

# Assessment Policy



## CMH Institute of Medical Sciences Bahawalpur

Purpose	To provide an overview to faculty and students of the key principles which highlight the College's approach to assessment.
Prepared by	Medical Education Department <i>Syed Nba. Iwas</i>
Reviewed By	Director Curriculum Committee <i>Syed Nba. Iwas</i>
Approved By	Academic Council <i>[Signature]</i>
Custodian of the Policy	Examination Cell
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### **Aim**

The aim of this Undergraduate Medical Education Student Assessment Policy is to establish student assessment practices within undergraduate medical education program of CMH Institute of Medical Sciences, Bahawalpur. The policy has been developed to “establish, monitor, and update an internal assessment system throughout the undergraduate medical curriculum for MBBS.” This document is intended to complement the assessment policy of National University of Medical Sciences that is responsible for conducting annual summative assessments and certification of MBBS degree.

### **Policy Statement**

The College believe assessment is a fundamental practice to support and enhance the learning experiences of our students. Therefore, assessment – the evaluation of progress and attainment - is an integral part of learning at CIMS Bahawalpur, not separate from it. By recognizing each person’s unique potential, assessment practices are designed to promote individual excellence and account for a variety of learning styles.

At CIMS Bahawalpur Assessment also ensures on-going collaborative reflection between the students, teachers, and community, enabling each to become a partner in the learning process

### **Roles of different departments in internal assessments**

The structure of internal assessment in CIMS Bahawalpur will be formative, including both written (MCQs) and practical assessment (OSPE / OSCE) following the assessment policy of NUMS. Work-place based

assessment techniques like Mini-CeX will be gradually introduced. The Examination Department and Department of Medical Education will have an oversight of the whole process of assessment.

Examination department will be responsible for the smooth execution of the exams. The schedules

of assessments are developed by the Medical Education Department and approved by curriculum committee (basic and clinical sections) (CC) of the college at the start of academic years.

### **Assessment Plan**

The following is the summary of internal assessments plans.

1. The schedules of assessments are given in study guides and will be available on college website.
2. The frequency of assessment will follow the modules / block of respective year. At least 3 internal assessments will be arranged in one academic calendar for each year (years 1-4).
3. The assessments of year 1 and 2 will be held in same week, the module is completed and after making sure the faculty and venue is available for conducting practical / written assessments. Similarly, the assessment schedule of year 3 and 4 will follow the same pattern. MCQs will be part of written, while OSPE /OSCE will be part of practical/clinical assessments.

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4. Based on the table of specifications the questions used in written paper will be collected by the examination department from relevant HoD. After formatting of the paper senior personnel of the concerned department will review the paper before printing. Provisions are being made to introduce pre-exam review through the Medical Education Department in the future.
5. As per NUMS policy Cumulative 20% marks of all internal assessments are included in summative assessments by CIMS Bahawalpur and will be communicated to the university by the Principal Office before the end-of the academic year.

#### **Standard setting procedure**

A procedure that is used to determine a defensible cut score for all examinations in CIMS Bahawalpur is pre-determined to be 50% in cases of both written and practical assessments in accordance with NUMS. This analysis is done to identify items that do not meet specified criteria after each examination.

#### **Eligibility criteria for sitting the exam**

Overall 50% of attendance is required to sit in the exam

#### **Pass/Fail policy**

Students must obtain minimum 50% marks in theory and OSPE separately to be declared as pass

#### **Absenteeism**

Absenteeism is highly discouraged and only emergency leaves are acceptable with the approval of the Vice-Principal/ Principal.

#### **Policy for acceptance of excuses from exam**

Absenteeism from exams is particularly discouraged and only cases of Law and order situation, medical emergencies and natural disasters, re-take of the exams will be considered.

#### **Students feedback on Assessment**

Feedback for this purpose should be a regular occurrence and will be both informal and formal. Formal feedbacks are part of routine evaluations surveys conducted at the end of each Module/ Block.  
(Annexure 1)

#### **Oversight**

The college core assessment and curriculum committee will have an oversight for internal assessments. Similarly, the Medical Education Department will provide training opportunities for Head of Department, Year coordinators, members of Curriculum Committees (Basic & Clinical) and other interested faculty member to help them develop the skills and expertise in developing questions, and conducting internal assessments.

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### Appeal Policy

This Appeal Policy is *valid only* for internal (College) Examinations. As for Appeals related to Final Professional (University) Exam, Appeal should be made to NUMS.

An appeal can be made if,

1. There was any irregularity in the assessment process
2. The exam regulations were not followed
3. Any mistake in the published marks is found
4. or any other matters other than these mentioned in appealing policy if forwarded and submitted by the principals can be entertained.

**Scrutiny:** In case of discrepancy or any other problem related to results of internal assessments, the students can appeal within 15 days.

### Invitation of external examiner in internal assessment

External examiner may be invited with the suggestions of respective HOD and approval of the Principal, only for Pre-prof and Prof examination. The invited examiner should be at least Assistant professor or above. There should be no direct relationship of the examiner with the candidates and should not be black listed by any university as an examiner due to any reason. The invitation letter (with the option of acceptance) should be received at least one week before the exam being conducted. The honorarium will be offered to the examiner with the approval of competent authority.

### Academic Record Access Policy

In routine Academic Records are not accessible to anyone; nor anyone is authorized to gain access of Academic Records. However, in special situations an application should be submitted to Committee who will decide for the extent of access or otherwise. In case of permission granted, an affidavit should be submitted stating that he/she is not going to use the record against the interest of institution.

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Annexure- 01

STUDENT COURSE EVALUATION

Annex A								
<p><b>NUMS Self-Appraisal-Form 1</b>  <b>Evaluation of Module/Block for MBB (BDS) Program by Student</b>  <b>(To be filled by each Student at the time of Completion of every Block/Module)</b></p>								
<p>Every 6 months NUMS is in process of conducting self-assessment (SA) of academic programs. Your answers will be kept strictly confidential with QEC NUMS and will be used only for Assessment purposes. NA/0: NA where not applicable</p>								
Institution: _____		Program: _____						
Module/Block Title: _____		Teacher's Name: _____						
Degree Session: _____		Year of Study: _____						
<p>Please use the Scale mentioned below to answer the following Questions          5: Strongly Agree, 4: Agree, 3: Uncertain, 2: Disagree, 1: Strongly Disagree, NA</p>								
Sr #	Core Questions/Attributes	5	4	3	2	1	NA	Please comment if rating is below 4
<b>Course Content and Organization</b>								
	The course objectives were clear							
	The course provided an appropriate balance between instruction and practice							
	The course workload was manageable							
	The course was well structured to achieve the learning outcomes with a good balance of lectures, tutorials, practicals, etc							
	The course stimulated my interest & curiosity about the issues and questions in this subject area has grown							
<b>Student Contribution</b>								
	I was able to improve my clinical skills							
	I actively participated in the course of study							
<b>Learning Environment and Teaching Methods</b>								
	The teacher strictly followed the goals and objectives of the course							
	I was given a chance to practice clinical/practical skills on patients/Simulators							
	The course provided the opportunity to practice the skills required in the course							
<b>Learning Resources</b>								
	Learning materials in CBL/S. Beside learning Backlogs (Course notes, patients etc) were relevant and useful							

2	Recommended reading books etc. were relevant and appropriate. <b>Mostly available in College Library as well</b>							
<b>Assessment</b>								
	The methods of assessment tested my knowledge and skills effectively							
1	I was made familiar and comfortable with the assessment methods used							
	Assessment was free of personal bias							
	Level of difficulty in assessment items was appropriate							

**Overall Evaluation:**

The best features of the course were:

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The course can be improved by:

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**Annexure- 02**

Application for scrutiny of RESULT TERM/MODULE/ PRE-PROF

Examination: \_\_\_\_\_ Roll No: \_\_\_\_\_

Enrolment No: \_\_\_\_\_ Faculty: \_\_\_\_\_

Name (CAPS): \_\_\_\_\_ S/O, D/O \_\_\_\_\_

Address: (CAPS) \_\_\_\_\_

Phone No: (Residence) \_\_\_\_\_ Cell No: \_\_\_\_\_

Mention the title of the paper with year to be scrutinize: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

*Note: Result of the Scrutiny will be send at the given address. Do not contact anybody in the office personally*

# SOPs of Assessment Policy



## CMH Institute of Medical Sciences Bahawalpur

Purpose	To Ensure the smooth execution of Assessment Policy
Prepared by	Medical Education Department <i>Syed Nba. Iqbal</i>
Reviewed By	Director Curriculum Committee <i>Syed Nba. Iqbal</i>
Approved By	Academic Council <i>[Signature]</i>
Custodian of the Policy	Examination Cell
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## SOP for Appeal Policy

- Any students who wishes to appeal should submit a written application to the Principal
- Panel will be formed under the guidance of Principal to evaluate the evidence presented by the student.
- All appeals will be dealt with fairly and with complete confidentiality
- The evidence will only be shared with the relevant faculty members
- The student may be approached to provide further evidence if needed.
- The decision on the appeal will be conveyed within 15 working days in writing.
- Once rejected student cannot appeal again unless new evidence is presented.

## SOP for Scrutiny

- Any student who wishes to appeal can collect the scrutiny form the Department of students Affairs.
- The form will be submitted to Director of Examination
- The decision on the appeal will be conveyed within 15 works days in writing.

## Academic Record Access SOPs

- Both faculty and student should submit a written application to the principal for any academic reason to access the academic record.
- However, for research purpose a written application should be submitted to the principal along with IRB approval.
- The approved application will be then submitted to administration department.
- Administration will then forward this application to relevant department for further direction.
- Any affidavit should be submitted stating that he/she is not going to use the record against the interest of institution.

### Academic Record Access Committee (As & When Required)

1. Principal
2. Vice Principal
3. Director Academics
4. Student Affairs Representative
5. 2 X Faculty Members

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## **Invitation of External Examiner assessment SOPs**

- Respective HODs will forward his/her suggestion for inviting external examiner to Principal in form of application.
- Approved application will be forward to examination cell
- Examination Cell will inquire about the External examiner (no direct relationship of the examiner with the candidates)
- Examination cell will then formally liaise with selected examiner

## **SOPs for Students feedback on Assessment**

- HEC and NUMS approved student's feedback forms will be distributed by ME to student on assessment day via hard or soft copy
- Responses are collected and final reports will be generated
- After approval by the Principal, the reports will be shared with Curriculum committee and examination for improvement