



List of GFP policies

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Working Policies for Faculty & Staff

Updated 2014-2015

As part of OMC, GFP follows the same working policies for all its faculty and staff. It includes the following:

Salary

The salary structure in the General Foundation Programme, along with College of Pharmacy & Health Sciences will be framed to give every staff member regular compensation in accordance with his/her placement on a salary scale and as per contract of employment. Apart from the basic salary, every staff member will receive allowances towards housing, utilities and travel to and from the college. Senior faculty and staff will be eligible for family status in Oman.

Official Travel Policies

The rules governing travel for official purposes out of Oman allows air travel in economy class and accommodation and daily allowances to cover the expenses incurred by the staff at the destination point.

Working hours

Regular working hours at the college are from 8:00 am to 4:30 pm from Sunday through Thursday. Classes are scheduled for 50 minutes starting at 8:00 am with the last class scheduled at 3:00 pm. Laboratories of 3 hours duration are scheduled in both the morning and afternoon but are completed by 4:00 pm. The weekends are Friday and Saturday. Teaching faculty in English are assigned 12 contact hours per week of classroom teaching. In addition, each faculty member must have posted office hours in which he/she **MUST** be available to answer questions and help students. Part-time faculties are assigned the teaching hours for the individual course plus one hour per week for office hours. In addition to teaching, each faculty member will serve as an academic advisor for students and meet with them periodically.



DUTIES AND SANCTIONS

If a faculty or staff member does not perform their duties as described or if a person refuses to perform a task directed by his supervisor, the following sanctions will be imposed.

- First, the employee will be counseled by his supervisor and the Associate Dean or the Dean.
- Repeated poor performance will result in the writing of a warning letter by the employee's supervisor, which will be discussed with the employee and placed in his/her personal file.

Dismissals

If an Omani receives three warning letters, he/she can be dismissed with 30 days notice. If a non-Omani has received a warning letter and has had several discussions about his/her performance with the supervisor, he/she can be dismissed with 3 months notice.

Disciplinary decisions

If proof has been obtained that an employee has behaved inappropriately at the college, he/she will receive a warning letter that will be placed in their personal file. If appropriate, the employee will be asked to obtain professional counseling. If a male or female employee is wearing inappropriate clothing, their supervisor and/or the dean will discuss the Dress Code established by the college with the employee and request that he/she adheres to the rules. A warning letter will also be placed in the employee's file. Further violation in the rules will result in termination of the employee's contract.

TERMINATION

Avoidance of the Contract

If a faculty member does not follow the conditions of the contract, a warning letter will be placed in his/her file and the supervisor will discuss the conditions stipulated in the contract. Further avoidance of the contract will result in dismissal as discussed above.

Termination (cases, causes and mechanisms)

Under certain circumstances faculty or staff will be immediately terminated provided that sufficient proof has been obtained. For example, if a male faculty or staff member socializes



inappropriately with girl students, his employment will be terminated. If a faculty or staff member gives one or more students a copy of an exam before the scheduled examination or provides detailed information about which topics these students should study, he/she will be immediately terminated. Employees terminated under these circumstances will not receive any benefits.

Termination of employment and benefits after

When appropriate, the yearly contracts of faculty members may not be renewed for the following academic year. Reasons for non-renewal of a contract include continued ineffective teaching by a faculty member despite repeated counseling and warning letters from the HOD and Dean. Other reasons include removal of the subject taught from the curriculum or hiring a new faculty member with expertise in the subject such that two faculty members are not required to teach that subject. Faculty members will be given 3 months notice and will receive benefits prescribed by Omani law depending on the number of years of employment.

Resignation - Protocols

1. Faculty or staff member writes a letter of resignation addressed to the Dean three months prior to the proposed date of leaving the college. (Omanis require one month notice).
2. Dean acknowledges the letter in writing and provides a copy to the Finance Department.
3. The Finance Manager prepares the final settlement.
4. The faculty or staff member has an exit interview with the Head of Department and the Dean (or Associate Dean).
5. The faculty or staff member returns their photo ID, remote control for gate and keys.

End-of-Service Benefits

Every staff member who has completed one year of continuous service will be entitled to end-of-service benefits at the termination his/her contract or upon separation. This benefit is determined in accordance with the following provisions in the Oman Labour Law:

- 15 (fifteen) days basic salary for each of the first three years of continuous service.
- 30 (thirty) days basic salary for each year of continuous service beyond the initial 3 (three) years.
- The terminal year's basic salary will be reckoned as the basis for payment of the terminal benefits.



An employee who resigns before completing one year of service will not be entitled to end-of-service benefits.



Travel Policy for Professional Development

Updated 2015-2016

As part of OMC, GFP faculty attends conferences and workshops for professional development, subject to the guidelines below.

For travel outside Oman or to attend conferences in Oman, the faculty member must submit a travel request in writing to his/her HOD. The request must include the following:

- A copy of the invitation letter to speak and/or the letter indicating that a submitted abstract has been accepted for presentation.
- A copy of the abstract
- Information about the event in the form of a brochure or flier
- Plans to cover the teaching responsibilities of the faculty member
- The potential benefits to the faculty member and to OMC
- The number of meetings attended in the past 3 years.

The request must be approved with recommendations by the Head of the Department and submitted to the Dean for final approval.

When the travel request has been approved by the Dean, the faculty member must complete a Travel Expense form (see attached) that includes the dates duration and location of the conference, workshop or academic course plus estimated expenses for registration, transportation, lodging, and meals. The Dean will forward the approved Travel Request to the Finance Officer who will make the travel booking.

Upon returning from the travel, the following receipts must be presented for reimbursement by OMC:

Registration, Transportation –Airfare and petrol receipts for faculty who drive to events

Lodging – up to a maximum of 60 RO per day

Meals & local transport– up to a maximum of 30 RO per day

Maximum reimbursement allowed in GCC countries: 100 RO Outside of GCC: 250 RO

After the conference workshop or course, the faculty member must:

- Submit a report within one week to his/her HOD and the Dean outlining the benefits of the meeting to the individual and OMC.



- After receiving the report the HOD and the Dean will advise the faculty member to make a presentation to share the experience gained by attending the Conference/workshop to an appropriate audience.

(Note: A faculty member will receive support for international travel only every 2 years.)

Travel Policies for Conferences in Oman

- Two faculty members will be allowed to attend conferences scheduled on working days.
- Faculty who wish to attend a conference must submit a travel request to their HOD as described above.
- The HOD will recommend two faculty members to the dean indicating the reasons that they will benefit from attending the meeting. Faculty who has been invited to speak at the meeting will automatically be given permission to attend. Other factors involved in the decision of the HOD should include the number of meetings attended by the individual faculty member in the past two years as well as the expertise of the faculty member.
- The Dean will review the recommendations of the HOD before giving final permission for the faculty member to attend the meeting. OMC will reimburse the faculty for the registration fee.



Leave Policies

Updated 2015-2016

As part of OMC, GFP implements the same leave policies adapting to the requirements of individual faculty and department needs.

Annual Leave

All the staff, teaching and administrative, is entitled to 30 days paid leave on completion of 335 days of continuous service. The teaching faculties are expected to take their leave in the summer after classes are completed and before the start of the next academic year. Administrative staff may take leave at any time leave policies year will not attract financial compensation.

Semester Break Leave for Faculty

The teaching staff is entitled to a total of 15 days of leave, which they *must* take during the breaks between the fall/ spring semesters and the spring semester/summer session.

Start of Leave for Faculty

Faculty responsible for teaching and grading may not take leave, either annual or semester break, until the Thursday *after* exam week is finished in the fall and spring semesters and the summer session. This policy will permit scheduling exams in all disciplines on the final day of exam week and provide sufficient time for the exam and semester grades to be reviewed by the HODs, the Exam Review Committee and the Academic & Professional Standards committee before the faculty member goes on leave.

Protocol for Obtaining Leave

A person who wishes to take leave must first inform their HOD or supervisor and obtain his/her signature of approval. Faculty must also obtain the Dean's signature on the leave form. The Dean (or supervisor for staff) will forward the signed form to the administration for filing and computer entry.

When returning from any leave, the individual must have the form signed by his supervisor or HOD and then *must* go in person to give the form to either the Finance Manager or the Accountant. The reporting at the Finance Department will be considered as the rejoining date.



Sick Leave

Under the terms of staff contracts, and consistent with The Oman Labour Law, an employee has the right to paid sick leave, on condition that it does not exceed either ten continuous or separate weeks during the year, as follows:

- first 14 days on complete salary;
- second 14 days on three-quarter salary;
- third 14 days on half salary;
- Next 28 days on quarter salary.

Any absence for sick leave must be documented by the production of a medical certificate. There is no entitlement for sick leave unless the sickness of the employee is proved by a medical certificate.

Emergency Leave

Employees are entitled to up to six days' emergency leave with pay during the year for any unforeseen circumstance that occurs but shall not exceed two consecutive days. The employee must provide a **justification** for the emergency leave. Examples include 1) adverse weather conditions, 2) serious accidents, 3) children severely injured and hospitalized.

Maternity Leave

Female staffs who have completed at **least one year of continuous service** are entitled to maternity leave with pay for up to 50 days, as decreed by The Oman Labour Law. The period of leave will start either shortly before the delivery of the child or on the day of birth, as circumstances require. A maximum of three maternity leaves are permitted. The payment of salary after the second week of absence is as described for 'Sick Leave' above.

Application for maternity leave must be submitted to the Dean at least 90 days before the expected delivery date and be supported by a physician's certificate.



Special Leave

A faculty or staff member is entitled to special leave with pay as follows. Permission must be obtained from the Dean for special leave.

- Three days in case of marriage to be granted only one time during the period of service.
- Fifteen days during the year for the purpose of sitting for an examination in case of an Omani worker who is a part-time student at a school, institute, college or university in Oman.
- Fifteen days for the performance of Al-Haj (pilgrimage) once throughout the period of service, provided that the employee has completed one year of service at the college.
- One hundred and thirty days for a working Muslim wife in the event of her husband's death
- Three days leave are allowed in the event of the death of a husband, wife, son, daughter, mother, father, grandparent, brother, or sister; two days are allowed in the event of the death of an uncle or an aunt. Presentation of proof of death from the relevant authority is required to obtain leave.

Islamic Holidays

In regard to Islamic Holidays, the Dean will decide in consultation with the administration and the HODs whether the college will adhere to the schedule of the government or private sector depending on the effect of these holidays on the academic program. These days are generally only confirmed by the Government a day or two before the actual day of the holiday. The dates of these holidays will be announced as soon as they are determined.

Travel Policy for Professional Development

Oman Medical College encourages faculty and staff to attend conferences, workshops and academic courses for professional development, subject to the guidelines below. Faculty and staff will be allowed 5 days per year for travel to international and national meetings.



Staff Induction Policy

Drafted 2014-2015

Introduction

An induction program is commonly used to help new employees understand their job within the organization and department. As one of OMC departments, GFP staff induction policy is aligned with HEI's. It is an important process, which in turn presents significant benefits such as reduction in the amount of time needed for a new staff member to reach full working capacity. Induction also reinforces a new staff-member decision to foster a feeling of belonging.

Content

Some of the essential aspects of an induction program include the following:

- history, mission and values of both the organization and department
- general information about employees' work routines and responsibilities
- rules and regulations a new staff member is expected to conduct within the organization and department
- introduced to all their colleagues
- meet all the individuals who will aid them in performing their job adequately as well as meeting executive leadership of the organization.
- Informed of their role and their contribution within the department.

Process

- In the first month meetings and activities takes place where the new staff is able to collect relevant information about their job and familiarized with the new set-up.
- The activities can be spread over two to three hours each morning during the first month of employment. This will allow the new employees to receive critical information in smaller and more manageable sessions that makes it easier for them to internalize and apply any information.
- The new staff-member is also introduced to self-guided e-learning which enables them to access twice faster about their jobs.
- A senior faculty is selected as a mentor to assist any new member to gain job-related information. The mentor also provides the new member with information regarding the administration, academic and cultural aspects related to the Department.
- The HOD also has meeting and discussions with the new staff that helps in clarifying any doubts regarding administration or academics.



Support

Before a new staff member starts work, the following is given:

- Faculty and Staff list with all the contact details of all the members of the HEI.
- Faculty and Student Hand which explains the different policies, procedures and ethics
- Relevant text books, forms, teaching schedules, curriculum and infrastructural facilities is provided to the new staff.

The new staff-members is also introduced to other members of the HEI which enables them to interact with other employees and communicating information regarding their professional life with existing co-workers that gives a better collaboration on professional-work related tasks.



Updated 2014-2015

The grievance policy of GFP is same as that of the HEI as it is an integral part of OMC. A grievance is a formal complaint based on an incident that the individual feels is unfair. Oman Medical College is committed to developing and maintaining an effective grievance handling system that is easily accessible to all its students and staff. The aim of the grievance committee is to resolve issues promptly, objectively with complete confidentiality and in a fair manner. The views of the aggrieved member will be treated with respect and complete confidentiality.

Before filing a formal grievance with the Grievance committee, the aggrieved student/faculty/staff must first attempt to resolve the grievance by meeting with his/her teacher/coordinator/HOD or Supervisor and the Associate Dean. The Grievance Committee is only to be addressed after failing to come to a resolution from the above mentioned parties.

Guidelines for the Grievance Committee:

- (1) The Grievance Committee will consider all grievances submitted in writing. By filling in the Grievance Form for Staff (available at the library or next to the “Grievance Box” placed next to the Associate Dean’s office).
- (2) The Grievance Committee will consider only individual grievances raised by student, staff and faculty. Family members or friends are not authorized to raise a claim on behalf of the aggrieved person.
- (3) The Grievance Committee will not consider any grievance of general applicability or grievance received from a group of students, faculty or staff members.

Procedure for addressing grievances:

- (1) The aggrieved student, faculty or staff will submit the grievance in writing by completing the Grievance Form for Staff, which is available in the library or next to the “Grievance Box” placed next to the Associate Dean’s office.
- (2) The aggrieved student, faculty or staff will place the petition in the “Grievance Box”, which will be checked at the end of each week by the Associate Dean’s Assistant.
- (3) After receipt of the petition on Wednesday, the Associate Dean’s Assistant will arrange a meeting of the Grievance Committee within the following week. The aggrieved staff will be informed that his/her petition has been received via email.
- (4) The Grievance Committee will investigate the grievance, discuss the issues with the concerned parties, refer to the relevant documents and make a final resolution within 10 working days.
- (5) If deemed necessary, the Grievance Committee will call in the aggrieved staff for further questioning.



- (6) After a decision has been reached by the Grievance Committee the aggrieved staff will be informed of the final resolution via email.
- (7) The Dean will be kept informed of the final resolutions reached by the Grievance Committee after each case.



Staff Education Policy

Updated 2015-2016

OMC encourages its entire staff to continue their education in order to improve their skills and knowledge in the workplace, this includes GFP. The College has no scheme to allow any staff or faculty to pursue such studies on a full time basis; as such practice would be detrimental to the normal functioning of the College and has heavy cost implications. However, in some cases, the College had encouraged the staff to enroll for higher degrees in institutions located in the Muscat capital region, preferably for part-time courses.

Such persons were allowed limited absence from the normal working hours of the College on condition that such arrangement will not have any cost implication and that their current duties will be suitably adjusted. As the College receives more and more applications for such releases, it has become necessary to evolve appropriate policies in this regard to safeguard the interests of the College.

Accordingly, all such releases from now onwards will be as per the following policies and subject to the fulfillment of conditions:

1. Staff members must have completed a minimum of two years of service at OMC/CPHS before applying for released time to continue their education.
2. Requests for limited release from normal work should be submitted to the head of the department where the staff is working at least 3 months prior to the date of commencement of the course. The HOD will review the request from the exigencies of the department and will forward it to the Dean with proper recommendations.
3. Staff members should submit along with requests for limited leave of absence proof of registration and time table of classes.
4. The maximum allowable time of release from normal work shall be limited to 25% of normal working hours. This can be spread over the entire week and it shall be the responsibility of the HOD to keep track of the staff's absence.
5. The limited absence of the staff should not lead to appointment of a substitute staff and the recommendation of the HOD should confirm that such absence of the staff will not affect its normal working.
6. Normally, only one staff member in Chemistry, Biology and Pharmacy will be allowed to avail the limited release facility at any time.
7. The HOD shall maintain a log book detailing the periods of absence of the staff for study purposes.



8. The College will have no liability to bear any expenses connected with the studies undertaken by the staff.
9. The College reserves the right to deny permission to any staff to pursue higher studies availing limited absence, if such absence is against the interest of the college.
10. Staff members who take extensive leave to obtain the MS degree will sign an agreement to continue working at OMC/CPHS for two years after completion of the degree.
11. Obtaining an advanced degree does not guarantee a promotion or a higher salary.



Updated 2015-2016

Procedure for Admission to the Foundation Program (Year 0)

All applicants must possess a higher secondary school certificate (12th standard) or its equivalent. Admission is limited to 100 pre-medical students and 50 pharmacy students per year. Students who are seeking full scholarship support from the Ministry of Higher Education (MOHE) should apply directly to the MOHE. The MOHE will rank the applicants and provide OMC with the list of potential candidates. Oman Medical College will select successful Ministry sponsored candidates from this list.

Private payers and those seeking only partial scholarship support should apply directly to the college's Office of Admissions and Records. Applicants must fill out an application form and pay a non-refundable application fee. The selection of private payer applicants will be based primarily on the student's combined secondary school leaving scores (or grades) in biology, chemistry, physics, and English.

Classes generally begin in early September. However, preliminary processing of applications starts in early summer. Therefore, students are encouraged to apply as soon as their secondary school scores are known. Applications received after August 31 will be considered for admission on a space-available basis.

Admission is considered final only after students sign a letter of acceptance, pay the required first-semester tuition and fees, and provide the school with an original or certified copy of past academic transcripts (Thanawia Amma or equivalent) of all schools attended and four passport-sized photos.

Advanced Placement



A few exceptional students *may* be eligible for Advanced Placement (AP) credit in some science courses or may even be eligible for direct admission to the second semester of the foundation program or to year 1 of the premedical or pharmacy program. Advanced Placement requires a high score on an internationally-recognized English language examination such as TOEFL or IELTS, evidence of post-secondary school coursework in science courses with grades of “B” or better, and the ability to pass a placement exam in each subject for which AP credit is sought. Contact the college registrar for details.

International Student Admission

The Government of Oman permits students of foreign origin to study in Oman. The college will help prospective international students in obtaining student visas. International students must comply with the stated academic requirements for admission. They should submit the following:

- Completed application form.
- A bank draft for RO 50 (non-refundable application fee)
- Results of the TOEFL or IELTS (except for applicants to the foundation program from the GCC).
- Attested original or attested copies of an official academic record in original language of issue
- Original or certified copy of all certificates or diplomas in original language of issue
- Official attested English translations of academic record and certificates or diplomas.

The above items should be sent to Office of Admissions, Oman Medical College, PO Box 620, P.C. 130, Azaiba, Muscat, Sultanate of Oman, and must be received by the application deadline. If possible, all application material should be submitted at one time. Incomplete applications cannot be guaranteed consideration for the desired semester.



Students who no longer wish to attend OMC may withdraw from the college at any time up to the last day of scheduled classes. Students who withdraw before the end of the midpoint of the session will receive a grade of “W” in all classes. After these deadlines students will receive grades of “W” in all classes in which they were passing at the time of withdrawal and grades of “WF” in classes in which their progress was unsatisfactory.

Students who wish to leave OMC must inform the Registrar, who will explain the withdrawal procedure to them. Students are responsible for clearing all financial obligations and turning in their ID card, locker key and all other college property (Library Books and Text Books etc) before their withdrawal is considered to be final. Students who fail to fulfill these obligations will not be eligible to receive a transcript from the college. If students are receiving a scholarship, the college will inform the Ministry of Higher Education that the students have withdrawn.

Readmission

If students withdraw from Oman Medical College and wish to re-enter, they are required to submit an application for readmission to the Office of Admissions. Decisions on readmission are based on prior academic standing at OMC along with academic work earned at any other institution attended after students leave OMC. In order to be readmitted, students must obtain an overall grade point average of 2.5 at all institutions attended since they left OMC.

Attendance Policy for Students

Updated 2014-2015

As one of OMC departments, GFP students studying medicine and pharmacy are expected to demonstrate the highest ethical standards of their chosen professions. As such, students are



expected to attend all scheduled course activities including lectures, laboratories, scheduled group study sessions, and exams.

Attendance is taken in every class. Signing the attendance sheet for another student who is absent is a form of *Academic Dishonesty*. Faculty submits the attendance sheets to the Registrar's office.

Attendance reports are available from the secretary in the Registrar's office. Students are responsible for checking their attendance record at regular intervals.

The following points are important policies regarding attendance to be borne in mind by the faculty.

- If a student misses more than 15% of the scheduled classes for any reason, s/he will receive a warning letter.
- If a student misses more than 20% of the scheduled activities in a course for any reason (excused and unexcused combined), s/he will receive an F in the course.
- Assignments turned in late because of an unexcused absence will either be penalized or not accepted according to instructor policy as documented in the course syllabus.

Lateness

OMC/CPHS has zero tolerance for lateness. Students who arrive late to class will not be allowed into the classroom and will be marked absent.

Examination Policies

Updated 2015-2016



As one of OMC department, the GFP implements the same examination policy. Continuous assessment of learning outcomes is performed by in-class evaluations including quizzes, mid-term and final examinations and out-of-class assignments such as presentations, case study presentations, group discussions, role playing and seminar presentations.

The policies for examinations including quizzes will be administered by the **Exam Officer**. A separate secure “Examination Room” contains the photocopy machine; secure storage facilities, the Scranton grading machine and a computer for use by faculty to type examinations securely. The Exam Officer will supervise all of the various activities involved in examination preparation, grading and posting:

1. Scheduling of examinations (mid-term and final)
2. Scheduling and monitoring the review of examinations
3. Scheduling meetings of the Exam Review Committee
4. Supervising the photocopying and secure storage of examinations
5. Distributing the exams to the Chief Proctor prior to the examination
6. Marking /grading examination answer books (MCQs by Scantron in the Examination Room)
7. Review of grades by HOD, Registrar, Dean and Academic and Professional Standards Committees

A. Scheduling examinations

The academic calendar and planned class schedule in each subject will give the tentative dates of the mid-term and final examinations. The Exam Officer, along with the HOD will supervise the preparation of the time table of quizzes, mid-term and final examinations (schedule) before the start of each semester. The exam schedule will also be posted on the OMC web site at least 3 week prior to the exam period.

The Exam Officer will supervise the preparation, the detailed proctoring schedule with date and time of examination, place of examination (Lecture Halls, IT labs, auditorium and classrooms), number of students appearing in each case with names of chief proctor and proctors. The instructor shall be not given proctoring duty of his /her subject. The proctoring schedule will be disseminated to the faculty by the Associate Dean at least one week before the examination week and posted on the OMC web site. The HODs will assign proctors for quizzes.

B. Preparation of Examinations

Writing examinations and quizzes



The faculty shall take utmost care in preparing questions for quizzes and exams to ascertain that the learning outcomes stated in the syllabi are met in the exam. The questions will be prepared stressing the Learning Outcomes described for each lecture in the Course Booklet and will be comprised of both multiple choice and short answer questions as described in the respective syllabi. During the writing of the exams, faculty should ensure that all exam questions are stored on a flash-drive. Faculty will prepare the answer key for the questions (MCQ and short answer-questions).

Review of Exams and quizzes

The hard copy (not softcopy) of the exam/quiz will be reviewed by a colleague who is an expert in the field or has sufficient knowledge of the subject to review the questions. The reviewer will check the spelling and grammar, repetition of questions, clarity of questions, distribution of marks etc. After making necessary corrections, the hard copy used for reviewing will be destroyed. *The Exam Officer will receive the title page for each mid-term and final exam prepared by a faculty member containing the signature of the colleague who has reviewed the examination.*

Exam Review Committee

The Exam Officer will schedule a meeting of the Exam Review Committee, a group of faculty members with expertise in the topics taught at the Bowshar campus, which will conduct a second review of all mid-term and final examinations. Unacceptable formats of multiple choice questions will be highlighted, revisions in 'lead in' statements of MCQs, which are not clear or are too long will be suggested. In addition, grammatical and spelling errors will be corrected.

Photocopying of exams

The Exam Officer will supervise the photocopying of the revised exams. The exams will be placed under lock and key in a secure cabinet in the Examination Office or in the department under the supervision of the co-ordinator/HOD.

Preparation of Grade sheet

The Faculty should prepare the grade sheet one week prior to a final exam to ensure that all other components of students' grades are complete, accurate, and in conformity with the course



grading policies as published in their course syllabus, in preparation for submitting final course grades. During this time the faculty should make every effort to be available to answer student questions during their study days.

Duties of Chief Proctor

Fifteen minutes before the scheduled start of an examination, the Chief Proctor will obtain the examinations from the Examination Coordinator and sign that he/she has received them. The Chief Proctor is responsible for maintaining security of the exams prior to distribution to the students.

C. Protocols for Examinations

The protocol for conducting and proctoring examinations is as follows:

- For examinations, students may be divided into groups and assigned to specific rooms. They may also be given a specific number that will determine their seat assignment in the examination room where they must sit.
- No personal belongings may be brought into the examination room; including but not limited to reference materials, personal pagers, books, bags, calculators (when not permitted), mobile phones, PDA's, tissues or food. Prohibited items *will be confiscated and handed over to the Dean.*
- Students *must not talk or communicate* in any way with other students while in the examination room.
- Students must not start writing in an examination until signaled to do so by the instructor or proctor.
- No student may start an examination more than 15 minute late. Late comers will not be given extra time. Students who arrive more than 15 minutes late will be barred from the examination room and will receive a zero for the exam.
- Students are not permitted to leave the examination room during the first 15 minutes of the exam.
- Students who leave the examination room during an examination will not be allowed to reenter it.
- Examination papers are not to be removed from an examination room.
- Students are required to complete their examination in ink, felt tip or ballpoint pens. The use of pencils, except for completion of computer answer sheets and drawings, is not permitted.



- Students are not allowed to ask questions during the examination. However, if an error is spotted in the examination paper, this can be brought to the attention to the proctor.
- Students must cease writing once it has been announced that an examination is finished.

Students who miss a quiz or exam due to illness or injury

Students will not be allowed to make up quizzes or assignments missed because of illness or injury. If a student misses the first quiz, the grade that the student receives on the mid-term will

be counted as the total marks for the first quiz and the mid-term combined. (42.5% of total). If a student misses the mid-term exam, the grade on the final exam will be counted as the total marks for both the mid-term and the final exam (70% of total). Similarly, if a student misses the second quiz, the material on the final examination will be counted as the total marks for the second quiz and the final exam (57.5%).

Students who are not allowed to take the final exam

All students in the course are allowed to take the final exam even if their overall grades in that course suggest that he/she will fail the exam. The only students not allowed to take the final exam are those who have missed more than 20% of the lectures as described under Attendance Policy.

Special excuses

Students are allowed to make up examinations or assignments missed due to deaths in the family. Three days are allowed for the death of a father, mother, grandmother, grandfather, sister, brother, son or daughter. Two days are allowed for the death of an uncle, aunt or cousin. Presentation of proof of death from the relevant authority is required.

D.Grading of Exams

The Examination Coordinator will monitor the grading of exams by the following schedule.



Day of the exam or following day:

- The answer sheet for the Multiple-Choice Questions will be graded by the Exam Officer using the Scantron in the Examination Office.
- The results will be submitted to the instructor and tabulated. The instructor should promptly grade the short-answer questions.
- Double grading is used in case of writing tests.

Two days after a scheduled exam: Grade sheets should be completed and reviewed by the Head of the Department. The grade sheet must include:

- An Excel spreadsheet with all students' individual marks shown.
- A statement ('chart') of the percentage grade thresholds applied for each letter grade category. (It is expected that grades will usually follow the College's stated grade thresholds.)
- A written explanation of the reasons for deviating from the normal College grading thresholds, if this has taken place.
- A histogram of the final "unofficial" grade distribution

Three days after a scheduled exam:

- The Heads of Department must submit a signed hard copy with its soft copy to the Registrar by noon.
- The Dean will then review the individual grade sheets for each course and sign them.
- The Dean will discuss with the instructor and HOD any grades that may be questionable.

Faculty must NEVER discuss the probable (unofficial) overall course grade with a student!

Any attempt by a student to get the instructor to tell them their grade must be met with a polite refusal, with the explanation that it is against the College's policy. Faculty who give out unofficial grades will be reprimanded. Furthermore, they will not be backed up by the College if a dispute later arises with parents or the Ministry of Higher Education over a difference between the "unofficial" grade and the later official one. On the other hand, faculty who refuse to give out grades will receive the full backing of the College against student/parent complaints.

E. Security Alert:

Do not submit grades by intranet e-mail. It is too easy for important information to fall into the wrong hands. (There can also be doubts later about whether grades were actually sent by this method.)

Schedule for Posting of Grades



The HOD will send the approved results to the registrar who will post the grades in the following schedule. Meanwhile the teachers can give the feedback in the class.

Posting of final grades: The final course grades will be posted on the OMC web site within two weeks after the end of each semester. Only course grades posted by the Office of the Registrar are considered as official course grades. In order to maintain confidentiality, results are posted by students' pin numbers rather than by their names. To access grades on the college website, the pin number is required to sign in.

Following weeks: The Dean's office will prepare dismissal and warning letters to inform students who are placed on academic probation. The Associate Dean will ensure that the student have received letter regarding their progress.

Appeals: Students may submit, in writing, a formal appeal against their course grade/dismissal to the *Chair of the respective Academic & Professional Standards Committee (APSC)* within the first two weeks of the following semester.

Proctoring Policies

Updated 2015-2016



The purpose of the proctoring protocol has been developed to ensure the integrity of the examination process for students enrolled in the college. This protocol provides guidelines to meet a minimal standard for the college; it does not restrict individual departments or courses from implementing stricter guidelines. The GFP department follows the same policy.

A. Proctor Guidelines

- 1 Chief Proctor
- 1 Proctor for every 30 examinees
- Minimum of 2 proctors per room of 30 or more examinees.

Chief Proctor Criteria

- Faculty member other than the course instructor
- Not related to any examinee
- “A responsible, organized, detail-oriented individual who is respectfully assertive in directing the attention and cooperation of the examinees.”
- Familiar with the OMC/CPHS proctor protocol, knowledgeable of testing procedures.
- Brings exam kit containing tissues, a stapler, pens, pencils etc

Proctors Criteria

- Faculty or Staff
- Not related to any examinee
- “A responsible, mature, confident and respectfully assertive” individual.
- Familiar with the OMC/CPHS proctor protocol, knowledgeable of testing procedures.

Cancellation or rescheduling an examination

Considering the possibility of a weather or facility emergency, it is recommended that the Course Director or the Registrar’s office develop a means of communications (e-mail or SMS message) with all examinees for the purpose of confirming the administration of the exam as scheduled.

Registration – identifying and admitting examinees



- Examinees sign-in on a roster containing their printed name provided by the course.
- Chief proctor observes the signing of the roster.
- No personal belongings may be brought into the examination room; including but not limited to textbooks, reference materials, personal pagers, mobile phones, PDAs, tissues or food.
- The Chief proctor will read the instructions for the exam and ask students to bring prohibited items such as mobile phones to the front of the room for safe keeping during the exam.
- If prohibited items are observed during the examination, these items will be confiscated and brought to the Dean's office

Admission of late arrivals

It is the expectation of the College of Pharmacy and Health Sciences that all examinees are to arrive on time for the examination. No student may start an examination 15 minutes after the start of the exam. Late comers will not be given extra time to complete the exam. Students who arrive more than 15 minutes late will be barred from the examination room and will receive a zero for the exam.

Seating Administration of examinations

At a minimum, examinees must sit in every other seat and directly behind the student in the row in front. A course instructor may make a seating plan, which should be followed by the Chief Proctor. In some cases, students are given assigned seats to prevent cheating. A few chairs at the front of the room should be left empty for suspected cheaters.

Timing of Examination

- A visible countdown timer or clock will be used
- The proctor should provide a 30 minute and a 10 minute "end of exam" warning.

Early Dismissal

- The examinee leaving prior to the end of the exam must turn in all examination papers to the proctor and cannot re-enter the examination room.

B.Proctoring the Examination



The Chief proctor must collect the exams from the course instructor 15 minutes prior to the examination time. All proctors should arrive at the examination room 15 minutes before the start of the exam to distribute the exams, to direct students to their assigned seats and to help in taking attendance. Proctors should be present and attentive at all times, observing the examinees from different angles of the room. Proctors should frequently walk through the room without disturbing the examinees to observe the security of the room and the examinee seating areas noting that:

- Examinees have nothing on their desks or laps except the appropriate test administration material specific to the exam.
- No written notes of the exam are carried.
- No written materials are carried.
- Examinees are not communicating with one another in any way.
- Examinees are not using inappropriate electronic devices, e.g. watches with computer or memory capability, PDAs, etc.
- Examinees stop answering questions at the call for “Stop”.

After the exam is completed, the Chief Proctor must collect the exams, and verify that the number of exams is equivalent to the attendance list. The Chief Proctor will give the collected exams and the attendance sheet to the course instructor.

Managing irregular incidents

Irregular incidents by examinees include, but are not limited to:

- The copying, giving or receiving of unauthorized information or making unauthorized notes
- Continuing to write after the exam has been concluded
- Disruptive behavior

If irregular incidents occur, the proctor should:

- Confirm the observation with at least one other proctor
- Notify the chief proctor of the incident
- Allow the examinee to complete the exam



If the irregular incidents continue, the proctor should move the examinee to a secure location that will ensure no disruption to other examinees, and report the incident to the Student Affairs Advisor.

Handling suspected cheating

Upon completion of the exam, the Chief Proctor must submit a report of the incident to the Student Affairs Advisor, beginning the process outlined in the Student Handbook entitled “Procedures for Handling Dishonesty or Misconduct”.



A. Pre Assessment Moderation

Examinations review of the final exams is at least a six step process. It involves the Examination Committee, Exam Officer, Heads of Departments, Coordinator, individual course instructors and external examiners as per the requirement of the course. In the GFP programme, all the English, IT, Math and Study Skills follows the process.

1. Preparation of the blue print and examination questions in the required format (as guided by the Exam Officer) and in adherence to the curriculum requirements, by the individual departments.
2. Departmental review of the exam questions- The resultant question papers with the blue prints are reviewed by the department; collated by the course Coordinator or course lecturer and submitted to the Head of the Department.
3. The Head of the Department schedules the examination reviews. Each departmental question paper review is done by examination committee.
4. The Department reviews the changes, makes the required amendments and the course Coordinator or the lecturer re-submits the papers to the Head of the Department.
5. In case of Math, the lecturer sends the question paper for review to the external examiners.
6. Modifications and amendments will be done accordingly by the course directors.

B. Post Assessment moderation

Post-assessment moderation of assessment items is a fundamental element of examination quality assurance, and is crucial for ensuring the validity of the assessment process. Post hoc statistical analysis of the students' performance on each item is the only scientifically-defensible method for judging the difficulty and discriminatory levels of assessment items.

Post-assessment moderation is based on actual examinee performance with the assessment items (post hoc) rather than examiner predictions of performance (pre hoc). SCANTRON provides a thorough statistical analysis of items.

The analysis is completed automatically and immediately, following closure of the examination session.



1. Course Coordinators are responsible to review the item analysis of each SCANTRON examination and to evaluate the statistical validity and student performance characteristics of each item. The objective of this review is to identify “problematic” items (e.g., mis-keyed, misunderstood, or logically inconsistent questions) in order to maximize the “fairness” of the examinations for students and, as well, to facilitate improvement of the question-writing skills of examiners. It follows that course coordinators must share the item analysis data with all authors of the examination questions.
2. Discussion of the item analysis of in-course (low stake) assessments can be held within the relevant department.
3. When reviewing the item analysis of a specific examination, the course Coordinator should follow the guidelines below:
 - a. Items that are mis-keyed or are found to have more than one correct answer must be correctly keyed, and the examination must be re-graded.
 - b. Items that are found to have no correct answer must be discarded from the assessment and the examination must be re-graded.
 - c. Items with difficulty indices of 0-10% (0-10% of the examinee’s answered the question correctly) should be discarded as being “unfairly difficult”, and the examination re- graded.
 - d. Items with difficulty indices of 10-30% or with negative discrimination indices must be reviewed individually and a justifiable decision must be made whether to keep or discard the item. If warranted, the examination is then re-graded.