

SOPs of Assessment Policy

(for internal assessments only)



Purpose	To Ensure the smooth execution of Assessment Policy
Prepared by	Medical Education Department
Reviewed By	Director Curriculum Committee
Approved By	Academic Council
Final Approval	Prof Dr Soufia Farrukh Principal ,QAMC.Bwp
Custodian of the Policy	Examination Cell
Updated on	15 march 2023
Total Pages	3

Members:

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Dr. Wajahat Hussain	Assistant Professor
Dr. Sundas Hamna	Assistant Professor

SOP for Appeal Policy

1. Any students who wishes to appeal should submit a written application to the Principal.
2. Panel will be formed under the guidance of Principal to evaluate the evidence presented by the student.
3. All appeals will be dealt fairly and with complete confidentiality.
4. The evidence will only be shared with the relevant faculty members.
5. The student may be approached to provide further evidence, if needed.
6. The decision on the appeal will be conveyed within 15 working days in writing.
7. Once rejected, student cannot appeal again unless new evidence is presented.

SOP for Scrutiny

1. Any student who wishes to appeal can collect the scrutiny form the Department of students Affairs.
2. The form will be submitted to Director of Medical Education,
3. The decision on the appeal will be conveyed within 15 works days in writing.

Academic Record Access SOPs

1. Both faculty and student should submit a written application to the principal for any academic reason to access the academic record.
2. However, for research purpose a written application should be submitted to the principal along with IRB approval.
3. The approved application will be then submitted to administration department. Administration will then forward this application to relevant department for further direction.
4. Any affidavit should be submitted stating that he/she is not going to use the record against the interest of institution.

Academic Record Access Committee (As & When Required)

1. Principal
2. Director Medical Education
4. Student Affairs Representative
5. 2 X Faculty Member

invitation of External Examiner assessment SOPs

1. Respective HODs will forward his/her suggestion for inviting external examiner to Principal in form of application.
2. Approved application will be forward to examination cell
3. Examination Cell will inquire about the External examiner (no direct relationship of the examiner with the candidates)
4. Examination cell will then formally liaise with selected examiner

SOPs for Students feedback on Assessment

1. QAMC approved student's feedback forms will be distributed by ME to student on assessment day via hard or soft copy.
 2. Responses are collected and final reports will be generated
 3. After approval by the Principal, the reports will be shared with Curriculum committee and examination for improvement
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