

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. *Archiving of question papers and marking schemes*
- 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. *Disposal of question papers and marking schemes*
- 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.
- 30.1.4. 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).
- 30.1.5. 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. *Archiving of Answer scripts*
- 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). *Disposal of Answer scripts*

(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

a longer period of time (please refer 30.2.2 for disposal procedure of the Answer scripts).)

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. *Preparation of Mark sheets*
- 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). *Archiving of Mark sheets*
- 30.3.1.3. All mark sheets and external storage devices 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. *Disposal of Mark sheets*
- 30.3.1.4. 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).
- 30.3.1.5. 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.
- 30.3.1.6. 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).
- 30.3.1.7. 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. *Preparation of Mark sheets and Mark Books*
- 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 devices that contain soft copies of mark sheets (CDs, DVD, External Hard disks, etc.) shall be kept under lock and be preserved.

*Archiving of
Mark sheets
and Mark
Books*

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 devices 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 devices 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).

*Disposal of
Mark sheets*

(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

*Preparation of
academic
transcripts*

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)

No	Date of Disposal	Document Type*	Description	No. of Scripts/No. of pages
1				
2				
3				
4				
5				

* 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:_____

FACULTY OF MEDICINE AND ALLIED SCIENCES

RAJARATA UNIVERSITY OF SRI LANKA

SECOND MBBS EXAMINATION (Academic Year) - *Month Year*

RESULTS

S/N	Index No.	Name	Attempt	Marks					Final Result (Classes and Distinctions)
				Anatomy	Biochemistry	Physiology	Total	Average	
1									
2									
3									

Date of the results board: _____

Assistant Registrar
FMAS/RUSL

Dean/FMAS/RUSL

Vice Chancellor
RUSL

Annexure 6

FACULTY OF MEDICINE AND ALLIED SCIENCES

RAJARATA UNIVERSITY OF SRI LANKA

THIRD MBBS (PART-I) EXAMINATION (Academic Year) - *Month Year*

RESULTS

S/N	Index No.	Name	Attempt	Marks		Final Result
				Parasitology	Microbiology	
1						
2						
3						

Date of the results board: _____

Assistant Registrar
FMAS/RUSL

Dean/FMAS/RUSL

Vice Chancellor
RUSL

FACULTY OF MEDICINE AND ALLIED SCIENCES

RAJARATA UNIVERSITY OF SRI LANKA

THIRD MBBS EXAMINATION (Academic Year) - *Month Year*

RESULTS

S/N	Index No.	Name	Attempt	Marks								Final Result (Classes and Distinctions)
				Parasitology	Microbiology	Community Medicine	Pathology	Pharmacology	Forensic Medicine	Total	Average	
1												
2												
3												

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

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

Assistant Registrar
FMAS/RUSL

Dean/FMAS/RUSL

Vice Chancellor
RUSL

FACULTY OF MEDICINE AND ALLIED SCIENCES

RAJARATA UNIVERSITY OF SRI LANKA

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

RESULTS

S/N	Index No.	Name	Attempt	Marks						Final Result (Classes and Distinctions)	
				Medicine	Surgery	Gynecology & Obstetrics	Pediatrics	Psychiatry	Total		Average
1											
2											
3											

Date of the results board: _____

Assistant Registrar
FMAS/RUSL

Dean/FMAS/RUSL

Vice Chancellor
RUSL