

**NATIONAL POSTGRADUATE
MEDICAL COLLEGE OF NIGERIA**

**REGULATIONS GOVERNING THE
CONDUCT
OF COLLEGE EXAMINATIONS
INFORMATION FOR CANDIDATES**

REVISED 2021

INTRODUCTION

The aim of this document is to provide all candidates, who intend to partake in examinations organized by the National Postgraduate Medical College of Nigeria, with relevant information about the regulations governing College examinations. It will also provide guidance on the expected conduct of candidates before, during and immediately after all college examinations ranging from examinations in the Diploma programmes, Doctor of Medicine (MD) Thesis defense and the different stages of the fellowship examinations.

SECTION A: THE CONDUCT OF COLLEGE EXAMINATIONS

1. The Senate shall approve the appointment of Fellows of the National Postgraduate Medical College of Nigeria who will be responsible for the invigilation of college examinations.
2. It shall be the duty of the invigilators to supervise the examination process including regulating the conduct of candidates.
3. All candidates are expected to be at the examination venue at least an hour before the time the examination is scheduled to commence. This is to allow time for candidate verification and any other administrative processes necessary before the commencement of the examination.
4. Candidates are required not to come to the examination venue with any electronic devices that can be used for communication such as phones, smart wrist watches and others.

5. Candidates are required not to enter College examination centres or halls with foods, drinks or any other liquids.
6. No candidate shall be admitted into the examination hall after the first half-hour of the examination has elapsed.
7. While the examination is in progress, no persons other than the Coordinator, Invigilators or College officials shall be allowed to enter the hall.
8. No candidates may leave the examination hall once the examination begins except to go to the restroom or to the first-aid room. In such circumstances, the candidate shall be accompanied by a staff of the College to be appointed by the examination coordinator.
9. Silence must be maintained throughout the examination period by the invigilators, attendants and candidates.
10. Where there is ambiguity of questions, candidates are expected to indicate by raising of hands to draw the attention of the coordinator/invigilator who shall seek clarification from the Faculty Secretary. Candidates should note that the time allocated for the examination in each paper or component of the examination, as indicated in the examination time-table, shall be strictly adhered to and can only be altered in unavoidable/exceptional circumstances with the College President's approval.
11. Candidates who finish the written examinations before the stipulated time may be allowed to submit their papers and leave the examination hall, at the discretion of the Coordinator/Invigilator. Such candidates shall not leave the Hall during the first or the last half - hour of an examination.
12. At the close of each examination, candidates must hand over their scripts and question papers to the designated coordinator/invigilators as they leave the hall. The Coordinator/Invigilators will check the submitted materials, tick

against the attendance list as they are received from the candidates, arrange the scripts in numerical order and seal them together with the signed attendance list in special envelopes provided by the academic department. The Faculty Secretary shall keep record of the scripts received from the coordinator/invigilators and the scripts issued to the examiners.

13. Candidates must stop writing immediately the end of the examination is announced by the examination Coordinator/Invigilator. Any candidate noted to be writing shall be informed of the risk of being disqualified. Candidates who persist will be reported to the Faculty Secretary for the initiation of the process for appropriate punitive action.
14. Candidates shall not remove any examination answer script, used or unused, from the examination hall.
15. **Deferment of examinations:** Applications for deferment of examinations should be made to the College Registrar, via the e-portal, at least 6 weeks before the date of commencement of the examination.
16. In the case of ill-health during the examination, some first aid will be provided by the College and the case shall be reported to the College Registrar and the Faculty Secretary. Any applications for deferment of examinations based on ill health, after the closure of the college e-portal should be made in writing to the College Registrars. Each case will be considered on its merit.
17. All candidates should note that smoking is prohibited in the examination hall as indeed anywhere within the buildings of the National Postgraduate Medical College of Nigeria.

SECTION B: PROCESSING OF THE DOCTOR OF MEDICINE(MD) / PART II DISSERTATION

1. Candidates applying for the Doctor of Medicine (MD) Thesis defense/ Part II Fellowship Examinations are required to upload copies of the approved proposal, letter of approval, Assessors reports and completed dissertation/thesis along with the relevant documents specified to be submitted with the application for the examination
2. The staff in the academic department of the College shall review candidates' applications to confirm correctness and completeness of application documents uploaded on the portal.
3. After the close of application, the academic department shall compile, for each faculty, the list of candidates' proposal assessors and forward it to the Faculty Secretaries.
4. The Faculty Secretaries shall vet the applications and grant approval to candidates that have met all the requirements for the examination.
5. The Faculty Chairman shall then nominate at least one of the assessors from the list of proposal assessors on the portal to examine the Dissertation/Thesis.
6. Following this, the academic department shall notify the designated assessor(s) on the portal so that they can commence assessment of the dissertations uploaded on the portal before the conduct of the Dissertation/Thesis defense.
7. At the conclusion of the Dissertation/Thesis defense, Candidates may be awarded a P+ (Dissertation/Thesis accepted without corrections),
P (Dissertation/Thesis accepted with minor corrections),
P- (Dissertation/Thesis provisionally accepted, requiring reassessment after corrections),
P-1 (Referred, candidate to represent the Dissertation /Thesis at the next examination without major changes),

P-2 (Dissertation failed due to major methodologic flaws not following what was approved at the proposal stage, which need to be corrected before representation during the next examination).

8. The examining assessors are required to upload a detailed report of the performance of the candidate during the Dissertation/Thesis defense on the e-portal within 72 hours after the examination.
9. In cases of candidates with P-1(Referred, to be rewritten, represented and defended at a subsequent examination) and P-2 (Failed, to follow approved proposal guidelines and represent at a subsequent examination), the candidates are expected to represent their dissertation at a subsequent examination
10. Candidates with a P- (Provisional Pass) are expected to access the report of the dissertation defense uploaded by the examiner in order to make corrections as appropriate. Once the candidate uploads the corrected dissertation, the examiner concerned will be notified, on the portal, to confirm that the corrections are satisfactory based on which the assessor shall recommend a conversion to Full Pass.

Candidates are expected to make the necessary corrections within *3 months* of the date of the Senate meeting that approved the initial result. Where a candidate fails to do this, he/she will be required to re-apply for a subsequent examination and resubmit the dissertation for a fresh assessment as if he failed the previous examination.

11. Candidates with a Full Pass shall be notified via the portal to upload a clean copy of their dissertations/Thesis on the portal. After payment of the requisite fees, copies of the dissertation/thesis in the appropriate Faculty colors shall be produced for the College library.

SECTION C: CRITERIA FOR AWARDING PASS/FAIL CLASSIFICATION

(i). THE PRIMARY EXAMINATIONS

The pass score is determined by applying the principles of standard setting using the Modified Angoff's method. To pass the examination, a candidate must obtain a score equal to or greater than the Pass score.

(ii). THE PART 1 FELLOWSHIP EXAMINATIONS

The Part 1 examination consists of 3 sections: Written papers, Clinicals / Practicals and Orals

The Pass Score for each of these and the overall examination is as determined by applying the principles of standard setting using the appropriate methods
To pass the examination, a candidate must:

1. Obtain a score equal to or greater than the pass score for the examinations which is a sum of the determined pass marks for the component parts.
2. Obtain a score equal to or greater than the pass score in the practical/clinical component of the examination.

(iii)THE PART II FELLOWSHIP EXAMINATIONS

The minimum components of the Part II examinations are the dissertation and viva voce (Orals). For some faculties, it includes written papers and clinicals / practicals.

- (1) The Viva Voce section may have one or two parts as may be determined by the Faculty Board or Court of Examiners. The aggregate of all the parts shall be considered together.

(2) The Dissertation Defense may be regarded as:

P+ Accepted

P Accepted with minor editorial corrections

P- Provisionally accepted with significant errors to be reassessed after corrections or

P-1 Referred, to be rewritten, represented and defended at a subsequent examination

P-2 Failed, to follow approved proposal guidelines and represent at a subsequent examination.

To pass the overall examination, a Candidate must have his dissertation accepted and pass the viva voce.

- (a) A candidate who has his dissertation accepted P or P+ level but fails in the Viva Voce, shall be referred in the viva voce only against the next examination.
- (b) Candidates whose dissertations needs some significant correction i.e., P-level but who have passed the Viva Voce shall earn a Provisional Pass. Minor editorial/typographical errors shall not affect a candidate's full pass rating.
- (c) A candidate who passes the viva voce but fails the dissertation defense shall be referred in the dissertation only against the next examination.

SECTION D: EXAMINATION RESULTS

1. The examiners for each College examination shall meet within 24 hours of the conclusion of examination and consider the results and matters arising thereof.
2. A master mark Sheet shall be generated on the portal by each Faculty Secretary. Results will be entered on this electronic sheet, downloaded, signed by all Examiners and uploaded.
3. Thereafter, the result of the examination and matters arising thereof shall be presented to the Faculty Board for consideration and then make recommendations to the Senate.
4. The Pass list of each examination as recommended by Faculty Board shall be generated from the portal by the College Registrar but the information shall remain provisional until approved by the College Senate.
5. The master mark sheets, signed by the examiners concerned, shall become the property of the college and shall be placed in the custody of the Deputy Registrar (Academics). The marked scripts shall be preserved in the examination department for a period of five years. Thereafter they may be destroyed.
6. After Senate approval, the pass list shall be circulated to all accredited training institutions and sister colleges.

SECTION E. CONTEST OF EXAMINATION RESULTS

Based on the current structure of college examinations with multiple inbuilt mechanisms to ensure transparency and objectivity and validity of the examination process, very few aspects of the examinations involve significant degrees of subjectivity which could make the result of that particular aspect contestable.

The primary examinations are done via computer-based tests in approved centres nationwide and the results are computer generated and therefore cannot be contested.

The Part I Fellowship examinations involves the use of computer-based tests (CBT) using Multiple choice questions for the screening stage of the examinations, essay questions, multiple stations, each manned by at least two examiners scoring independently, in the clinical/practical examinations assessed via OSCE/OSPE among others and use of multiple stations in the oral examinations.

The Part II Fellowship examinations involve as a minimum, the dissertation and viva voce components. The dissertation is assessed by assessors who assessed and approved the proposal while the oral examination is assessed by multiple teams of at least two examiners and measures put in place to enhance objectivity and cannot be repeated. Only the components of College examinations involving essays can be contested.

In the event of a candidate expressing dissatisfaction with his /her result and requesting for a remark of his/her paper:

1. The candidate shall make the request in writing within two weeks of the release of result by Senate to the College Registrar

2. The candidate shall pay a prescribed fee as determined by the Senate
3. The request shall be forwarded to the Faculty Secretary, who will appoint two independent examiners of cognate experience who had not examined the candidate previously in that examination to remark the candidate's paper(s) using the same marking and scoring guidelines used in the examination.
4. The result shall be collated by the Faculty Secretary and presented to the Court of Examiners, and shall be forwarded to the College Registrar who shall present the result to the Senate for approval.