

DOP-408/21

Resolution No. 159/21
of 21 December 2021 of the Poznań University of Medical Sciences Rector
on determining Multiple-Choice Exam Rules and Regulations at the Poznań University
of Medical Sciences

Acting pursuant to Article 28 paragraph 1 of the Poznań University of Medical Sciences Charter and Article 25 paragraph 5 of the University Regulations it is hereby resolved as follows:

§ 1

The Poznań University of Medical Sciences Multiple-Choice Exam Rules and Regulations, attached to the present Resolution are hereby amended.

§ 2

Resolution No. 90/17 of the Poznań University of Medical Sciences on determining the procedure for electronic exams on the OpenOLAT platform, Resolution No. 91/17 of the Poznań University of Medical Sciences Rector on determining Multiple-Choice Exam Rules and Regulations at the Poznań University of Medical Sciences and Resolution No. 145/20 on rules and regulations for exams administered using information technologies at the Poznań University of Medical Sciences become ineffective.

§ 3

The following shall be entrusted with carrying out the Resolution:

- 1) Vice-Rector for Educational Affairs,
- 2) Faculty Deans,
- 3) Director of the Doctoral School,
- 4) Director of the Center for Education in English,
- 5) Head of the Innovative Educational Techniques' Centre (CITK)

§ 4

The Resolution shall enter into force on 1 January 2022.

R e c t o r

prof. dr hab. Andrzej Tykarski

**Multiple-Choice Exam Rules and Regulations
at the Poznań University of Medical Sciences**

I. GENERAL PROVISIONS

§ 1

The Multiple-Choice Exam Rules and Regulations, hereinafter referred to as the "Rules and Regulations", defines the principles for organising and conducting multiple choice examinations administered at the Poznań University of Medical Sciences, hereinafter referred to as "PUMS".

§ 2

The Rules and Regulations shall apply to all programmes and fields of education at PUMS.

§ 3

The University Regulations prescribe the general principles for administering exams and calculating final grades.

§ 4

1. A multiple-choice exam may be administered in any of the following formats:
 - a. electronic, via the OpenOLAT system and using resources at the Innovative Educational Techniques' Centre's (CITK); see Appendix No. 1 to the present Rules and Regulations for details on administering multiple choice examinations in an electronic format.
 - b. paper, or the traditional method using resources available at the establishment.
2. The format, duration and marking procedures shall be determined by the Examiner pursuant to the University Regulations.
3. The scope of each examination should be developed in accordance with the learning outcomes (LOs) designated to verify this form of assessment (as prescribed by the curriculum).
4. Consistency between multiple-choice questions and LOs shall be verified by the exam coordinator and evidenced by:
 - a. assigning an appropriate LO to each of the questions, or
 - b. developing an exam matrix with methodology assistance provided by the Innovative Educational Techniques' Centre (CITK).

II. PREPARING FOR AN EXAM

§ 5

1. The exam dates shall be set by the Examiner in agreement with an appropriate Annual Council and shall be announced to students no later than:
 - a. 1 month prior to the exam for "first-sittings",
 - b. 2 weeks prior to the exam for "retakes".
2. Exam entries shall be accepted for "first -sittings" from not less than 1 month before the scheduled examination and until 14 calendar days before the exam date. CITK shall be responsible for publishing exam entry dates in the SOLAT calendar.
3. Exam entries shall be accepted for retakes from not less than 14 calendar days before the scheduled examination and until 7 calendar days before the exam date.
4. Every student shall be entitled to enter for one of the published "first-sittings" dates,
5. Entering for an exam retake on a "first-sitting" date shall be possible in the following circumstances:
 - a. if an exam was marked as a fail on a previous sitting,
 - b. subject to the Examiner's consent,
 - c. subject to available places,
 - d. not earlier than 2 weeks after exam entries as referred to in paragraph 2 open,
 - e. not later than 7 calendar days prior to the exam date, wherein the premises set forth in points a - e should be satisfied jointly.
6. In justified cases the periods prescribed in paragraphs 2-3 and 5 may be shortened subject to consent of an appropriate Faculty Dean; such information shall be provided to students without delay.
7. A situation where one "first-sitting" exam date for a given subject is set for a date before all student groups complete classes scheduled within the scope of that subject is permissible.

An exam may be conducted at such a date solely pursuant to written consents to the above granted by all Group Heads part of the Annual Council.
8. A student may change the date of an already submitted exam entry only during the period when exam entries are accepted.

§ 6

1. Detailed exam parameters shall be specified by a class coordinator or exam coordinator. The coordinator presents the parameters to an appropriate Dean no less than 3 weeks before the scheduled exam date. The coordinator defines: the number of questions, question type proportions and the time assigned for answering given question types (Appendix No. 1a).
2. The pass threshold for exams in given subjects and for each of the set exam dates should not be less than 60% or more than 75%.

§ 7

Multiple choice questions shall be set on the basis of source materials announced to the students at the start of a given school year within the scope of respective course information.

III. CONDUCT OF AN EXAM

§ 8

1. Exams shall be conducted on-site, in rooms with the right conditions for students to work individually.
2. In exceptional circumstances the Rector may consent for an exam to be administered in a remote format; principles for administering remote exams are set forth in Appendix No. 2 to the present Rules and Regulations.

§ 9

The exam time shall be determined by the examiner, wherein the time assigned for answering one question should reflect the difficulty, complexity as well as the scope and technical difficulty of the question. The minimum recommended time for answering a question is 45 seconds.

§ 10

During an exam students may use personal hygiene products and drink water.

IV. EXAM RESULTS

§ 11

1. Results of multiple-choice exams shall be sent electronically to coordinators or persons designated by them. Results shall be made available to students solely through the WISUS system.
2. Exam results should be made available to students no later than within 5 working days of the relevant exam date.
3. For exams administered in an electronic format, the initial exam results shall be displayed on the monitor once the entire exam has been completed.
4. For exams which entail a number of stages, results are provided once all of the stages have been completed.
5. The question setters are required to carry out a detailed analysis of the examination question structure in cooperation with CITK.
6. Every examination should be marked. Obligatory exam grading applies to exams with a pass rate of less than 40%.

§ 12

1. Students shall be entitled to submit comments (using the SOLAT query form) about exam questions until midnight on the day a given exam was conducted.

2. Comments referred to in paragraph 1 shall be considered by the Examiner within 2 working days.
3. Replies with justifications to comments shall be available to every student directly from the Examiner within 5 working days of announcing the results.
4. If a submitted comment is deemed significant then the exam marking system may be amended taking into account the following principles:
 - a. question cancelled – every exam candidate is awarded 0 points for the cancelled question, the total number of questions is reduced by the number of cancelled questions subject to the exam percentage threshold remaining unaltered;
 - b. there are more correct answers – students who marked a correct answer, one which was not taken into account in the original answer key, are awarded an extra point.
5. If a comment about a question is deemed significant, the points awarded to all students shall be recounted within 2 working days of the comment reply date and of its publication subject to the dates prescribed in § 11 paragraph 2.

V. FINAL PROVISIONS

§ 13

1. Decisions on matters not regulated by the present Rules and Regulations shall be made by the Examiner.
2. Students may submit appeals against decisions referred to in paragraph 1 to the relevant Faculty Dean via the Examiner within 14 days of receiving the decision.