

Title	SOP Preparation of Examination papers for Clinical Specialist Training Programme
Endorsement	KPGC 8/2025
Version No	4
Effective Date	1 October 2025

Responsibility	Flowchart	Remarks
<div>Respective Department</div> <div>Respective Department &amp; Examination Unit</div> <div>Examination Unit</div> <div>Respective Department &amp; Examination Unit</div> <div>Respective Department &amp; PG Office</div>	<p>Start</p> <p><b>Exam Date and/or Timetable</b> Department who is hosting the exam needs to submit the exam date and/or timetable to the Postgraduate Office and Examination Unit</p> <p><b>Preparation of answer booklets, OMR papers and other exam facilities needed</b> Department who is hosting the exam needs to submit the exam date and/or timetable to the Postgraduate Office and Examination Unit</p> <p><b>Submission of Exam Questions to Examination Unit</b> Exam questions vetted and formatted by the Specialty Committee must be submitted in USB (soft copy) or hard copy, with strict confidentiality ensured.</p> <p><b>Printing of the Exam Questions</b> Printing of the exam questions to be done by the Examination Unit</p> <p><b>Checking and sealing of the Exam Questions</b> 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</p> <p><b>Collection of Exam Questions on the Examination Day</b> Department to liaise with the Examination Unit to determine date and time for collection of the Exam Questions</p> <p><b>Completion of the Exam</b> 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</p>	