Ref	SOP Exam- PG Office KOM
Ver.	03
Date	26 Aug 2024

#### PREPARATION OF EXAMINATION PAPERS FOR CLINICAL SPECIALIST TRAINING PROGRAMME

**Timeline** 

#### **Exam Date and Timetable**

Department who is hosting the exam needs to submit the exam date and timetable to the Postgraduate Office and Examination Unit

Responsibility

Respective Department

6 months prior to the exam

# Preparation of answer booklets, OMR papers and other exam facilities needed

Respective department to liaise with the Examination Unit to determine the date and time to prepare the answer booklets, OMR papers and other exam facilities Respective Department &
Examination Unit

2 weeks prior to the exam

#### Submission of Exam Questions to the Examination Unit

Exam questions that have been vetted and formatted by the respective Specialty Committee need to be submitted in pdf form (for soft copy) or hard copy for printing Respective Department &
Examination Unit

### **Printing of the Exam Questions**

Printing of the exam questions to be done by the Examination Unit

**Examination Unit** 

#### **Checking and sealing of the Exam Questions**

Checking and sealing of the exam questions will be done by the Examination Unit in the presence of representative from the respective department.

Sealed question to be kept in the Strong Room at the Examination Unit

Examination Unit &
Respective Department

**Collection of Exam Questions on the Examination Day** 

Department to liaise with the Examination Unit to determine date and time for collection of the Exam Questions

Examination Unit &
Respective Department

## **Completion of the Exam**

Upon completion of the exam, OMR papers to be handed over to the representative from the Postgraduate Office for marking. Essay answer sheet will be handled by the respective department for marking

Respective Department & Postgraduate Office