



OFFICE OF THE DEAN
KHYBER GIRLS MEDICAL COLLEGE, PAKISTAN
GOVT. OF KHYBER PAKHTUNKHWA, HEALTH DEPARTMENT



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No. 5178 /Estt/KGMC

Dated 10/ 8 2023

OFFICE ORDER

The policy and Terms of Reference for the "Internal Assessment" is hereby approved and notified for implementation.

Please find the attached the details of the policy.


DEAN
Khyber Girls Medical College
Peshawar

No. _____ /Estt/KGMC

Copy Forwarded to:

1. The Medical Director, MTI HMC Peshawar.
2. The Hospital Director, MTI HMC Peshawar.
3. All Heads of the Basic and Clinical Departments.
4. Incharge SLRC.

DEAN
Khyber Girls Medical College
Peshawar

1. There will be internal block assessment at the end of each Block (usually 2 modules combined) in all three spirals. The block exam will consist of a theory paper and OSPE. The theory paper will consist of 120 MCQs in each block paper (except M1 and M2 of 90 MCQs each). OSPE will consist of 18 working stations and the remaining rest stations (total stations 25) in Spiral I and 20 working stations and 5 rest stations in Spiral II (M1 and M2 of 15 station each). OSCE will consist of 20 working stations and 5 rest stations in spiral III. There will structured long case in each block practical examination in spiral III.
2. There will be module viva at the end of each module in spiral I.
3. There will be an Annual Professional Exam by the end of the academic year in which both the theory paper and OSPE will be conducted according to Khyber Medical University format for the final summative examination.
4. The distribution of MCQS and OSPEs will be done according to blueprints approved by Khyber Medical University.
5. The weightage of the internal assessment will be 10% as per Khyber Medical University Guidelines.
6. The concerned departments will submit their allocated portion of paper and OSPE according to the guidelines of shared blueprints.
7. The assessment focal person of each department will be responsible for collecting MCQs from the faculty members of concerned departments and submitting them to the Department of Medical Education. The deadline for submission of MCQs to the Department of Medical Education is before the last week of each module. The template for the submission of MCQs will be shared with all the members by the assessment cell coordinator.
8. **Pre-assessment quality assurance:** Compiling and printing of the submitted portion by the departments will be undertaken by the Department of Medical Education after finalization and review by subject specialists.
9. The assessment focal person of each department will be responsible for checking the paper items according to the given table of specifications and blueprints.

10. The MCQS for the final paper for summative exams will be submitted to Khyber Medical University at the official email address of the examination section by subject specialists and the chairperson of the department will send a letter of confirmation to the Department of Medical Education after submission of MCQS.
11. **Per assessment quality assurance:** Each block exam will be supervised by the notified head of examination. They will be responsible for the conduction, invigilation and discipline maintenance of their allocated exam. All the concerned departments will coordinate with the head of examination. A representative of every department should be present in the examination hall during the assessment, any point raised by the student or faculty in the paper during the assessment is noted for review in post-assessment meeting.

The invigilators during assessment will be responsible for robust monitoring and security measures to prevent cheating and ensure the integrity of the examination.
12. OSPE setup will be done one day before the OSPE by faculty members of all concerned subjects.
13. Three simultaneous rounds (25 each) to be held in the hall.
14. The time for each station will be 4 minutes in the future.
15. There would be one support staff per department during OSPE.
16. There should be a single page submitted for each station.
17. The sheets will be dropped in drop boxes.
18. Response sheets will be standardized at each OSPE station.
19. Printed instructions would be placed on the wall at each station having a plastic coating and there would be no handwritten instructions.
20. The concerned departments will send their respective OSPE station results to DME and the assessment cell of DME will compile the complete OSPE result, add paper marks and share the results with students and faculty.
21. The internal assessment marks for **1st year and 2nd year MBBS** will be distributed according to the following details:

- Internal theory marks for Block papers in 1st year and 2nd year are 13,13 &14, out of which 05 marks will be given to Module Viva in each block of 1st year and 2nd year MBBS, rest of internal assessment theory marks will be given to block paper.
- Internal assessment marks for OSPE in 1st year and 2nd year MBBS are 10 marks each block, out of which 03 marks will be given to practical copy.
- 03marks for Biochemistry practical copy in Block A, 03 marks for Anatomy in Block B and 03 marks for Physiology in block C in First year MBBS.
- Similarly, 03marks for anatomy practical copy in Block D, 03 marks for Biochemistry in Block E and 03 marks for Physiology in block F in 2nd year MBBS.

22. The internal assessment marks of practical in **3rd year and 4th year** blocks will be distributed according to the following details:

- In Block G there are a total of 14 marks in internal assessment for practical's in which 8 marks will be given to internal OSPE, 2 marks will be given to electives and 4 marks will be given to practical copy of Forensic Medicine.
- In Block H there are a total of 14 marks in internal assessment for practical's in which 6 marks will be given to internal OSPE, 1 mark will be given to electives, 03 marks will be given to the field visit of Community Medicine and 4 marks will be given to practical copy of Pathology.
- In Block I there are a total of 12 marks in internal assessment for practical's in which 6 marks will be given to internal OSPE, 2 marks will be given to electives and 4 marks will be given to practical copy of Pharmacology.
- In Block J there are a total of 13 marks in internal assessment for practical's in which 7 marks will be given to internal OSPE and 6 marks will be given to field visit of Community Medicine.
- In Block K there are a total of 13 marks in internal assessment for practical's in which 7 marks will be given to internal OSPE, 2 marks to Pathology, 2 marks to Forensic Medicine and 2 marks will be given to Pharmacology.

- In Block L there are total 13 marks in internal assessment for practical's in which 7 marks will be given to internal OSPE, 2 marks to Pathology, 2 marks to Forensic Medicine and 2 marks will be given to Pharmacology.
 - In Block M there are a total of 13 marks in internal assessment for practical's in which 07 marks will be given to internal OSCE, 3 marks will be given to Eye log book and 3 marks will be given to ENT log book in final exam.
 - In Block M OSCE one station of 06 marks each will be assigned to the ENT and ophthalmology logbooks.
23. The internal assessment marks for **Final Year MBBS** will be distributed according to the following details:
- 3% out of 10% of internal assessment will be allotted to the end of clinical rotation assessment and 7% out of 10% of marks of internal assessment will be allotted to Pre Prof examination.
 - The marks for logbooks have already been allotted in summative exams, 06 marks for each logbook (Medicine, Gynea, Peads and Surgery), there will be no marks allotted to logbooks in internal assessment.
 - The end of clinical rotation examination can be taken in the form of MCQS/SEQS/Viva/Mini-CEX and the Pre Prof will be taken on Khyber Medical University format for final assessment.
24. The Internal Assessment report for each block will be compiled by the assessment focal person of concerned department and Department of Medical Education.
25. The compilation of the summative exam block paper and OSPE both internal as well as for university professional Exams will be the responsibility of the chairpersons of concerned departments with the facilitation by the Department of Medical Education.
26. Item analysis done by DME will be communicated to each department to improve the quality of MCQs.
27. **Student's grievances on assessment:** if any student has any issue or complaint regarding summative assessment, she will submit a written application to the

Department of Medical Education and DME will forward it to Khyber Medical University through Dean KGMC in written documented form.

For grievance in internal assessment, the student will submit a written application to DME and the issue will be taken up by DME with the chairpersons of concerned departments. For marking issues or rechecking, the assessment coordinator will recheck the paper only if the application is submitted within three days after the result declaration.

28. **Post-assessment quality assurance:** The OMR checking and item analysis of the paper will be undertaken by the Department of Medical Education. The item analysis report will be shared with faculty for improvement of the question bank and omission of defective items.
29. There will be a end of a session-assessment meeting of chairpersons of concerned departments and DME and will discuss the feedback from faculty and students on assessment.