



Pak Red Crescent Medical & Dental College

POLICY TO ENSURE CONFIDENTIALITY OF STUDENTS' ACADEMIC AND HEALTH RECORDS

Pak Red Crescent Medical & Dental College prepares and maintains complete academic performance record of all students. Various tests and examinations that are held include:

- Monthly tests
- Term test
- Practical's
- Ward tests
- Send-up exams
- Assessment of note books, copies and ward books.

The college maintains complete *record* of the result sheets of the above tests and *exams* and these are totally confidential and are not shared with any other or unconcerned department.

It is the college directive to all departments that a presentation be given on the overall performance of the students based on the results of the tests taken during that month.

These presentations are held for each class and the departments are required to give the progress of acquisition of knowledge and skills for the class in comparison with the previous classes. The departments are also expected to highlight the students who are weak and not likely to improve, so that effective re-enforcement of syllabus is implemented for them. The assessment committee then decides on case and sanctions the contact with the parents about the students' performance.

Parents are sent the results of all the tests and term reports along with a warning letter regarding the student's performance and the likelihood of his/her not being referred for the annual examination.

All answer sheets of MCQs, **SEQS** and **OSPE** sheets and other mark bearing activities are stored in record rooms for a period of 1 year and are only disposed-off after the annual examinations and the final disposal of the student based on his performance.

All results for every examination are stored in the college archives for a period of 2 years.



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POLICY TO ENSURE CONFIDENTIALITY OF STUDENTS' HEALTH RECORD

At the time of admission, all students must produce a certificate as a proof to have undergone;

- a) Medical Examination
- b) Vaccinations to include;
 1. Hepatitis B vaccination
 2. Typhoid Vaccination within the previous 12 months.
 3. Anti-tetanus vaccination

Foreign students will have to produce a certificate of their HIV status from prescribed laboratories in Pakistan. If during the course of studies, any student is found to be positive for HIV infection will be repatriated at his/her own cost to his/ her own country. Student record is kept totally confidential and it is not shared at any level.