# Assessment policy FM&DC ABBOTTABAD

1. All assessments will be directly supervised by controller examination with its supervisory staff and student affairs department under assessment policy framed and ultimately supervised by assessment committee.

2. Assessment committee will be nominated by Dean for a period of 3 years with its president who will chair the committee along with a member each from basic and clinical sciences departments.

3. Only papers (SAQ, SEQ, MCQs) validated by Department of medical education/medical educationalist will be accepted as paper for final testing. This holds true for all continuous assessment tests (CAT) examinations only.
4. Paper prepared by Department HOD and vetted by at least 2 other faculty members will be personally handed over to director medical education before submitting these to controller examination in a sealed envelope along with soft copy submitted in USP at least 4-6 weeks before subject examination. Director medical education/controller examination will return USP after deleting the contents of examination. HOD of concerned department will submit in writing that all soft copies in department computer and in printer used for this purpose are deleted by him personally. MCQs will be of one best type. With effect from 1st Jan 2020, a good mix of different formats of MCQ including multiple false true/false, extended matching MCQ, cluster MCQ, key feature questions and script concordance questions will be included. A workshop addressing these formats will be arranged by department of medical education in time along with piloting well before the deadline.
5. HOD of concerned department will prepare an equivalent duplicate test (parallel test) of same format and difficulty/discriminative level to be kept in reserve for any unforeseen emergency or future use in college examination bank/pool.
6. MCQ papers will cover knowledge domain of different levels of difficulty and will contain numbers of MCQ so as to solve them by students in at least 180 minutes (app 3 hours) to achieve a reliability index (cronbach alpha) of .8 or more. As a guide line recall MCQ should be given 30 seconds, comprehension, and application level will be given 90 seconds and applied (problem solving level) MCQs will be given 180 seconds (3 minutes) as accepted standard internationally.
7. Examination will be conducted by examination branch under standard security procedures. Controller examination will hand over written paper along with necessary stationary to Head examiner designated by Dean/admin department for the said test as a signed document and will receive solved papers in sealed envelope under similar arrangement.
8. All staff for the examination for particular day will not include faculty members from the same department whose paper is being conducted and administration will ensure it.
9. All security measures will be adopted during the examination including debarring use of mobiles and use of multiple formats of same paper for students in rows and columns if possible. Any student using unfair means will face disciplinary action by college disciplinary committee after seeing written report of head examiner submitted through controller examination to disciplinary committee appointed by Dean/principal.

10. A separate paper using short essay type, short answer type, modified essay type or long essay two long essay type questions will be conducted that should be of at least 2-1/2 to 3 hours for achieving desired reliability. However for formative assessments (class tests, mid modular examination) this paper may be omitted at the discretion of HODs of concerned departments.
11. As far as possible papers (MCQ paper) will be checked on OMR machine and result prepared and displayed on excel sheet covering various stats. Controller examination will ensure timely preparation, arrangement and supply of answer sheets compatible with OMR machine.
12. Post-hoc analysis will be carried out by examination branch on appointment with respective department faculty along with department of medical education after seeking permission and MCQs requiring revision will be delivered to concerned department/faculty for modification, deletion, subtraction or addition:
13. Right of appeal. All queries regarding wrong marking will be addressed to controller examination. However students will be given a chance to see their response sheet after applying to Dean through proper channel for cross checking after paying nominal charges.
14. Dean decision will be declared final in case of any ambiguity arising between students/teachers and examination branch.
15. As a part of traditional curriculum (PMDC 2011), norm referenced (Relative) standards are being used for grading and pass/fail criteria. With effect from 1st of Jan 2020, with arrival of new class (1st year) Criterion referenced standards will be used for all CATs. A workshop regarding absolute standards setting (content/performance based) will be conducted by department of medical education well ahead of deadline.
16. Responsibility for conduction, execution, preparation and storage of results of psychomotor skills and attitudes examination (OSPE, OSCE, log books, MSF, mini Chex, DOPS, CSR/CBE and one minute preceptor (OMP) for evaluation (internal or external) will continue to reside with respective HODs of clinical departments in coordination with DME and controller of examination. Such documents will be kept for 2 years in record (till promotion of class after 2nd professional MBBS Examination) before formal destruction as per protocol (Burning to ashes transparently)
17. Formative assessment (assessment for learning) and reflection with feedback at the end of teaching sessions (assessment as learning), class tests and various formative assessments as frequently as possible by teachers will continued to be done as per existing policy dictated by PMDC in Traditional curriculum document 2011. A document addressing formative assessment methods already made by department of medical education will be given to all newly inducted faculty members and time to time reminders will be given by Dean/department of medical education regarding execution of instructions on this document designed for formative assessment.
18. Summative assessment will be carried out after each module and pre-prof examination for internal assessment purpose to be submitted at the time of annual professional examination. However professional examination papers will be prepared at university level as per existing policy by moderation between 3 examiners (1 each from FM&DC, BUMC and 1 external examiner). Innovative methods of assessment (Progress test) will be inducted after approval of Dean and academic council.

19. From time to time CATs papers will be prepared by external examiners from various sister institutions and evaluation of assessment system will be carried by external evaluators along with student's evaluation of whole assessment process as a quality standard at least once a year.
20. From time to time self-assessment will be carried by students and submitted to their respective teachers for feedback.
21. Utility indices will be checked after examination by DME and HODs and record will be kept for evaluation. Other principles of good assessment method will be followed to make assessment system at par with national and international standards.
22. Standards setting for grading and deciding about borderline cases will be done before each CAT examination by set of examiners selected by Dean for this purpose by modified Angoff method.
23. All staff involved in assessment will continue to improve their performance by proper training and feedback from stakeholders.
24. Assessment committee will continue to liaison with curriculum development, Implementation and evaluation committees and department of medical education for feedback and continuous improvement and preparation of assessments that drive learning and contribute toward positive consequential validity.

Dated 27/8/2019

Prof Dr Liaqat Ali President Examination Committee