



RASHID LATIF DENTAL COLLEGE

ASSESSMENT CELL POLICIES

The annual academic calendar for each class has been finalized through mutual discussion with each department and all the upcoming assessments have been scheduled accordingly.

Submission:

- Access will be given of the designated folder on google drive to focal person of each department.
- Focal person shall submit examination papers for all exam types (Class Test, Mid-Block, Block) and their corresponding answers keys with references to the designated Google Drive Folder
- Each department has its own respective folder to upload their paper and access is restricted strictly to HOD's and Focal Person to prevent maintain security.
- All papers must be submitted to the department at least **four days before** the scheduled exam date to allow assurance and compilation.
- Ensure all papers are proofread and formatted correctly before submission to avoid delays.

Paper Formatting Guidelines

1. All examination papers must be prepared in a Simple Microsoft Word document.
2. No pre-designed templates or tabulated formats should be used.
3. The font to be used throughout the paper is **Calibri, font size 9, and Black Font color only.**
4. MCQs should be listed using bullet points with lowercase letters (i.e., a), b), c)) and arranged in a single line, unless the options are too lengthy.
5. Each question paper must include the following header information in proper order:
 - Institution's logo
 - Full name of the institution
 - Subject name
 - Topic covered in the test
 - Type of test (e.g. Grand Test, Mid-Block, and Block Exam)
 - HOD title for the concerned department to sign
 - HOD title for the Dental Education Department to sign
 - Duration of the paper (e.g. 1 hour, 90 minutes)
 - Total marks for MCQs
 - Total marks for SEQs
 - Date of the test
 - Class (e.g. 2nd Year BDS, 3rd Year BDS).
6. A **complete key** for MCQs and SEQs along with **Proper references (e.g., book name, edition)**
7. SEQs must be presented with tabulated clear division of question number, question text, and allocated marks.
8. Paper received in any other format **will not** be accepted.

Paper Proofreading

1. **Dental Education Department will assess the paper's structure based on: -**
 - Compliance with UHS guidelines for MCQ and SEQ construction.
 - Proper marks allocation per topic aligned with UHS TOS.
 - Formatting and Marking of SEQ and MCQ along with keys.
2. **Correction and Finalization.**
 - The focal person will be contacted for any changes required.
 - The final, corrected copy of the paper will be signed by the focal person.

Conduction of Paper and Compilation of Result

- On the day of exam focal person from the concerned department is required to receive the envelope of photocopied papers from the DME.
- Each department is required to provide a demonstrator or faculty member for invigilation. This individual will be responsible for collecting the papers of their department, once exam is completed.
- It is advised to collect the papers immediately after the exam and securely return to the department for checking.
- MCQ and SEQ paper must be marked and the results should be shared within **5 working days** after the examination on the given email (rldc.assessment@rlmc.edu.pk)
- Faculty members are expected to discuss the assessment outcomes with their students accordingly.

Rechecking:

- As per the assessment committee's rechecking policy, students may request a paper recheck within **four days** after the result has been uploaded. The HODs will nominate a faculty member responsible for reviewing the paper and verifying if any corrections are required. Once rechecking is completed, the updated marks along with the rechecking form shall be submitted to the Department of Dental Education for record.

LOG BOOKS

- As per the assessment policy, all BDS students from First Year to Final Year are required to have their logbooks checked and verified by their respective departments on regular basis.
- By the end of each Block, the logbooks must be submitted to the Dental Education Department for final approval.
- For any further queries kindly visit Dental Education Department or contact Dr Palwasha Farooq.

Sample of Headings for MCQs and SEQs: -



HOD EXAMINATION
Total Time: 50 mins
Total Marks: 50 marks
MCQs/SEQs

RASHID LATIF DENTAL COLLEGE
BDS 3rd Year
Oral Pathology
Class Test - Developmental Disturbances

HOD
Date: 02-09-2025

Sample for MCQs:-

1. A 7-year-old male presents with yellow-brown discolored teeth and generalized enamel loss. His mother mentions similar dental issues in her own childhood. On clinical examination, the teeth show rough, pitted surfaces and are prone to rapid wear. Radiographs reveal normal dentin and pulp chambers. The pediatric dentist suspects a genetic condition. Which subtype of Amelogenesis Imperfecta is most likely in this patient?

- a. Hypoplastic AI – Autosomal dominant
- b. Hypomaturation AI – X-linked recessive
- c. Hypocalcified AI – Autosomal recessive
- d. Hypomaturation AI – Autosomal recessive
- e. Hypoplastic AI – X-linked dominant

Sample for SEQs:-

Question No	Questions	Marks
Q1	An 18-year-old patient presented in the Dental Clinic with the chief complaint of pitted discolored tooth. On clinical examination, white opaque flecks with cracking and chipping of enamel were seen along with brownish discoloration of the teeth. The patient informed that her sister also had similar problems. a. What is the provisional diagnosis? b. Briefly describe its types.	1 2
Q2	a. Compare the microscopic features of Aspergillosis and Zygomycosis? b. Name the common diseases affecting the oral cavity in patients associated with AIDS?	1.5 1.5
Q3	a. Enumerate the diseases caused by Epstein Barr Virus? b. What is the clinical presentation of acute manifestation of this disease? c. Give the Diagnostic tests?	1.0 1.5 0.5

Sample of Key for MCQs: -

No	Option	Statement	Reference
1	D	Myenteric plexus (Auerbach's plexus)	GUYTON 14 TH EDITION CH NO 63
2	D	Decrease in gut motility	GUYTON 14 TH EDITION CH NO 63
3	D	Achalasia or megaesophagus	GUYTON 14 TH EDITION CH NO 67
4	D	Sodium	GUYTON 14 TH EDITION CH NO 65
5	D	Involves contraction of smooth muscle behind the food bolus and relaxation of smooth muscle in front of the bolus	GUYTON 14 TH EDITION CH NO 64

Sample Of Key for SEQ: -

Q1	Saad is very fond of eating fast food. Enumerate three stages of swallowing and describe the stage when food is in pharynx and also its nerve supply.	(1,2,5,1.5)
1.	• Voluntary stage of swallowing • Pharyngeal stage • An Esophageal stage.	1
	PHARYNGEAL STAGE OF SWALLOWING: When food enters the posterior mouth and pharynx, it stimulates epithelial swallowing receptor areas all around the opening of the pharynx and impulses pass to the brain stem to initiate a series of automatic pharyngeal muscle contractions as follows: 1. Soft palate is pulled upwards to close the posterior nares.	2.5

Dr. Saad

Department of Dental Education
RLDC, Lahore

C.C:
Principal- Rashid Latif Dental College
Vice Principal – Rashid Latif Dental College
All HODs & Convener BDS
Office Copy

r m Saad