



EXAMINATION POLICIES

Examination policies for a dental college are crucial for maintaining academic integrity, fairness, and the quality of assessments

1. Examination Schedule:

Distribution of Marks

i. For each paper in which written examination is held:

Theory

University written examination 100

University Viva Voce 25

Internal assessment 25

Total 150

Practical/ clinical

University Practical/ Clinical examination 80

Internal assessment 20

Total 100

Aggregate marks for each paper 250

ii. For Preclinical Examination in Prosthodontics/Conservative Dentistry &

Orthodontics

University Practical examination 60

Viva voce 20

Internal assessment Practical 20

Total 100

Preclinical examination in each subject is to be conducted separately

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Table V. Distribution of marks in University examination and internal assessment for various subjects from first year to fifth year.

Year of Study	Subjects		Theory				Practicals/ Clinicals			Grand Total
			University written	Viva Voce	Internal Assessment	Total	University examination	Internal Assessment	Total	
I BDS	General Anatomy including Embryology and Histology		100	25	25	150	80	20	100	250
	General Human Physiology and Biochemistry	Section A Physiology	50	10	15	75	40	10	50	250
		Section B Biochemistry	50	15	10	75	40	10	50	
	Dental Anatomy, Embryology and Oral Histology		100	25	25	150	80	20	100	250
II BDS	General Pathology and Microbiology	Section A Pathology	50	10	15	75	40	10	50	250
		Section B Microbiology	50	15	10	75	40	10	50	
	General and Dental Pharmacology and Therapeutics		100	25	25	150	80	20	100	250
	Dental Materials	Section A Prosthodontics	50	10	15	75	40	10	50	250
		Section B Conservative dentistry	50	15	10	75	40	10	50	
	Pre Clinical Conservative Dentistry		-	20	-	20	60	20	80	100
	Pre Clinical Prosthodontics		-	20	-	20	60	20	80	100
	Pre Clinical Orthodontics		-	20	-	20	60	20	80	100
III BDS	General Medicine		100	25	25	150	80	20	100	250
	General Surgery		100	25	25	150	80	20	100	250
	Oral Pathology & Oral Microbiology		100	25	25	150	80	20	100	250
Final BDS part I	Oral Medicine and Radiology		100	25	25	150	80	20	100	250
	Periodontology		100	25	25	150	80	20	100	250
	Orthodontics & Dentofacial Orthopaedics		100	25	25	150	80	20	100	250
	Public Health Dentistry		100	25	25	150	80	20	100	250
Final BDS part II	Prosthodontics & Crown and Bridge		100	25	25	150	80	20	100	250
	Conservative Dentistry and Endodontics		100	25	25	150	80	20	100	250
	Paediatric & Preventive Dentistry		100	25	25	150	80	20	100	250
	Oral & Maxillofacial Surgery		100	25	25	150	80	20	100	250

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2. Exam Format:

Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme.

ii. Evaluation is achieved by two processes 1) Formative or internal assessment 2) Summative or university examinations. Formative evaluation is done through a series of tests and examinations conducted periodically by the institution. Summative evaluation is done by the university through examination conducted at the end of the specified course.

METHODS OF EVALUATION:

Evaluation may be achieved by the following tested methods: i. Written test ii. Practical examination iii. Clinical examination iv. Viva voce

INTERNAL ASSESSMENT EXAMINATION: The internal assessment examinations in theory and practical/ clinical may be held at least twice in a particular year followed by a model examination in the pattern of university examination to be held at the end of the year of study. Internal assessment marks for a candidate in a subject will be calculated as the average of, the marks obtained in the model examination and the highest among all other internal examinations, in the subject. This average mark will be reported to the University. The Heads of the Department and College Principal should ensure that the class average of internal assessment marks reported to the University in each subject/paper is not more than 75% in both theory and practical/clinical separately. For a student to be eligible to appear for the University examination he/she should have secured at least 40% of the maximum marks in internal assessment for both theory and practical/clinical in all subjects/papers, separately (i.e. minimum 10/25 in theory and 8/20 in practical/clinical). (For calculating internal assessment mark in papers where subjects are combined viz. General Human Physiology & Biochemistry, General Pathology & Microbiology and Dental Materials, marks obtained in the two subjects will be counted together for reporting to University and for applying all other stipulations mentioned above). For a candidate to be eligible to write the university examination of an year of study for the first time he/she should have minimum 80% attendance in all the subjects in which examination is being held for the year of study.

However such candidates with 80% attendance in all the subjects of study for which

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university examination is held for a particular year will be eligible to attempt the university examination only in those subjects in which he/she has secured the minimum requirement of 40% of internal assessment marks. A candidate can reappear for university examination in the failed subjects provided he/she has secured minimum 70% attendance (theory & practical separately) and have scored minimum 40% marks in internal assessment conducted for the subject during the supplementary period.

UNIVERSITY EXAMINATION-SCHEME: The scheme of examination for B.D.S. Course shall be divided into 1st B.D.S. examination at the end of the first, 2nd B.D.S. examination at the end of second, 3rd B.D.S. examination at the end of third and Final BDS Part I examination at the end of fourth academic year. The Final B.D.S part II examination will be held on completing six months of the fifth academic year. The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules governing the institution/University. The University examination for a subject shall be conducted twice in a year at an interval of not less than four to six months as notified by the university from time to time. As per the DCI norms any candidate who does not clear the I BDS examination completely within three years from date of joining the course, will not be permitted to continue the course and shall be discharged from the institution. The entire BDS course should be completed within a period of maximum 9 (double the course duration) academic years from the date of joining

3. Registration:

For a candidate to be eligible to write the university examination of an year of study for the first time he/she should have minimum 80% attendance in all the subjects in which examination is being held for the year of study. However such candidates with 80% attendance in all the subjects of study for which university examination is held for a particular year will be eligible to attempt the university examination only in those subjects in which he/she has secured the minimum requirement of 40% of internal assessment marks. A candidate can reappear for university examination in the failed subjects provided he/she has secured minimum 70% attendance (theory & practical separately) and have scored minimum 40% marks in internal assessment conducted for the subject during the supplementary period.



4. Identification:

1. Student ID card: Student identification cards that include the student's name, photograph, and a unique identification number. Students are typically required to present their valid student ID card as a primary form of identification during exams.
2. Signature Verification: Students may be required to sign an attendance or verification sheet before or during the exam to confirm their identity. The signature on the sheet should match the signature on the student's ID card.
3. Photographic Verification: Students may be asked to provide a recent photograph in addition to their student ID card. This photograph can be used for further verification if needed.
4. Proctored Exams: Proctoring software or services that monitor students through webcam and microphone to verify their identity and prevent cheating.
5. Supervision: Exams may be conducted in a supervised environment with examiners or proctors present to monitor student behavior and verify identity.

5. Exam Security:

Maintaining exam security is crucial in dental colleges to ensure the integrity of the assessment process and to prevent cheating or academic misconduct.

1. Secure Exam Materials: All exam materials, including question papers, answer sheets, and any supplementary materials, should be stored securely and handled with care. Access to these materials should be restricted to authorized personnel only.
2. Distribution Protocols: Establish strict protocols for the distribution of exam materials. Assign specific individuals or teams to handle the distribution process, ensuring that exams are delivered to the appropriate locations without tampering.
3. Sealed Envelopes: Exam papers may be placed in sealed envelopes or containers to prevent unauthorized access or tampering before the start of the exam.



4. Unique Exams: Create unique versions of the exam for different groups of students to reduce the likelihood of cheating. This may involve changing the order of questions or using question banks.
5. Secure Testing Environment: Ensure that the testing environment is secure and free from distractions. Proctors or invigilators should be present to monitor students during the exam.
6. Check Student IDs: Verify the identity of each student before allowing them to take the exam. Require students to present their student ID cards or other acceptable forms of identification.
7. Electronic Exam Security: Monitoring tools to prevent unauthorized access or cheating.
8. Proctoring: Use trained proctors or invigilators to supervise the exam. They should be vigilant in monitoring student behavior and ensuring compliance with exam rules.
9. Time Limits: Enforce strict time limits for exams to discourage students from using additional time to access unauthorized materials.
10. Electronic Devices: Prohibit the use of electronic devices, including smartphones, smart watches, and tablets, during exams, unless specified for specific purposes.

6. Cheating and Plagiarism:

Cheating and plagiarism during exams are serious breaches of academic integrity that can lead to severe consequences for students

1. Proctored Exams: Many exams are proctored, either in person or through remote proctoring software. Proctors monitor students during exams to ensure they follow the rules and do not engage in cheating behaviors.
2. Strict Seating Arrangements: Students are often assigned seats randomly to reduce opportunities for cheating through collaboration or copying. In-person exams may require students to maintain a minimum distance between seats.
3. No Electronic Devices: Students are usually prohibited from using electronic devices during exams unless specifically allowed. This includes smartphones, smartwatches, and calculators, unless they are approved models.



4. Time Limits: Exams are typically timed to prevent students from having excessive time to access unauthorized resources or communicate with others.

5. Limited Access to Materials: Students are generally not allowed to bring additional materials, notes, or textbooks into the exam room unless explicitly permitted by the instructor.

Plagiarism During Exams:

1. Original Responses: In essay-style or open-ended questions, students are expected to provide original responses based on their own knowledge and understanding. Directly copying from sources, including textbooks or online materials, is not permitted.

To avoid cheating and plagiarism during exams, students should:

- Familiarize themselves with the exam rules and academic integrity policies of their institution.
- Prepare thoroughly by studying the course materials and seeking help if needed.
- Approach exams with honesty and integrity, resisting the temptation to cheat or plagiarize.
- Seek clarification from instructors if they have any doubts or questions about what is allowed during the exam.

8. Use of Electronic Devices:

Electronic devices such as smartphones, tablets, and laptops are strictly prohibited during exams to prevent cheating and maintain exam integrity.

Electronic devices can provide access to unauthorized information, communication tools, or resources that could compromise the fairness of the exam

To prevent this jammers and CCTV cameras have been installed.

9. Exam Conduct:

Exam Committees: Dental colleges often have exam committees responsible for creating, reviewing, and approving exam content. These committees may include faculty members with expertise in the subject matter.



Exam Format: Determine the format of the exam, which may include written exams, practical exams, clinical assessments, or a combination of these.

Exam Schedule: Establish a clear exam schedule, including dates, times, and locations for each exam.

10. Assessment and evaluation of marks:

Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme. ii. Evaluation is achieved by two processes 1) Formative or internal assessment 2) Summative or university examinations. Formative evaluation is done through a series of tests and examinations conducted periodically by the institution. Summative evaluation is done by the university through examination conducted at the end of the specified course. b) **METHODS OF EVALUATION:** Evaluation may be achieved by the following tested methods: i. Written test ii. Practical examination iii. Clinical examination iv. Viva voce c) **INTERNAL ASSESSMENT EXAMINATION:** The internal assessment examinations in theory and practical/ clinical may be held at least twice in a particular year followed by a model examination in the pattern of university examination to be held at the end of the year of study. Internal assessment marks for a candidate in a subject will be calculated as the average of, the marks obtained in the model examination and the highest among all other

11. Grade Appeals:

Contact the Instructor: If you believe there is a grading error, start by contacting the instructor or faculty member responsible for the course or exam. Be respectful and provide a clear and concise explanation of your concerns.

Request a meeting or communicate via email to discuss the grading issue. Bring any supporting evidence, such as graded assignments, exams, or written feedback, to the meeting or include it in your email.

Follow Institutional Procedures: If you are not satisfied with the response from the instructor, consult your dental college's official grade appeal procedure. This procedure will outline the steps you need to follow for a formal appeal.



Typically, you will need to submit a written appeal to a designated authority, such as the department chair, dean, or an academic appeals committee. Be sure to adhere to any specific requirements outlined in the procedure, including deadlines for filing an appeal.

Prepare Your Appeal Letter: Write a well-organized appeal letter that clearly outlines your reasons for appealing the grade. Be specific about why you believe an error occurred or why you believe the grade is unjust.

Include any relevant evidence, such as copies of assignments, exams, or coursework that you believe support your case.

Remain respectful and professional in your communication.

Submit the Appeal: Submit your appeal letter and any supporting documents to the appropriate authority within the specified deadline. Ensure that you follow the correct submission process as outlined in the grade appeal procedure.

Attend an Appeal Hearing (if required): In some cases, dental colleges may conduct a formal appeal hearing, during which you may present your case in person. If this is part of the process, be prepared to attend and present your arguments clearly and professionally.

Await a Decision: After you have submitted your appeal, the designated authority will review the case and make a decision. They may consult with the instructor and review the evidence before rendering a decision.

12. Exam Irregularities:

Cheating:

Copying Answers: Students copying answers from others during an exam.

Use of Unauthorized Materials: Bringing prohibited materials into the exam room, such as notes, textbooks, or electronic devices.

Collaboration: Unauthorized collaboration or communication with other students during the exam.

Impersonation: Having someone else take the exam on behalf of a student.



Plagiarism: Submitting exam answers that are copied or paraphrased from external sources without proper attribution.

Misconduct during Exams: Disturbing Behavior: Behaviors that disrupt the exam environment, such as talking loudly, making noise, or causing distractions.

Leaving the Exam Room: Leaving the exam room without permission during the exam.

Failure to Follow Instructions: Disregarding specific exam instructions provided by the proctor or instructor.

Unauthorized Access to Exam Content: Obtaining advance access to exam questions or answers through unauthorized means.

Data Breaches and Security Breaches: Breaches of exam security protocols, such as unauthorized access to exam materials or unauthorized sharing of exam content.

Inadequate Proctoring or Supervision: Ineffective proctoring that fails to detect or prevent cheating or misconduct during exams.

Technical Issues: Technical problems during computer-based exams, such as software glitches or server failures that disrupt the exam process.

13. **Module Exams / Improvement exam:**

Grading: After the make-up exam is completed, follow standard grading procedures to evaluate the students' responses.

Recording Grades: Record the grades for the make-up exam, and ensure that they are properly documented in the students' academic records.

Communication: Notify Students: Inform students of their make-up exam results as soon as possible. Provide feedback on their performance if necessary.



Record Keeping: Maintain accurate records of all communication, scheduling, and documentation related to the make-up exam. This documentation may be required for future reference or to address any potential concerns or disputes. It's crucial to maintain transparency, fairness, and adherence to established policies throughout the make-up exam process to ensure that students who have valid reasons for missing the original exam have an opportunity to demonstrate their knowledge and skills.

14. **Honor Code:**

The University examination for a subject shall be conducted twice in a year at an interval of not less than four to six months as notified by the university from time to time. As per the DCI norms any candidate who does not clear the I BDS examination completely within three years from date of joining the course, will not be permitted to continue the course and shall be discharged from the institution. The entire BDS course should be completed within a period of maximum 9 (double the course duration) academic years from the date of joining.

15. **Confidentiality:**

Secure Exam Administration:

Ensure that exams are administered in a controlled and secure environment to prevent unauthorized access or cheating. Limit access to exam materials to authorized personnel only, such as teachers, proctors, and administrators.

Confidentiality of Exam Content: Protect the confidentiality of exam questions and content to prevent leaks or cheating. Store exam materials securely, and restrict access to those materials.

Student Identification: Use unique identifiers, such as student IDs or numbers, rather than names, on exams to maintain anonymity during grading. Protect personal information and exam results in compliance with data protection laws.

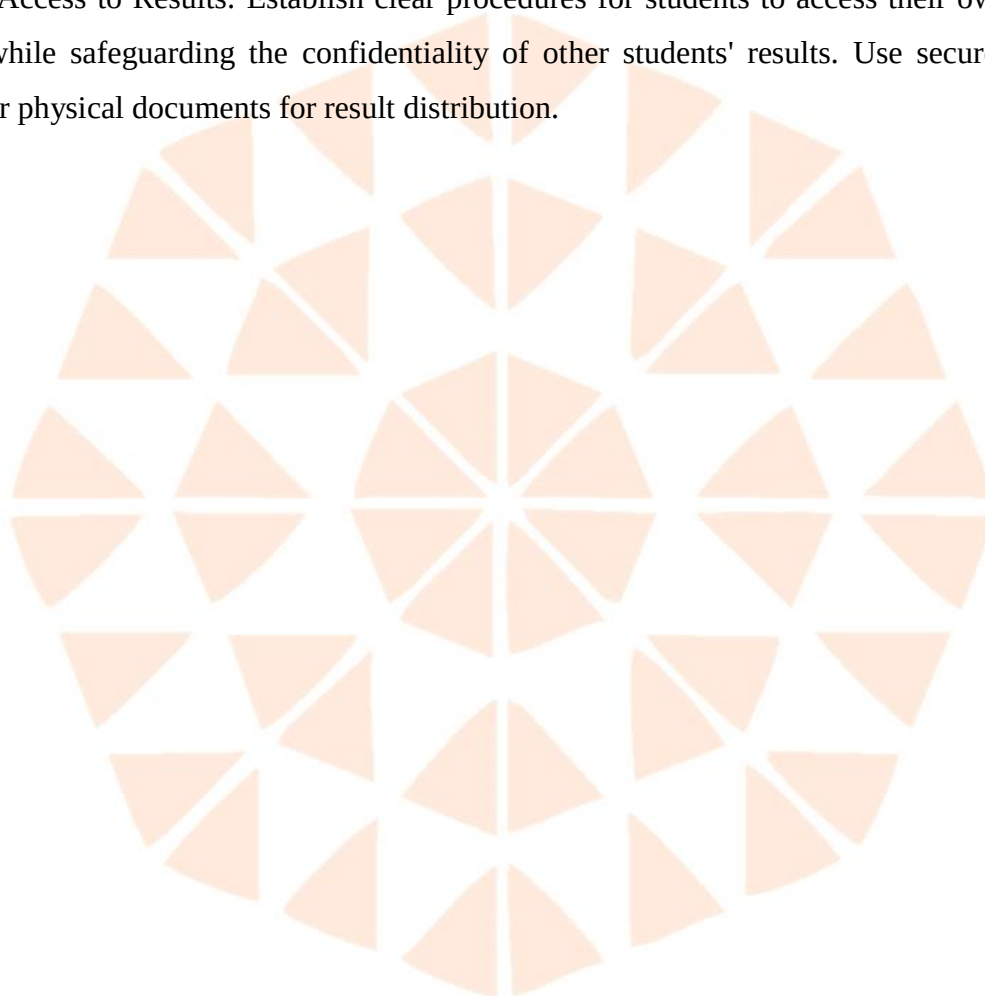
Grading Confidentiality: Ensure that grading is conducted anonymously, with no knowledge of the identity of the students. Use blind or double-blind grading processes, where the graders do not know the identity of the students and vice versa.



Reporting Results: Release exam results only to authorized individuals, such as students themselves or their designated representatives. Protect the privacy of individual students when sharing results with others.

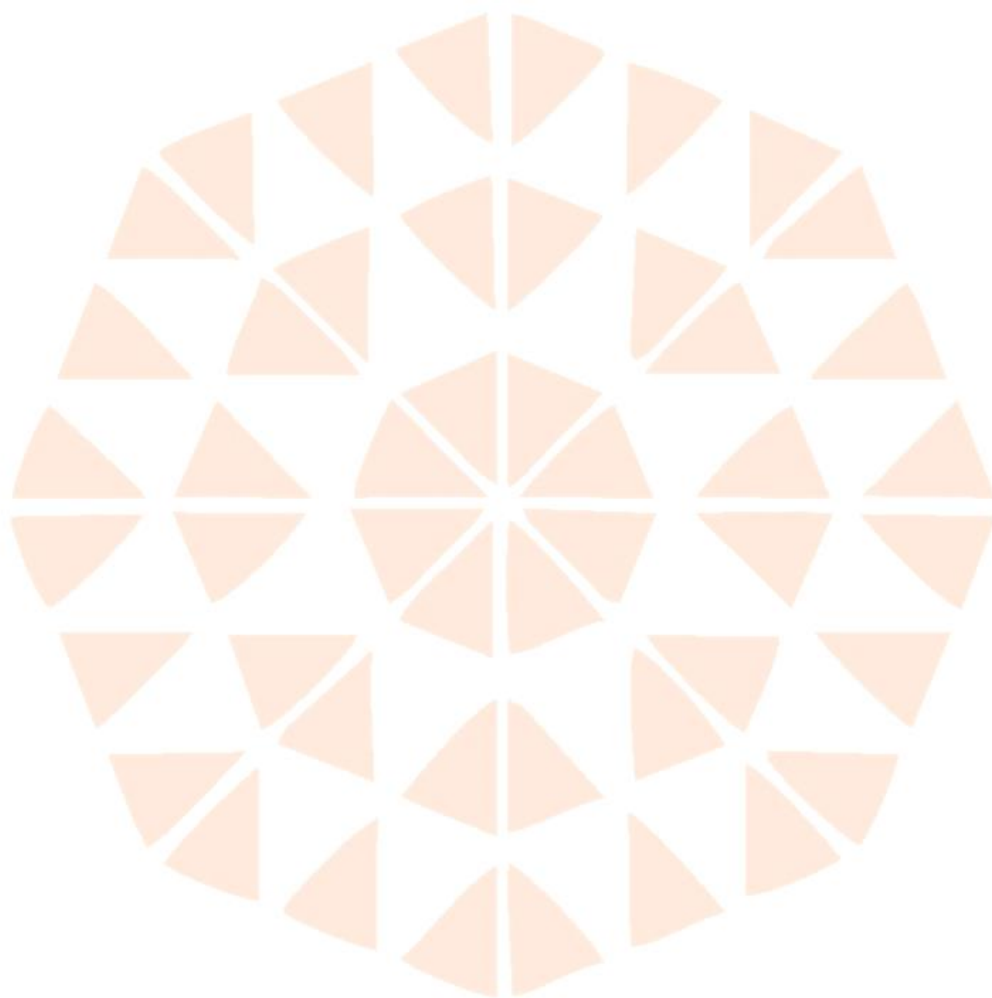
Data Security: Store exam results securely, both in physical and digital formats, to prevent unauthorized access or data breaches. Encrypt digital exam data to protect it from hacking or data theft.

Student Access to Results: Establish clear procedures for students to access their own exam results while safeguarding the confidentiality of other students' results. Use secure online portals or physical documents for result distribution.





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