



معهد الكويت للإختصاصات الطبية  
Kuwait Institute for Medical Specializations



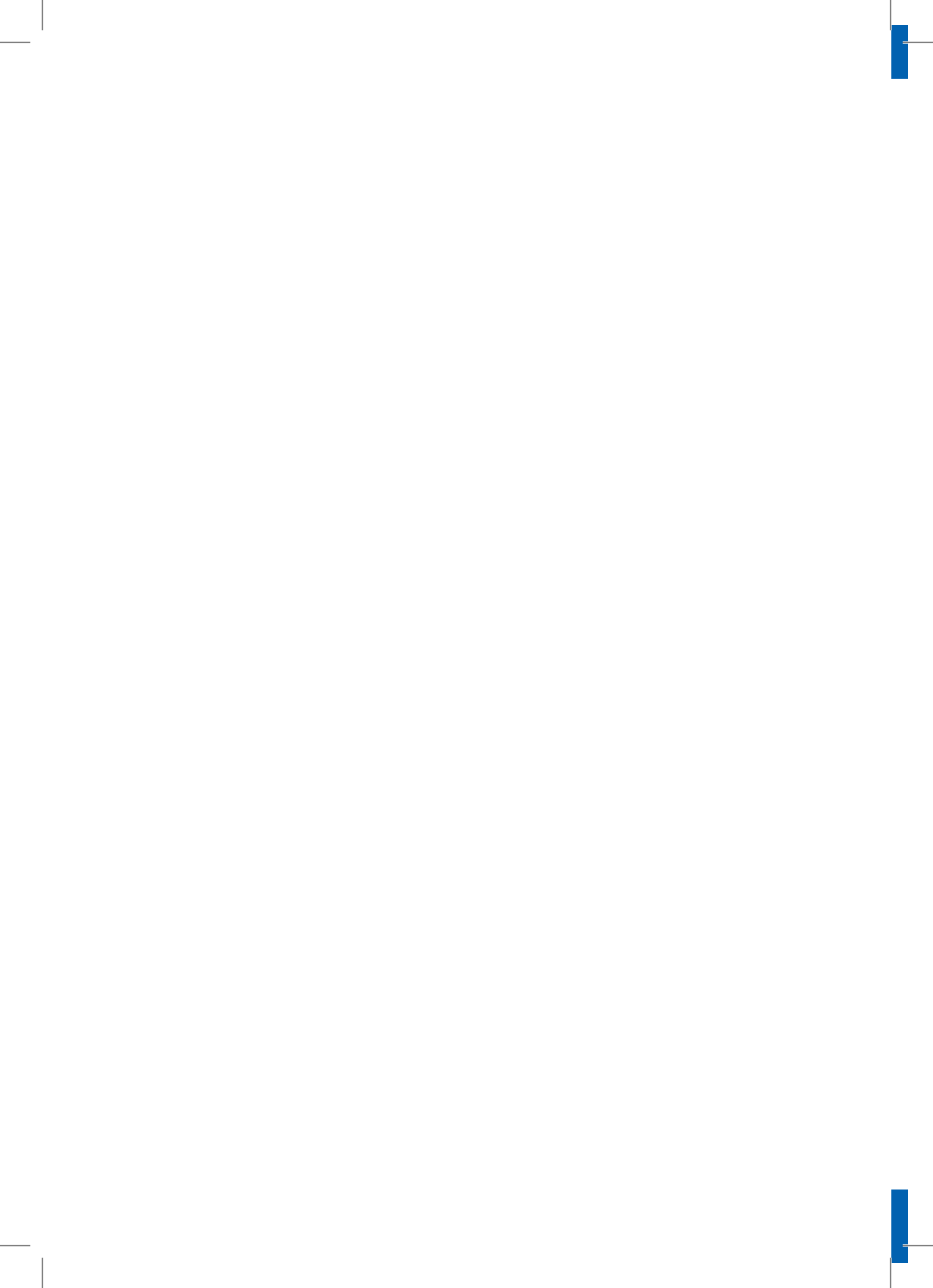
Ministry of Health

# Examinations Office

## Rules and Regulations



(2014 Edition)



## 1-Attendance:

- All candidates must report on time. Late candidates will not be given any additional time to complete their examination or may not be permitted to do the examination at all. No candidate will be admitted in the examination hall once any candidate of the same specialty leaves the room.
- The start time of the examination may be delayed due to unforeseen circumstances. If delays do occur, candidates will still get their full allotted examination time.
- Candidates arriving at the exam venue Registration Desk half an hour after the **start of examinations shall NOT be allowed to attempt the exam unless a valid excuse signed by the Program Director is provided.**

## 2-Absence and or Excuse from Examination:

- An absence from an exam or its component after registration for examinations in KIMS Examinations Office shall be considered as **a 'Failed' attempt.**

## 3- Opting-out after Registration:

- Opting out after registration shall be considered as **a 'Failed' attempt** unless approved by the KIMS Examination Appeals Committee.

## 4-Examination Conduct, Rules and Regulation:

- All candidates must respect all rules of conduct and behave in a professional and respectful manner toward the Examination Committee Members and the Examinations Office personnel.
- The admission card along with civil identification card must be presented to be able to sit for exam. You will not be allowed into the examination without presenting both forms of identification. Present both forms of identification to the staff at the Registration Desk at the venue of the exam.
- Impersonation or false identity will be subject to applicable government rules.
- Specific instructions shall be provided on the day of the exam, which will require a strict compliance.
- Candidates must not talk to each other inside the examination premises.
- Candidates must not communicate with each other in any manner whatsoever while the examination is in progress.
- Candidates must not engage in any disruptive behavior.
- Smoking is not allowed in the examination premises.
- Candidates must be dressed professionally ( men shorts fashion or women low-cut necklines and mini-skirts fashion are strictly not allowed ).
- Wearing of dangling jewellerys / accessories or hairstyles that could interfere with the physical examination during clinical exams is prohibited.
- Differentiation between male and female dress codes is legitimate.
- Lab coats are not required. If you choose to wear a lab coat, it must not have any identifying features.

- Candidates shall be allowed to leave the examination premises half an hour after the start of examinations.
- If a candidate must leave the examination room temporarily, only one individual may leave at a time and an examination official must accompany them.
- To ensure examination confidentiality is maintained, candidates may be sequestered to stay for a few minutes to a few hours after the examination. **Candidates cannot bring any type of electronic device into the sequestering room and are not permitted to leave before authorization is granted.**
- Upon completion of the examination, answer books and sheets handed to the examination officials become the property of the Examinations Office and cannot be returned to the candidate.
- According to Assessment Committee policy, candidates who are ill and choose to proceed with the examination cannot use their illness to request a formal review of their examination, special consideration, or annulment of their attempt at the examination.
- Except under extenuating circumstances, any registered candidate who appears at the examination will be considered to have attempted the examination whether or not he/she completes the exam or considers the examination as practice. All candidate examinations will be scored and results will be recorded on file.

Non-compliance with any of the above shall be considered a misconduct subject to disciplinary action by the invigilator varying from verbal warning to a written report with required implications to the Head of the KIMS Examinations Office. If the candidate is requested to leave the examination premises by the invigilator with an approval from the Head of the KIMS Examinations Office, then it must be complied.

## 5-Examination Confidentiality:

- Candidates must not give or obtain unauthorized information or aid during an exam.
- Candidates must not look at the examination materials of others.
- Candidates must not take any component / material of an exam outside the examination premises in any form.
- Upon receiving your exam package you must sign a confidentiality statement agreement, that you will respect the confidentiality of the examination. If you breach this confidentiality agreement you will be warned that your examination results may be voided.
- The examination questions are protected by copyright and are the intellectual property of the Kuwait Institute for Medical Specialization Examinations Office. Any reproduction or other disclosure of these examination questions in whole or in part is strictly prohibited. The Examinations Office will take all available disciplinary measures **and legal actions** against any candidate or others who violate this confidentiality provision

## 6- Examination Materials and Equipment :

- KIMS Examinations Office will provide all necessary supplies and equipment for all components of the examination.
- Regular time checks are given by invigilators and therefore candidates will not need to use additional timing devices.
- The Examinations Office will provide answer booklets, answer sheets, and scrap paper for each candidate. As well, pencils will be provided for examinations using the multiple-choice question (MCQ) format.
- For Short Answer Questions (SAQs), please write as legibly as possible and refrain from excessive use of abbreviations as the examiners must be able to interpret what you have written in order to assign marks.
- Candidates must bring their own pen if the written component is composed of short-answer questions (SAQ).
- All components of the examination will be strictly observed by the Examinations Office personnel.

## 7- Personal Property:

- Before the start of the examination at the check desk the Candidates are not permitted to have any electronic or communication devices (ie. Cell phone, smart phone, Ipad, pager, blackberry, USB or memory sticks, calculators; laptops; electronic tablet; recording devices; MP3 players; beepers; timing devices that make audible beeps) and materials such as books, papers, and other materials.
- If any type of electronic device is required as part of an examination test then it will be supplied by the Examinations Office and will be provided on site of the examination.
- All items including bags, purses, papers and all electronic devices will be stored in bins at the registration desk before the start of the examination. Any candidate caught in the possession of such devices during the examination may be immediately expelled.
- Candidates are permitted to wear a watch without electronic features and that does not emit sound may be used.
- In response to the increased potential for cheating and the disturbance of other candidates, the Examinations Office will follow the strict application of the following rules regarding the use of electronic devices and mobile phones during examinations:
  - Mobile phones or electronic devices , brought to examinations must be switched off and fully deactivated for the duration of the examination.
  - Switch off in front of the examination officer at the registration desk. The examination office will then put the device in a sealed envelope and place it in a bin according to your identification number.
  - The mobile will be returned at the end of the examination.
- Failure to comply with these requirements may lead to disqualification from the examination.
- The following are some examples that constitute non-compliance of the above rules:
  - A mobile phone or electronic device found in the possession of a candidate during an examination.
  - The ringing, vibrating or any audible 'beep' heard from a mobile phone or electronic device whilst an examination is taking place.

**In all cases of non-compliance an incident report form will be submitted to the misconduct.**



## 8-Candidate non-compliance:

- **Candidates cited for non-compliance will be required to sign the incident report form before leaving the examination room and may be required to attend a meeting after the examination has been concluded with the Head of KIMS Examinations Office and the Misconduct Group to give further information/evidence regarding the incident.**
- Examination results of candidates cited for non-compliance will be withheld until a decision has been reached by the Misconduct Group.
- Investigations will be completed as quickly and efficiently as possible and candidates will be kept informed of progress.
- Candidates will be informed of the outcome in writing by the Director of Training and Examinations on behalf of the Misconduct Group.
- **Where the Misconduct Group agree that non-compliance is proven they will consider the following, before a penalty is agreed:**
  - The need to preserve the integrity of the examination.
  - The disturbance caused to others.
  - Consistency with previous penalties.
- **The Misconduct Group may consider awarding one of the following standard penalties or may give a more specific penalty where felt appropriate:**
  - No further action.
  - A written warning.
  - Result for an examination or part of an examination, to be declared void.
  - Candidate barred from applying for an exam for a specified period.

## 9-Alleged conflict of interest between a candidate and an examiner:

- Every effort will be made by the Chair and the members of the Examination Committee to ensure that there is no conflict of interest between a candidate the examiner.
- If a candidate perceives a conflict of interest with an examiner, he/she must report it immediately to the examinations office before the examination or to the examinations office personnel during the examination session. **Examinations office personnel will review the allegation with the Chair of the Examinations Committee.**
- Such allegation if not reported before or during the examination session will not constitute grounds for review of the examination at a later time.





# Examinations Office

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