

# **INSTITUTIONAL INTERNAL EXAMINATION POLICY FOR MBBS STUDENTS**

## **GMC THRISSUR**



### **1. Introduction**

This policy outlines the framework for conducting internal assessments for MBBS students in accordance with the Kerala University of Health Sciences(KUHS) and National Medical Commission (NMC) guidelines.

### **2. Objectives of Internal Assessment**

1. To assess competencies such as knowledge, skills, and attitude, which are essential for a competent medical graduate.
2. To provide regular feedback to students about their academic and clinical performance.
3. To identify students who may require additional support and guidance.
4. To become eligible to attend the final examination, thereby encouraging consistent effort and study habits.

### **3. Internal Examination Scrutiny Cell**

1. An internal exam scrutiny cell, consisting of faculty members and office staff will be constituted by the Principal.
2. All internal examinations will be coordinated by this committee. The cell shall plan, organize and conduct the exams adhering to the policy outlined in this manual.
3. The exam schedule for all exams for the year shall be notified in the college academic calendar. The schedule of internal examinations shall be communicated to the students at the commencement of each academic year.

### **4. Components of Internal Assessment**

Internal assessment (IA) shall be one of periodic assessment, and continuous evaluation of the student. Internal assessment should be based on competencies and skills.

#### **Components of Internal Assessment**

- i. Formative Assessment shall consist of a) Part Completion Tests (PCT) b) Prelims
- ii. Continuous Internal Assessment Includes home assignments, Continuous Class Tests, Seminars, Museum Study, Library Assignments, Certifiable Skill Based Competencies, AETCOM Competencies, SVL Lab Activity, Journal (Record book / portfolio), Family

Adoption Program Competencies, attendance for theory and practical, as applicable to different subjects.

### 1. Theory Assessment

Periodic written tests such as part completion test(PCT) and prelims (MCQs, SAQs, LAQs, Essays).

Assignments and projects relevant to the subject. (Self directed learning-SDL)

Seminars and group discussions.

Attendance and active participation in classes.

### 2. Practical/Clinical Assessment

Continuous evaluation during practical/clinical postings.

Objective Structured Clinical Examinations (OSCEs).

Case presentations, clinical examinations, and procedures.

Logbook maintenance and review.

Viva voce based on practical/clinical work.

## **5. Frequency of Internal Assessments**

1. Assessments should be evenly spaced throughout the academic year to provide continuous feedback.
2. There shall be no less than two PCT in a Phase for a subject having University Examination in that Phase.
3. In subjects spread over more than one phase, there shall be minimum one PCT in each phase. When subjects are taught in more than one phase, the internal assessment must be done in each phase and must contribute proportionately to the internal assessment marks.
4. In clinical subjects, the end of posting clinical examination conducted for each clinical posting in each professional year and shall be considered as PCT (Practical).
5. A Prelim Examination each in Theory and Practical shall be conducted preceding the University Examinations of each subject and shall follow the University Examination pattern.
6. The maximum marks for each PCT and Prelims will be in accordance with the KUHS and NMC guidelines
7. In cases where students miss an assessment due to valid reasons (e.g., medical emergencies), provisions may be made for retesting.

## **6. Weightage of Internal Assessment**

Internal Assessment – 100 marks

80 marks – marks scored in exams

20 marks – Professionalism, day to day activities, research, extra curriculum

Students must secure at least 50% marks of the total marks (combined in theory and practical/ clinical; not less than 40 % marks in theory and practical separately) assigned for internal assessment in a particular subject in order to be eligible for appearing at the final University examination of that subject.

## **7. Preparation of Question papers**

1. Each department shall nominate a faculty member to prepare the question paper for theory examinations in the concerned subject.
2. The paper setters/examiners must ensure that they prepare two sets of question papers and the papers are forwarded to the concerned head of the department.
3. Composition of the question paper shall have a mixture of questions of different levels as follows
  - Questions that can be answered by an average student :50-60%
  - Intermediate level of difficult questions: 20-30%
  - Advance level questions : 10-20%
4. Proof reading and checking of compliance with syllabus and pattern shall be done thereafter by the concerned head of the department. The question paper must be in accordance to the pattern prescribed by KUHS
5. At the discretion of the HOD, one set shall be selected and the other one is kept sealed in case of any contingencies.
6. Question papers shall usually be printed one day before that particular examination and shall be handed over to the examination section in a sealed cover. The course coordinators for Phase 1, Phase 2, Phase 3 part 1 and phase 3 part 2 MBBS will obtain the question paper from the medical departments, take print outs and hand it over to the examination section in a sealed cover. All question papers shall be maintained under lock and key in the Principal's custody.
7. One copy of each question paper shall be filed in the department question bank and central library after the examination for further reference.

## **8. Conduct of Examinations**

1. The superintendent of exam will collect the sealed question papers, Answer sheets, other documentation and tags from the office 20 minutes prior to the commencement of the exam.
2. A squad of designated senior teachers, appointed by the Principal shall make surprise visits to exam halls at random during examinations.
3. The invigilators are responsible for ensuring a free and fair conduct of examinations. They must report to the examination venue 20 minutes prior to the start of the examination.
4. All students shall be informed to keep away all electronic items, books and any other materials before entering the examination hall. Only pens and other essential stationery are permitted.

5. The Invigilators shall record attendance in the prescribed format ensuring that all candidates affix their signature in the attendance sheet.
6. The invigilator shall report any malpractice to the superintendent immediately.
7. The invigilator shall collect the feedback forms from the students after the exam. Online Feedback can be collected using google forms.
8. After the completion of the exam, invigilators shall report back to superintendent of exams in order to account for the answer books they had received along with the attendance sheet.
9. The superintendent of exams shall complete the documentation process and the answer books shall be handed over to the examination section of the office after having bundled subject/paper wise along with attendance roster and other reports.
10. The answer sheets shall be maintained in safe custody by the concerned section clerk and handed over to the concerned head of the department by the next day.

### **9.Valuation of Answer books**

1. Faculty members are assigned to evaluate the answer scripts. Questions will be divided and allotted to examiners so that same question will be evaluated by the same examiner.
2. Timeline-Theory Valuation: Generally completed within 2-3 weeks after the exams.  
Practical Valuation: Often done concurrently with the exams or immediately after.
3. Compilation of Marks-Marks from theory, practicals, and any internal assessments are compiled. The compiled results are verified for accuracy.

### **11. Declaration of Results**

1. A consolidated statement of marks shall be prepared and the results published in the department notice boards within two weeks of the examination by the concerned Head of the department.
2. The faculty members concerned shall provide feedback to the students on how to improve their answers and clear doubts, if any.
3. The faculty members shall perform retotaling or rectify other mistakes in evaluation if any grievance is raised by the student.
4. The results of those who have been booked for unfair means or of those who had not complied with any requirements or formalities shall be withheld until decision on such matters are taken by competent authorities/committees.
5. The marks shall be entered in the Internal Assessment register maintained by the head of the department.

### **11. Post examination Evaluation and feedback**

1. After each internal assessment examination, the concerned Head of the department shall perform a post examination evaluation of the question paper and outcome analysis.
2. The question paper analysis and outcome evaluation shall be included in the report of the internal examination sent to course coordinators.

3. Appropriate actions will be undertaken by the Head of the department to overcome any deficiencies pointed out in the post examination evaluation before the next internal assessment examination.

4. Examiners must provide feedback to students, helping them to identify strengths and areas for improvement. This is given after declaration of results of theory examination and immediately after the practical examination.

5. Verbal or written feedback can be given depending on the assessment methods.

Verbal Feedback: Direct feedback during clinical examination and viva-voce.      Written

Feedback: Comments on assignments, case reports, or exam scripts.

## **12. Grievance Redressal**

1. Students can appeal their internal assessment marks or any related grievances through a formal procedure.

2. The appeal must be submitted in writing to the head of the department within 5 days after the assessment results are announced.

3. If the candidate is not satisfied with the decision of the committee, the complaint shall be referred to the internal examination scrutiny cell for studying, investigating and deciding on the matter. The same shall be communicated to the aggrieved and redress them at the earliest but not later than ten working days from the date of the last exam or the receipt of the complaint/grievance whichever is later.

## **13. Attendance and Participation**

1. In each subject, the student shall have a minimum of 75% attendance in theory and 80% attendance in practical / clinical, separately to be eligible to appear for the University examinations.

2. The student shall also have 75% attendance in theory and 80% in practical / clinical of the non-examination going subjects in a phase, to be eligible to appear for the University examinations of that phase.

3. If an examination of a subject includes allied subjects / areas the candidate must also have 75% attendance in theory and 80% attendance in clinical posting in each allied subject.

4. Students shall have 75% attendance in the Foundation course to be eligible for the First Professional examination

5. Students shall have 75% attendance in the electives to be eligible for the Third Professional Part II examination.

6.75% attendance in Professional Development Programme (AETCOM Module) is required for eligibility to appear for final examination in each professional year.

7. There shall be minimum of 80% attendance in family visits under FAP.

8. Active participation in class discussions, seminars, and clinical postings will be factored into the internal assessment.

#### **14. Remedial Measures**

1. If a student does not take an internal assessment examination due to illness or other valid reason, the student shall apply within five working days to the Academic Committee of the Institution, through the Head of the Department with supporting evidence (Medical certificate or other document as proof) to be considered for the remedial examination.
2. Students who score below 50% in internal assessments will be identified for remedial measures.
3. Students who perform poorly in internal assessments should be provided with remedial classes or tutorials.
4. Additional assessments may be conducted for students who require further evaluation before the final examination.
5. Students are encouraged to seek help from faculty if they are struggling with specific topics.
6. Failure to improve after remedial measures may lead to eligibility issues for the final examination.

#### **15. Record Maintenance**

1. A detailed record of internal assessments, including marks, attendance, and feedback, will be maintained by the department.
2. Students will be informed of their performance after each assessment, with constructive feedback provided to guide improvement.
3. Students shall sign with date as a record of having seen the attendance percentage.
4. The monthly attendance statement of each batch of students shall be forwarded to the University before the 7th of the succeeding month.
5. The marks of all Internal Assessment Examinations (PCT and Prelims) shall be forwarded to the University within 7 days of declaration of the results of that Internal Assessment Examinations.
6. Internal assessment records will be submitted to the examination committee before the final university examination.

#### **16. Unfair means during examinations**

1. The invigilator and superintendent concerned shall submit a report to the Principal after the examination is concluded.
2. Students who have been booked for unfair means shall be given a show cause notice with an
3. The Principal shall take appropriate necessary action in this regard.

### **17. Role of Internal Assessment in Final Examination**

1. Students must secure a minimum of 50% in internal assessments to be eligible to appear for the final university examination in each subject.
2. Internal assessment (IA) marks will not be added to University examination marks. It shall be displayed under a separate head in the mark lists of University Examinations.

### **18. Compliance with KUHS & NMC Guidelines**

This internal assessment policy will be regularly reviewed and updated to remain in compliance with the latest KUHS & NMC guidelines and standards.

### **19. Approval and effective date**

This policy is approved by the principal, Government Medical College, Thrissur and will come into effect immediately.