



Altamash Institute of Dental Medicine

Department of Medical Education

Name of Policy	Assessment and Appeal policy
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01	Director DME	14 th March 2023	Modified whole policy and added exam appeal policy

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1. Purpose

This policy provides guidance for ensuring that all examinations and formative assessments (onsite or online) are conducted efficiently and in the best interest of students. The purpose of this policy is to provide guidance to teachers about students' progress and performance by using different assessment tools against the expected outcomes of the curriculums.

2. Scope

This policy is applicable for all certificate, diploma, undergraduate and post graduate programs under AIDM

3. Responsibility

The Principal, Vice Principals are responsible to implement the policy according to the guidelines of every program as applicable.

The Department of Examination (DoE) is responsible for conducting exams including Midterm, Pre-professional examination, and Professional examination in the AIDM vicinity

Head of Department of all the related Departments will be responsible for ensuring that the continuous assessment is taking place throughout the year by their faculty.

The Departments are responsible for provision of question (reviewed questions by Department of Medical Education [DME]) for all types of assessment from the Q bank maintained by each department. They are responsible for coordination with examination department for setting theory and clinical exam paper as per the requirement.

It is the responsibility of everyone at AIDM to read, understand and implement this policy.

4. Policy statement

- 4.1. All the AIDM faculty is to adhere to the examination policy with respect to following key deadlines to conduct examination (Entry, Continuous, Mid Term, Pre professional etc.)
- 4.2. Each Program of AIDM required to complete the learning objectives on time provided by the University mentioned in the Academic Calendar.
- 4.3. Academic Calendar of AIDM will be finalized after the official meeting of affiliated University Board of studies and dissemination of University Academic Calendar.
- 4.4. For Midterm and Pre professional examination in the start of the year, a table of specification (TOS) has to be developed by each department present on Google Excel sheet by Department of Medical Education (DME) and Basic Sciences must submit TOS on the format provided by the DME with the MCQs and OSPE submissions for review.
- 4.5. On the basis of the TOS, The Questions need to be developed by the subject experts i.e. senior faculty and should be reviewed by Department of Medical education before get banked in the Department Q-bank . Those Questions will also be submitted to affiliated university as per the demand from the university Q bank in charge.
- 4.6. The knowledge will be assessed by the theory examination using Multiple Choice Questions (MCQs) or Extended Matching Questions (EMQs) and Skills assessment will be through Ward/Clinical Rotation Exam, Objective structured practical examination (OSPE) and Objective structured Clinical examination (OSCE). The modification in using assessment tools will be according to University AIDM affiliated.
- 4.7. Weightage for each Assessment:

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Internal Evaluation: 10%

Final Professional Examination: 90%

- 4.8. There will be no promotion of the student in any program without continuous assessment record and scores of internal evaluation as per weightage defined and approved for each program. The internal evaluation scores from the college has to be submitted to the University for the Promotion of the student to next year.
- 4.9. Retake of the final examination is the responsibility of the Affiliated University. There will be one chance of sitting in the exam same year after the first chance. If failed in the second chance, student will be year back. **(see progression policy)**
- 4.10. Plagiarism: for internal evaluation, submitted assignments and project work from students will be checked on plagiarism software to detect similarity index. If student found to have similarity index > 19% will be resend to decrease the similarity within a deadline. If not submitted in the given time period or the student failed to produce the document with < 19% similarity index second time, the assignment or the project will be declared null/void. Student will get no marks.
- 4.11. Exam conducted online will have same guidelines and SOPs as mentioned in this policy and the online assessment policy provided by the University will be followed.
- 4.12. Online Education policy will play role in developing courses and planning assessment as per the requirement of the each program.

5. Standard Operating Procedure (SOP) of Administrative aspects prior to online and onsite examination

- 5.1. Principal and Vice Principals are responsible to ensure that the academic calendar has been followed and Midterm /Pre-Professional examination has been conducted on the assigned time.
- 5.2. Students who are registered with PM&DC , Affiliated University with all AIDM dues cleared will be eligible to sit in examination
- 5.3. If any new assessment will be introduced then a mock exam will be conducted to make the students, faculty and administration comfortable with the process and cognizant with the assessment tool.
- 5.4. DoE and head of department will be responsible to start scheduling the Examination, inviting external faculty, at least 2 months before the exam start,
- 5.5. Exam dates will be informed to students and faculty via displaying on the notice board, Via WhatsApp group and on website before 2 weeks of the start of the exam.
- 5.6. External faculty will be requested to participate in the internal exams with an official letter as per the university policy.
- 5.7. DoE will conduct examination committee meetings and decide number of questions, any grievances, administration related matters and any other business for smooth and transparent conduction of examination.
- 5.8. Questions according to the Table of specification will be submitted to DME within a week time on the format and criteria provided by the DME and DoE.
- 5.9. The questions will then be reviewed by the DME with the subject experts and modified questions from each department will then be provided to DoE for printing and execution at least a week before.
- 5.10. Each Department will assigned 2 Lecturers to invigilate and stay within the exam center to support DoE and guide students upon any query.
- 5.11. Examination papers will stay with DoE, Faculty will check the exam papers and submit the scores to the DoE within 2 weeks period.
- 5.12. DoE will announce the exam results after 20 days of examination

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6. Standard Operating Procedure (SOP) of Formative Assessment

6.1. Planning the Assessment:

- 6.1.1. Within the first two weeks of each term, Faculty must plan at least 2–4 formative assessments per unit.
- 6.1.2. The tools may be Quizzes, reflections, peer assessments, classroom polls, worksheets, exit tickets, or project milestones.
- 6.1.3. Plans must be included in the course syllabus and shared with students.

6.2. Designing the Assessment:

- 6.2.1. Assessments must align with course learning objectives (CLOs).
- 6.2.2. Tasks should promote higher-order thinking (analysis, synthesis, evaluation).
- 6.2.3. Use diverse formats to accommodate various learning styles.

6.3. Administering the Assessment

- 6.3.1. Can be conducted in-class, online, or as homework.
- 6.3.2. Participation must be mandatory but non-graded.
- 6.3.3. Teachers ensure inclusive participation.

6.4. Providing Feedback

- 6.4.1. Feedback must be specific, actionable, and timely (within one week).
- 6.4.2. Should focus on strengths, areas of improvement, and strategies for better performance.
- 6.4.3. Methods include verbal feedback, annotated work, or rubric-based comments.

6.5. Reflection and Follow-up

- 6.5.1. Students are required to reflect on the feedback received.
- 6.5.2. Faculty may ask students to submit learning logs or response to feedback.
- 6.5.3. Low-performing students should receive additional support or tutorials.

6.6. Record-Keeping and Reporting

- 6.6.1. Maintain a Formative Assessment Log for each student.
- 6.6.2. Document the type of assessment, date, feedback given, and follow-up actions.
- 6.6.3. Summary of formative assessments should be reported in monthly/midterm review meetings.

6.7. Roles and Responsibilities

- 6.7.1. **Faculty:** Design, conduct, and document formative assessments; provide feedback.
- 6.7.2. **Students:** Actively participate, reflect, and apply feedback.
- 6.7.3. **Academic Coordinators & Heads:** Monitor compliance with the SOP and provide support.
- 6.7.4. **Quality Assurance committee:** Audit the process periodically for effectiveness.

7. Exam Appeal Policy :

- 7.1. Students can appeal for their result within a week time after the announcement of the result to student section.
- 7.2. This policy on appeals is in three parts:
 - 7.2.1. Policy on Internal Evaluation.
 - 7.2.2. Policy on university examination.
- 7.3. AIDM is committed to ensuring that:
 - 7.3.1. Internal evaluation or continuous assessment are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
 - 7.3.2. Assessment evidence provided by the candidates is produced and authenticated according to the requirements of the University for the subject concerned.
 - 7.3.3. The consistency of internal evaluation will be maintained by internal moderation and standardization.
 - 7.3.4. All student work being assessed by teaching staff for internal evaluation is

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carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the program.

- 7.4. **Notes to Students.** If a student has any concerns about the procedures used in assessing their internally assessed work for internal evaluation i.e. controlled assessment/coursework/class test, he/she should discuss the matter with the Head of Department immediately.
- 7.5. Following that, if the matter remains unresolved, the formal procedure may be used by the student concerned. The Plagiarism policy for Assessments state that: - "The work you submit for assessment must be your own." - "You must not copy from someone else or allow another candidate to copy from you." - "If you copy the words or ideas and show your sources in references and a bibliography, this will be considered as cheating or malpractice." Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken. The student, has the right to appeal against any decisions to reject to a candidates internally assessed work on the grounds of malpractice via Appeal form (student section).
- 7.6. The Appeal will be taken to the examination committee by student section where the decision will be taken on the basis of strong evidences provided by the concern department, DoE and student.
- 7.7. AIDM has no control on University examination, hence the appeal policy of university need to be followed in this regard.

8. Linked/Referenced Documents:

JSMU Progression Policy, JSMU appeal policy, HEC plagiarism policy, online education policy

9. Revision/Modification History & frequency:

9.1. Review Policy

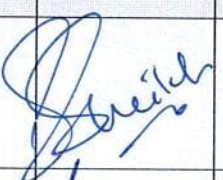
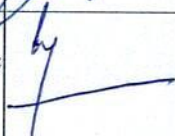
The policy will be reviewed if new guidelines are issued by the regulating and controlling authorities. However, the owner/custodian of the policy may request for a revision based on emerging needs and with the approval from competent authority.

9.2. Custodian of the policy

A formal approval will be required if a policy is revised more than 25%. DoE and DME would determine the percentage of revision in consultation with the custodian of policy.

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Responsibility for Implementation	Department of Examination			
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Approved By:	Professor Dr. Hasnain Sakrani	Principal & Chairman Academic Council		23 rd May 2023