



Govt of Khyber Pakhtunkhwa  
Faculty of Paramedical and Allied Health  
Sciences (FPAHS)



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No. 199 EXAMS RULES/REGULATION/INSTRUCTION FPAHS

Dated: 20-02-2025

**EXAMINATION RULES AND REGULATIONS**  
**INSTRUCTIONS FOR CANDIDATES**

**Examination Centers**

All candidates from paramedical institutes, affiliated with faculty of paramedical and allied health sciences Khyber-Pakhtunkhwa, Peshawar, must appear for their respective examinations at designated examination centers approved by the faculty of paramedical and allied health sciences Khyber-Pakhtunkhwa.

**Arrival Time**

Candidates must reach the examination center at least 30 minutes before the scheduled start of the examination.

**Identification Requirement**

Candidates must carry and display their Admittance (Identification) Card/roll number slips, CNIC/FORM-B throughout the examination. Additionally, the Roll Number Slip must be shown upon request and submitted to the Superintendent on the final day of the examination.

**Entry Restrictions**

Candidates will not be allowed to enter the examination center once the examination has started.

In exceptional cases, the Centre Superintendent may allow entry up to 30 minutes after the start of the examination. This is subject to strict conditions, including the completion of a Late Arrival Form with valid reasons. The final approval will be given by the Controller of examination/Registrar. Cell No. 0333-9137478

**Delayed Examinations**

If the examination starts late due to unforeseen reasons, the Centre Superintendent must record the cause in writing and inform the Controller of Examinations/Registrar. The duration of the examination may be extended accordingly.

## **Leaving the Examination Hall**

Candidates are not permitted to leave the examination center before half of the scheduled examination time has passed.

In case of an emergency requiring a candidate to leave early, the reason must be documented in writing by the Centre Superintendent and forwarded to the Controller of Examinations/registrar. However, the candidate will not be allowed to take the question paper with them.

## **Re-entry Prohibition**

Once a candidate leaves the examination hall after submitting their answer book, they will not be permitted to re-enter the examination center.

## **Leaving the Examination Centre**

Candidates are not allowed to leave the examination center without the permission of the Centre Superintendent.

## **Roll Number Entry**

Candidates must write their roll number using blue or black ink before starting their response sheet, answer book, and question papers.

## **Answer Book Guidelines**

Candidates must complete the title page of their answer book with the required details. They must not write their name, the name of their college, or include any marks that may reveal their identity. Answers must be written on the answer book pages designated for specific questions.

## **Answer Completion**

Candidates must conclude their answers only within the pages of the provided answer book.

## **Permitted Items**

Candidates may bring pens, pencils, rubbers, and any other items that are explicitly allowed for the examination.

## **Prohibited Items**

Candidates are not allowed to bring books, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders, or any other material/equipment.

Possession of any prohibited items will result in disqualification from the subject examination.

### **Question Paper Clarifications**

Candidates must not request any explanations regarding the question paper. If there is a misprint or an error, the Centre Superintendent must verify the issue before seeking permission from the Controller of Examinations.

### **Code of Conduct**

Smoking is strictly prohibited in the examination center.  
Candidates must not talk or disturb others once the examination has begun.  
Borrowing items from other candidates is not allowed.  
Use of a dictionary or spell-checker is prohibited.  
Candidates must not tear or remove any part of the answer book.

### **Submission of Answer Book**

Before leaving the examination center, candidates must hand over their answer books, MCQ paper, and MCQ response sheet to the supervisory staff.

### **Unfair Means and Violations**

Candidates who attempt to use unfair means, create disorder, or disrupt the examination process will be subject to disciplinary action under the "Unfair Means Regulations."

### **Loss of Answer Book**

If an answer book is lost after submission to the Centre Superintendent, and the candidate has passed all other subjects, they may be required to reappear in that specific subject. If they obtain passing marks in the re-exam, they will be considered to have passed. In case of any disputes regarding lost answer books, the Controller of Examinations' decision, with the approval of the chief executive officer, will be final.

### **Regulations on the Use of Unfair Means in Examinations**

### **Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences**

#### **1. Prohibited Conduct and Unfair Means**

(a) Any candidate found in possession of unauthorized materials such as books, notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders, or any other prohibited equipment related to the examination subject shall be reported to the Registrar and the Controller of Examinations. This regulation also applies to candidates involved in providing or receiving assistance or attempting to use unfair means in connection with the examination cancellation.

(b) Candidates found guilty of using unfair means in examinations shall be subjected to penalties as outlined below:

The use of cell phones, smartwatches, Bluetooth devices, or any other technological gadgets for cheating or sharing examination content shall result in the confiscation of such devices.

These devices shall be kept in the custody of the Registrar and the Controller of Examinations and verified in the presence of the Inspector of the Examination Centre, the concerned Deputy Controller of Examinations, and the Additional Controller of Examinations.

## 2. Specific Offenses and Corresponding Penalties

(c) **Impersonation:** Any candidate who engages in impersonation, or is found to have an impersonator on the rolls of an affiliated college, shall be disqualified for a period of three years.

(d) If the impersonator is not a registered student of an affiliated college, the Registrar and the Controller of Examinations shall report the case to law enforcement authorities and inform the chief executive officer for degree cancellation.

(e) **Physical Assault and Misconduct:** Any candidate who physically assaults a member of the Supervisory Staff, University Officers, University Officials, or other examination personnel, or who engages in violence against fellow candidates, shall face permanent disqualification.

(f) **Possession of Weapons:** Candidates found in possession of firearms, daggers, knives, or any other weapon capable of causing harm shall be disqualified for a period of three years from appearing in any university examination.

(g) **Instigation of Unrest:** Candidates who incite others to stage protests, walkouts, or strikes shall be liable for expulsion. The chief executive officer or an authorized university officer may impose disqualification for up to three years.

(h) **False Information on Admission Forms:** Candidates who provide false information on their Admission Forms shall be disqualified from taking the examination.

(i) **Forgery:** Candidates found guilty of forging another person's signature on admission or application forms shall face disqualification for one year.

(j) **Breach of Examination Integrity:** Answer books shall be canceled if a candidate discloses their identity, makes identifying marks, uses abusive or obscene language, or communicates any unauthorized information within their answer book.

(k) **Influence and Bribery:** Any candidate found guilty of attempting to influence or intimidate examiners, supervisory staff, the Registrar, the Controller of Examinations, or university officials, either directly or indirectly (e.g., through parents, guardians, relatives,

school principals, or other intermediaries) with the intent to manipulate examination outcomes, shall be disqualified from the examination.

(l) **Defiance of Examination Authority:** Candidates who refuse to comply with the instructions of the Centre Superintendent, change their assigned seat without authorization, or alter their roll number shall be expelled from the examination center, and their answer book shall be canceled.

(m) **Fraudulent Financial Transactions:** Candidates found guilty of cheating by depositing a lesser examination fee and forging bank receipts for fee enhancement shall be debarred from appearing in future examinations.

### 3. Disciplinary Committee and Fair Trial

(n) A Committee on Unfair Means shall be constituted by the chief executive officer to address cases of misconduct and violations.

(o) No disciplinary action shall be taken against a candidate accused of unfair means unless they have been provided a reasonable opportunity to present their defense.

(p) In cases of emergency, the chief executive officer may impose an appropriate penalty without prior consultation with the Committee, considering the severity of the offense. This applies to candidates or any student of an affiliated college who disrupts examination proceedings or engages in misconduct within or around the examination center.

(q) Guidance on cases not explicitly covered in these regulations may be sought from the rules and regulations of relevant governing bodies such as the Pakistan Medical and Dental Council (PMDC), the University of Peshawar, and the Khyber Pakhtunkhwa Faculty of Paramedical and

Allied Health Sciences. The Unfair Means Committee shall have the discretion to impose suitable penalties, commensurate with the gravity of the offense, even in cases not explicitly mentioned in these regulations.

## DUTIES OF THE SUPERINTENDENT OF THE EXAMINATION CENTRE

Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences

The Superintendent of the Examination Centre plays a crucial role in ensuring the smooth, fair, and transparent conduct of examinations under the Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences. The Superintendent is responsible for upholding the integrity of the examination process, maintaining discipline, and ensuring compliance with examination regulations. The following are the key duties and responsibilities:

### 1. Pre-Examination Responsibilities

(a) Examination Hall Preparation

Ensure that the examination center is properly arranged, well-lit, and equipped with the necessary facilities.

Verify that seating arrangements are in accordance with the official seating plan to prevent unfair practices.

Ensure that examination materials (answer books, question papers, attendance sheets) are securely stored before the examination.

**(b) Verification of Examination Staff**

Assign duties to invigilators and support staff for effective examination supervision.

Conduct a briefing session for invigilators regarding examination protocols and unfair means regulations. Ensure that the required number of examination staff is present before the start of the examination.

**(c) Distribution of Question Papers & Answer Books**

Collect question papers and answer books from the Controller of Examinations in a sealed envelope and ensure their safe transportation to the examination hall.

Open the question papers in the presence of invigilators at the scheduled time and distribute them among candidates.

Ensure that each candidate receives the correct question paper according to their course/subject.

**(d) Verification of Candidates**

Ensure that candidates display their Admittance Card (ID Card) and Roll Number Slip at all times.

Check each candidate's identity to prevent impersonation.

Prohibit candidates from bringing unauthorized materials such as books, mobile phones, or electronic devices.

**2. Duties During the Examination**

**(e) Enforcement of Examination Rules & Regulations**

Ensure that all candidates adhere to the examination rules and maintain strict discipline.

Prevent any communication or disturbance among candidates during the examination.

Implement measures to prevent cheating, unfair means, or misconduct.

**(f) Handling Unfair Means Cases**

Identify and report candidates involved in using unfair means (such as possession of unauthorized materials, impersonation, or communication).

Immediately confiscate any unauthorized materials and document the case for submission to the Controller of Examinations and Registrar.

Ensure that the details of unfair means cases are recorded and reported for further disciplinary action.

**(g) Time Management**

Announce the start and end time of the examination clearly to all candidates.

Ensure that candidates follow time restrictions and collect answer books promptly at the end of the examination.

**(h) Handling Emergencies**

Address emergencies such as illness or any unforeseen incident by providing necessary assistance while ensuring that the examination process remains unaffected.

Report any disruptions or security concerns to the relevant authorities immediately.

### 3. Post-Examination Responsibilities

#### (i) Collection & Submission of Answer Books

Ensure that all answer books are collected from candidates in an orderly manner. Verify the total number of answer books with the attendance sheet before submission. Securely seal and transport answer books to the Controller of Examinations and Registrar for assessment.

#### (j) Submission of Reports

Submit a detailed examination report to the Controller of Examinations and Registrar, including any irregularities, cases of unfair means, and overall conduct of the examination. Provide recommendations for improving examination security and management if necessary.

#### (k) Ensuring Examination Confidentiality

Maintain the confidentiality of examination papers, answer scripts, and other sensitive materials.

Prevent any unauthorized disclosure of examination content before or during the examination.

#### (l) Coordinating with Higher Authorities

Maintain communication with the Controller of Examinations, Registrar, regarding any issues faced during the examination.

Implement any directives issued by the Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences regarding examination management.

### 4. Ethical and Professional Responsibilities

#### (m) Fair Conduct & Impartiality

Ensure that all candidates are treated equally without bias.

Maintain professionalism and integrity throughout the examination process.

#### (n) Security and Surveillance

Monitor the use of CCTV cameras (if installed) to enhance examination security.

Ensure that examination materials are not tampered with and are kept secure before and after the examination.

#### (o) Implementation of Examination Policies

Ensure that the Examination Regulations of the Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences are strictly followed.

Take appropriate action against any individual attempting to disrupt or manipulate the examination process.

### DUTIES OF THE DEPUTY SUPERINTENDENT OF THE EXAMINATION CENTRE

Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences

The Deputy Superintendent of the Examination Centre assists the Superintendent in ensuring the smooth, fair, and transparent conduct of examinations. The Deputy Superintendent plays a key role in maintaining discipline, enforcing examination

regulations, and supporting the administration of the examination process. The following are the key responsibilities:

## **1. Pre-Examination Responsibilities**

### **(a) Assisting in Examination Hall Preparation**

Assist the Superintendent in ensuring that the examination center is well-organized, with proper seating arrangements and necessary facilities.

Verify that seating arrangements comply with the official seating plan to prevent unfair practices.

Ensure that all examination materials, including question papers, answer books, and attendance sheets, are properly stored before the examination.

### **(b) Coordination with Examination Staff**

Assist in assigning duties to invigilators and support staff.

Conduct a briefing session for invigilators regarding examination protocols and security measures.

Ensure that invigilators and other staff members report to duty on time and understand their responsibilities.

### **(c) Security of Question Papers and Answer Books**

Work alongside the Superintendent to collect and safeguard the sealed question papers from the Controller of Examinations and Registrar.

Ensure the question papers are only opened at the designated time and in the presence of invigilators.

Monitor the distribution of question papers and ensure that each candidate receives the correct paper.

### **(d) Verification of Candidates' Identity**

Assist in verifying candidates' Admittance Cards (ID Cards) and Roll Number Slips.

Ensure that no unauthorized person enters the examination hall.

Prevent impersonation and report any suspicious cases to the Superintendent, Controller of Examinations, and Registrar.

## **2. Duties During the Examination**

### **(e) Supervision and Maintenance of Discipline**

Assist the Superintendent in maintaining strict discipline and ensuring a smooth examination process.

Monitor candidates to ensure compliance with examination regulations.

Prevent communication or disturbances among candidates.

### **(f) Enforcement of Rules Against Unfair Means**

Keep a vigilant watch for any unfair practices such as possession of unauthorized materials, cheating, or impersonation.

Immediately report cases of unfair means to the Superintendent, Controller of Examinations, and Registrar.

Confiscate unauthorized materials and ensure that a proper written record of the offense is maintained.

**(g) Time Management and Announcements**

Assist in announcing the start and end times of the examination.

Ensure candidates adhere to time restrictions and that answer books are collected promptly.

**(h) Handling Emergencies and Special Cases**

Provide assistance to candidates facing medical or other emergencies while ensuring examination protocols remain intact.

Report any security threats, disturbances, or irregularities to the Superintendent immediately.

**3. Post-Examination Responsibilities**

**(i) Collection and Secure Handling of Answer Books**

Assist in collecting all answer books, ensuring the number of collected papers matches the attendance sheet.

Verify the serial numbers of answer books before submitting them to the Controller of Examinations and Registrar.

Ensure that no answer books are lost or tampered with.

**(j) Reporting and Documentation.** Prepare and submit reports regarding any issues, irregularities, or cases of unfair means to the Superintendent, Controller of Examinations, and Registrar.

Provide feedback on improving examination procedures and security measures.

**(k) Ensuring Confidentiality**

Maintain the confidentiality of question papers, answer scripts, and examination records.

Prevent any unauthorized disclosure of examination content before or during the examination.

**4. Ethical and Professional Responsibilities**

**(l) Upholding Integrity and Fair Conduct**

Ensure that all candidates receive equal treatment and that the examination is conducted fairly.

Maintain a professional and impartial approach while dealing with candidates.

**(m) Coordination with Higher Authorities**

Assist the Superintendent in coordinating with the Controller of Examinations, Registrar, and Vice Chancellor regarding any major examination concerns.

Implement any directives issued by the Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences regarding examination policies.



## **(n) Monitoring Examination Security**

If CCTV cameras are installed, monitor them to ensure security and prevent malpractice. Oversee the handling and transportation of examination materials to prevent any leaks or misconduct.

## **(o) Ensuring Smooth Examination Operations**

Support the Superintendent in resolving any administrative or logistical issues related to the examination process.

Ensure that the examination environment remains peaceful and conducive for candidates.

## **DUTIES OF THE INVIGILATOR**

Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences

The Invigilator is responsible for ensuring that examinations are conducted fairly, smoothly, and in accordance with the rules and regulations set by the Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences. The invigilator plays a key role in supervising candidates, maintaining discipline, and preventing any unfair practices. The following are the primary duties and responsibilities of an invigilator:

### **1. Pre-Examination Responsibilities**

#### **(a) Reporting and Briefing**

Report to the examination center at least 30 minutes before the start of the examination. Attend the pre-exam briefing session conducted by the Superintendent or Deputy Superintendent.

Review and understand the examination rules and invigilation guidelines.

#### **(b) Preparation of Examination Hall**

Ensure that the examination hall is properly set up according to the official seating plan. Verify that desks and chairs are arranged to prevent cheating.

Check that there are no unauthorized materials left in the examination hall before candidates enter.

#### **(c) Distribution of Examination Materials**

Assist in distributing question papers, answer books, and other necessary materials to candidates.

Ensure that each candidate receives the correct question paper based on their course/subject.

#### **(d) Verification of Candidates**

Verify that each candidate has a valid Admittance Card (ID Card) and Roll Number Slip.

Ensure that only registered candidates are present in the examination hall.  
Prevent impersonation by checking candidates' identities properly.

## **2. Duties During the Examination**

### **(e) Enforcement of Examination Rules**

Ensure that candidates do not communicate with each other during the examination.  
Prevent any unauthorized use of mobile phones, smartwatches, calculators, or other electronic devices.

Ensure that candidates do not possess books, notes, or any unauthorized material.

### **(f) Monitoring and Preventing Unfair Means**

Maintain constant vigilance to prevent any form of cheating or misconduct.

Watch for suspicious behavior, such as hidden notes, unauthorized communication, or exchange of answer sheets.

Immediately report any suspected use of unfair means to the Superintendent and Deputy Superintendent.

### **(g) Ensuring a Quiet and Conducive Examination Environment**

Ensure complete silence is maintained in the examination hall.

Take immediate action against any candidate causing disturbance or violating discipline.

Ensure that no unauthorized persons enter the examination hall.

### **(h) Assisting Candidates**

Address any genuine queries raised by candidates regarding the examination format or rules.

Ensure that candidates fill in their roll numbers and personal details correctly on answer books.

Provide candidates with additional answer sheets (if required) after verifying their initial answer book.

### **(i) Time Management**

Announce the starting time, halfway mark, and last 10 minutes of the examination.

Ensure that candidates adhere to the time limit and do not continue writing after the exam ends.

## **3. Post-Examination Responsibilities**

**(j) Collection of Answer Books** Ensure that all answer books and response sheets are collected from candidates. Verify that each candidate submits their answer book before leaving the examination hall.

Count and cross-check the number of collected answer books with the attendance sheet.

**(k) Submission of Examination Materials**

Hand over collected answer books, MCQ sheets, and attendance sheets to the Superintendent or Deputy Superintendent.  
Ensure that unused question papers and answer sheets are returned to the examination authorities.

**(l) Reporting Irregularities**

Report any incidents of cheating, rule violations, or misconduct to the Superintendent.  
Provide a written statement (if required) regarding any irregularities or unfair means cases.

**4. Ethical and Professional Responsibilities**

**(m) Impartial and Fair Conduct**

Treat all candidates fairly and equally, without bias or favoritism. Ensure that all examination procedures are followed with integrity and professionalism.

**(n) Confidentiality and Security**

Maintain the confidentiality of examination materials before, during, and after the exam.  
Prevent any leakage or unauthorized sharing of question papers.

**(o) Coordination with Examination Authorities**

Follow the instructions of the Superintendent, Deputy Superintendent, Controller of Examinations, and Registrar.  
Assist in implementing any additional rules or directives issued by the Khyber Pakhtunkhwa Faculty of Paramedical and Allied Health Sciences.

  
Chief Executive Officer

Faculty of Paramedical and Allied Health

Sciences

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1. Secretary to Govt: of Khyber Pakhtunkhwa Health Department.
2. PS to Advisor to Chief Minister for Health Khyber Pakhtunkhwa.
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