



## Master Physician Assistant Studies

<b>Policy</b> <b>Examinations Practice Standards</b> <b>RE: Exam Development, Review, Rescoring and Rounding of Marks</b>	
<b>Effective Date</b>	Sept 2012, Reviewed June 2015, Formatted to Standard January 2016
<b>Review Date</b>	
<b>Approving Body</b>	MPAS Curriculum Committee Approved Aug 2015
<b>Implementation</b>	MPAS Program Director (or designate)
<b>Contact</b>	MPAS Program Director
<b>Applies to</b>	Master Physician Assistant Studies, Clinical Year 2

### 1. Purpose:

To define standard practice used by the Master Physician Assistant Studies program in examinations conducted by the program.

### 2. Authority:

The Senate has determined that each faculty or school or academic unit shall be responsible for establishing regulations governing evaluation procedures for students enrolled in its courses.

### 3. Definitions:

**Examinations** a formal test of a person's knowledge or proficiency in a particular subject or skill. Synonyms include test, exam, quiz, assessment, oral, midterm, final, paper, term paper.

**Construct validity** is the appropriateness of inferences made on the basis of observations or measurements (often test scores), specifically whether a test measures the intended construct.

**Academic Staff** those with academic rank assigned as MPAS Faculty

### 4. Policy Statement:

- 4.1. The MPAS holds that the individual responsibilities of academic staff members with regard to students are primarily instructional and scholarly, and secondarily administrative. They may include the organization, preparation and delivery of course material, the evaluation of student academic progress, the reporting of such evaluation

- in accordance with approved policies and schedules, consultation with students out of class or laboratory hours, and supervision of student research and thesis preparation;
- 4.2. The collective responsibilities of the academic staff belonging to the MPAS academic unit are to provide an effective learning environment and to endeavour to ensure fair and consistent treatment of students.
  - 4.3. Within the first week of classes, a course outline or syllabus shall be provided in each course section, which shall provide in writing to every member of the class:
    - 4.3.1. name of instructor, contact information, and office hours
    - 4.3.2. a list of the textbooks, materials and readings that the student is required to obtain including the appropriate referencing style guide(s) acceptable to the instructor and/or discipline in courses where it is relevant
    - 4.3.3. an outline of topics to be covered and course learning objectives
    - 4.3.4. A description of the evaluation procedure to be used, including the weighting of the components that will contribute to the final grade.
    - 4.3.5. A tentative schedule of lecture topics, term assignments and tests; and
    - 4.3.6. A statement of the practice to be followed regarding late submission of assignments.
    - 4.3.7. Determination of final letter grade scheme (table)
  - 4.4. The Program's Academic Staff shall endeavor to evaluate student academic performance in a fair and reasonable manner, and by means of appropriate academic criteria only. Students will receive results for all examinations within a reasonable amount of time following completion of the examination.
  - 4.5. Academic staff members who provide instruction shall comply with the schedules and formats for reporting student grades, as established by departments and the Registrar's Office. Where such grades are reviewed by course or program committees, instructors should be available for the duration of the committees' work. An instructor who learns of an error, which if corrected would raise an assigned grade shall correct it without requiring the student affected to appeal his/her grade.

## **Procedures**

### **5. Examination Development**

- 5.1. Multiple Choice Examinations are developed from material submitted to MPAS Faculty by instructors. When insufficient material is submitted Academic Staff will review lecture notes and course objects to develop questions.
- 5.2. Each question is submitted to the Course Coordinator and Block Instructor for review prior to administration of the examination when possible.

- 5.3. Approval of questions is the responsibility of the Course Coordinator and Academic Lead. In the absence of the Academic Lead the Medical Director, then Program Director, assigned designate is responsible.
- 5.4. Review of the questions is performed by at least two Academic Staff related to subject matter, level of difficulty, formatting, and grammatical concerns.
- 5.5. The performance predictability of the question's degree of difficulty should be that 75% of PA-Students at the current level of education should be expected to obtain the correct answer.
- 5.6. Passing marks for exams remains at C+ (65 %+ ) per MPAS Supplemental Regulations.
- 5.7. Final formatting is done by Administrative staff or the Exam program specialist.
- 5.8. Final Exam Approval is the responsibility of the Medical Director or in their absence the Program Director.

## **6. Post Examination**

- 6.1. Comments *completed* by the examined students are reviewed by Course Coordinators, Academic (Course) Coordinator and Program Director.
- 6.2. Written (MCQ) examinations wherever possible are administered electronically.
- 6.3. The performance of the examination and its construct validity is reviewed by Program Director, Academic Lead, and Course Coordinator.
  - 6.3.1. Questions with 30% performance or less (less than 30% of class answered correctly) will be removed from the exam and the exam rescored; unless determined by the Medical Director and Course Coordinator that the material was presented and the question appropriate.
- 6.4. If the Question on review is not supported by course material or poorly constructed it will be removed from the examination.
- 6.5. After full review of the examinations the marks will then be reassessed and posted with permission of the Program Director.
- 6.6. Ideally only the letter grades will be released to Students; however a percentage mark can be provided at the request of the Course Instructor.
- 6.7. The MPAS program does not release exam averages to Students.

## **6. Rounding**

- 6.1. No rounding of scores will take place. All marks will be truncated at the first significant digit following the determination of percentage. i.e. 0.895 equals 89.5%,
- 6.2. The instructor must state their individual policy in the MPAS approved syllabi.
- 6.3. This will not apply to marks or grades for external courses that MPAS students are enrolled such as PHAC 7230 & 7240.

## **9. Exam Review**

- 9.1. Exams are reviewed by Academic Staff or Course Instructors
- 9.2. Individual Examination review may be offered to those students who have failed an examination.
- 9.3. A class or group examination review is supported and will be provided in the week following an examination if schedules and time permits. Attendance at these sessions is optional for students.

## **10. References – University of Manitoba Documents**

- 10.1. **Governing Documents: Students**
- 10.2. **Governing Documents: Academic Final Examinations and Final Grades Policy**

## **11. Policy contact**

- 11.1. **MPAS Program Director**