



**OFFICE OF THE DEPARTMENT OF MEDICAL EDUCATION  
GOMAL MEDICAL COLLEGE, MTI, D.I.KHAN**

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No. \_\_\_\_\_/ME

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**ASSESSMENT POLICY FOR UNDERGRADUATE  
MEDICAL STUDENTS IN GOMAL MEDICAL COLLEGE**

**Purpose**

The purpose of this Undergraduate Medical Education Student Assessment Policy is to establish student assessment practices within undergraduate medical education program of Gomal Medical College. The policy has been developed by the department of Medical Education (DME), tasked to "establish, monitor, and update an internal assessment system throughout the entire undergraduate medical curriculum for MBBS." This document is intended to complement the assessment policy of Khyber Medical University that is responsible for conducting annual summative assessments and certification of MBBS degree.

**1) Roles of different departments in Internal Assessments**

The structure of internal assessment in GMC will be formative, including both written and practical assessment (OSPE/OSCE) following the programmatic assessment policy of KMU. Assessment of clinical training also includes short cases, long cases and viva. Work-place based assessment techniques like Mini-CeX and Case based discussions will be gradually introduced in these years. The DME will have an oversight of the whole process of assessment. Module directors will be responsible for developing, organizing and reviewing the assessment items including MCOs and OSPE preparation in consultation with respective departments and faculty. Question bank development, written paper checking, results declaration and item analysis and its communication will be the responsibility of DME / examination department. The schedules of assessments are developed by the Curriculum Committee at the start of academic years.

**2) Assessment Plan**

The following is the summary of internal assessments plans. The schedules of assessments are given in study guides and will be available on college website. The frequency of assessment will follow the modules and block of respective year. At least 3 internal assessments will be arranged in one academic calendar for each year (years 1-5). The assessments of year 1 and 2 will be held in same week and after each block/module to make 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. The written assessment of year 5 will be arranged in college while their practical assessments will be held in the hospital. MCQs / SAQs will be part of written, while OSPE/OSCE (including short and long cases) will be part of practical assessments. During clinical rotations, each Unit / ward will run its own clinical examination / TOACS at the end of the ward rotation where history copies and log books will be checked and marked. Feedback taken and marks record will be sent to DME as part of internal assessment. The questions used in written paper will be collected by the DME. A group review consisting of relevant faculty will be arranged by the DME and papers will be finalized and forwarded to the IT personnel of examination department for printing. A cumulative 20% marks of all internal assessments (10% in written and 10% in practical) are included in summative assessments by KMU and will be communicated to the university by the DME before the start of end-of the year assessment. The student can be dropped from appearing in University Exam by the Dean on account of poor academic performance.

<b>ASSESSMENT TOOLS</b>		
<p>These tools should assess higher level of cognition like understanding, application, interpretation, analysis and decision making rather than simple recall. Different disciplines will need to develop these assessments together to judge holistic comprehension and ability to practice what is learnt by student. Tools of assessment which can be used for integrated curriculum are as following.</p>		
<b>Cognitive Domain</b>	<b>Psychomotor Domain</b>	<b>Affective Domain</b>
<p><u>Formative &amp; Summative assessment:</u></p> <ol style="list-style-type: none"> <li>1. MCQs</li> <li>2. Extended matching questions(EMQs)</li> <li>3. Short Answer Questions(SAQs)</li> <li>4. Short Essay questions(SEQs)</li> <li>5. Oral Examinations</li> </ol>	<p><u>Formative assessment:</u></p> <ol style="list-style-type: none"> <li>1. OSCE/OSPE (Objective Structured Practical/ Clinical Examination)</li> <li>2. Mini-Clinical Evaluation Exercise (Mini-CEX)</li> <li>3. Surgical DOPS (Directly Observed Procedural Skills)</li> <li>4. Case Based Discussions</li> </ol> <p><u>Summative Assessment:</u></p> <ol style="list-style-type: none"> <li>1. OSPE/ OSCE (Objective Structured Practical/ Clinical Examination)</li> <li>2. Practical Examination.</li> <li>3. Direct Observation of clinical skills</li> <li>4. Long case</li> <li>5. Short case</li> </ol>	<p>The following tools can assess behavior, communication skills, ethics and professionalism.</p> <ol style="list-style-type: none"> <li>1. Interviews</li> <li>2. Direct observation of communication skill and behavior</li> <li>3. OSPE/OSCE</li> <li>4. Portfolios</li> <li>5. Reflections (only for formative assessment)</li> </ol>

<b>DISTRIBUTION OF MARKS</b>		
Final/External (University) Assessment (MCQ, SAQs, OSCE/OSPE and Practical/Clinicals)		80%
Internal assessments		20%
<b>COMPONENT</b>	<b>INTERNAL ASSESSMENT SCORING PARAMETER</b>	<b>% DISTRIBUTION OF 10%</b>
<b>Theory</b>	Attendance in lectures >90% = 3; 89-80% = 2; 79-70% = 1; <70% = 0	3%
	Term examination/s	2%
	Pre-professional examination	2%
	Research	1%
	Continuous assessment (average score of all tests attempted after every learning session during the academic year)	2%
<b>COMPONENT</b>	<b>INTERNAL ASSESSMENT SCORING PARAMETER</b>	<b>% DISTRIBUTION OF 10%</b>
<b>Practical &amp; Behavioral (Professionalism) Assessment</b>	Attendance in practical and clinical work >90% = 3; 89-80% = 2; 79-70% = 1; <70% = 0	3%
	Practical books/Logbooks	1%
	Continuous assessment (average score of all practical tests attempted after every learning session during the academic year)	2%
	Summative assessment	3%
	Discipline/attitude, responsibility and teamwork	1%

### 3) Standard setting procedure

A procedure that is used to determine a defensible cut score for all examinations in GMC is pre-determined to be 50% in cases of both written and practical assessments in accordance with KMU.

#### **4) Item analysis**

Item analysis of all written questions will be done in examination department at the end of the examination and the results of these will be shared with the respective module director. Questions having low reliability and validity (less than 0.5) will be discarded and appropriate changes will be done in the results of each student.

#### **5) Question/item bank**

All MCQs and OSPE / OSCE stations will be stored in an item bank to be developed and managed by the IT personnel of the examination section in a secret manner. These items will be used in future internal assessments and will also be shared with KMU to be included in summative examinations. In case of leakage of items, these will be either modified or altogether discarded.

#### **6) Examination day**

Students who have less than 50% attendance in the respective module / block will not be allowed to appear in internal examinations. The results of students who have 50-70% attendance will not be displayed until his/her attendance crosses 70% marks in next block, module. Attendance will be provided by respective departments to the examination section. No cellular phones will be allowed in examination venues. Students who try to steal the confidentiality of questions will be debarred from the current examination and his/her name will be presented to disciplinary committee for further action.

A student not following professional attire including neat & clean uniform and college card will not be allowed to sit in the exam. A student using any type of unfair means (UFM) including mobile or other gadgets will be debarred from exam.

#### **7) Remediation examinations**

Remedial examinations will only be arranged for late comers of year 1 due to multiple reasons. This examination will only be conducted in block-A (foundation and blood module).

#### **8) Assessment of clinical rotations**

The logbooks and history books used during clinical rotations will be used for internal assessment and 10% additional marks (during awarding marks of internal assessment of last examination in a particular academic year 3-5) will be allotted for this purpose. These documents will be presented to the DME for awarding these marks. Similarly, logbooks and history copies will be given extra marks in end of the year practical assessments. For this

purpose, a TOACS station for reviewing log book and history copies will be dedicated during year-5 practical examination.

#### **9) Appeal mechanism by students about results**

In case of discrepancy or any other problem related to results of internal assessments, the students will write an application in the name of Director Medical Education highlighting the issues related to grace marks, wrong results, rechecking and re-totaling of papers marks. The DME then takes relevant decisions related to the issue in consultation with the chairperson of the relevant department or course coordinator. There will be no grace marks allocation in MCQs, whereas 5 marks can be awarded during results compilation. Fee for appeal will be decided by the Dean.

#### **10) 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 each year at the end of sessions.

#### **11) Oversight**

The college Assessment committee will have an oversight for internal assessments. Similarly, the DME will provide training opportunities for module directors, course coordinators, members of the Assessment committee and any other interested faculty member to help them develop the skills and expertise in developing questions, and conducting and evaluating internal assessments.

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**Prof. Dr. Nargis Noman**  
Director Medical Education,  
GMC, MTI, D.I.Khan

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**Prof. Dr. Naseem Saba**  
Dean, GMC,  
MTI, D.I.Khan

This document is prepared by DME for the academic year 2023 and reviewed by the Undergraduate Associate Dean of GMC and needs to be regularly updated.

In case of any query, you can contact by Chairperson DME Prof. Dr. Nargis Noman.

[nargisnoman@yahoo.com](mailto:nargisnoman@yahoo.com)

0333-9965996