

Examination Rules & Regulations

2016



Doctor of Clinical Dentistry



FACULTY OF DENTISTRY



EXAMINATION
RULES & REGULATIONS

3rd Edition

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Part I - General

CITATION

- I – 1** These regulations may be cited as the Faculty of Dentistry, Universiti Teknologi MARA: Doctor of Clinical Dentistry (DClinDent) Orthodontics, Examination Rules and Regulations 2013.

CANDIDATES

I - 2 Identity of Examination Candidates

A candidate shall only enter his / her student number and not his / her name on his / her answer scripts.

I - 3 Names of candidates

Names of candidates shall not be revealed to examiners except during clinical examination, *Viva Voce* and at the Board of Examiner's meetings or in special cases.

I - 4 Confidentiality of Examination Proceedings and Marks

All examination proceedings and marks shall be undisclosed and shall not be revealed to any candidate or unauthorised persons.

I - 5 Release of Examination Results

Candidates shall be notified of their examination results by the Dean's Office. Only GRADES and no numerical marks shall be released for the Core Medical & Oral Science examination, orthodontic theory written examinations in part 2, 4 & 6 and case presentations. For the Research Designs, Biostatistics, Dissertation and Multidisciplinary Health Science, the results shall be indicated as 'PASS' or 'FAIL'.

I - 6 Repeating the Course

A candidate shall not be allowed to repeat any year of the examination a second time unless approved by the Senate in special circumstances, and on the recommendation of the Faculty of Dentistry.

- a. A candidate who is not permitted to sit for an examination because he / she has not satisfactorily COMPLETED any portion of the course as determined by the Faculty of Dentistry, or attendance fall short of 80% shall be deemed to have failed the examination and shall not be allowed to sit the Supplementary Examination.
- b. A candidate who, for JUSTIFIABLE reason, is not able to take the examination or the whole of an examination during the main examination, may be permitted by the Faculty to take the said examination or the whole examination at the corresponding Supplementary Examination or re-examination.

I - 7 Eligibility for Supplementary Examination.

A candidate who has failed on individual subject of Professional Examination is eligible for a Supplementary Examination. A candidate who did not sit the Professional Examination with justifiable reason(s) shall be allowed to sit the Supplementary Examination. A candidate whose attendance falls short of 80% shall not be allowed to sit the Supplementary Examination.

I - 8 Duration of Study

A candidate is given a maximum period of six (6) years to complete the Doctor of Clinical Dentistry, Orthodontics programme, which normally takes four (4) years. Of the six (6) years, the maximum duration allowed for the Core Medical and Oral Science (Part 1) is one (1) year, and for the clinical phase (Year 2, Year 3, and Year 4) is five (5) years. A candidate who has not completed his / her Core Medical and Oral Science in one year will be terminated from the DClin Dent, Orthodontics programme.

A candidate who has not graduated after a total of six (6) years (or a maximum of five (5) years in the Clinical Phase) will be terminated at the end of Year 6. Nevertheless, a candidate who has exhausted all his / her opportunities may appeal to the Faculty for another attempt. The Faculty may recommend such cases for approval by the Senate. On the recommendation of the Senate, a candidate may be given another attempt at the Professional Examination he / she has failed.

I – 9 Barring from Examinations

a. Coursework not fulfilled

Any specific course or module requirements which have not been completed before the given date will prohibit candidate to take Professional Examination.

b. Attendance

Candidates who do not accomplish 80% or more of their attendance to lectures / seminar / tutorials or any formal academic didactic sessions without any valid reasons, will be barred from taking the Professional Examination.

Candidates who do not accomplish 80% or more of their attendance to clinical/laboratory/practical sessions without any valid reasons, will be barred from taking Professional Examination.

INVIGILATION

I – 11 Appointment

I – 12 Duties

Please refer to Part IV for Invigilation Regulations.

EXTERNAL EXAMINER

I – 13 Appointment

Appoint by Deputy Vice Chancellor (Academic) after receiving Faculty's Academic Board suggestions and approved by UiTM Senate.

I – 14 Duties of External Examiner

- a. Evaluate the examination questions and marking schemes for the relevant course to ensure that academic excellence is maintained.
- b. Review, evaluate and advise on the relevant doctorate degree programme / course to ensure that it is in line with the needs of the industrial and the national goals.

- c. Prepare a report which will be submitted to the University Vice Chancellor regarding the running, quality and steps to be taken to enhance the relevant degree programme.

I – 15 Duration of Appointment

- a. The duration of each appointment shall be for period not exceeding one year.
- b. Either party may terminate this appointment by a written notice of one month served to the other party.
- c. External Examiner may not be re-appointed by Senate at the end of an appointment.

Part II - Examination

II – 1 Professional Examination

- a. A Professional Examination is an exam which compulsory to all students who enroll in *Doctor of Clinical Dentistry, Orthodontics DS931*. This examination is held in part 1 for Core Medical and Oral Science, part 6 for Orthodontics Theory and part 8 for Dissertation and Clinical Orthodontics examinations. In order to be awarded doctorate degree, student should obtain a pass in all Professional Examinations. Each examination comprises of summative and formative components.
- b. The Professional Examinations for the *Doctor of Clinical Dentistry, Orthodontics* shall be as follows:
 - i. Core Medical and Oral Sciences Examination
 - ii. Professional Examination (Written)
 - iii. Professional Examination (Clinical & Dissertation)
- c. Details of the Professional Examinations and other examinations for this programme:

Year 1

Core Medical and Oral Sciences Examination

- a) Core Medical and Oral Sciences (DCM 901)
 - i. Final examination 70%
 - ii. Continuous assessments 30%

Written Examination

- a) Orthodontics/Periodontics/Prosthodontics Theory
 - i. Part 2 examination 30%

Other Assessment/requirements

- i. Research Design (DRD901) pass/fail
- ii. Biostatistic (BDA901) pass/fail
- iii. Multidisciplinary Health Sciences (DMH902) pass/fail

Year 2

Written Examination

- a) Orthodontics/Periodontics/Prosthodontics Theory
 - i. Part 4 examination 20%

Other Assessment/requirements

- i. Multidisciplinary Health Sciences (DMH902) pass/fail

Year 3

Professional Clinical Examination (written)

- a) Orthodontics/Periodontics/Prosthodontics Theory
 - i. Final examination 50%
 - ii. Continuous assessment 50%
(examinations in part 2 and part 4)

Year 4

Professional Orthodontics Examination (Clinical)

- a) Clinical Orthodontics/Periodontics/Prosthodontics

i. Final examination	60%
ii. Continuous assessment	40%

Other Assessment/requirements

i. Dissertation (DS903)	pass/fail
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- d. Where a fraction remains in the calculation of a component or components and / or the total aggregate, the marks awarded shall be **rounded off** to the nearest integer.
- e. Every subject examined shall be awarded a numerical mark and equivalent grade in accordance with the following scheme:

<u>Marks</u>	<u>Grade</u>	<u>Meaning</u>
85 – 100	A*	<i>Excellent with Distinction</i>
75 – 84	A+	<i>Excellent</i>
70 – 74	A	<i>Very Good</i>
60 – 69	B	<i>Pass</i>
50 – 59	C	<i>Redeemable Fail</i>
45 – 49	D	<i>Fail</i>
30 and below	F	<i>Bad Fail</i>
0	X	<i>Absent from examination</i>

- f. No grade higher than an 'B' shall be awarded for candidate who has taken a Supplementary Examination or re-examination.
- g. For the Core Medical and Oral Sciences examination and Professional Orthodontics Examination (clinical), the interpretation of marking scheme is subject to the regulations governing the fulfillment of the examination components.
- h. There shall be at least one External Examiner appointed at each Professional Examination.

Review of Results

A candidate has the right to request for review of his / her results of a current examination. Such a request must be made in writing within 2 weeks after the results have been announced. The letter for request of review need to be addressed to the Dean of the Faculty, together with a fee of RM50 per paper / subject. This fee is not refundable. The Dean shall appoint a review panel to study the request.

The Panel shall comprise:

- Deputy Dean (Academic) / Chairman
- Head of Department / Coordinator
- Another examiner from the same field

The panel shall refer a candidate's request for review to the original examiner/s and require a written report on the candidate's performance. On receipt of the report and the review of examination script, the Panel shall proceed to determine the review of the result.

II – 2 Viva Voce Examination For Border Line And Distinction Candidates

- a. Student obtained marks 75 or above will be invited to attend for a ***distinction Viva-Voce***.
- b. For the award of ***Pass with Distinction*** in any subject / paper in the Professional Examinations, a candidate shall be required to appear for a Distinction ***Viva Voce***. The external examiner shall decide whether the candidates can be given distinction award after the viva voce session.
- c. A candidate who obtains a total mark of 55-59% in any of the papers will be called for ***borderline Viva Voce***. Based on the performance during the ***Viva Voce***, the candidate marks can be upgraded to 60 for a ***Pass*** in the relevant paper.

II – 3 Supplementary Examinations

A candidate who fails in one of the subject / paper in the final Professional Examination but passes the other subjects / papers will be

given a provisional pass in the papers that he / she passes and will be allowed to sit the supplementary of the paper that he / she failed.

- a) The **Supplementary Examination** shall consist of the written examination, practical and *viva voce* as may be determined by the Rules and Regulations of the examination, **excluding** the continuous assessment component.
- b) A candidate shall be deemed to have passed the Professional Examination if he / she has passed the Supplementary Examination.

A candidate shall be deemed to have failed the examination if he/she has failed the Supplementary Examination. Based on the recommendation of the Faculty of Dentistry, a candidate may be permitted to repeat the year provided he / she has not exhausted his / her eligibility.

Every Supplementary Examination shall be awarded a numerical mark and equivalent grade in accordance with the scheme mentioned in regulation 12 of Part II Examinations General.

Where a candidate has not been able, for justifiable reason, to take the examination or part thereof at the time of the main examination, but is permitted to take the examination during the period of the Supplementary Examination, his case shall be dealt with as follows:

- in respect of the examination or part thereof which he / she has been permitted to take during the period of the Supplementary Examination, he / she shall not be permitted a further Supplementary Examination in the event he/she fails.

Part III - Awards

Awards and criteria for nomination for the academic excellence achievement are listed below:

III – 1 Postgraduate student Award

The candidate must:

a) have obtained at least an 'A+' in any one (1) of the Orthodontics component

and/or

b) have been awarded best student for the DClinDent Orthodontics programme

Part IV- Regulations

A. INVIGILATION

IV – 1 Appointment

Invigilators and *Head of Invigilators* for all examinations shall be appointed by the Dean / Deputy Dean (Academic).

IV – 2 Responsibility of Invigilator

Head of Invigilators are responsible for:

- a. the collection and verification of examination question papers envelope from '*Bilik Gerakan Peperiksaan*'. This includes the collection of key for the examination room.
- b. the conduct of the examination from the admission of the students to the examination hall / room until the scripts are collected for marking.
- c. checking the number of examination papers and questions including the details written on the examination paper.
- d. the distribution of the examination question papers and answer books to the examination desks before the start of the examination.
- e. commencing the examination promptly, making all announcements, noting the time that the examination commences and subsequently ending the examination at the appropriate time.
- f. curtailing any activities in the immediate vicinity of the Examination Hall which they consider potentially detrimental to the performance of the students.
- g. the verification of the identity of students in the examination hall including identity card and '*Slip Layak Menduduki Peperiksaan*'.

- h. keeping a written record of any incidents or circumstances that may need to be taken into consideration by the Board of Examiners, this to be forwarded to the Deputy Dean (Academic).
- i. filling up a report form after the examination finished.
- j. the collection of all the completed answer books and verifying that the number of answer books collected correspond to the number of attendees.
- k. ensuring that students bring to their desks only materials permitted by the examination.
- l. ensuring that all regulations and procedures are adhered to and that students are kept under constant supervision.
- m. implementing emergency evacuation procedures where necessary.
- n. excluding any person from the examination room who is disrupting the examination.
- o. Invigilators shall assist the Head of Invigilator in such tasks relating to the conduct of the examination as the Head of Invigilator shall require.

Invigilator:

- a. Should assist the Head of Invigilator prior, during and after the examination.
- b. Accompanying student should their need to go to washroom.

**Only one student is allowed to go to washroom at one time.*

B. EXTERNAL EXAMINER

i. Before Examination

a. Selection of External Examiner

The Head of Department (HOD) may propose the External Examiner to the Faculty Examination Board two months prior to the examination date. The HOD may propose more than intended required examiner for the selection by the Examination Board. The proposed examiners should be accompanied by their CV or Teaching Portfolio. Please be prepared for additional names of External Examiner in the event of cancellation by selected (appointed) examiner.

The External Examiner should be a well-known academician involved in the relevant area / discipline.

b. Number of External Examiner

A Professional Examination may have at least ONE (1) External Examiners. The Dean, Deputy Dean (Academic) and Head of Department can proposed the number of External Examiner and should be approved by the Faculty Examination Board and later, Deputy Vice Chancellor (Academic).

c. Briefing to the External Examiner

The External Examiner should be informed of the relevant curriculum and the *Viva Voce* procedure including the *Viva Voce* Evaluation Form. Head of Department or Course Coordinator should be responsible for any needs requested by the examiner if permitted by the University Examination Regulations.

External Examiners are only allowed to view the curriculum document when in the university campus area (room provided by Faculty ie. meeting room) only. The curriculum document shall not be given to an External Examiner in soft copy via email or any other methods.

ii. During Examination

a. Materials Provided for Candidates

Candidates can be given some plain papers and writing materials for writing any thoughts or points for the *Viva Voce*. However, the examiner or Course Coordinator can supply any materials that relevant to the needs.

b. Timing (Duration)

For border line viva voce : up to 30 minutes.

For distinction: 30 minutes minimum and may exceed up to 60 minutes.

c. *Viva Voce* Evaluation Form

The department should use a generic evaluation form which has been endorsed by the Faculty Examination Board. This evaluation form should be made known to the examiner prior to the viva session.

iii. After Examination

a. Examination Board Meeting

The results of the *Viva Voce* should be given to the Dean prior to the meeting. The Examination Board meeting will endorse the outcome of the *Viva Voce* and also acknowledge students who had been given ***DISTINCTION*** or ***PASS*** status.

b. Final Report by External Examiner

The External Examiners will (MUST) submit their final reports which comprise of:

- a. Comments / recommendations for improvement on the curriculum
- b. Result of the *Viva Voce* and their general overview of the Professional Examination (questions, student answer & conducting the exam).