

ASSESSMENT

STANDARD OPERATING PROCEDURES - 2019



INDUS MEDICAL COLLEGE

Assessment Standard Operating Procedure – 2019

1. INTRODUCTION

This manual of standard operating procedures applies to Indus Medical College Examinations and Assessments which follow regulations set by Liaquat University of Medical & Health Sciences, Jamshoro.

Assessment is an integrated process involving variety of procedures to obtain information about student learning and development.¹ Assessment is necessarily ingrained term in the curriculum. Assessment when properly planned and carried out has a powerful steering effect on learning and curriculum. In Medical Education its importance cannot be overstated as the stakes are very high.

1.1 RESPONSIBILITY

All faculty and staff involved in issuing and/or supervising examinations and assessments are responsible for:

-  Ensuring these procedures are followed
-  Ensuring that examinations and assessments are conducted under standard conditions that are consistent and fair to students.

1.1.1

-  Assessment committee is a subcommittee of the curricular committee approved by the Principal.

SR. NO.	NAME	DESIGNATION
1.	Mr. Nawaz Ali G. Bhutto	Controller of Examinations
2.	Prof. Dr. Afzal Memon	Professor
3.	Prof. Dr. Mumtaz Ali Memon	Professor
4.	Dr. Zaheer Hussain	Assistant Professor

1.2 PRINCIPLES OF ASSESSMENT

Assessment is not an individual task to be implemented but it requires a programmatic approach for assessing competence as a whole. A programmatic approach with presupposed criteria to help design comprehensive assessment programmes with quality assurance is shown in Table 1.²

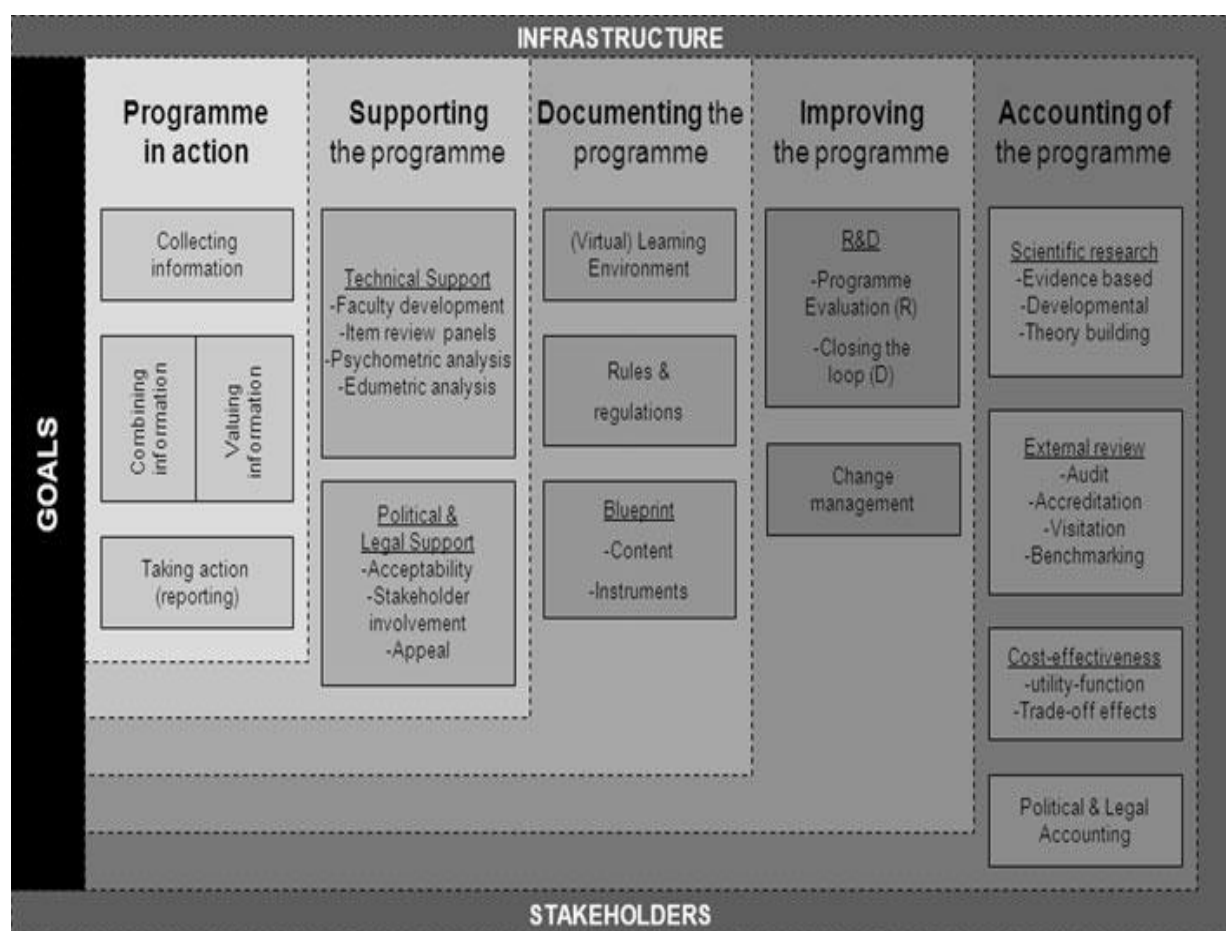


TABLE 1

Assessment is a quest for improvement, which follows certain principles which are summarized below:

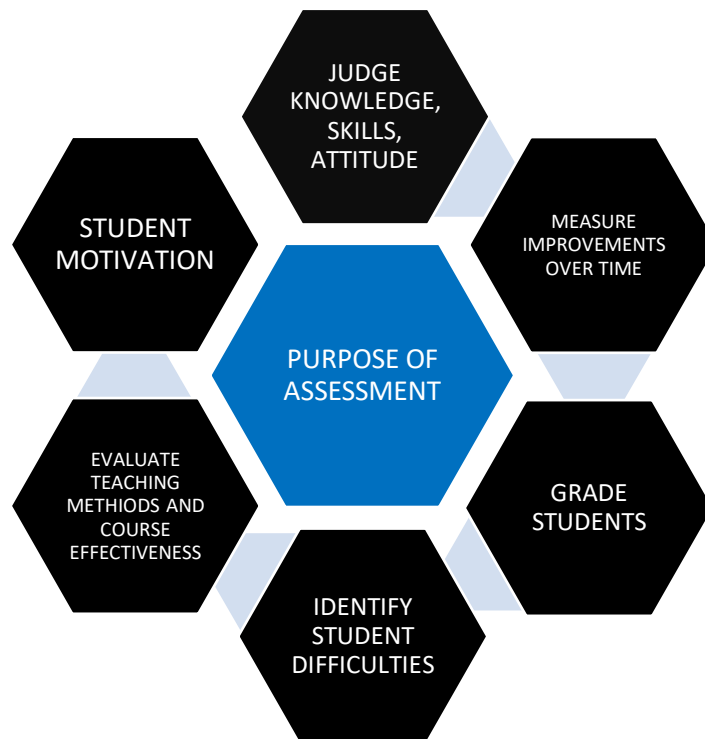
- ✚ Purpose of assessment.
- ✚ Determine content to be assessed.
- ✚ Select relevant assessment procedures.
- ✚ Incorporate variety in assessment procedures.
- ✚ Beware of limitation of assessment procedures.
- ✚ Modify instructional plan according to feedback.
- ✚ Assessment is a means to an end, and not an end in itself.

2. ASSESSMENT POLICY IN IMC

With our college following traditional discipline based curriculum guidelines given by Pakistan Medical & Dental Council, Liaquat University of Medical & Health Sciences, Jamshoro, following assessment standard operating procedures have been formulated.

✚ The main purpose of assessing students is shown below (Figure 1).³

FIGURE 1:

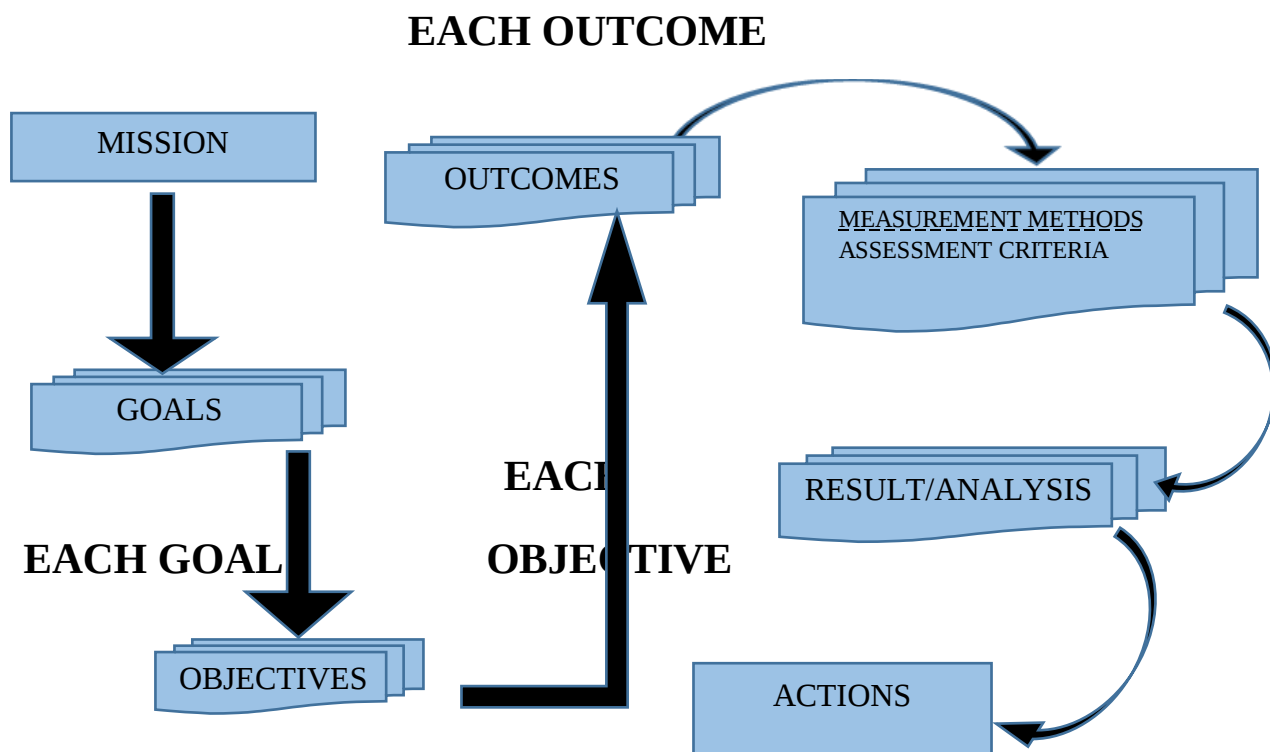


- ✚ Criterion Referenced Assessment (50% pass).
- ✚ Assessments will be at end of each term as well as end of year.
- ✚ The frequency, timing and weightage of assessments will be feasible, valid and reliable.⁴
- ✚ Assessment criteria will be clear and available to students in a timely manner.
- ✚ Appropriate feedback from students and teachers after each term (formative as well as summative assessments) will be carried out.
- ✚ Assessment schedule once approved will not be changed without approval by the Assessment Committee and Academic Council.

2.1 ASSESSMENT PROCEDURES

The simplified instructional model (Figure 3) below summarizes the basic steps to be followed in the instructional process and illustrates the interrelated nature of teaching, learning and assessment.

FIGURE 2



ASSESSMENT AS STANDARD

PM&DC NATIONAL ACCREDITATION FRAMEWORK

Indus Medical College Tando Muhammad Khan is affiliated with Liaquat University of Medical and health sciences Jamshoro for assessment. College ensures facilitating students to appear in the examination at university and holding of the components of examination at its campus. Transparency, decorum and fairness is ensured at each aspect of assessment. Periodical review is done of the results of each session to find out the strengths and weaknesses of learning, teaching and curricular issues to be addressed.

ASSESSMENT AREAS

A separate examination department in liaison with concerned officials of the university Controller of Examination has been established. A policy defining clear process of transparent assessment has been devised in lieu with university. Policy ensures that assessment methods are compatible with instruction methods and helpful in achieving the outcomes as outlined earlier.

It ensures that all domains of competencies in the area of knowledge, skills, attitude, professionalism and communication are part of the assessment.

ASSESSMENT REVIEW

All evidence based assessment methods like SBQs, SEQs, OSPE and OSCE are applied in the assessment process.

A Quality Assurance Cell in collaboration with university ensures transparent and evidence based procedures before, during and after the assessment. External examiners are part of paper setting and practical examinations. Appeal system for students is as per university rules. Assessment standards are reviewed and set for items used in examinations.

SCHEME OF STUDIES

PROFESSIONAL MBBS EXAMINATIONS

1. First Professional MBBS Part-I Examination:

To be held at the end of the 1st year in the following subjects in course work completed in the first year:

(a)	Anatomy and Histology	PART-I
	One Paper	90 Marks
	Internal Evaluation	10 Marks
	Oral & Practical	90 Marks
	Internal Evaluation	10 Marks
	Total	200 Marks
(b)	Physiology	
	One Paper	90 Marks
	Internal Evaluation	10 Marks
	Practical & Oral Exam	90 Marks
	Internal Evaluation	10 Marks
	Total	200 Marks
(c)	Biochemistry	
	One Paper	45 Marks

	Internal Evaluation	5 Marks
	Oral & Practical	45 Marks
	Internal Evaluation	5 Marks
	Total	100 Marks

(a)	Anatomy and Histology	PART-II
	One Paper	90 Marks
	Internal Evaluation	10 Marks
	Oral & Practical	90 Marks
	Internal Evaluation	10 Marks
	Total	200 Marks
(b)	Physiology	
	One Paper	90 Marks
	Internal Evaluation	10 Marks
	Practical & Oral Exam:	90 Marks
	Internal Evaluation	10 Marks
	Total	200 Marks
(c)	Biochemistry	
	One Paper	45 Marks
	Internal Evaluation	5 Marks
	Oral & Practical	45 Marks
	Internal Evaluation	5 Marks
	Total	100 Marks

***NOTE:** Any students who fail to clear the first Professional MBBS Part-I & Part-II examination separately in three chances availed or un- availed after becoming eligible for each examination shall cease to become eligible for further medical education in Pakistan.

2. 2nd Professional MBBS Examination:

To be held at the end of the 3rd year in the following subjects

(a)	Pharmacology & Therapeutics	
	Theory	135 Marks
	Internal Evaluation	15 Marks
	Oral & Practical	100 Marks
	Animal Experiment	35 Marks
	Internal Evaluation	15 Marks
	Total	300 Marks
(b)	Pathology General & Microbiology	
	Theory	135 Marks
	Internal Evaluation	15 Marks
	Practical & Oral Exam	135 Marks
	Internal Evaluation	15 Marks

	Total	300 Marks
(c)	Forensic Medicine	
	Theory	90 Marks
	Internal Evaluation	10 Marks
	Viva Voce	90 Marks
	Internal Evaluation	10 Marks
	Total	200 Marks

3. **3rd Professional MBBS Examination:**

To be held at the end of the 4th year in the following subjects

(a)	Community Medicine	
	Theory	135 Marks
	Internal Evaluation	15 Marks
	Oral & Practical	110 Marks
	Internal Evaluation	15 Marks
	Project	25 Marks
	Total	300 Marks
(b)	Special Pathology	
	Theory	135 Marks
	Internal Evaluation	15 Marks
	Practical & Oral Exam	135 Marks
	Internal Evaluation	15 Marks
	Total	300 Marks
(c)	Otorhinolaryngology (ENT)	
	Theory	90 Marks
	Internal Evaluation	10 Marks
	Oral & Practical	90 Marks
	Internal Evaluation	10 Marks
	Total	200 Marks
(c)	Ophthalmology	
	Theory	90 Marks
	Internal Evaluation	10 Marks
	Oral & Practical	90 Marks
	Internal Evaluation	10 Marks
	Total	200 Marks

4. **Final Professional MBBS Examination:**

To be held at the end of the 5th year in the following subjects

(a)	Medicine Including Psychiatry & Dermatology	
	Theory	
	Paper - I	135 Marks
	Internal Evaluation	15 Marks
	Paper - II	135 Marks
	Internal Evaluation	15 Marks
	Total	300 Marks
	Clinical & Practical Exam	

Clinical	240 Marks
OSCE	30 Marks
Internal Evaluation	30 Marks
Total	300 Marks

(b)	Surgery including Orthopaedic & Anesthesia	
	Theory	
	Paper - I	135 Marks
	Internal Evaluation	15 Marks
	Paper – II	135 Marks
	Internal Evaluation	15 Marks
	Total	300 Marks
	Clinical & Practical Exam	
	Clinical	240 Marks
	OSCE	30 Marks
	Internal Evaluation	30 Marks
	Total	300 Marks
(c)	Obstetrics & Gynaecology	
	Theory	
	Paper - I	90 Marks
	Internal Evaluation	10 Marks
	Paper – II	90 Marks
	Internal Evaluation	10 Marks
	Oral & Practical	180 Marks
	Internal Evaluation	20 Marks
	Total	400 Marks
(d)	Paediatrics	
	Theory	
	Internal Evaluation	90 Marks
	Oral & Practical	10 Marks
	Paper – II	90 Marks
	Internal Evaluation	10 Marks
	Total	200 Marks

DISTRIBUTION OF MARKS IN EVALUATION

University Examination	Internal Assessments
90%	10%

EXAMINATION OF SUBJECT BASED MBBS CURRICULUM

Total 100%

Internal Assessment 20%

University Examination 80%

Internal Assessment Theory	Internal Assessment Practical	University Assessment Theory	University Assessment Practical	Total
10%	10%	40%	40%	100%

INSTRUCTIONAL GOAL

Regarding the MBBS program our specific instructional goal is a competent physician that is the product. This will be the foundation of the assessment plan.

2.2 TYPES OF ASSESSMENT PROCEDURES

Performance of students will be assessed as following:

i. CONTINUOUS ASSESSMENT DURING ACADEMIC YEAR

It will incorporate both formative and summative assessment for all academic years.

 **FORMATIVE:** Conducted throughout each term. Though low stake examinations but with feedback will improve student learning, leading to better performance in summative assessment.

 **SUMMATIVE:** Conducted at end of each term, consisting of MCQ, SAQ, OSPE and structured viva. However, logbooks will be maintained during each academic year, according to the departmental requirements.

ii. END OF TERM ASSESSMENT

This will be summative carried out at end of each academic year.

2.3 ASSESSMENT TOOLS

Various tools selected are as follows according to LUMHS guidelines.

i. WRITTEN ASSESSMENT

 **MULTIPLE CHOICE QUESTION**

MCQs are extremely flexible and assess knowledge, understanding, interpretation and application. These will be effective to test cognitive aspects of students, one best answer type MCQ are used.



SHORT ANSWER QUESTION

Written assessment formats are the most well-known and most widely used assessment methods in medical education. Learning outcomes which are mainly based on cognitive domains can be assessed by written tools. We will use short answer question (SAQ).

ii. ASSIGNMENTS

Every month in various departments topics concerned with the term will be given for assignment. These will be a part of formative assessment. As well as Clinico- Basic and Pathologic Conferences are held for preclinical and clinical years, respectively.

iii. PRACTICAL/CLINICAL ASSESSMENT



OBJECTIVE STRUCTURED PRACTICAL EXAM (OSPE)

A formative OSPE will be held during terms and summative at the end of year. It will consist of laboratory-based and practical questions related to the learning objectives covered in the course. The students will be given feedback after formative assessment.



OBJECTIVE STRUCTURED CLINICAL EXAM (OSCE)

A formative OSCE will be held during the term and summative at the end of year. It will consist of clinical and practical questions related to the learning objectives covered in the course. The students will be given feedback after formative assessment.



LONG CASE

At the end of fourth and final year each subject will be assessed by a long case. Daily encountered problems will be the case scenarios for which students will be trained during formative assessment in clinics.

SHORT CASE

At the end of final year short case as a form of assessment will be applied. 4 Short cases comprising 4 systems will be utilized to assess the clinical skills of students.



STRUCTURED VIVA

At the end of examination an integrated viva will be taken in which relevant specialists will sit and ask questions. There will be guidelines for examiners to follow.



LOG BOOKS

In case of log books required entries will be countersigned by observer. It will be criterion referenced whereas the students will have to fulfill following criteria: for example assignments, case presentations in wards, departmental log books.

iv. OBSERVATION



INTERNAL ASSESSMENT

The progress report from teachers will have separate column about behavior and attitude of students in each term in addition to academic record with minimum pass of **60%**.

2.4 NOTIFICATION OF RESULTS

Faculty Assessment Committee will display result on notice board as well as online on the college website <http://www.imc.tmk@indusinternational.edu.pk>.

Results as hard copy and e-mail will also be sent to parents of each term.

3. CONDUCTING EXAMINATIONS AND ASSESSMENTS

Conducting Examinations and Assessments According to Liaquat University of Medical & Health Sciences Guidelines. In all examinations and assessments, the conditions underpinning the examination or assessment shall be displayed on concerned department notice boards to students prior to the examination or assessment taking place.

NOTE: Any requests for special assistance example reader/writer are to be made prior to the examination or assessment.

3.1. EXAMINATIONS AND ASSESSMENTS CONDUCTED UNDER 'EXAMINATION CONDITIONS'

1. Students may only enter the examination room under the instruction of the supervisor.
2. Students must display their LUMHS Student Admit Card and CNIC on their desk throughout the examination. In the event that a student forgets their Admit Card, the supervisor may, at his / her discretion, allows the student to provide some other form of identification such as a CNIC etc.
3. All bags and personal possessions must be left clear of the seating area, near the entrance/exit of the examination room.
4. Hats, caps and earplugs are not to be worn in the examination room and watch alarms must be turned off.

5. Cell phones are to be switched off and left with bags/personal possessions near the entrance/exit of the examination room. No other forms of electronic listening and/or receiving devices or digital/mobile technologies are permitted in the examination room.
6. Students may bring only the following equipment to the examination; pens, pencils, eraser, ruler. Pencil cases, wallets and purses are not permitted on desks.

Nothing edible may be brought into the examination room. Students may bring a clear, plastic water drink bottle.

Dictionaries, printed or electronic, are not permitted and other materials will be permitted as specified on the examination cover sheet.

7. Paper or answer booklets will be supplied. Any rough working notes are to be handed to the supervisor at the end of the examination.
8. Reading time may be specified in the 'Instructions to Candidates' and this will be conducted in silence prior to commencement of the examination.

During the reading time, students must not write in their answer books or make notes; the supervisor will announce when they may commence writing.

9. Students will be instructed to:
 - a) Write their name clearly on each sheet of writing paper used or on the answer sheet provided.
 - b) Number each answer and each page of that answer.
 - c) Answer all questions legibly in pen/ink.
 - d) Clearly cross out errors (white-out should not be used).
 - e) Read special instructions with care, and follow them.
10. A student may not enter the examination room after the first fifteen minutes.

11. A student may not leave the examination room in the first thirty minutes of the examination or during the last fifteen minutes.
12. If a student wishes to go to the toilet or becomes ill during an examination, they must raise their hand and will be escorted out by a supervisor. Students must not leave the room unaccompanied to go to the toilet.
13. The supervisor will tell students when there are thirty minutes remaining before the end of the examination and again when there are fifteen minutes remaining.
14. Students will not continue writing or add anything to their answers after the supervisor has announced the end of the examination.
15. Students shall not communicate with each other in the examination room or copy from another's answers.
16. In the event of suspected cheating, the student(s) will be cautioned by the supervisor, any equipment found in the student(s)' possession will be confiscated, and the circumstance will be noted and reported to the lecturer.
17. If a fire alarm sounds during an examination, the supervisor will make a note of the time the examination stopped, and:
 - a) Instruct students to stop writing and turn their examination papers over;
 - b) Remind students that examination conditions still apply and that they must not talk with each other about the examination;
 - c) Ask the students to calmly and quickly evacuate the building;
 - d) Once permission has been given to re-enter the building the students will be seated and asked to draw a line under their work to indicate what was done before and after the disruption;
 - e) The examination will be restarted when everyone is settled; an additional 10 minutes grace period will be allowed in addition to the time lost during the disruption.

In the event of the examination being abandoned, a new examination will be prepared and an alternative date and time will be scheduled.

B. PRACTICAL ASSESSMENTS

The regulations for the preparation and conduct of practical assessments vary between subject areas. Where regulations have not been specified they have to be put up to the academic committee.

C. ASSIGNMENTS

Different departments are autonomous to carryout according to their subject content and context.

REFERENCES

1. Miller M, Linn R L Gronhund N E."Measurement and Assessment in Teaching". Eighth edition. London: Prentice Hall; (2000)
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3. Amin Zubair, Yap Seng Chong, and Hoon Eng Khoo. "*Practical guide to medical student assessment*". Singapore: World Scientific, (2006).
4. Newble, David, and Robert Cannon. "Assessing the students." A Handbook for Medical Teachers. Springer Netherlands, (1994). 107-141.