

**NATIONAL POSTGRADUATE MEDICAL  
COLLEGE OF NIGERIA**

**REGULATIONS**

**GOVERNING THE CONDUCT OF  
FELLOWSHIP EXAMINATION:**

**INFORMATION TO EXAMINERS**

**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. APPOINTMENT OF EXAMINERS**

1. Each Faculty shall recommend to Senate for approval, the appointment of a court of Examiners of 5 to 10 members and the Court shall be charged with the conduct of the Examinations of the Faculty. The Chairman of the Faculty Board shall be the convener of the Court of Examiners and shall preside over its meetings. All members of the Court shall be Examiners but all Examiners need not serve on the Court. Three members including the Faculty Chairman and Secretary shall form a quorum.
2. The tenure of the Court of Examiners shall be two (2) years renewable for another tenure of two years only, to run concurrently with the tenure of the Faculty Board. Other Examiners shall be appointed by the Business Committee of Senate on number being carefully related to the number of candidates for the examination in each case.
3. When it becomes necessary to change or replace Examiners, or a member of the Court of Examiners in-between Senate meetings, the president shall give approval on behalf of Senate.

## **C. ELIGIBILITY FOR APPOINTMENT AS EXAMINER**

1. Examiners in any particular Faculty shall be Fellows of that Faculty, however in special circumstances Examiners may be drawn from other Faculties.
2. An examiner must be a Fellow of at least **five** years standing.
3. In an exceptional circumstance a non-Fellow may be invited as an Examiner with approval of the Senate.

#### **D. SANCTIONS FOR DEFAULTING EXAMINERS**

1. Examiners who, having agreed to serve at a particular examination, absent themselves or fail to perform without good cause shall become ineligible for appointment as Examiners for two years thereafter.
2. **Collusion with Candidate**: In case of an alleged collusion of an examiner with candidate to perpetrate examination malpractices, this case would be referred to the Disciplinary Committee of the Senate and if found guilty, such an examiner would be delisted henceforth in participating in College Fellowship Examination.
3. **Alteration of Marks**: In case of an alleged mark alteration against any Examiner, this would be referred to the Disciplinary Committee of Senate and if found guilty, the examiner would be delisted for life in participating in College Fellowship Examination.
4. In case of an alleged attempt by an examiner to influence the conduct and outcome of College Fellowship Examination, this would be referred to the Disciplinary Committee of Senate and if found guilty such examiner would be delisted for life in participating in the College Fellowship Examination.
5. In case of an alleged endorsement by a supervisor of a work by candidate which was later found not to have been carried out by such candidate, this would be referred to the Disciplinary Committee of Senate and if found guilty such supervisor would be barred from all the College activities including the College Fellowship examinations.

6. **Conduct of Examiners**: An (every) Examiner is expected to be a role model to other examiners and the candidates. Any short coming(s) observed in any examiner by the Faculty shall be brought to his/her notice for correction. Failure to heed the advice of the Board of Examiner shall attract a sanction ranging from suspension for 2 years to outright ban.

**E. FUNCTIONS OF EXAMINERS**

1. In order to ensure that the bank of College test items grows, every examiner has a responsibility to prepare and submit questions appropriate for the examinations in which the examiner is participating.
2. All Examiners shall attend the meeting of Examiners at the beginning of the Examination to share scripts and agree on the criteria of assessment, as well as the marking scheme.
3. At least two Examiners shall independently mark every essay script and the candidate's score shall be the average of both their assessments.
4. In an Oral and Clinical examinations, each candidate shall be examined by at least 2 Examiners.
5. All Examiners involved in Parts I and II shall meet within 24 hours of the completion of each examination to consider the conduct of the examination as well as compile the results on a master marks sheet which they shall all subsequently sign.
6. The Faculty Board shall consider all examination results, reports of misconduct, petitions as well as other matters arising from them and make recommendations to Senate.
7. In case of misconduct by candidate(s), the Coordinator/invigilator 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.

8. Apart from master marks sheet, the Faculty Secretary shall submit on behalf of the Court of Examiners, a detailed assessment of the performance of each part II candidate in both the Dissertation and the Viva voce parts of the examination. A written assessment shall also be submitted by each examiner assessing a dissertation or case book.
9. The failure of a nominated Examiner to attend shall have no effect whatsoever on the validity of the results of any examination held under these regulations provided the candidate is examined by at least two bona fide examiners.

## **F. QUESTION PAPERS**

1. Questions must be free from ambiguity. The papers as a whole shall be so composed as to constitute a fair test of the candidates' knowledge of the syllabus.
2. The Court of Examiners shall meet not less than 2 weeks to the date of the examination to review questions for processing into the question bank, and to select the test items for the various papers of the next examination.
3. Once the test items for an examination are selected and collated, the contents must not under any circumstances be disclosed to or discussed with anyone.
4. Examination papers must be reproduced legibly, not less than 24 hours and not more than one week before the examination. Each paper must contain all necessary information and instructions for the guidance of the candidates e.g. time allowed, how many questions may be attempted and what answer book or sheet to use.

5. The Faculty Secretary is responsible for the correctness of question papers and must therefore exercise great care in supervising the reproduction and correction of proofs.
6. All examination papers prepared ready for the examination shall be forwarded under sealed cover, addressed to the Deputy Registrar (Academic), by name as well as by office. For this purpose, special envelopes are provided. The duly sealed envelopes, marked as to the Faculty, title, date and time of the examination must thereafter be kept under lock and the key by the Deputy Registrar (Academic).
7. Examiners must make available to the College Registrar, the exact source of any copyright questions used in the examination papers, as soon as the examination has been held. This is to facilitate copyright permission when these questions need to be published as past questions.

#### **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 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.
17. At the end of the examination, the Faculty secretary shall submit to the College Registrar, five (5) copies of the "dead" essay question papers for permanent record and for processing for publication.
18. In case of ill-health during the examination some first aid will be provided and the case shall be reported to the Registrar and the Faculty Secretary. College shall not entertain any request for deferment or refund of examination fees.

#### **H. 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. At the close of application for the Examination, the Examination Department compiles in tabular form, for each Faculty, the list of candidates, their dissertation titles, and their training institutions.
- c. Not later than a week after the deadline, the Examination Department forwards to each Faculty Secretary the form bearing the list of candidates and titles, along with a request that the Faculty Secretary supplies on the same form, a corresponding list of Assessors complete with Assessors' addresses – **By a Stated Deadline of 2 Weeks.**
- d. The Examination Department immediately on receipt of the Secretaries' responses dispatches two copies of the Dissertation to two nominated Assessor- with appropriate instructions and copies of the relevant sections of Examination Regulations for the Faculty.
- e. 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:
  - 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.

- f. 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.
- g. 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.
- h. 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.
- i. The College Registrar writes to inform the candidates of his results and the corrections has to make with instructions that he must return one neat corrected copy within three months of the date of the Senate meeting that approved the initial result.
- j. When the candidate returns the corrected copy, the College Registrar dispatches it to the reviewer together with the examiners' report containing the corrections expected to be made as well as the previously marked dissertation. The reviewer 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.

- k. 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.
- l. 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.
- m. The College Registrar thereafter releases the Notice of Result subject to approval of the Senate.

## **I. MARKING SYSTEM**

(i) In scoring out of 10, 7 = very good pass	P+1	A
6 = good pass	P+	B
5= pass	P	C
4 = borderline	P-	D
3= fail	P-1	E

(ii) In scoring out of 20, 14 = Very Good Pass P+1 A

12= Good Pass P+ B

10= Pass P C

8 = Borderline P- D

6= Fail P-1 E

(iii) In scoring out of 30, 21 = Very Good Pass P+ 1 A

18= Good Pass P+ B

15= Pass P C

12 = Borderline P- D

9= Fail P-1 E

(iv) In scoring out of 60 (using single unit score per item e.g. in MCQ tests).

42 and above = Very Good Pass p+1 A

36-41 = Good pass P+ B

30-35 = Pass P C

24-29 = Borderline P- D

23 and below =Fail P-1 E

(v) In scoring out of 100 (using single unit score per item e.g. in MCQ tests).

70 and above	= Very Good Pass	P+1	A
60-69	= Good pass	P+	B
50-49	= Pass	P	C
40-49	= Borderline	P-	D
39 and below	= (Fail, no cross- compensation allowed)		
		P-1	E

(vi) Dissertation

P+ Accepted

P Accepted with minor corrections

P- Provisionally Accepted, requiring reassessment after correction

P-1 or F Rejected.

## **J. CRITERIA FOR AWARDING PASS/FAIL CLASSIFICATION**

### **A. PRIMARY**

1. To pass the Examination, a candidate must

(i) Score at least an aggregate of 50% (C) overall

(ii) Normally score at least 50% (C) in each section of the Examination- papers I and II

(a) However, if a candidate obtains a borderline (D) or p- score in one section, he must obtain a good (B) p+ or Very Good (A) P+I in another section to compensate for the borderline D or P-

- (b) A candidate who obtains a Fail (P-I) in any section Fails the whole examination.

## **B. PART 1**

To pass the Examination, a candidate must:

1. Obtain a Pass (C) in the Clinical Examination
  2. Obtain an aggregate pass Mark (C) overall of the examination
  3. Normally obtain a Pass Mark (C) in each section of the examination:
    - (i) Written papers; (ii) Clinical /Practical's and (iii) Orals
- (a) However a D in the written paper may be compensated by at least a B in Orals or Clinical.
  - (b) And a D in the Orals may be compensated by at least a B in Clinical, Practical or the written paper.
  - (c) A D in the Clinical cannot be compensated.
  - (d) Two Ds in both written papers and orals cannot be compensated

## **C. PART II**

- (1) The Viva Voce section may have one or two parts as may be determined by the Faculty Board or Court of Examiners. The aggregate of all the parts shall be considered together.
- (2) The Dissertation + Defense may be regarded as:
  - P+ Accepted
  - P Accepted with minor editorial corrections

P- Provisionally accepted with significant errors to be reassessed after corrections or P-1 rejected, to be rewritten, represented and defended at a subsequent examination.

To pass the overall Examination, a Candidate must have his dissertation Accepted and pass the viva voce.

- (a) However a candidate who has his dissertation accepted p or p+ level but fails in the Viva Voce, shall be referred in viva voce only against the next Examination.
- (b) Candidates whose dissertation needs some significant correction i.e. P- level but who has passed the Viva Voce shall earn a provisional pass. Minor editorial/typographical errors shall not affect a candidate's full pass rating. No candidate may earn a reference in viva voce as well as a provisional pass in dissertation.
- (c) A candidate having passed the Viva Voce but whose dissertation needs a major restructuring shall be referred in the dissertation only against the next examination.

## **K. EXAMINATION RESULTS**

1. The Court of Examiners with other Examiners shall meet within 24 hours of the conclusion of examination and consider the results and matters arising thereof.
2. The examination department shall supply master marks sheet to be completed and signed at the meetings of Examiners. These mark sheets, being confidential, must not be released to any person. Those used by members at the meetings of Examiners must not be taken away from the venue of the meeting.

3. Thereafter, the result of the examination and matters arising thereof shall be presented to the faculty board for consideration and then make recommendations to the Senate.
4. These master mark sheets detailing the scores of each candidate in each subject area, and the final results in the approved classification must be submitted to the College Registrar within 24 hours of the conclusion of the examination.
5. The pass list of each examination as recommended by Faculty Board and signed by the College Registrar shall be released not more than twenty –four (24) hours after the meeting of the examiners but the information shall remain provisional until approved by Senate.
6. The master mark sheets, signed by the Court of Examiners concerned, shall become the property of the College and shall be placed in the custody of the Deputy Registrar (Academic). The marked scripts shall be preserved in the examination department. Thereafter they may be destroyed.
7. The classified results statistics shall be presented to the Senate meeting that immediately follows each examination, (June senate for March/May Examinations and December Senate for September/November Examinations).
8. After Senate approval, the pass list and result statistics shall be published and circulated to all training institutions and other Postgraduate Medical Colleges.
9. These regulations are subject to revision and alteration by Senate without any obligation of notice to Examiners. Potential Examiners are advised to purchase the latest edition at any time.

## **L. 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 shall be forwarded to the College Registrar who shall present the result to the Senate for approval.

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