

**NATIONAL POSTGRADUATE MEDICAL
COLLEGE OF NIGERIA**

REGULATIONS

**GOVERNING THE CONDUCT OF
FELLOWSHIP EXAMINATION:**

GUIDELINES TO CANDIDATES

REVISED 2014

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A. INTRODUCTION

The National Postgraduate Medical College of Nigeria was established by enabling law Cap N59 Laws of the Federation of Nigeria 2004 for examination and certification of postgraduate medical/dental specialists among other functions. Sections 7 (a) and (b) state that:-

“The Senate shall have responsibility for the running of the academic affairs of the College including-

- a) the organization and control of courses of study at the College and of the examinations held in connection with those courses; and
- b) the award of degrees, diplomas and such other qualifications as may be prescribed in connection with examinations held as aforesaid.”

Pursuant to these powers, Senate has prescribed three examinations in each Faculty.

1. Primary Examination: The objective of this examination is to test Basic Science Knowledge as an indication of the candidates’ readiness for postgraduate training in the relevant Faculty
2. Part I Examination: This examination is administered to test cognitive knowledge and basic professional skills in the relevant Faculty.
3. Part II Final Examination: This examination aims to test the candidates’ readiness for the responsibilities of leadership in the specialty. Those who pass are eligible for appointment as Consultants. The format of these Examinations varies from Faculty to Faculty and the details are provided in each Faculty’s Handbook.

College Fellowship Examinations take place twice a year. Primary and Two-stage/Screening Part I Examinations take place in March and September, while other aspects of Parts I and Part II examinations take place in April/May and October/November.

B. REGISTRATION AND RESPONSIBILITIES AS ASSOCIATE FELLOW OF THE COLLEGE

1. College recognizes that residency training commences only after passing primary examination and registering as Associate Fellow
2. On commencement of the Residency training programme, all Residents are expected to register as Associate Fellows of the College through their training institutions. Failure to register as an Associate Fellow shall make a candidate ineligible to sit for Parts I & II Fellowship Examinations.
3. Associate Fellowship dues should be paid in January of each year, failure to do so will attract 100% penalty.
4. Each candidate must submit an Annual Progress Report form for each year that he/she is in training and must be duly signed by the appropriate authorities as stipulated in the form.

C. APPLICATION FOR FELLOWSHIP EXAMINATIONS

1. Announcements inviting applications for College Fellowship Examinations must be published in at least one national newspaper during the second week in June (for the October/November Examinations) and during the second week of December (for the April/May Examinations). Closing dates for applications shall be July 31st and January 31st respectively. Late applications shall be allowed for two weeks only from the closing date and shall attract charges as prescribed by Senate.
2. Application Forms must be carefully and duly completed; forms that are not accurately completed or do not have the required documents attached shall be disqualified and candidate will forfeit 100% of the examination fees paid. College shall not enter into any correspondence with such applicant.

3. A Certificate of Training duly signed by the Head of department and the respective Head of training institution shall be required to be submitted with application form for Fellowship Examination. The training departments must have their own records and reports on the candidates.

ELIGIBILITY FOR PRIMARY FELLOWSHIP EXAMINATIONS

Completed application forms should be forwarded with the following:

- i. three recent passport size photographs,
- ii. three stamped and self-addressed envelopes,
- iii. photocopies of each of the following:
 - a. Evidence of change of name, if any
 - b. Basic Medical or Dental degree Certificate
 - c. Certificate of Full Registration with the Medical and Dental Council of Nigeria or evidence of payment, if certificate is not yet available.

ELIGIBILITY FOR PART I AND II EXAMINATIONS

Completed application forms should be forwarded with the following:

- i. three recent passport size photographs,
- ii. three stamped and self-addressed envelopes,
- iii. photocopies of each of the following:
 - a. Evidence of change of name, if any
 - b. Basic Medical or Dental degree Certificate
 - c. Certificate of Full Registration with the Medical and Dental Council of Nigeria or evidence of payment, if certificate is not yet available.
- iv. NYSC Discharge Certificate, where applicable
- v. *Statement of Result of or evidence of Exemption from the lower order examination
- vi. College Receipts for Associate Fellowship Annual Subscription

- vii. **Certificate of Training from every training institution attended
- viii. ***Annual progress reports for each year of training
- ix. Clinical Log Book or Attested list of operative procedures performed or Resident's portfolio
- x. Certificates of update/revision course as specified by Faculty. Attendance at course shall not be earlier than the preceding year of the examination.
- xi. All other documents specified in the form/by faculty even if they have been submitted previously.
- xii. Part II Candidates must submit four (4) loosely bound copies (not unbound sheets) of their Dissertations/Casebooks, with their forms.
- xiii. Certificates of attendance at Research Methodology workshop and Health Resources Management course are mandatory requirement to sit for Part II examination.

To reach the College Registrar not later than the specified closing date with the appropriate Examination Fees.

Any falsification of these documents mentioned above and/or signature by officer other than the designated officer is an offence. The candidate(s) shall be referred to the Disciplinary Committee of Senate and if found guilty, he/she shall be barred from the Fellowship examination for four subsequent examinations.

College reserves the right to deny admission to, or prevent further participation in the Examination of, any candidate who infringes any of the prescribed regulations or who is considered by the College to be guilty of actions or behavior prejudicial to the proper conduct of the Examination or to the good name and reputation of the College.

Candidates who apply and are found later to be ineligible for whatever reason, will forfeit half of their Examination fees.

Candidates who wish to voluntarily withdraw from the Examination may receive a refund of Examination fees of 50% only if they withdraw before the closing date. Withdraw after closing of application leads to forfeiture of 100% of examination fee.

- * ***candidate would be eligible to sit for Part I examination one year after exemption from primary is granted by Senate. This is in addition to minimum of 24 months postings as reflected in the certificate of training***
- ** ***certificate of training is valid for two years/maximum of four consecutive examinations***
- *** ***for candidate no longer in training, a report must still be obtained from their training institution.***

4. (a) Full Payment should be made directly through FUNDS TRANSFER OR POS into the College Account. Original copy of the Confirmation of payment (not **photocopy**) should be attached to the form and returned to the College.
- (b). CANDIDATES COULD REGISTER AND MAKE PAYMENT ONLINE ON THE COLLEGE WEBSITE <www.npmcn.edu.ng>. The print out of the confirmation slip sent to the candidate's e-mail address after online payment should be attached to the form and returned to the College. This slip should show the College Logo as an evidence of Payment.
- (c) However, mode of payment can be changed from time to time. Candidates are advised to check the advert for the mode of payment for each examination.

All candidates should write their names, address, Faculty and Part of the examination applied for on the back of the confirmation of payment slip or print out of confirmation of online payment. Official receipts of the College should be obtained. NO CASH, BANK DRAFTS OR PERSONAL CHEQUES WILL BE ACCEPTED.

D. PROPOSALS FOR DISSERTATIONS FOR PART II EXAMINATIONS

1. Candidates for Part II Examination **IN ALL FACULTIES** must also have submitted their proposal for dissertation, including:
 - Certificate of Approval from their institution's Ethical Committee
 - The name(s) and signature(s) of their supervisor(s)

For candidates intending to present Case Books, such intention with the name(s) and signature(s) of their supervisor(s) must similarly have been submitted. No proposal or formative assessment is required for Case Books.

2. The candidate can have one or more supervisors, one of whom must be a Fellow of the Faculty of \geq five years standing. The supervisor(s) and the head of department must sign the proposal.
3. The proposal shall be type-written, double-spaced and in the following format:-
 - a)Introduction
 - b)Literature Review
 - c)Aims and Objectives
 - d)Materials and Methods
 - e)References

Generally, four spiral bound copies and one soft copy of the proposal MUST be submitted to the College. Candidates are advised to acquaint themselves with the specific requirements of his/her Faculty.

4. Evidence of attendance of Research methodology course is not a requirement for proposal assessment
5. The proposal should be accompanied by the appropriate processing fees as approved from time to time by the Senate.
6. Candidate can only sit for Part II Examination after a minimum of one year following approval of proposal.

7. All correspondence in relation to College Fellowship Examinations must be addressed to the College Registrar

E. QUALIFYING ASSESSMENT FOR PART I FMCOG EXAMINATION

1. All Candidates applying for the Part I FMCOG Examinations must submit their qualifying books with an assessment fee at least 8 months before intended examination application closes.
2. Only candidates with approved casebooks are eligible for examination.
3. Candidates shall be examined on the Case Book during the part I oral Examination and each candidate should therefore bring along his/her copy of the Casebook to the Examination venue.
4. Candidates whose Casebook are not acceptable or are rejected shall collect their books from the College for necessary corrections in preparation for the next round of entries.
5. No Applications for the part I FMCOG Examination shall be accepted from any candidate whose Casebook has not been considered as acceptable. There is no provision for correction and resubmission the same Examination.

F. CONDUCT OF THE EXAMINATION

1. The College Registrar shall co-ordinate the Examination of the College and arrange Examination Time-Table and venues subject to approval of the Senate.
2. The Senate shall appoint coordinators for all examination centers from among Fellows of the College.
3. The Time-Table and Venue(s) must be communicated to all Examiners and Candidates, at least two weeks before the beginning of the Examination.
4. Candidates should be seated apart, far enough to prevent cheating.

5. The desk for candidates shall be marked with the candidate's number before the examination is due to start. Without prejudice, the invigilator can reallocate the sitting of any candidate during the examination.
6. A functioning wall clock from which the time for the examination will be determined shall be prominently displayed in the front of the hall in such a manner as to be visible to all candidates.
7. The Examination Officer shall provide appropriate and necessary examination materials and shall ensure their security.
8. As Candidates have their identity checked and sign the attendance register, they shall each be given a pack of answer books appropriate to their examination by the invigilators.
9. Once admitted into the Hall by the above process, candidates may not leave the Hall.
10. The question papers shall be brought to the examination venue sealed and shall only be opened by the center Coordinator or invigilator in open view of the candidates.
11. The center Coordinator and/or the invigilator shall be in the Examination venue at least an hour before the examination is due to start.
12. Any candidate found with prohibited items would be disqualified from sitting for the entire examination.

G. INVIGILATION

1. The Court of Examiners shall appoint invigilators from among Fellows of each Faculty, who shall be responsible for the proper invigilation of candidates during the fellowship examinations.
2. There shall be in each examination venue at least one invigilator per Faculty

3. It shall be the duty of the invigilators to exercise constant and vigilant supervision over the candidates.
4. In case of misconduct by candidate(s), the center Coordinator shall write a report on each case to the College Registrar and the Faculty Secretary immediately on completion of the paper in which the act of misconduct took place. The meeting of the Court of Examiners shall subsequently investigate and report to the Faculty Board who would report to the Senate. The case shall be referred to the Disciplinary Committee of Senate.
5. While the Examination is in progress, no persons other than the Coordinator, invigilators or College officials shall be allowed to enter the Hall and at least one of the invigilators of each paper must be present during the first and the last 30 minutes of the papers.
6. In the event of ambiguity of questions, the Coordinator/invigilator shall seek clarification from the Faculty Secretary. The time appointed for the Examination in each paper as indicated in time-table must be strictly adhered to and can only be altered in unavoidable circumstances with the President's expressed approval.
7. No candidates may leave the Examination Hall once the Examination begins except to go to the toilet or to the first-aid room; such candidate must be accompanied by an attendant.
8. No candidate shall be admitted after the first half-hour of the Examination has elapsed.
9. If any candidate finishes his/her paper before the stipulated time the Coordinator/invigilator may, at his/her discretion, allow the candidate to submit his papers and retire. Such candidate shall not leave the Hall during the first or the last half- hour of an examination.
10. Candidates shall not remove any examination answer script used or unused from the Examination Hall.

11. Silence must be maintained throughout the Examination period by the invigilators, Attendants and Candidates.
12. Smoking shall be entirely prohibited in the Examination hall, as indeed inside all College Buildings.
13. Candidates must stop writing immediately at the end of the Examination. Any candidate seen to be writing must be noted and informed of the risk of being disqualified. Candidates who persist must be reported to the Faculty Secretary.
14. At the close of each Examination, candidates must hand over their scripts and question papers to the appropriate Coordinator/invigilators as they leave the hall. Coordinator/Invigilators must check these 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 Secretary of the Faculty shall keep records of the scripts received from the Coordinator/invigilators and the scripts issued to the Examiners.
15. Examination Assistants:- In the conduct of Oral and Clinical Examinations, Faculty Courts of Examiners may retain the services of non-Fellows/non-medical staff who shall be remunerated at rates decided by the Senate from time to time.
16. The M.C.Q. booklets remain confidential even after the examination. It is of utmost importance that all booklets be returned, and counted for completeness, by the Coordinator/invigilator immediately after the examination.

H. INSTRUCTIONS TO CANDIDATES

1. Candidates must attend punctually at the times assigned to their papers, and must be ready to be admitted into the Examination hall thirty minutes before the time the Examination is due to start.

2. Candidates shall not be permitted in any circumstances to enter the Examination Hall more than thirty minutes before the appointed time for the commencement of the Examination. Candidates arriving more than half an hour after the examination has started shall NOT be admitted into the examination hall.
3. It is the responsibility of candidates to ensure that they sign the attendance register correctly and receive their answer books, before taking their seats in the Hall.
4. Except with the special permission of the Coordinator/Invigilator, candidates may not leave the Examination Hall once they have taken their seats, and if permitted must only leave to go to the toilet or the first- aid room, and must be accompanied by an attendant.
5. Candidates for Multiple Choice Questions (MCQ)/Objective papers must not bring into the examination hall pencils, pens, biros or any electrical/electronic devices. In every phase of the written examination, brief-cases, text books, handbags and electric/electronic devices are not permitted in the examination hall.
6. While the Examination is in progress, communication between candidates is strictly forbidden; any candidate found to be giving or receiving irregular assistance or making unauthorized communication shall be warned by Coordinator/Invigilator and be informed of the risk of disqualification. If such candidate persists, a written report by Coordinator/Invigilator should be sent to the College Registrar after the examination.
7. Silence must be observed in the Examination Hall, the only permissible way of attracting the attention of the Coordinator/Invigilator is by the candidate raising up his/her hand.

8. Candidates are advised in their own interest to write legibly and to avoid faint ink. Answers must be written in English except if otherwise instructed. The answers to each question must be started in a separate answer book.
9. The general instructions on the front of the answers books must be observed in the candidate's own interest.
10. The use of scrap paper is not permitted and any candidate found shall be disqualified. All rough work must be done in the answer folios provided, and crossed neatly through. Supplement answer folios, even if they contain only rough work, must be tied inside the main answer book for each question.
11. Before handing in their scripts at the end of the Examination, candidates must satisfy themselves that they have inserted, at the appropriate places, their examination numbers and the numbers of the questions they answered. Scripts that cannot be clearly identified will be invalidated
12. It is the responsibility of each candidate to hand in his/her script to the appropriate Coordinator/Invigilator and ensure that this is recorded before he/she leaves the hall. Candidates are not allowed to mutilate or remove from the Hall any Examination materials supplied by the College.
13. Candidates should not conduct themselves in a manner capable of disrupting the conduct of the College Fellowship Examination, such behavior would lead to disqualification.

NOTES ON SPECIAL MATERIALS

- i. Mathematical Aid will be provided when required.
- ii. All the reagents, materials and apparatus necessary for practical examination will be supplied, but candidate may with the permission of

Faculty chief examiner bring any useful instruments needed in their area of specialty.

I. REGULATIONS ON EXAMINATION MISCONDUCT

1. Where a candidate is perceived to have engaged in examination misconduct, this should be brought immediately to the attention of the Coordinator/Invigilator present who will immediately take the following measures.
 - (a) Collect any documents involved which the candidate should sign.
 - (b) Obtain a written and signed statement from the affected candidate, who shall be informed of the case against him or her.
 - (c) Obtain written and signed statements from all witnesses, including other invigilators present.
2. The candidate shall thereafter be permitted to complete the examination.
3. The Coordinator shall report the matter to the College Registrar or his/her representative in writing.
4. It shall be the duty of Coordinator/invigilators to exercise constant and vigilant supervision over the candidates. Invigilators shall note any case of misconduct by candidates and shall write a report on each case to the College Registrar immediately on completion of the paper in which the act of misconduct took place. The College Registrar shall forward the report to the Faculty Secretary. The meeting of the court of Examiners shall subsequently investigate and report to the Faculty Board who would report to the Senate. The case shall be referred to the Disciplinary Committee of Senate.
5. The candidate shall be informed of the decision of the Senate on the matter by the College Registrar.

6. The candidate may lodge an appeal against the decision of the Senate through the College Registrar within 30 days of notification of the decision.
7. If the Senate considers it necessary, an Appeal Committee may be set up to look into the case and report to the Senate.
8. Senate's decision on the case shall be final and this shall be communicated to the candidate involved by the College Registrar.
9. Giving to or receiving assistance from another candidate will result in the two candidates being referred to the Disciplinary Committee of the Senate. If found guilty, the two candidates shall be disqualified.
10. Candidates are forbidden to bring any dangerous weapon into the examination hall. If found, such candidate shall be handed over to the police and shall be barred from ten subsequent examinations.

Thereafter, such candidate would be certified by at least two consultant Psychiatrists of not less than ten years in practice before he/she would be allowed to sit for the College Fellowship Examination.

11. Disorderly behaviour and physical or verbal abuse/assault on Coordinators/Invigilators/Examiners by any candidate will be reported to the Disciplinary Committee of Senate and if such candidate is found guilty would be disqualified and banned one subsequent examination.
12. Candidates attempting to influence or actually influencing any part of the examination in his or her own favour, will be referred to the Disciplinary Committee of Senate and if found guilty, such candidate would be disqualified and banned for three subsequent examinations.

13. Candidates found reading or copying from text books, scripts etc. during the College Fellowship examination shall be referred to the Disciplinary Committee of Senate and if found guilty such candidate would be disqualified and banned for three subsequent examinations.
14. **PLAGIARISM:** In alleged case of plagiarism against any candidate, this would be referred to the Disciplinary Committee of Senate and if proven, the dissertation/Case book of the candidate affected would be cancelled and the candidate would not be allowed to present himself/herself for College Fellowship Examination for nine subsequent examinations.

J. REGULATIONS AND GUIDELINES ON CLINICAL, PRACTICAL AND ORAL EXAMINATIONS

Regulation for clinical, practical and oral examinations are as detailed in the Guidelines/Handbooks of each Faculty. Candidates are advised to consult Faculty Guidelines/Handbooks

K. REGULATIONS GUIDING THE ASSESMENT OF PART II DISSERTATION

1. THE OBJECTIVES OF THE DISSERTATION EXERCISE

The objective of the Dissertation in the Fellowship Programme is, among others, to give the candidate a chance to study a subject of his choice in reasonable depth. It is not essential that he breaks any new ground. In the course of studying the subject and writing the dissertation, the candidate should demonstrate ability:-

- i. To identify a researchable problem.
- ii. To clearly define the subject chosen for study. (The subject should be clinical or have explicitly stated clinical application, especially to the Nigerian situation);

- iii. To define the scope of the study bearing in mind the resources available thereby avoiding the dangers of unwarranted conclusions;
- iv. To define the objectives of the study in precise, clear terms that leave no doubt as to feasibility,
- v. To critically review (not merely cite references from) available literature on the subject;
- vi. To handle the Materials and the Methods of the study in such a way as to obtain results that are relevant to the stated objectives of the study,
- vii. Using appropriate statistical tools, to analyse the results and draw logical conclusions from them and finally, to discuss findings in relation to existing body of knowledge on the subject. (The dissertation does not in essence make the candidate an authority in the subject matter or the discipline represented).
- viii. To defend the dissertation at an oral examination

2. PROCESSING THE PART II DISSERTATION

- a. Candidate for part II Fellowship Examination are each to submit 4 typed loosely bound copies of their Dissertation/Case Book along with their application materials for the examination.
- b. In assessing the Case Book or Dissertation, the assessing examiner is expected to determine the overall quality of the work in the context of the objectives of the examination and to write a report incorporating the following:-
 - (i) A list of Editorial or Typographical errors that needed to be corrected before the acceptance of work which is otherwise acceptable i.e. rated P.

(ii) Important errors of data handling or interpretation that must be corrected in an otherwise acceptable dissertation i.e. Provisional Pass (P-).

(iii) Serious errors of conceptualization of the problem, of procedure of interpretations of data which severally or together render the work unacceptable= (P-1) or Fail; The final rating should of course be as follows:

P+ Dissertation without any editorial or typographical errors - Very Good Pass.

P- Dissertation with minor editorial or typographical errors - Full Pass

P- Dissertation with significant editorial or typographical error or minor errors of data handling. A nominated assessor would re-assess the work.

P-1 Dissertation with major structural errors or data handling

Interpretation. The candidate would be awarded Reference.

F Evidence of Plagiarism, refusal to follow recommendations of assessors and major error of conceptualization. The candidate would be required to submit fresh proposal.

c. The essence of the oral defense is to give the candidate an opportunity to defend his position in respect of his research methodology, result analysis and conclusions, as well as to demonstrate further the depth of his understanding of the subject matter as well as the general procedure for problem solving and, if possible, convince the Examiners to modify the pre-viva rating of the work. These orals should be structured to give the candidate such an opportunity. They are not meant to be scored independently.

- d. In case of candidates with P-1 or Fail in dissertation, the Faculty Secretary returns all four copies of the dissertation to the candidates at the end of the defense.
- e. In case of (P-) Provisional Pass candidates', the Faculty Secretary returns two copies of the dissertation to the candidate. The Faculty Secretary sends the remaining copies to the College Registrar plus a copy of the Examiners' Report containing the recommendations and corrections required and the name and address of the Examiner required to do the reassessment.
- f. The College Registrar writes to inform the candidates of his results and the corrections he/she has to make with instructions that he/she must return one neat corrected copy within three months of the date of the Senate meeting that approved the initial result.
- g. When the candidate returns the corrected copy, the College Registrar dispatches it to the re-assessor together with the examiners' report containing the corrections expected to be made as well as the previously marked dissertation. The re-assessor is advised to complete his assessment and return the dissertations not later than one month from the date of dispatch, with his written report and recommendations.
- h. When a candidate's provisional pass has been converted to a full pass, the new result relates to the examination in which the provisional pass was earned. This rule is however applicable only if the candidate carries out his correction and re- submits his dissertation within the time limit of 3 months from the date of the Senate meeting that approved the initial results, otherwise the provisional pass would lapse. The effect of a lapse is that the candidate shall have to re-apply for a subsequent examination and

resubmit the dissertation for a fresh assessment as if he failed the previous examination.

- i. Candidate with a Pass is formally informed of his/her success, and then requested at this stage to submit to the College Registrar, three hard bound copies and CD Rom of his approved dissertation (after whatever minor corrections are required) in the Faculty Colour.
- j. The College Registrar thereafter releases the Notice of Result subject to approval of the Senate.

L. EXAMINATION RESULTS

1. The classified results statistics shall be presented to the Senate meeting that immediately follows each examination.
2. After Senate approval, the pass List and Result Statistics shall be published and circulated to all training institutions and other Postgraduate Medical Colleges.
3. The failure of any nominated Examiners to attend shall have no effect whatever on the validity of the results of any examination held under these regulations.
4. These regulations are subject to revision and alteration by Senate without any obligation of notice to candidates. Potential candidates are advised to purchase the latest edition at any time.

M. CONTEST OF EXAMINATION RESULT

In the event of a candidate expressing dissatisfaction with his /her result and request 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
4. The result shall be collated by the Faculty Secretary and presented to the court of examiner and shall be forwarded to the College Registrar who shall present the result to the Senate for approval.

Copies are obtainable from:

The College Registrar,
National Postgraduate Medical College of Nigeria,
Km. 26 Badagry Expressway, Ijanikin,
P.M.B. 2003,
Ijanikin Lagos.