



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



PHONES: +92 91 92 17 701

FAX: +92 91 92 17 702

Email: info@kgmc.edu.pk

No 0324 /Estt/KGMC

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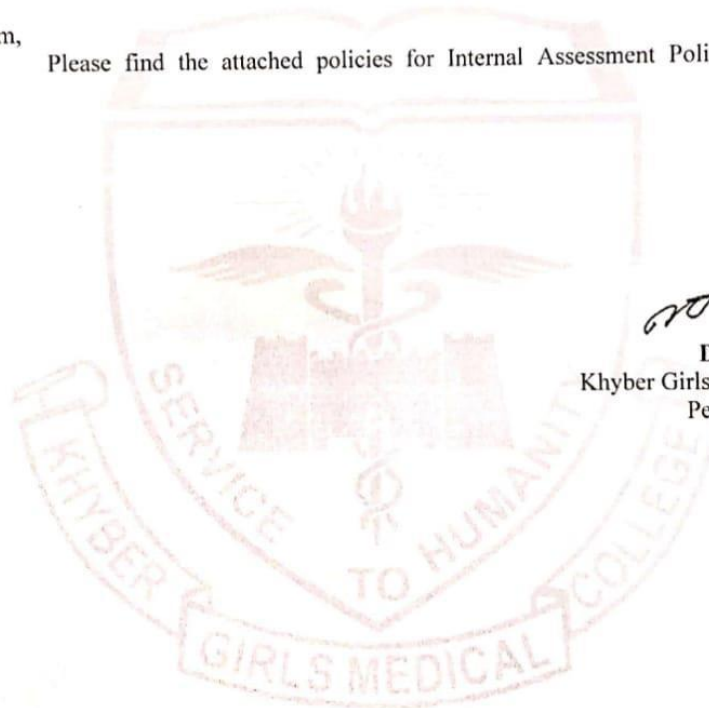
To

All Heads of the Departments
Khyber Girls Medical College
Peshawar

Subject: **POLICIES FOR INTERNAL ASSESSMENT POLICIES FOR MODULAR SYSTEM.**

Sir/ Madam,

Please find the attached policies for Internal Assessment Policies for Modular System.



DEAN
Khyber Girls Medical College,
Peshawar

Internal Assessment Policies for Modular System

1. There will be module exam at the end of each module. This exam will consist of only theory paper. There will be total 6 SEQs in it and one and half hour's duration.
2. There will be block assessment at the end of each Block (usually 2 modules combined). The block exam will consist of theory paper and OSPE. The theory paper will consist of 120 MCQs. OSPE will consist of 18 working station and 7 rest station (total stations 25) in spiral 1 and 20 working stations and 5 rest station in spiral 2.
3. There will be Pre Prof Exam by the end of academic year in which both theory paper and OSPE will be conducted according to KMU format for final summative examination.
4. The distribution of MCQs and OSPEs will be done according to blue prints approved by Khyber Medical University.
5. The concerned departments will submit their allocated portion of paper and OSPE according to guidelines of shared blue prints.
6. the assessment of first year MBBS will be as follows:
 - a. Foundation Module exam followed by Block exam of foundation plus Blood Module.
 - b. Block Exam of Musculoskeletal System.
 - c. Cardiovascular Module Exam followed by Block exam of Cardiovascular System plus Respiratory Module.
7. Committee members will be designated with the task collecting MCQs from the concerned faculty members and to submit them to department of medical education.

Two MCQs per hour of teaching at minimum should be submitted by the teaching faculty. The deadline for submission of MCQs to the Department of Medical Education is before the last week of each module. The template for submission of MCQs will be shared with all the members

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 by curriculum coordinator, medical educationist and module members.
9. The modular committee will be responsible for checking the paper items according to given table of specification and blue prints.
10. The final paper for summative exams will be submitted to Khyber medical University through department of medical education after approval from coordinator and members of modular committee. The modular committee will be responsible for checking the paper items according to given table of specification and blue prints.
11. **Per assessment quality assurance:** representative of every department is present in examination hall during assessment, any point raised by student or faculty in paper during assessment is noted for review in post assessment meeting.
12. **Post assessment quality assurance** Post assessment meeting will be held for discussion and feedback on assessment from faculty. Student's feedback will also be discussed in said meeting, taken on Performa.

The OMR checking and item analysis of paper will be undertaken by the department of medical education. The item analysis report will be shared with faculty for improvement of question bank and omission of defective items.

13. OSPE setup will be done one day before the OSPE by faculty members of all concerned subjects.
14. Two simultaneous rounds (25 each) to be held in hall.
15. Time for each station will be 4 minutes going forward.
16. Reminder will be given to all departments to develop OSPE stations before the last week of each module by DME.
17. There would be one support staff per department during OSPE.
18. There should be single page submitted for each station.
19. The sheets will be dropped in drop boxes.
20. Response sheets will be standardized at each OSPE station.
21. Printed instruction would be placed on wall at each station having plastic coating and there would be no hand writing instructions.
22. The distribution of internal assessment will be distributed as follows:

Distribution of 40 Marks for Block papers First year MBBS		
Total Marks	Marks based on performance in paper	Marks Allocated Based on Discipline/ Attendance
Block A Paper 14	7	7
Block B Paper 13	6.5	6.5
Block C Paper	6.5	6.5

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Distribution of 30 Marks for Block OSPE		
Total Marks	Marks based on performance in OSPE	Marks Allocated Based on End of Year Viva
Block A OSPE 10	5	5
Block B OSPE 10	5	5
Block C OSPE 10	5	5

Distribution of 40 Marks for Block papers Second Year MBBS		
Total Marks	Marks based on performance in paper	Marks Allocated Based on Discipline/ Attendance
Block D Paper 14	7	7
Block E Paper 13	6.5	6.5
Block F Paper	6.5	6.5

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Distribution of 30 Marks for Block OSPE		
Total Marks	Marks based on performance in OSPE	Marks Allocated Based on End of Year Viva
Block D OSPE 10	5	5
Block E OSPE 10	5	5
Block F OSPE 10	5	5

Distribution of 40 Marks for Block papers for Third Year MBBS		
Total Marks	Marks based on performance in paper	Marks Allocated Based on Discipline/ Attendance
Block G Paper 13	7	7
Block H Paper 14	6.5	6.5
Block I Paper	6.5	6.5

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Distribution of 30 Marks for Block OSPE		
Total Marks	Marks based on performance in OSPE	Marks Allocated Based on End of Year Viva
Block G OSPE 10	5	5
Block H OSPE 10	5	5
Block I OSPE 10	5	5

23. The Modules assessment will be taken as formative assessment.

24. Internal Assessment report for each block will be compiled by the module coordinator and department of medical education.

25. The compilation of the summative exam block paper and OSPE both internal as well as for university professional Exam will be the responsibility of the heads of concerned departments with the facilitation by 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 complain regarding assessment, she will submit written application to department of medical education and

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

28. There will be a meeting of module coordinators and DME with committee members after conduction of each block assessment and feedback will be taken from faculty and students on assessment and module.