must bring each day for allowing to attend the examination.
2. Take seats at least five minutes before the time fixed for giving out question papers.
3. Roll number shall be written only on the specified detachable corner of answer book. Name of candidate or teaching institution shall not be written anywhere. Any attempt towards making identity obvious shall be considered as unfair means.
4. Write without leaving any line and on both sides of the answer sheet. Use only blue or black ink. Using any other color is prohibited.
5. Not more than the specified number of questions should be attempted. If there are sub-parts of a question, they should be attempted together.
6. No communication whatsoever between candidates shall be allowed. Any candidates detected in helping or attempting to help another candidate or obtaining or attempting to obtain unfair assistance shall be struck off the list of candidates and shall be reported for suitable disciplinary action.
7. Any candidate wishing to ask a question will rise from his seat and remain standing until the Supervising Officer or his representative comes to him; but he shall on no account leave his seat nor will he be allowed to make any noise to call the attention of the Supervising Officer.
8. A candidate having completed his paper must hand it over to Center Superintendent before leaving the examination hall. The answer paper must on no account be left on the desk. Ensure that the Roll Number is written properly.
9. No candidate shall be allowed to leave the examination hall until half time has elapsed from the time when the question papers are distributed.
10. A candidate using unfair means, displaying unlawful behavior or in any way disturbing peaceful conduction of examination shall be immediately expelled from the examination hall.

VI. Role of Paper Setters

1. Paper Setter shall keep his/ her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
2. Every question paper shall be kept as a top secret document and no copy of any question paper shall be retained.
3. The theory paper shall be set on essay type examination pattern and will comprise of long question, short essay questions (SEQs) and short notes.
4. The question papers shall be computer typed both in English and Urdu and sent along with a soft copy. In case composing facility is not available, the question paper shall be written in one's own handwriting using capital letters.
5. Sample question papers from previous examinations are available for reference. Typing of question paper shall be according to the format of sample paper.
6. Seven questions shall be sent. The candidate shall attempt five questions only. All questions shall carry equal marks.

7. The sum total of all questions shall accurately correspond with the total marks of the questions paper.
8. Design the questions with utmost clarity – vague expressions like ‘discuss’ or ‘give an account’ shall not be used.
9. Write figures only in words and not digits. No abbreviations shall be used.
10. Every paper (including continuation sheet) shall be properly signed.
11. Sketch or figure, if required, shall be drawn on a separate page - signed and attached to the question paper.
12. Corrections and overwriting shall not be allowed. If any correction is required the question paper shall be re-written.
13. The question paper shall be strictly in accordance with the curriculum. Method of “High Content Validity” shall be kept in mind while framing the questions *i.e.* questions are fairly distributed over the whole course.
14. For standardization of marking and minimization of bias, each question paper **must** be accompanied by an answer key (agreed answers/ weightage). The key must specify the distribution of marks *e.g.*
 - a. In a single straight question of 20 marks the key must give what points the candidate has to write to be awarded the recommended number of marks
 - b. For question which contains parts *i.e.* 1,2,3..., the key should be clear about each part regarding what is expected of the candidate along with distribution of marks for each part.
15. The Paper Setter shall also function as ‘Convener of Assessment’ for the particular subject. S/he shall:
 - a. Counter check at least three percent of answer sheets checked by each paper checker to ascertain the standard of paper checking and direct the paper checker for necessary corrections.
 - b. Report to the Head Examiner and Registrar PMF about any gross deviation in standard by any particular paper checker.
 S/he will be paid additional remuneration for this task according to the rates approved for paper checkers
16. Paper Setter shall promptly communicate any change in his/her residential/official address and telephone numbers to the Registrar PMF.

VII. Role of Head Paper Setter

The Head Paper Setter shall be appointed by the Academic Committee and shall:

1. Receive the question papers from the paper setters directly or through the Registrar PMF.
2. Have the authority to reject any question paper if it is not according to the guidelines communicated to the paper setter.
3. Print the question papers under extreme confidentiality and secrecy.
4. Pack the question paper in packets according to the number of candidates at each centre for each category as communicated by the Registrar PMF.

5. Deposit the packets of question papers in bundles for each examination centre to the locker of Bank³. (The bank shall be instructed to deliver the sealed envelopes to their respective branches in Multan, Bahawalpur, Faisalabad, Sargodha and Rawalpindi and to issue them to the nominated Center Superintendents with proper authority letters one hour prior to the start of relevant paper on the specified date of examination).
6. Keep all the original question papers and the waste printed material in custody till the examination is over.

VIII. Role of Center Supervisory Staff

1. The criteria for appointment of Supervisory Staff shall be the same as approved by the Boards of Intermediate & Secondary Education from time to time.
2. The door of the examination hall shall be opened on the first day half an hour before the examination takes place, and on subsequent days a quarter of an hour before. The supervising officer may permit a candidate to take the examination provisionally, provided the candidate is not more than fifteen minutes late, except under special circumstances.
3. Seating arrangements with allotted roll numbers shall be completed a day before the examination and the candidates shall be required to sit on the allocated seats according to roll numbers.
4. Precisely five minutes before the time fixed for giving out the question papers, a warning bell shall be rung as a signal for all candidates to take their seats. After the warning bell has been rung, any outsider found loitering in the hall, or in or near the entrance to the hall, will be expelled.
5. No candidate will be allowed to re-enter the examination room during the hours of examination after once quitting it or to leave the room without finally giving up his/her answer book. In case of urgent necessity a candidate may, with the special permission of the Supervising Officer, temporarily leave the examination room but during stay outside s/he shall be under the surveillance of a thoroughly trustworthy person to be deputed by the Supervising Officer for that purpose.
6. Female supervisory staff shall also be appointed in the centers where female students are enrolled for examination.
7. The Center Superintendent is bound to deposit answer sheets and other supporting material duly sealed on the same day after conduction of the examination to the branch of bank within banking hours for onward transmission to The Bank of Punjab, Muslim Town Branch, Lahore.
8. The Superintendent shall forward to the Registrar PMF, along with answer books, the balance of question papers and daily attendances sheet of the candidates. Other relevant forms of the Superintendent's file, duly signed, shall be submitted to the Registrar PMF at the end of examination.

IX. Role of Center Inspectors

Center Inspector is a person who critically observes, analyzes, and reports on the organization, conduct and standard of an examination for which s/he is appointed. Center Inspector shall be appointed by the Academic Committee. S/he shall be an eminent person

³ The Bank of Punjab, New Muslim Town Branch, Lahore

with vast experience in Health Sector and seniority to qualify for such an appointment. S/he shall:

1. Appraise and judge organization, conduct and standard of the examination by personal inspection for which s/he is appointed. This assignment may relate to both theory and practical / viva component of the examination.
2. Critically observe, evaluate, record his/her findings and submit an impartial report to the PMF for the purpose of unprejudiced and fair feedback for appropriate corrective and preventive measures.
3. Submit a report within a period of 2 days of completion of inspection on the prescribed proforma duly signed by him/her.

Center Inspector shall not, in any way, intervene or influence the process of examination of the candidates by examiners. S/he shall not take over any of the duties of Supervisory Staff or Practical Examiner.

X. Secrecy Work and the Role of Secrecy Officer

The Academic Committee shall nominate a Secrecy Officer. S/he shall have the right to select his/her own team for assistance. The Secrecy Officer shall:

1. Keep the secrecy room in his / her custody by using own locks and keys and limit access to this room to the selected team only.
2. Take custody of the answer sheets from the Bank.
3. Check the list of answer sheets according to the summary submitted by the Center Superintendent and report to Registrar PMF immediately in case of any ambiguity.
4. Detach the corners of the answer sheets where roll numbers are written and replace the original roll numbers by fictitious ones to hide the identity of candidates.
5. Handover all the answer sheets with fictitious roll numbers to the Head Examiner according to list prepared by him / her and obtain his / her signatures.
6. After the paper marking is completed, receive the answer sheets as per previous lists along with award lists from the Head Examiner.
7. Either write the original roll numbers on the corresponding sheets or re-attach the corners of the answer sheets to the concerned answer sheets.
8. Write the original roll numbers in front of the fictitious ones on the award lists.
9. On completion of this exercise hand over the answer sheets and award lists to the Head Examiner for tabulation of result.

XI. Role of Theory Examiners

1) Criteria for Appointment

- i. Theory examiner shall be appointed by the Academic Committee of PMF.
- ii. Retired officer may be appointed as examiner for up to ten years after the date of retirement provided s/he is in good health.
- iii. Theory examiner shall be appointed for a particular examination only. However, s/he may be re-appointed in subsequent examination subject to the approval of Academic Committee.

- iv. Theory examiner may also be appointed as a Paper Setter and a Practical/Viva Examiner in the same examination.
- v. No person shall be appointed as theory examiner whose close relative is appearing in the examination.

2) Process of Paper Assessment

- i. Theory examiner shall keep his/her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- ii. Paper assessment shall be carried out in the Conference Room of PMF. Under no circumstances shall paper assessment be permitted at any place other than that specified above. All the examination related material would be locked and sealed daily.
- iii. Theory examiner shall be expected to observe proper decorum of the assessment process by refraining from causing distraction for fellow assessors *e.g.* using mobile phones.
- iv. Theory examiner shall mark the questions according to the 'key' provided. In case, the 'key' is not provided or is unsatisfactory, Paper Assessor shall be required to make it before assessment under intimation to the Head Examiner.
- v. Paper Assessor shall not keep in his/her possession any copy of the award list or the 'key'.
- vi. When a theory examiner anticipates his/her inability to complete the work for any valid reasons to be recorded, s/he shall forthwith return the marked/unmarked answer books to the Head Examiner.
- vii. The answer books shall be marked even if a candidate has crossed a portion or the entire answer book. Blank answer book shall be crossed and awarded zero and entry made, as such, in the award list.
- viii. After assessment, theory examiner shall arrange the answer books in serial order and prepare the award list in the same sequence.
- ix. The marks entered on the title page of answer book shall not be altered. When such an alteration is made for any specified reason, the original marks shall not be erased or over-written. The Paper Assessor shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks with his/her signature against the cancelled ones.
- x. Award of fractional marks is not allowed.
- xi. Each answer book shall bear the signature of the Paper Assessor at the appropriate place provided for this purpose on the title page.
- xii. All columns specified for the Paper Assessor on the title page of answer book shall be filled in red ink.
- xiii. Award list shall be filled in with blue/black ink in the handwriting of the Paper Assessor. The 'fail' entry shall be encircled with red.
- xiv. The marks of a candidate in the award list shall be the same as written in the answer book.
- xv. Each page of the award list shall bear in the signature of the theory examiner. The blank space must be crossed.

- xvi. The marks obtained by the candidate shall be entered correctly in the award list both in figures and words against the corresponding fictitious roll number.
 - xvii. Theory examiner must endorse correct question number on the script and the award list.
 - xviii. The marks entered in the award list shall not be altered. When such an alteration is inevitable for any specified reason, the original marks shall not be erased or over-written. The theory examiner shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks with his/her signature against the cancelled ones.
 - xix. In case a candidate attempts more than required questions the question(s) having the minimum marks shall be treated as cancelled.
 - xx. Theory examiner shall report to the Head Examiner by fictitious roll number, the case of a candidate who:
 - a. Discloses his/her name or makes in his/her answer book particular identification marks, which tend to identify his/her answer book or help reveal his/her identity.
 - b. In his/her opinion has copied the answer or any part thereof from another candidate or from any book, material or other source.
 - c. Has attached to answer book a paper not normally supplied by the Centre Superintendent.
 - d. Uses obscene language in the answer book.
 - e. Has removed a leaf or a part thereof from the answer book.
 - xxi Theory examiner shall promptly communicate any change in his/her residential/official address or telephone numbers to the Registrar PMF.
- 3) **Disqualification of Theory Examiner:** An examiner may be disqualified who frequently and repeatedly commits faults as mentioned below:
- a. Leaves unmarked answers or a part thereof.
 - b. Leaves columns of the award list blank.
 - c. Leaves answer book or award list unsigned.
 - d. Allocates more marks than the maximum.
 - e. Makes an incorrect total.
 - f. Counts marks of over attempted questions.
 - g. Transfers erroneous marks to the award list.
 - h. Commits any other mistake which is liable to make the result of the candidate invalid/incorrect.

XII. Role of Head Examiner

1. The Academic Committee shall select the Head Examiner at the start of the examination calendar for every examination.
2. The Head Examiner shall:
 - A. Liaise with the Secrecy Officer for coding and de-coding of answer sheets. S/he shall:
 - i. receive the answer sheets from the Secrecy Officer according to the lists
 - ii. after paper checking is completed, hand over all the answer sheets to the Secrecy Officer for decoding of the answer sheets to original roll numbers

- B. Supervise the paper assessors during marking of theory papers and ensure that the process is according to the guidelines provided. S/he shall also:
 - iii. keep the keys of the marking room in custody and will open and close the room on the prescribed times;
 - iv. maintain an attendance register of the paper checkers;
 - v. hand over the answer sheets to paper checkers in sealed bundles with their signatures and will receive back the checked answer sheets as per list along with the award lists duly signed by the paper checkers;
 - vi. receive claims from the paper checkers on the last day and will hand over to the Registrar PMF after verification.
- C. Supervise the preparation of examination result sheets for each category (by a team of PMF staff as specified in the Roster for Examination Duties), and tabulate the result after thorough checking/ cross checking by all concerned staff.
- D. Deal with awarding of grace marks as described in Section XIV and applications for re-checking of answer sheets / award lists as described in Section XVI.

The Head Examiner shall submit a report to the Secretary PMF at the end of his assignment with his / her comments and recommendations, if any.

XIII. Practical / Viva Examination

1. Appointed by the Academic Committee, there shall be two examiners, internal and external, for each practical examination. They shall be senior teachers or eminent specialists in their relevant category.
2. These examiners shall be appointed by name and not by designation. In the event of an examiner being absent from duty, another examiner shall be appointed by the Secretary PMF to avoid delays.
3. The Academic Committee shall also approve the venues for these examinations.
4. The internal examiner shall be from the organization where the practical examination is being conducted. S/he shall:
 - a. make arrangements for practical examination/viva & provide comfortable environment to the candidates;
 - b. purchase the examination material;
 - c. send the award list duly signed by both examiners by hand or through courier to Registrar PMF within the stipulated time period, and
 - d. submit claim for payment to PMF after the examination is over.
5. The pair of examiners shall examine a maximum number of fifty candidates a day.
6. While examining a student due regard to his/her dignity shall be kept and no candidate shall be humiliated in any manner.
7. Both internal and external examiners shall always examine the candidate together and no single examiner shall examine the candidate in isolation. The marks shall, however, be entered by each examiner in separate award list without consulting the other examiner.

8. The viva shall be strictly in accordance with the curriculum. Method of “High Content Validity” shall be kept in mind while framing the questions *i.e.* questions are fairly distributed over the whole course.
9. They shall follow the percentage distribution of marks as given below:

Component	Marks
• Spotting	20
• Practical / skill demonstration	25
• Table viva	50
• Practical note book/field visits	05

10. While preparing the award list of oral and practical examination, the examiners must ensure that:
 - i. Award list is prepared separately by both external examiner and internal examiner.
 - ii. Only prescribed form of the PMF is used for practical awards.
 - iii. The name of examination, subject and institution should be clearly written on each page.
 - iv. Award list shall be filled in with blue/black ink in handwriting of the examiner.
 - v. No candidate should be missed out; absent candidate shall be marked in red.
 - vi. Fractional marks are not awarded.
 - vii. Marks entered on the award list shall not be altered. When such an alteration is inevitable for any specified reason, the original marks shall not be erased or overwritten. The examiner shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks, and put his/her signatures against the cancelled ones.
 - viii. The award lists shall be sent in a sealed envelope marked as ‘Confidential’ to the Registrar PMF by hand or through courier immediately, in no case later than 48 hours, after completion of oral and practical examination.
9. Examiner shall promptly communicate any change in his/her residential/official address or telephone numbers to the Registrar PMF.

XIV. Internal Assessment in Examination

There shall be no component of assessment of students by the admitting institution and award of marks thereof.

XV. Award of Grace Marks

A candidate failing in only one theory paper for want of not more than 1% of the total number of marks allotted to the relevant technology shall be awarded grace/concessional marks to the extent of one percent of total marks in that category.

XVI. Communication of Result

1. The tabulated result shall be approved by the **'Result Approval Sub-committee'** comprising:
 - i. The Head Examiner
 - ii. Secrecy Officer
 - iii. Registrar PMF
2. After the approval of result from the Sub-committee, the Secretary PMF shall notify the result which shall be immediately uploaded on the website of PMF www.pmflahore.com
3. Leading national daily newspapers shall be informed about the declaration of result.
4. The result card shall be sent to each candidate within two weeks of declaration of results. The fail candidates shall also be provided with application form for the next examination.
5. If the result of any affiliated institute for any category is less than 33%, a letter shall be issued to that institute for improvement in quality of education. In case of three consecutive poor results, the matter shall be placed before the Governing Body for decision regarding continuation of affiliation.

XVII. Re-checking of Answer Books / Result

1. The rechecking will be done by the 'Result Approval Committee' described in Section XVI.
2. After declaration of results, a candidate may apply to the Secretary PMF for rechecking of his/her results.
3. The prescribed fee, in shape of draft in favor of Secretary PMF, and a copy of the Result Card shall be attached with the application. The fee for rechecking shall be non-refundable.
4. Applications for rechecking shall be received not later than fifteen days after date of declaration of result of the concerned examination.
5. The candidate or anybody on his/her behalf shall have no right to see or examine the answer book for any purpose.
6. Answer book(s) of any candidate in any examination of the PMF shall not be re-assessed after the declaration of result.
7. The Head Examiner in the event of detection of any omission or mistake in the answer books or in the compilation of the result of the candidate shall take necessary steps to rectify it. This may include assessment of any portion of answer sheet which inadvertently remained unchecked from the paper checker who initially assessed the paper.
8. Whereas rechecking does not mean reassessment or re-evaluation of an answer book, the Committee shall satisfy that the result of the candidate has been correctly compiled and declared, that is:
 - a) No answer in the answer book or part thereof has been left unmarked.
 - b) The paper checker has correctly transferred the total of each question from the answer book to award list.

- c) No error is detected in the grand total of marks.
 - d) All entries in the answer book and practical award have been correctly transferred to the result sheet and subsequently to the detailed marks certificate of the candidate.
 - e) The answer book or any part thereof has not been changed or detached.
9. On recommendation of the Result Approval Committee, the Secretary PMF shall issue a Revised Result Notification and Result Card.

XVIII. Loss of Theory Paper

If a candidate's paper is lost after having been received by the Superintendent of the Examination or by one of his Assistants and if his result in other subjects/ papers entitles him to be declared successful in the examination with or without the addition of marks in the missing paper, he may be given an option either:

- a. To appear in the missing paper and the marks obtained by him in that paper shall be duly entered in the result sheet and his result declared accordingly; or
- b. To accept award for the missing paper calculated on the basis of the average of the marks obtained in other papers by him.

XIX. Dealing with Unfair Means Cases

The '**Disciplinary Sub-committee**' constituted by the Academic Committee shall, after giving proper opportunity both in writing as well as in person, to the students caught in the examination hall using unfair means to explain their conduct, award punishment of debarring the candidate from sitting in the next examination for a minimum period of six months to a maximum period of three years in accordance with the following provisions:

1. On the report of the invigilators, the Superintendent shall require the Invigilator or Deputy Superintendent to:
 - i. Write a report about the action of the candidate and the manner he was detected and caught.
 - ii. Seize from the candidate the objectionable material possessed or used by him together with the answer book.
 - iii. Obtain a statement of the candidate in the presence of the Supervising officer that he was caught while using unfair means.

The Superintendent shall himself write report about the incident;

- i. Put his/her signature on each page of the material caught from the candidate;
- ii. Mark and sign the answer books recovered from the candidates; and
- iii. Seal the papers in the presence of the candidate and hand over to a responsible officer of the Faculty for further action and send the candidate out of the examination hall.

2. Convener of the Sub-committee or on his/her behalf the Secretary PMF shall issue show cause notice to the candidate and will fix date and time for the meeting of Committee.
 - i. The notice shall be sent under registered acknowledgement and the acknowledgement receipts shall be added to the file.
 - ii. The candidate shall be allowed at least a fortnight's time to produce defense. S/he will also be given option of being heard in person.
 - iii. The Sub-committee after fully satisfying itself as to the nature and gravity of fault on the part of candidate, may:
 - a. Debar a candidate for appearing in the examination for six months, one year, two years or three years, giving full reason / justification for the award.
 - b. Absolve the candidate of the charge for lack of proper evidence and require PMF to send his answer books for assessment giving reasons and justification for the decision.
3. Decision of the Disciplinary Sub-committee shall be final and no other appeal / review / revision against this decision shall lie before any other authority. .

XX. Remuneration for Examiners

The Punjab Medical Faculty shall pay to Head Paper Setter, Head Examiners, Secrecy Officer, Paper Setters, Paper Checkers, Practical Examiners, Examination Centers' Staff, Resident Inspectors and Center Inspectors such remuneration as recommended by the Academic Committee and approved by the Governing Body.

These remunerations, fees and rates of different examination related activities shall be reviewed after every three years and recommendations placed before the Governing Body in its budgetary session for accord of final approval. .

XXI. Maintenance of Examination Record

The following maximum prescribed life of records of different documents shall be observed:

Sr. No.	Documents	Disposal
1	Solved answer books	Two weeks after final decision on re-checking of result
2	Original awards (theory and practical)	Two weeks after final decision on re-checking of result
3	Rechecking files	Six months after decision of the cases (the date of decision will be reckoned from the date of issue of reply)
4	Unfair means cases files	One year after decision of the cases (date of decision shall be reckoned from the date of issue of notification)
5	Admission / registration forms and examination applications	One year after the declaration of results
6	Question paper files administered in different examinations along with answer keys	Permanent record
7	Result Registers	Permanent record

XXII. Changes in Examination Policy

The examination policy shall be periodically reviewed by the Academic Committee and amendments incorporated in the subsequent editions of this document. In case of any ambiguity the procedures followed by the Boards of Intermediate and Secondary Education shall be followed.

Courses of Allied Health Sciences under the Old Scheme and Eligibility Criteria for Appearing in Supplementary Examination

Courses of this scheme have varying durations ranging from four months to two years. Except for courses for dispensers⁴ and dental technicians⁵ all courses from this scheme have been discontinued.

S. NO.	CATEGORIES	PAPERS	PRACTICAL	ELIGIBILITY
1	<ul style="list-style-type: none"> • Dental Technician • Dental Hygienist • Dental Nurse • Dietitian • Clinical Assistant 	Two	Two	Passing one paper and its relevant practical
2	<ul style="list-style-type: none"> • Lab. Technician • Sanitary Inspector 	Three	Three	
3	<ul style="list-style-type: none"> • OTA • Dialysis Tech. • CDC Supervisor • Vaccinator 	One	One	Theory and practical must be cleared simultaneously
4	<ul style="list-style-type: none"> • Dispenser • Radiographer • Lab. Assistant • Opth. Technician 	Two	One	Passing one theory paper

⁴ Currently students qualifying this course are required to pass the Core Course of New Scheme; however, a specific additional course for dispensers is being designed and hopefully will be available soon.

⁵ This course is already of two years duration, and as the Dental Technicians are not required to interact with patients, the course with its original format shall continue.

Courses of Allied Health Sciences under the Discontinued Scheme at GCOP FAISALABAD

The courses offered at Government College of Paramedics, Faisalabad, with two years' duration included:

Sr. No	NAME OF THE CATEGORY
1	Diploma in Medical Laboratory Technology
2	Diploma in Physiotherapy
3	Diploma in Dietetics Technology
4	Diploma in Diagnostic Radiography & Imaging Technology
5	Diploma in Operation Theater Technology
6	Diploma in Dental Technology
7	Diploma in Public Health Technology
8	<i>Diploma in Nuclear Medicine Technology</i>

All the above courses, except the last one '*Diploma in Nuclear Medicine Technology*' have been either discontinued or replaced with courses from New Scheme. The discontinued courses from this scheme will continue to be examined till September 2016. The eligibility Criteria for appearing in supplementary examination shall be as depicted below:

S. NO.		PAPERS	PRACTICAL	ELIGIBILITY
5	First Year	Four	Two	Passing one theory paper and one practical
6	Second Year	Two	Two	Passing one theory paper

The New Scheme of Studies for Courses of Allied Health Sciences

1. Courses with two years' duration have been initiated in the following technologies:
 - a. Public Health Technology
 - b. Operation Theater Technology
 - c. Radiology /Imaging Technology
 - d. Medical Laboratory Technology
 - e. Physiotherapy
 - f. Renal Dialysis Technology
 - g. Ophthalmic Technology
2. Focus of the new curricula for above technologies is on integration of tasks and multi-skilling of students. There is a common knowledge base for all courses in the form of a 'Core Course' which provides insight into essential technical knowledge. The core course also promotes interdisciplinary team building strategies for effective coordination between various Allied Health Science disciplines. This also provides base for development of education for Allied health Sciences up to post graduate level.
3. There is higher focus on providing practical skills, thus a longer duration of hospital attachment is required. This would also lead to a sizable apprentice workforce for the training institutions / hospital.

Core Course as Supplementary Course

1. To accommodate those who qualified from the 'Old Scheme', the Governing Body of PMF in its meeting held on 08.05.2013 decided that the Core Course shall be used as 'Additional Course' for equalization of courses of old scheme with courses of two years duration.
2. All candidates who have qualified or will qualify by year 2015 from the old scheme shall be eligible to sit in this examination.
3. The candidates shall not be required to re-apply for registration with PMF; however, other terms and conditions and fee structure shall be the same as for other examinations.
4. Unlike the regular candidates there shall be no Viva for this examination.
5. There shall be no limit in the number of chances to sit in this examination.