

 <p data-bbox="386 233 641 310">UNIVERSITY OF MANITOBA</p> <p data-bbox="245 352 657 380">Master Physician Assistant Studies</p>	<p data-bbox="691 212 1161 380">Internal Examination Conduct, Grades, and Grade Appeal Policy</p>
<p data-bbox="240 474 412 501">Effective Date</p>	<p data-bbox="691 474 1159 501">December 8, 2010; September 1, 2015</p>
<p data-bbox="240 522 402 550">Revised Date</p>	<p data-bbox="691 522 911 550">December 1, 2015</p>
<p data-bbox="240 573 396 600">Review Date</p>	<p data-bbox="691 573 1239 600">December 8, 2011; July 2015, December 2015</p>
<p data-bbox="240 630 435 657">Approving Body</p>	<p data-bbox="691 630 1040 657">MPAS Curriculum Committee</p>
<p data-bbox="240 686 440 714">Implementation</p>	<p data-bbox="691 686 976 714">MPAS Program Director</p>
<p data-bbox="240 743 337 770">Contact</p>	<p data-bbox="691 743 1247 770">MPAS Academic Lead, MPAS Program Director</p>
<p data-bbox="240 800 363 827">Applies to</p>	<p data-bbox="691 789 1227 856">Master of Physician Assistant Studies (MPAS) College of Medicine</p>

1. All examinations are governed by university regulations:

<http://umanitoba.ca/student/records/examinationspolicy.html> and by the specific regulations outlined in this policy and the Programs Supplemental Regulations. This policy permits MPAS, College of Medicine to ensure all examinations are administered in an organized, fair and equitable manner for all students.

2. Definitions:

- a) Summative examination (hereafter referred to as examination) – Block, Midterm, Final, Comprehensive Didactic Examination (CDE), Objective Structured Clinical Examinations (OSCEs) & Observed History & Physical (H&P) examination of which the primary purpose is to determine the extent to which the stated learning objectives have been met.
- b) Block examination – a set of multiple choice and/or short answer examinations at the end of a unit of work in Year 1 of MPAS program.
- c) Mid-term Examination – a summative multiple choice examination conducted at the midpoint of a course.
- d) Final Examination – a summative multiple choice examination and/or short answer examination conducted at the end of a course.
- e) Academic Year 1 Comprehensive Didactic Exam (CDE) - At the conclusion of the first year of study, MPAS learners are required to pass the “Year I Comprehensive Examination.” The Examination is graded as pass / fail. Failing grades will be referred to the Progress Committee for remediation. The Physician Assistant Clinical Knowledge Rating Assessment Tool is considered a Comprehensive Academic Examination.
- f) Comprehensive Assessment of Clinical Skills – the Formative and Summative examinations held in the Clinical year as a component of the final comprehensive assessment and a required for final evaluation of which the observed history and physical examinations are a factor.
- g) Communication devices– electronic devices with memory capability such as PDAs (Personal Digital Assistants), cell phones, pagers, calculators, and laptop computers.

- h) Objective Structured Clinical Examination (OSCE) is a modern [\[1\]](#) type of examination often used in health sciences. It is designed to test clinical skill performance and competence in skills such as communication, clinical examination, and medical procedures.
- i) Working day – a day the University of Manitoba is open for business.

3. Evaluation Resources

- 3.1. The MPAS will use ExamSoft E.I. where ever possible for didactic evaluation and assessment.
- 3.2. Students are required to provide their own laptop or notebook computers. The program has spare computers if required.
- 3.3. Clinical Learning Simulation Facility (CLSF) is a campus facility that allows clinical examinations, recording, and teaching of clinical skills and is the desired facility for Clinical Procedural examinations

4. Exam Process Statements

- 4.1. All examination information is confidential. Any transmission of examination information, either in writing or verbally, is expressly prohibited without prior consent of the MPAS Program Director.
- 4.2. Students are not permitted to procure, use, or attempt to use or distribute any improper or unauthorized exam materials.
- 4.3. No books, notes or communication devices such as cell phones, are permitted in the examination room without permission of an MPAS Course Coordinator or MPAS Program Director.
- 4.4. Students are required to arrive for all examinations at the stated time.
- 4.5. Lateness (up to 30 minutes) may be accommodated in exceptional circumstances for Block, Midterm, Final & CDE examinations. No extra time will be given for students who arrive late.
- 4.6. Lateness will not be accommodated for the OSCEs or Observed Histories & Physicals examinations.
- 4.7. No form of communication among students is permitted during an examination.
- 4.8. No student is permitted to leave the examination room within a designated period after the examination has begun and within a designated period prior to the end of the examination.
- 4.9. A student who does not attend a scheduled examination, in the absence of approved deferral, will receive a mark of 0% for that examination.
- 4.10. Any student with stated accommodations will be accommodated in accordance with the policy for Accessibility for Students with Disabilities.

5. Procedures: Block, Midterm & Final Examinations

- 5.1. Students are required to provide their own laptops for electronic exams or writing materials as appropriate.
- 5.2. Students are not permitted to bring food or beverages into the examination room prior to the start of the examination. Only water is allowed.
- 5.3. During the examination, only one student at a time will be permitted to go to the bathroom.
- 5.4. Students will be permitted to enter the examination room up to 30 minutes after the scheduled start of the examination.
- 5.5. Late-arriving students must enter the room quietly.

- 5.6. Time will not be extended for completion of the examination, for students arriving late for an examination.
- 5.7. Students arriving after the 30-minute mark will not be permitted to enter the examination room.
- 5.8. Students are not permitted to leave the examination room until 30 minutes after the examination has begun, and in no case before the attendance has been taken.
- 5.9. A student who leaves before the examination is over must hand in all completed and attempted work.
- 5.10. A student needing to speak to the invigilator must do so by raising his or her hand or by approaching the invigilator.
- 5.11. Questions concerning possible errors, ambiguities, or omissions in the examination must be documented on the feedback form if provided.
- 5.12. The invigilator(s) will not provide clarification of perceived errors, ambiguities or omissions in the examination.
- 5.13. All work must be done in accordance with the examination instructions.
- 5.14. The invigilator will announce "10 minutes remaining" at this point in the examination and which point, students in the examination room must remain seated until the 'end of examination' announcement has been made.
- 5.15. At the end of the examination, students must stop writing and return required examination materials to the invigilator(s).

6. Objective Structured Clinical Examination (OSCE) and Observed History & Physical (H & P) Examinations

- 6.1. Examinations will be video recorded when possible for review
- 6.2. Students must arrive for the session as specified in communication from the Examination Coordinator.
- 6.3. Students are required to provide their own writing materials, lab coats, nametags and specified medical equipment.
- 6.4. Food and drink is not permitted.
- 6.5. A student who arrives late will not be permitted to perform the examination.
- 6.6. Each student must proceed from station-to-station as instructed.
- 6.7. A student needing to speak to the MPAS staff must do so by raising his or her hand.
- 6.8. Neither the examiner(s) nor the MPAS staff will provide clarification of perceived errors, ambiguities or omissions on examination case scenarios.
- 6.9. All work must be done in accordance with the examination instructions.
- 6.10. Each student must exit the examination area at the close of the examination.

7. Grade Appeals

- 7.1. Appeals shall be in accordance with University of Manitoba Faculty of Graduate Education policy as provided in the University of Manitoba Graduate Course Calendar
- 7.2. A student may appeal the grade received in a course for the following reasons:
 - 7.2.1. the student questions the grade assigned
 - 7.2.2. the student believes that the method of evaluation was not valid or reasonable in the circumstances
 - 7.2.3. the student believes that the evaluated material or content deviated substantially from the course outline without reasonable and consensual notice
 - 7.2.4. the student believes that the Program's regulations governing evaluation were misapplied
 - 7.2.5. Such claims must be objective in nature and based on evidence.

8. Student Responsibilities

- 8.1. Students are responsible for knowing the rules and regulations, policies and procedures of the MPAS Program and Faculty of Graduate Studies as published on its website and in official communiqués as well as information published on the University of Manitoba Registrar's website.
- 8.2. Students may question the overall course grade or the marking of the specific pieces of work. For reassessment of specific projects or assignments, tangible evidence of the original submitted work must be provided. Written, graphic, modeled, video recording or audio recordings are acceptable formats for reassessment.
- 8.3. When a student asks for a reappraisal of a grade or assignment, an original grade may be raised, lowered, or confirmed.
- 8.4. The Master of Physician Assistant Studies is committed to and shall make every effort in the timely and expeditious resolution of Student Grade Appeals.

9. Appeal Procedure

- 9.1. Students may appeal the grade received in a course only within the published deadlines and, when required, on the proper forms provided by the Registrar's Office, University of Manitoba. Students are responsible for providing documents (course outlines, grade sheets, research papers, etc.) to support their appeal.
- 9.2. Initial Request for Grade Change to the Faculty Instructor of Record
-Informal Stage
 - 9.2.1.1. The student is expected to discuss matters relating to the grade in question with the instructor in an attempt to resolve the matter informally before proceeding with a formal written grade appeal. If there has been a clerical or administrative error, or if after the discussion, the instructor wishes to change the grade for any other reason, the instructor will complete a 'Grade Change Form' and submit it to the Student Advisor within 7 working days of the meeting. In the event the Instructor is not available for a grade query, the process will default to Step 2;

10. Step 2: Appeal to the Director (or designate)

- 10.1. If there is no error and at the end of discussions with the instructor the student still wishes to appeal the decision of the instructor, or if for specific written reasons the student does not wish to meet with the faculty member and has been able to satisfy the Director or designate of compelling reasons why this cannot be done, the student must submit a written appeal to the MPAS Program Director (or designate).
- 10.2. Where the Director is the instructor in question, the Associate Director will appoint an alternate. The Director or designate may at their discretion meet with the faculty member and the student either together or separately to see if a resolution to the request for grade change can be found.
- 10.3. If a new grade is assigned, the instructor in consultation with the Director or designate will complete a 'Grade Change Form' within 7 working days of the meeting.
- 10.4. If no satisfactory resolution has been achieved by the Director or designate in consultation with the instructor and the student at Step 2, a student may appeal the initial decision of the instructor by following the procedure listed in SECTION 9: Appeals – Procedures And Guidelines
<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=220&chapterid=1646&topicgroupid=11740>