Faculty Board Memo

To:       The Chairman, Faculty Board of the FMAS
From:     Director - Examinations, FMAS, RUSL
Subject:  Amendment to the Examinations By-Laws (to include a section on Documentation and Archiving and to clarify the matters related to dress cord for the examinations)
Date:     19/08/2019

1. Include a section on Documentation and Archiving

The Examinations Division of FMAS, RUSL, follows well organized set of procedures for documentation and archiving. However, it was observed that most of these practices were not documented. Therefore, I suggest to include a separate section on Documentation and Archiving to the Examination By-Law document.

Herewith I am sending the drafted section, by me, based on the current practices for recommendation of the Faculty Board, FAMS, RUSL.

2. Dress cord for the examinations

Based on the decisions taken at the 131st Faculty board Meeting which held on 17th July 2019, I suggest to include the following paragraph under 24.16 (Examination Rules for the Candidate) of the Section-B of the Examination By-Laws, FMAS, RUSL, on recommendation of the Faculty Board.

24.16.29. Candidates shall dress in smart professional attire, and wear a white clinical coat at the clinical examinations and laboratory practical examinations. Casual wear (i.e. shorts, t-shirts and flip flop) are not permitted. Both the ears must be kept uncovered.

Dr. PHG Janaka Pushpakumara
Section C: Documentation and Archiving

30.1. Question papers and Marking Schemes

30.1.1. At least two printed and soft copies of each question paper including questions of OSCE and OSPE of all the examinations (formative and summative continuous assessments and main examinations) shall be filed for record (one copy in the respective Department and the other in the Examination Division) with the marking scheme.

30.1.2. Question papers that can be kept available for students’ use, shall be kept in the library.

30.1.3. Printed copies of question papers and marking schemes mentioned in 30.1.1. shall be kept for minimum period of five years from the date of the examination and thereafter destroyed or disposed in such a manner so that their contents may not be revealed.

30.1.4. Disposal of printed copies in Examination Division should be done, only after obtain the approval of the Dean, under the supervision of Assistant Registrar of the Faculty. A list of disposed documents should be prepared and filed for record (Annexure 4).

30.1.5. Soft copies of question papers and marking schemes shall be kept for record in examinations division for minimum period of ten years from the date of the examination and thereafter destroyed or disposed in such a manner so that their contents may not be revealed.

30.1.6. Disposal of soft copies in Examination Division should be done, only after obtain the approval of the Dean, under the supervision of Assistant Registrar of the Faculty. A list of disposed CDs/DVDs/Files should be prepared and filed for record (Annexure 4).

30.1.7. Disposal of printed copies and soft copies in Departments should be done under the supervision of Head of the Department.

30.2. Answers scripts

30.2.1. All answers scripts shall be kept under safe custody (in an access restricted confidential room) for minimum period of five years from the date of the examination and thereafter destroyed or disposed in such a manner so that their contents may not be revealed. For certain examination the scripts may have to be kept for a longer period of time.

30.2.2. Disposal should be done, only after obtain the approval of the Dean, under the supervision of Assistant Registrar of the Faculty. A list of disposed documents should be prepared and filed for record (Annexure 4).

(22.4.2 of the Section A of the Examination By-Law will be amended as follows:
22.4.2. All answers scripts shall be kept under safe custody for minimum period of five years from the date of the examination and thereafter destroyed or disposed in such a manner so that their contents may not be revealed. This has to be done only after obtain the approval of the Dean. For certain examination the scripts may have to be kept for
30.3. Mark sheets

30.3.1. Mark sheets of continuous assessments/module examinations

30.3.1.1. Respective departments may use an appropriate format for mark sheets depending on the requirements and format of the examination. All the marks sheets should carry the signatures of Dean of the Faculty, Head of the Department and Assistant Registrar of the Faculty.

30.3.1.2. At least two printed and soft copies of each mark sheet of all the examinations (formative and summative) shall be filed for record (one copy in the respective Department and the other in the Examination Division).

30.3.1.3. All mark sheets and external storage devises that contain soft copies of mark sheets (CDs, DVD, External Hard disks, etc.) shall be kept under lock and be preserved

30.3.1.4. All the computers and soft copies of mark sheets should be password protected. Password should be changed periodically and only shared among Assistant Registrar of the Faculty and designated operator of the computer.

30.3.1.5. Printed copies of marks sheets shall be kept for minimum period of twenty years from the date of the examination and thereafter destroyed or disposed in such a manner so that their contents may not be revealed.

30.3.1.6. Disposal of printed copies in Examination Division should be done, only after obtain the approval of the Dean, under the supervision of Assistant Registrar of the Faculty. A list of disposed documents should be prepared and filed for record (Annexure 4).

30.3.1.7. Soft copies of marks sheets shall be kept for record in examinations division for minimum period of twenty-five years from the date of the examination and thereafter destroyed or disposed in such a manner so that their contents may not be revealed.

30.3.1.8. Disposal of soft copies should be done, only after obtain the approval of the Dean, under the supervision of Assistant Registrar of the Faculty. A list of disposed CDs/DVDs/Files should be prepared and filed for record (Annexure 4).

30.3.1.9. Disposal of printed and soft copies in Departments should be done under the supervision of Head of the Department.

30.3.2. Mark Sheets and Mark Books of main examinations (2nd MBBS, 3rd MBBS-Part-I, 3rd MBBS & Final MBBS)

30.3.2.1. Formats given in Annexure 5, 6, 7 and 8 shall be used to enter the finalized mark of the respective results board of 2nd MBBS, 3rd MBBS-Part-I, 3rd MBBS & Final MBBS examinations. Preparation of mark sheets should be done in an access restricted confidential room and on a computer which is not connected to the internet or local area network.

30.3.2.2. Hand written Results Book should be prepared under the supervision of Assistant Registrar of the Faculty. Same table format that used to prepare the soft copy of the mark sheet should be used in the Results Book and four
separate results books should be maintained for four main examinations 
(2nd MBBS, 3rd MBBS-Part-I, 3rd MBBS & Final MBBS). Preparation of 
hand-written results books should be done in an access restricted 
confidential room.

30.3.2.3. Printed copies of mark sheets and mark sheets in hand-written results books 
should be signed by Vice Chancellor of the University, Dean of the Faculty 
and Assistant Registrar of the Faculty.

30.3.2.4. All printed copies of the mark sheets, hand-written results books and 
external storage devises that contain soft copies of mark sheets (CDs, DVD, 
External Hard disks, etc.) shall be kept under lock and be preserved.

30.3.2.5 All the computers and soft copies of mark sheets should be password 
protected. Password should be changed periodically and only shared among 
Assistant Registrar of the Faculty and designated operator of the computer.

30.3.2.6 All printed copies of the mark sheets and hand-written marks sheets in 
results books should be kept for minimum of twenty five years from the 
date of the examination, at the Examinations Division. External storage 
devises that contain soft copies of mark sheets should be kept for minimum 
of thirty years from the date of the examination, at the Examinations 
Division.

30.3.2.7 Disposal of printed copies, hand-written results books and external storage 
devises that contain soft copies of mark sheets (CDs, DVD, External Hard 
disks, etc.) should be done, only after obtain the approval of the Dean, 
under the supervision of Assistant Registrar of the Faculty. A list of 
disposed documents should be prepared and filed for record (Annexure 4).

(22.2.2. of the Section-A of the Examination By-Laws will be deleted)

30.3.3. Preparation of academic transcripts

30.3.3.1. The mark scored by candidates shall be treated as strictly confidential and 
shall not be released except as provide for below; 
(a) For official purposes within the faculty /university under the direction 
of Dean 
(b) For any other official purpose at the direction of the vice chancellor

30.3.3.2. Four types of confidential academic transcripts shall be issued based on a 
request of recognized academic institution. 
a) Academic transcript only 
b) Academic transcript with academic record 
c) Academic transcript with performance evaluation record 
d) Academic transcript with academic record and performance evaluation record

30.3.3.3. The graduate should made the request through the completed Application 
for Academic Transcript. Prescribe fees should be paid to the University 
and fees are subjected to change time to time.

30.3.3.4. Both the printed mark sheets and hand written results books should be 
checked in preparation of academic transcripts in addition to student record 
books.
Annexure 4

Examination Related Document Disposal Register (ERDDR)

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* 1- Question papers and Marking Schemes, 2 – Answer Scripts, 3 – Mark sheets, 4 – Hand written results books

The list prepared by:

Signature:_____________________________ Date:_____________________________

Authorization of disposal

__________________________________
Signature and Rubber Stamp
Dean/FMAS/RUSL

Date:_____________________________

Supervision of disposal

__________________________________
Signature and Rubber Stamp
Assistant Registrar/FMAS/RUSL

Date:_____________________________
### RESULTS

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Date of the results board: ___________________________

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Assistant Registrar  Dean/FMAS/RUSL  Vice Chancellor
FMAS/RUSL  RUSL
Annexure 6

FACULTY OF MEDICINE AND ALLIED SCIENCES
RAJARATA UNIVERSITY OF SRI LANKA

THIRD MBBS (PART-I) EXAMINATION (Academic Year ……………….) - Month Year

RESULTS

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Date of the results board: __________________________

________________________________________
Assistant Registrar  Dean/FMAS/RUSL  Vice Chancellor
________________________________________
FMAS/RUSL  FMAS/RUSL  RUSL
## RESULTS

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Date of the results board (3rd MBBS Part-I): __________________________

Date of the results board (3rd MBBS Part-II): __________________________

_________________________ __________________________

Assistant Registrar Dean/FMAS/RUSL Vice Chancellor

FMAS/RUSL RUSL
FACULTY OF MEDICINE AND ALLIED SCIENCES
RAJARATA UNIVERSITY OF SRI LANKA

FINAL MBBS EXAMINATION (Academic Year …………..) - *Month Year*

RESULTS

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Date of the results board: __________________________

____________________________________  __________________________________
Assistant Registrar               Dean/FMAS/RUSL             Vice Chancellor
FMAS/RUSL                        RUSL                          RUSL