



CENTRAL PARK MEDICAL COLLEGE

(A Project of Health & Education Foundation Reg No. 0062545)

CPMC/ME/2021-08

26th of January 2021

POLICY TO ENSURE CONFIDENTIALITY OF STUDENTS' ACADEMIC AND HEALTH RECORDS AT CENTRAL PARK MEDICAL COLLEGE

A. POLICY TO ENSURE CONFIDENTIALITY OF STUDENTS' ACADEMIC RECORD

Central Park Medical College prepares and maintains complete academic performance record of all students. Various tests and examinations that are held include:

- Monthly tests
- Term tests
- Practicals
- 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. The results are however sent to the parents in the following forms.

- Dedicated SMS to the parent or guardian
- In the form of term report for term 1 and 2 exams
- As a special report for the weak students

Since the assessment committee meetings are held monthly, it's 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.



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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. The documents are shown to the student before they are sent to the parents and acknowledgement of the process documented in the form of students' signature for having "Received and Understood" the contents of the documents being sent to their parents.

All answer sheets of MCQs and SEQs, 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.

B. 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



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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.







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APPROVAL AND REVIEW DETAILS

 Central Park Medical College	Department of Medical Education		Policy Number:
Title Policy to ensure Confidentiality of Students' Academic and Health Records	Issue Date:	Prepared/Revised by:  Date: 27/1/21	8
Due for Revision on	27/1/21		
Reviewed by:  DR. Mariyah Hridayat.	Date: 27/1/21.	Authorized by: 	Date:

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