



Hull York Medical School

**Code of Practice on
Assessment and Examination for MB BS**

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Definition of terms

The following terms may be used by HYMS to describe the assessment and examination process:

- “Formative assessment” refers to assessment that is informal, frequent, dynamic and non-judgemental. It is primarily for the benefit of the student’s learning, not the institution’s need to track progress. Formative assessments are opportunities for learning rather than tests that must be passed in order to progress or achieve a Degree award.
- “Summative assessment” is the formalised assessment upon which decisions about progression are made.
- “Sequential assessment” refers to an assessment that takes place in two parts. All students should expect to sit the full assessment (Part 1 and Part 2). Students that demonstrate the required level of competence in Part 1 are excused from Part 2. Students that do not demonstrate the required level of competence in Part 1 will sit Part 2 in order to allow the Board of Examiners to collect sufficient information to make a reliable judgement on their overall performance.
- “First Attempt” refers to the first attempt at an assessment;
- “Second attempt” refers to a reassessment following an unsuccessful first attempt, which may be allowed after a first attempt or upon returning to a Programme following a successful appeal.
- “New first attempt” refers to a reassessment that is treated as a new first assessment and granted by Board of Examiners in the light of Mitigating Circumstances or Board of Studies in exceptional circumstances. Where a new first attempt is offered and accepted, the previous attempt will become void.
- “Failure to progress” occurs when a student does not meet the criteria for progression. This will result when a student has failed one or more assessments, including reassessments, and therefore gained insufficient grades to progress to the next stage or the award of the final exit qualification.
- “Suspension” may occur when academic misconduct of a student or other serious inappropriate professional behaviour has taken place, or a student poses a risk to patients or colleagues.
- “Termination of studies” occurs when, following due process including appeal if requested, academic standards have not been achieved or academic misconduct of a student or other serious inappropriate professional behaviour has taken place, or a student has been found to be suffering from a disability, illness, or other health impairment which poses a long-term risk to patients or colleagues.

Abbreviations:

ACCS	Assessment of Clinical Consultation Skills
CMG	Case Management Group
EMQ	Extended Matching Question
GMC	General Medical Council
MCQ	Multiple Choice Question
MEQ	Modified Essay Question
OSCE	Objective Structured Clinical Examination
OSLER	Objective Structured Long Examination Record
RoA/ eRoA	(electronic) Record of Achievement
SBA	Single Best Answer
SSC	Student Selected Component
SSIP	Scholarship and Special Interest Programme

1. Introduction

- 1.1.** This Code of Practice describes the conduct of student assessments for the Hull York Medical School (HYMS) MB BS Programme and its associated intended award of Diploma of Higher Education. Details of implementation of assessments within the curriculum are outlined in the relevant Phase handbooks and related guidance for students which should be read in conjunction with this Code of Practice.
- 1.2.** Where a report is received by the Case Management Group (CMG) during the Programme, that gives rise to concerns with regards to a student, that report will be forwarded to the MB BS Board of Examiners. In the case of serious concern about the health or conduct of a student, reports will be forwarded to the HYMS Student Fitness to Practise Committee. (See HYMS Academic Committees Terms of Reference and HYMS Code of Practice on Student Fitness to Practise Medicine).
- 1.3.** This Code makes reference to the application of Mitigating Circumstance. For further information please refer to the HYMS Policy on Mitigating Circumstances.

2. Academic Integrity and Conduct

- 2.1.** All assessments will be subject to the HYMS Code of Practice on Academic Integrity and Conduct. Students must not, in relation to assessed work at any stage of their programme, cheat, collude, fabricate, personate or plagiarise.
- 2.2.** In accordance with the HYMS Code of Practice on Academic Integrity and Conduct, the Board of Examiners will take account of any breach of the requirements in determining eligibility for progression.

3. Formative Assessment

- 3.1.** Formative assessment will be conducted throughout the MB BS Programme. The terms and the details of each assessment are explained in the relevant student Phase handbooks. Notwithstanding any formative intent, assessments that highlight serious issues of attendance, illness, inappropriate behaviour or neglect of academic obligations will be brought to the attention of the appropriate committee(s).
- 3.2.** Students will receive formative feedback from tutors at regular intervals throughout the Programme. Students will be responsible for providing evidence of these meetings to the HYMS Student Support Office as appropriate.
- 3.3.** Students will maintain documentation of their learning experiences as specified in the relevant Handbook and Record of Achievement.

3.4. Sample questions from past papers will be made available as formative tests during each block or rotation, in a similar format to the questions in the summative examination papers. These are provide a formative practise exercise with feedback and must be completed by all students.

3.5. Students not engaging with the formative opportunities offered by the School will be reported to the CMG.

3.6. Components of Formative assessments – by Year

3.6.1. In Year 1 (Phase I), formative assessment will include assessment of clinical skills, an anatomy ‘spotter’ examination, written papers and online tests.

3.6.2. In Year 2 (Phase I), formative assessment will include assessment of clinical skills, written papers and online tests.

3.6.3. In Years 3, 4 (Phase II) and 5 (Phase III), formative assessment will include an Objective Structured Long Examination Record (OSLER) of a minimum of one patient per rotation and online written assessments.

4. Summative assessments

4.1. Summative assessments will be held in each year of the MB BS programme.

4.2. Summative assessments are used to determine whether or not students have achieved the learning outcomes specified within the curriculum.

4.3. Students will receive feedback on their performance in summative assessments, but this is not the primary purpose of summative assessment.

4.4. Components of Summative Assessment – by Year (Phase)

4.4.1 In Years 1 & 2 (Phase I) and Years 3 & 4 (Phase II) summative assessment will consist of the following components:

4.4.1.1 Completion of all Record of Achievement (RoA) requirements, including demonstration of the required competence in clinical procedural skills (section 6);

4.4.1.1 Scholarship and Special Interest Programme (SSIP) (section 7);

4.4.1.2 End of year summative written papers (all years) and clinical practical assessments (Year 2, 3, 4 only) (section 10);

4.4.2 In Year 5 (Phase III) summative assessment will consist of the following components:

4.4.2.1 Completion of all Record of Achievement (RoA) requirements including demonstration of the required competence in clinical procedural skills (section 6);

4.4.2.2 The Elective report (section 8);

- 4.4.2.3 A portfolio assessment during the Assistantship (section 9);
- 4.4.2.4 End of year summative written papers and a clinical practical assessment (section 10).
- 4.4.2.5 National Prescribing Safety Assessment

5 Attendance

- 5.1** Satisfactory attendance is one of the criteria for entry to the end of year summative assessments.
- 5.2** Attendance will form an integral part of the assessment process and may be monitored and certified by tutors and administrative staff. Clinical placements are a mandatory component of the MB BS Programme and are regarded as full time; i.e. a student should be present on placement throughout the normal working day.

6 Record of Achievement (RoA)

- 6.1** Attendance, performance, and professionalism in clinical placements will be subject to continuous assessments and recorded in the Record of Achievement (RoA). Satisfactory completion of all RoA elements, including attendance, performance and clinical skills appropriate to each year of study, will be required to allow a student to proceed within the Programme and to enter the end of year summative assessments.
 - 6.1.1 The elements of the RoA required to meet the criteria for satisfactory completion are clearly stated within the electronic RoA.
- 6.2** Students will only be permitted to enter end-of-year summative assessments following satisfactory completion of all RoA elements.

7 Scholarship and Special Interest Programme (SSIP)

- 7.1** The Scholarship and Special Interest Programme (SSIP) runs throughout Phase I and Phase II. Full details of the organisation and assessment of the Programme can be found in the relevant Phase Handbook and SSIP Handbook.
- 7.2 Phase I**
 - 7.2.1 Students will be required to complete one SSIP in each year of Phase I. Each SSIP will be assessed in three parts (one per term). Each part of the Phase I SSIP will be individually assessed and a grade awarded.
 - 7.2.2 Students must achieve the criteria outlined in the Phase I SSIP Handbook in order to progress.
 - 7.2.3 Students that do not achieve the required grades for the first attempt will have the opportunity to undertake reassessment as a second attempt in

the same format as the original submission during the summer re-sit period.

7.2.4 Summer re-sit submissions will be marked by two independent markers.

7.3 Phase II

7.3.1 Students will be required to complete two SSIPs in Year 3 and one SSIP in Year 4 of Phase II. The Year 4 SSIP will have two parts. Each SSIP and/or part will be individually assessed and a grade awarded.

7.3.2 Students must achieve the criteria outlined in the Phase II SSIP Handbook in order to progress.

7.3.3 Students that do not achieve the required grade for their submitted work will be allowed the opportunity to either remediate the same piece of work immediately or to undertake reassessment as a second attempt in the same format as the original submission during the summer resit period.

7.3.4 Summer re-sit submissions will be marked by two independent markers.

7.4 In order to progress to the next academic year, a student must meet the criteria for an overall *Pass* in the SSIP, in each academic year.

7.5 If a student does not meet the criteria for an overall *Pass* in the SSIP by the end of the re-sit period in any given year, they will have their studies terminated subject to the usual routes of appeal.

8 Phase III Elective Report

8.1 Students will be required to complete a report on their Elective experience which will be summatively assessed and a grade awarded according to the schedule described in the Elective Handbook.

8.2 A grade of at least *Pass* must be achieved in the Elective report.

8.3 If the submitted work does not achieve a grade of at least *Pass*, additional time will be given to the student to remediate and re-submit their original submission as a second attempt, within the timescale specified by HYMS.

8.4 The re-submitted work will be marked by two examiners.

8.5 If the resubmitted work does not achieve a grade of *Pass* the student will normally have their studies terminated, subject to the usual routes of appeal.

9 Phase III Portfolio of Assessment for the Assistantship

- 9.1** Students will be required to complete a Portfolio of Assessment from the Student Assistantship which will be summatively assessed.
- 9.2** Completion of the Student Assistantship is a requirement of the General Medical Council (*Tomorrow's Doctors 2009*; Clinical placements for Medical students 2011 and Outcomes for Graduates; Promoting Excellence: Standards for medical education and training 1 Jan 2016). In order to graduate, HYMS needs to be satisfied that a student has fully engaged with and participated in the Assistantship and completed all requirements of the Portfolio of Assessment, as set out in the Phase III handbook. Any lack of engagement will be referred to the Board of Examiners to determine whether graduation should be delayed until such time as the Board is satisfied that the Portfolio of Assessment is complete.
- 9.3** Full details of the Portfolio of Assessment for the Assistantship can be found in the Phase III Handbook.

10 End of Year Summative Assessments: Written Papers and Clinical Examinations

- 10.1** End of year summative assessment of students will be by a series of integrated examinations using methods which represent current best practice in respect of equity, validity, and reliability.
- 10.2** End of year summative assessments will be blueprinted to the curriculum of the appropriate year; however, material covered in earlier years may also be assessed.
- 10.3** Written papers will comprise single best answer (multiple choice) questions, extended matching questions, and/or modified essay questions. Any individual paper may contain more than one format.
- 10.4** In Years 3, 4 and 5, the clinical and practical assessments will be two-part sequential examinations. All students will sit the Part 1. Students will be required to sit the Part 2 if:
 - 10.4.1** The student has not demonstrated full clinical competence to the examiners based on performance in Part 1
 - 10.4.2** They are repeating the year as a second attempt.
 - 10.4.3** The MB BS Board of Examiners has recommended that the student should sit the full examination because of any other academic concerns as documented by the CMG and reported to the Board of Examiners.

11 End of Year Summative Assessment: Written Papers and Clinical Examinations – Grades

11.1 The MB BS Board of Examiners will agree the passmark that must be obtained in each written and clinical assessment for the student to be regarded as *Excellent, Pass, or Fail*. The passmark will be determined using transparent, robust and systematic standard setting methods in line with GMC guidance and sectorwide practice. Standard setting methods will be reviewed on a regular basis.

11.2 For each summative assessment, students will be awarded a grade as follows:

Excellent	The student has achieved the passmark or higher and is normally the top 15% of the cohort (see 15.2).
Pass	The student has achieved the passmark or higher.
Fail	The student has not achieved the passmark.

12 Criteria for Progression

12.1 To progress within the MB BS Programme, a student must satisfy the requirements of the MB BS Board of Examiners which will make recommendations to the HYMS Board of Studies. The requirements are:

12.1.1 Completion of all components outlined in section 4 for each Phase/Year;

12.1.2 Be in good standing with the HYMS Student Fitness to Practise Committee.

12.2 Criteria for progression and the need for students to re-sit an assessment are shown in the following tables:

Result by component of assessment	All years
Pass in each written and clinical assessment (Applied Life Sciences; Health Society and Professionalism*; Clinical Skills and Reasoning**)	Progress
Fail in any clinical or written assessment (Applied Life Sciences; Health Society and Professionalism*; Clinical Skills and Reasoning**)	Re-sit each failed assessment at the next opportunity

* not in Year 5; ** not in Year 1

13 Re-assessment of end of year summative assessments

13.1 A student whose performance is insufficient to meet the criteria for progression will be required to re-sit as outlined in section 12.2.

- 13.2** Any student who fails to satisfy the MB BS Board of Examiners within a single academic year, but has mitigating circumstances (see HYMS Policy on Mitigating Circumstance) accepted and approved by the HYMS Board of Studies, shall be offered the opportunity to register and repeat that year of the Programme in the following academic year. No previous results may be carried forward (with the exception of repeating the Elective period of study and Report). The student will be required to fulfil all formative and summative requirements and attain the criteria for progression. If the attempt has been granted as an exceptional third sit of the assessments, there is normally no in-year reassessment allowed in the case of failure to achieve the required progression standards.
- 13.3** Under normal circumstances a student in Year 4 who fails to meet the criteria for progression at the first attempt will be required to repeat the entire year of study including all formative and summative assessments as a second attempt.
- 13.3.1 Students with sudden and exceptional mitigating circumstances accepted for the Year 4 assessments *may* be allowed a new first attempt at the assessments, normally within the Elective period, at the discretion of the Board of Examiners
- 13.4** Progression throughout the MB BS Programme is always based on the latest result from each assessment i.e. in the case of re-sit, the re-sit result always stands even if the mark/grade is lower than the original attempt.

14 Award of MB BS Degree

- 14.1** To achieve the award of the MB BS Degree a student must have satisfied the requirements of the MB BS Board of Examiners as follows:
- 14.1.1 Completion of all RoA requirements;
 - 14.1.2 Achievement of a *Pass* grade in all Year 5 summative assessments;
 - 14.1.3 Achievement of a *Pass* grade in the Prescribing Safety Assessment;
 - 14.1.4 Achievement of a *Pass* grade in the Elective Report;
 - 14.1.5 Demonstration of the required competence in all clinical procedural skills;
 - 14.1.6 Completion of the Student Assistantship period including the Portfolio of Assessment;
 - 14.1.7 Be in good standing with the HYMS Fitness to Practise Committee.

15 Recognition of High Achievement

- 15.1** Students may be graded '*Excellent*' in:
- 15.1.1 Each of the end of year summative assessments throughout the Programme (i.e. in Applied Life Sciences, Clinical Skills and Reasoning and Health, Society and Professionalism);
 - 15.1.2 Each part of the Scholarship and Special Interest Programme
 - 15.1.3 The Elective Report

- 15.2** The Excellent grade will normally be defined as the top 15% of the cohort for each assessment (see section 11). MB BS Board of Examiners will recommend, approve and record the reason for any adjustment to the award of the *Excellent* grade. The criteria for 'Merit' or 'Distinction' in each Phase of the MB BS Programme and the overall award of the MB BS Degree with Honours is outlined in the document "Criteria for Award of Degree of MB BS with Honours".
- 15.3** Students who have mitigating circumstances approved will be offered an opportunity to undertake any assessment as a new first attempt. To ensure that they have equal chance for Honours, these students will be offered an opportunity of a new first attempt at all end of year summative assessments for which mitigating circumstances were accepted regardless of their awarded grade(s). If the opportunity is accepted, the second result(s) will stand as the mark for the first attempt, even if the mark is lower than the original attempt.

16 Exit Awards and Intended Lower Awards

- 16.1** Students not satisfying the criteria for progression will normally have their MB BS Programme terminated.
- 16.2** Students not satisfying the criteria for progression or who are leaving the MB BS Programme early for other reasons may be eligible for one of the following exit awards. Students will be awarded the highest exit award for which the criteria have been achieved.

Certificate of Higher Education

- 16.2.1 Students leaving the MB BS Programme who have achieved a *Pass* in all Year 1 summative assessments (see section 4) will be eligible for a Certificate of Higher Education (Medical Science) (*CertHE Med Sci*).

Diploma of Higher Education

- 16.2.2 Students leaving the MB BS Programme who have achieved a *Pass* in all Year 2 summative assessments (see section 4) will be eligible for a Diploma of Higher Education (Medical Science) (*DipHE Med Sci*).

Bachelor of Medical Science (Ordinary)

- 16.2.3 Students leaving the MB BS Programme who have achieved at least a *Pass* in all Year 3 summative assessments (see section 4) will be eligible for a Bachelor of Medical Science (Ordinary).
- 16.2.4 Students leaving the MB BS Programme at the end of Year 4, who achieved a *Pass* in all Year 3 assessments (see section 4) will be eligible for a Bachelor of Medical Science (Ordinary).

17 Mitigating Circumstances and Reasonable Adjustments

- 17.1** Where a student submits mitigating circumstances, this will be considered by the HYMS Mitigating Circumstances Sub-Committee in accordance with the HMS Policy on Mitigating Circumstances.
- 17.2** Students requiring reasonable adjustments for assessments should consult the HYMS Policy on Student Welfare and Support and HYMS Policy on Disability and Reasonable Adjustments in Assessments.

18 Leave of Absence

- 18.1** It is the responsibility of students to inform the HYMS Student Support Office when they are absent for any reason. Details of procedures to be followed for illness and other reasons for absence can be found in the HYMS Policy on Student Welfare and Support.

19 Role of External Examiners

- 19.1** The role of external examiners will be to:
 - 19.1.1** Attend Board of Examiners meetings and a sample of summative end of year assessments.
 - 19.1.2** Comment and give advice on Programme content, balance and structure as reflected in the assessments.
 - 19.1.3** Report on good practice they have identified.
 - 19.1.4** Report on the standards of student performance in those Programmes or parts of Programmes which they have been appointed to examine, and on the comparability of the standards with those of similar Programmes or parts of Programmes in other UK Higher Education Institutions.
 - 19.1.5** Report on the extent to which processes for assessment, examination, and the determination of awards are sound and have been fairly conducted, with reference to HYMS procedures and Codes of Practice. One of the external examiners (designated Chief External Examiner) will have a term of office of such duration as to afford oversight of the whole MB BS programme, normally five years.
 - 19.1.6** Advise the Board of Examiners on decision-making based on summative assessments including actions regarding suspected or proven cases of academic misconduct, as required. Normally, the Chief External Examiner will fulfil this role.

19.1.7 Submit a written report on an annual basis to the Vice-Chancellors including commentary and judgements on the validity, reliability and integrity of the assessment process and the standards of student attainment.